



**FINAL MINUTES**

*June 10 – 11, 2018*

*Loews Coronado Bay Resort*

*Coronado, CA*

**Members present:** Teresa Aldredge, Deborah Blue, Bernard Jefferson, Jeri Marshall, Judy Mays, Andrew Washington, and Garcel Zardes.

**Staff:** Julie Adams, Transition Manager

**I. Welcome and Ritual**

Board President Teresa Aldredge called the meeting to order at 11:13 am. Board members Marshall and Mays conducted an opening ritual. The board and staff welcomed the newest Board member Andrew Washington.

The following items were added to the agenda: III. J. Board Vacancy and IV. d. Executive Director Hire Timeline.

The agenda was approved by consensus.

**II. Consent Items**

- a. Health and Wellness Grant Work Plan, Adams
- b. Council of Elders, Marshall
- c. April Meeting Minutes, Mays
- d. Board Recruitment Process
- e. Elections, Adams
- f. Employee Handbook, Adams
- g. Bylaws – Notice of Change, Aldredge
- h. Organization Chart, Adams
- i. Social Media Policy, Adams
- j. Computer, Internet, and Email Usage Policy, Adams

Items II. a, II. b, and II. h. were removed from the consent agenda and discussed.

**MSC (Marshall/Washington) to approve consent agenda as amended.**

**II. a. Health and Wellness Grant Work Plan**

It was requested that the Health and Wellness Directors provide a calendar of events for reference.

**MSC (Mays/Marshall ) to approve the Health and Wellness Grant Work Plan.**

**II. b. Council of Elders**

Marshall informed board members that the Council of Elders recently met to discuss the proposed council description. They have requested that the Board consider having the council perform all rituals for Umoja Community including those at events, advisory councils, and board meetings since the rituals set the tone for the event. Having the rituals performed by the

Council of Elders will also maintain a high standard for all rituals. If the Council of Elders is to perform all the rituals, there will need to be parameters for how the council will identify elders to perform the rituals. For example, if one of the council members plans to attend the event, then he/she would be asked to perform the ritual. If no council member planned to be present at the event, then a request would be made of the chair of the Council for an elder to perform the rituals. By consensus, Marshall and Adams will develop a process for the council to use when identifying council elders to perform the rituals for consideration by the board in September.

The Council of Elders also discussed their attendance at events and the frequency of their meetings. The Council of Elders requested that funding for up to three elders to travel to the events be included in the budget. The Council of Elders suggested that the council meet during the winter retreat (face to face), prior to the SLI, and prior to the annual conference via conference call. This item will return to the board for consideration in September.

No action was taken.

### **III. h. Organization Chart**

Members discussed the organizational chart. It was suggested that staff create two charts – one chart would be an operational chart and one would be an optimal organizational chart reflecting the future organizational needs. In addition, the operational chart would include names.

**MSC (Marshall/Zardes) to approve two organization charts – an operational and optimal chart. These charts will be included on the September agenda for consideration and approval.**

## **III. Action Items**

### **a. Student Scholarship Plan**

Adams reminded the board that the Umoja Strategic Plan calls for a plan to increase the number of scholarships and financial support for Umoja students. Umoja has a history of providing student scholarships. In the past, individuals or entities donated funds to Umoja to provide students with resources such as funds to pay for attending HBCU tours, funds to attend a designated four-year school (e.g. Fisk University), and funds for books, etc. The current proposal is to form an ad hoc committee to review past criteria and application materials to determine if they should be revised and consider questions posed in the written proposal. Members suggested that the students in attendance at the upcoming Student Leadership Summit be surveyed regarding their ideas for awarding scholarships.

**MSC (Mays/Marshall) to approve forming an ad hoc committee to finalize the scholarship plan to bring back to the board in September.** By consensus both Zardes and Washington will participate on the ad hoc committee.

