

# ISLA VISTA COMMUNITY CENTER AND COMMUNITY ROOM DRAFT OPERATIONS PLAN (6 MONTHS)

## PLANNING

Over the next six months we will conduct an **IV Public Spaces Assessment** and develop a **Community Assets and Needs Assessment** in order to map the existing programs and spaces in IV, and identify what additional community needs and assets exist and are needed. In addition, we will develop program evaluation and reporting mechanisms to help us assess the pilot programs described below.

## HOURS AND STAFFING

### OPERATING HOURS\*:

**Community Center** - Main Room, Patio, Front Area, Kitchen

- January-June
  - No open reservations
  - Only pilot programs
  - Other reservations on a case by case basis

### Community Room

- January-June
  - Open reservations
    - Monday-Friday 9am-6pm  
(Existing programming already happens during some of these times)
  - Other reservations on a case by case basis
  - Decreased Hours: Spring Break, Summer, Holidays (Dependent on Staffing)

\*Schedule assumes adequate staffing in place.

### STAFFING:

Currently there are two full time professional staff that manage the programming and day to day operations of the IVCC/CR. In addition, the General Manager of the IVCSA (or his designee) is responsible for facilities.

In the Winter quarter, we plan to hire six part time temporary student staff to assist with event staffing, programming and operations of the IVCC/CR.

## PROGRAMMING

In the first year of operations, we will launch **pilot programs** as we experiment with the uses of the space, determine what the community needs are, and map the existing programs and spaces in Isla Vista.

We are **prioritizing programming** that 1) has already been identified by the community as valuable (from previous needs assessments), and 2) serves underserved members of the community.

## **COLLABORATIONS/PARTNERSHIPS**

In the next six months we will meet with approximately 30 organizations in Isla Vista at UCSB and in the surrounding communities to build relationships, identify community needs and explore opportunities for collaboration.

## **OPERATIONS**

Over the next six months we will continue to develop and strengthen our internal operational capacity, with a particular focus on:

**Financials:** A start-up budget, programming budget and operations budget. Reporting and reconciliation of program expenditures.

**Legal:** Contracts, waivers, liability and insurance

**Policies and Protocols:** Use of space, safety and security

**Purchases:** Furniture, equipment, supplies

**Reservations System**

**Marketing/Communications**

## **ADVISORY BOARD**

The Advisory Board scope of responsibility and relationship to staff is still being clarified in the conversations between the IVCSB Board and Staff and IVYP Staff, but we expect that over the next six months they will review and provide input in the space and needs assessments, operations plan, policies and guidelines, priorities for use of space and programming, and support the development and strengthening of community and campus collaborations.