

**FINAL MINUTES**  
**BOARD OF DIRECTORS MEETING -- September 14, 2018**  
**BOARD OF DIRECTOR RETREAT -- September 15, 2018**

---

**Members present:** Teresa Aldredge, Deborah Blue, Bernard Jefferson, Jeri Marshall, Judy Mays, Walter Robinson, Andrew Washington, and Garcel Zardes (via Zoom).

**Staff:** Julie Adams, Transition Manager

**Guests (Via Zoom):** Rogear Purnell, RP Group; Tony Wright and Nicole Ferrer, Diversity Recruiters; and Randy Egter, Reaction Search International.

**I. Welcome and Ritual**

Aldredge welcomed board members and Marshall lead an opening ritual that began with a prayer and then requested that everyone write down three things that brings them joy.

**II. Consent Items**

- A. June Meeting Minutes, Mays
- B. July Special Meeting Minutes, Mays
- C. Consent Agenda Practice, Adams
- D. Council of Elders, Marshall

**MSC (Robinson/Marshall) to approve the consent agenda with the removal of II. D.**

**II. D. Council of Elders**

It was noted that the Council of Elders description mentions the responsibility of a chair for the Council; however, there was no indication of how a chair is appointed. The following language was added to the description of the Council of Elders.

*At the first meeting of the Council in the Fall, the Council will select a chair. Note: the chair does not have to be the representative to the Board of Directors. The chair will serve for a minimum of one-year beginning in January.*

**MSC (Robinson/Marshall) to approve the Council of Elders Description as amended.**

**III. Action**

**A. RP Group Research Phase One Report**

Rogear Purnell-Mack from the Research and Planning Group joined the meeting via Zoom to provide the Board with an update on the research they were contracted to do with Umoja coordinators. Overall the respondents were positive about the resources and supports provided by Umoja. Ms. Purnell-Mack also noted some suggestions/improvements highlighted by the Umoja coordinators including the need for concrete ways that colleges could begin fundraising. Coordinators also

expressed a desire for more advocacy and communication from the Umoja organization.

**MSC (Robinson/Mays) to accept the Phase I report from the RP Group.**

B. 2018-19 Workplan and Budget

The Board of Directors discussed 2018-19 workplan and budget. One key highlight of the budget is the ability of the board to provide \$1.2 million to Umoja Affiliated programs for direct services to Umoja students. This is the first time such funding has been available to share with the programs. The board acknowledged the significance of this opportunity and the goal to continue such funding if available.

**MSC (Robinson/Mays) to approve the workplan and budget.**

C. Executive Director Search

Board members interviewed several executive director search firms during the meeting via Zoom. A few more search firms will be identified and interviewed by a small board committee comprised of Blue, Robinson, Aldredge, and Adams who will make a recommendation to the full board regarding other search firms to interview. Reaction Search International will be removed from the pool. Board members also discussed the executive director compensation package.

**MSC (Marshall/Robinson) approved the compensation package.**

Note: The confidential notes with detailed information about the compensation package is available via the Board Executive Director Search folder.

D. Umoja MOU

The Board of Directors discussed revisions to the Umoja MOU for affiliated colleges.

**MSC (Marshall/Washington) to approve the MOU as amended.**

E. HBCU Initiative MOU

The board discussed the draft MOU, particularly the recent request to waive the fees for HBCUs attending the Umoja Conference. As Umoja enters into the MOU, negotiations will include conversations about their commitment to pay the minimal fee to participate in future conferences, which has been reduced and much more generous than those offered to other colleges and universities.

**MSC (Mays/Marshall) to approve the HBCU Initiative MOU.**

F. HBCU Conference Fee

Discussed above. By consensus, next year the HBCU Initiative will pay a reduced minimum fee to participate in the Umoja Conference.

G. Board Recruitment

The Board of Directors briefly discussed the materials for recruiting prospective board members. Slight modifications were suggested and will be incorporated into the final documents.

**MSC (Blue/Robinson) to approve the flyer and time as amended.**

H. Program Planning Committee

Postponed until next meeting.

**IV. Discussion**

A. MOU with Howard University

The Board of Directors briefly discussed the idea of an MOU with Howard University. Howard University is not part of the CCCCO/HBCU Transfer Guarantee Project. By consensus members were open to the idea of entering into such an MOU. This item will be further discussed at the next board meeting.

B. Umoja Affiliated College Expansion

Postponed to next meeting.

C. Conference Update

No update provided.

D. Advisory Council Recruitment

Postponed until next meeting.

E. Draft Communication Plan

Postponed until next meeting.



**V. Information**

A. President's Report, Aldredge. No report provided.

B. Transition Manager Report, Adams. Written report provided.

C. Organizational Charts – Operational and Optimal, Adams. Written organizational charts included in the agenda attachments.

D. Strategic Plan and Organizational Audit, Adams. Written update included in the agenda attachments.

E. Health and Wellness Grant Report, Pinks/Simmons. Written report provided.

Respectfully submitted by,  
Judy Mays, Secretary

Julie Adams, Transition Manager

## Umoja Board of Directors Strategy Planning Workshop

Saturday, September 15, 2018

Sacramento, CA

---

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

**Staff:** Julie Adams, Transition Manager

**Guests:** LaTonya Slack, Slack Global Consulting

This meeting was designed to be more of a retreat to prepare Board members for the strategic planning process that needs to occur and for the search process to select an Executive Director. Another purpose of the meeting was to review the role and responsibilities of the board. The meeting was facilitated by Ms. LaTonya Slack who engaged Board members in various activities and exercises to begin envisioning what we want for the organization in the next three to five years and what we want in a new leader for the organization. The retreat also included a review of the role of the Board versus an Executive Director and some discussion of the role of the Board would like to see the next Executive Director have in terms of their duties and relationship to the Board.

Some highlights of the meeting regarding preparation for a strategic plan included a list of things we need to know:

- What do our resources look like—will they be the same, will they increase, is there stability in our funding?
- What do we need/want in a new Executive Director?
- What is our vision?
- How fast do we intend to grow?
- What does our data look like?

There were also several next steps highlighted at the end of the meeting:

- Confirm search firm by September 30<sup>th</sup>.
- Clarify policies and procedures around the CCCCCO funding.
- Begin strategic plan process by securing a facilitator.

Respectfully submitted by,  
Judy Mays, Secretary  
Julie Adams, Transition Manager