### **b. Advisory Committee**

Aldredge informed members that the Advisory Council original membership was comprised of former Umoja board members. The council's charge was to advise the board on the strategic plan, evaluate the Umoja program, recommend funders/donors, and to serve on ad hoc committees. With the many changes that the Umoja Community is undergoing, however, it makes more sense to create a different focus and direction for the Advisory Council. It was proposed that the council continue to provide advice regarding

programming but to also take a more active role in bringing in resources and making connections to enhance Umoja programs as well as increase awareness of Umoja in the community. Members discussed the proposed changes and made a few additional changes.

**MSC (Mays/Washington) to approve the advisory committee charge as amended.**

**c. MOU and RFA**

Adams informed members that the Umoja MOU was revised to allow for Umoja to distribute funds to the colleges based on their need. The language included requires colleges receiving funds to enter data into the MIS System each fall and spring term, added fiscal reporting requirements, and added Request for Application (RFA) language. It was noted, however, that the MOU does not list a minimum requirement to be an affiliated college. The MOU includes Model Core Requirements, which most colleges strive to meet but do not always meet them. It was suggested that the MOU include minimum requirements for colleges to be affiliated with Umoja Community. The minimum requirements will be developed and colleges will need to comply with the minimum requirements. A question was raised about whether or not we have a clear picture of where each college fits within the core or minimum requirements. There is currently no one data source which identifies the structure and components of each college. By consensus a profile will be created which will identify the structure and components of each Umoja program so the Board can easily identify and understand programmatic strengths and needs. It was noted that in the past, colleges had the flexibility to remove items from the MOU; however, with the implementation of this MOU, colleges will not be able to modify the MOU. Board members discussed the components of the RFA.

**MSC (Blue/Jefferson) to accept the MOU pending final review by the CCCCCO and the attorney.**

**d. Budget and 990**

The board reviewed the six-month budget performance. Overall, Umoja Community budget is performing as anticipated; however, some of the funds expected to be expended have not been because of delays in hiring. These funds will carry over to next year's budget since all grant funds will need to be expended. Board members reviewed the 990.

**MSC (Mays/Marshall) to approve the 990s for 2017.**

Board members discussed the grant requirement regarding per diem. Any expenses covered by the grant would need to meet the guidelines of the grant, which is difficult to do when staying at hotels during events. Members discussed using the Umoja funds to supplement the costs incurred when over per diem. Board members also discussed changes to the approved 12-month budget and suggested changes.

**MSC (Marshall/Washington) to approve the 12-month budget.**

**e. Mission Statement**

Board members were informed that the current mission statement was developed by a steering committee during the very first retreat many years ago and it is time to review it and update it. It was suggested that a brief survey be developed to garner feedback from

the field regarding the words, ideas, and concepts that reflect the Umoja mission.

**f. New Strategic Plan Timeline**

Board members discussed the development of a new strategic plan for 2019 – 21. Adams suggested that the board hold a retreat in September in conjunction with the board meeting and hire a facilitator to assist with the plan and discussion. The conversation at the Educational Summit will also be an opportunity to consider more ideas to inform the plan. By consensus, the board meeting in September will be held on September 14 – 15, 2018, with one day devoted to a board retreat to begin the strategic planning process.

**g. Officer Job Descriptions**

Board members discussed the board officer job descriptions. The purpose of the job descriptions is to bring clarity to each position and provide expectations for each role based on the standard practices for most nonprofit organizations.

**MSC (Mays/Zardes) to approve the board officer job descriptions as amended.**

**h. Committee Action Plans**

Adams presented two committee action plans—Governance and the Budget and Finance Committees. The plans provide each committee with a guide of the work to be completed each year and includes timelines. She noted that a plan regarding the work for the Program Planning Committee is not being submitted at this time because additional information and direction is needed from the board about the charge of the committee. Board members discussed the charge of the committee and agreed that the Program Planning Committee should evaluate the programming process including ensuring there is educational quality/soundness, that all content fits within the mission, vision, themes, values, and strategic plan of Umoja, that there is effectiveness in the delivery, and that there is connection to the community. By consensus, the Program Planning Committee will return to the September meeting for consideration and possible adoption.

**MSC (Zardes/Mays) to approve the Finance Committee charge and workplan.**

**MSC (Marshall/Jefferson) to approve the Governance Committee charge and workplan.**

**i. Regions**

Board members discussed the development of formal regions. The proposal is to create six regions across the state. This is the first time that Umoja has grouped the colleges within regions. The regions were created based on location of schools within proximity of each other. The current workplan calls for four regional coordinators; however, with six regions two part-time coordinators will need to remain on board until additional coordinators can be hired in the spring. Board members questioned whether or not the structure of the regions is a reasonable workload for the regional coordinators. Without more information about where the colleges are in relationship to their maturity, it is difficult to determine the workload.

Board members discussed the process to determine when to take on additional colleges. The Board should be involved in decisions and processes for managing growth of Umoja programs. That process would ideally begin with the strategic planning process. In an effort to make this determination, Board members asked for information about where colleges are

in adopting the Core Requirements, where they are located, and where they are in maturity (how long in existence). Board members also questioned how Umoja can effectively serve California community colleges if more state universities, as well as colleges and universities out of state are brought on board.

**MSC (Marshall/Jefferson) to approve the concept of regions and continuing two part-time regional coordinators.**

**j. Board Vacancy**

President Aldredge informed members that Board Member Erin Charlens has resigned because of family and college commitments. President Aldredge suggested that she work with the Governance Committee to identify past candidates for the vacant board position. By consensus, the board will hold a special meeting in July to discuss possible nominees.

**IV. Discussion Items**

**a. Update on Plan Implementation**

Adams provided an update on the Strategic Plan and Organizational Audit. Most items are on target; however, some dates need to be adjusted. Members briefly reviewed both the plan and the audit.

**b. Conference Presenters**

Board members discussed possible keynote speakers for the Umoja XIV Conference. By consensus, Adams will begin seeking possible speakers.

**c. Qualitative Research Update**

Adams shared an example of the qualitative research being completed on Umoja's behalf. Dr. Vajra Watson, UC Davis professor, is finalizing her research and provided a snapshot of her upcoming research report for the Board.

**d. Executive Director Timeline** – The board considered the various things involved with the hiring process for an executive type position and concluded that it could easily take six to eight months. A job description must first be created and then the recruitment process must take place. It was agreed that a consultant or hiring firm that would be held to certain standards will be hired. By consensus there will be a special meeting of the board in July or early August to agree on a firm to assist with the hiring process and to finalize the job description. The tentative timeline for the search process is September 2018 to June 2019.

**V. Reports**

**a. President**

Aldredge updated members on her activities.

**b. Transition Manager (written)**

Adams highlighted items in her written report, particularly the publishing of the first research paper in August and the addition of staff to the Umoja office

**c. Regional Coordinator Directors (written), Colondres/deWit**

No written report submitted.

**d. Regional Coordinator Monthly Report Summary (Written), Adams**

Adams highlighted a new report on the agenda and encouraged board members to review it as the report provides the story of what is happening at our various Umoja programs. The report reveals that since March 2018, Regional Coordinators contacted 20 colleges. This report will be on all agendas in the future to keep the board apprised of what's happening in our various Umoja programs.

**VI. Information**

**a. Chancellor's Office Survey Summary**

Adams informed members that she received the draft survey results from the Chancellor's Office. She reviewed the surveys and compiled the results which is included with the meeting materials. The survey demonstrates the variety of need of our affiliated programs and provides a base point for some data collection.

**b. Outline for Student Survey Report**

Adams provided members with the outline of the summary of the student survey conducted last year. The results of the survey and the summary report will be completed by August or sooner.

**VII. New Business**

**a. Future agenda item**

Board member Blue requested that a definition of what goes on the consent agenda be developed for discussion at the September board meeting.

Respectfully submitted by,

Julie Adams, Executive Director  
Judy Mays, Secretary