MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT ("MOA") is made effective as of **7/1/2025** ("Effective Date") by and between Umoja Community Education Foundation, a California nonprofit public benefit corporation ("UCEF"), whose address is 1801 7th Street, Suite 100, Sacramento, CA 95811, and **Foothill College**, a participating institution in the California Community College system ("College"), whose address is **12345 El Monte Road, Los Altos Hills, California, 94022.** UCEF and College may be referred to individually as a "Party" or collectively as the "Parties."

1. **DEFINITIONS**

    1.1 "Umoja Program" means the initiative implemented by the College in partnership with UCEF in accordance with the Umoja Community Education Foundation's pedagogical framework, core practices, and Minimum Core Requirements.

    1.2 "Core Team" means the designated faculty, coordinator(s), counselor(s), and staff responsible for operating the Umoja Program on the College's campus.

    1.3 "SLI" means the Summer Learning Institute, UCEF's primary professional development training for Umoja Program staff.

    1.4 "Exhibits" refer to the appendices attached to this MOA, including but not limited to Exhibits A through F, which describe core standards, roles, support, and implementation guidelines.

    1.5 "Umoja Student" means a student who has an Umoja application on file, is actively enrolled, and meets one or more of the following criteria: (a) enrolled in or previously completed an Umoja-designated or supported course; (b) receives Umoja counseling or educational planning services; (c) utilizes Umoja-sponsored academic or support services; or (d) participates in Umoja-sponsored events or activities. Full criteria are outlined in Exhibit E.

1.6 "Umoja Course" means a credit-bearing, transferable or degree-applicable course that integrates Umoja-aligned pedagogy, cultural relevance, and student-centered practices. Umoja Courses are categorized as follows:

(a) Umoja-Dedicated Courses – required for all affiliated colleges, these courses are intentionally designed to serve Umoja students as a primary cohort. They must be taught by instructors who have completed the Umoja Summer Learning Institute (SLI) or an approved Umoja training and incorporate Umoja cultural principles and practices as outlined in Exhibit A.

(b) Umoja-Supported Courses – optional but encouraged, these are courses open to the general student population and taught by Umoja-trained faculty who voluntarily integrate Umoja principles or culturally responsive pedagogy. While Umoja students may enroll, they are not the exclusive or primary audience.

2. PURPOSE

This MOA outlines the obligations and commitments of the Parties to implement, support, and sustain an Umoja Program that promotes retention, academic success, and holistic development of African American and other historically underrepresented students.

3. PERIOD OF PERFORMANCE

This MOA shall be in effect from the Effective Date through June 30, 2027 unless earlier terminated by either Party with thirty (30) days' written notice.

4. RESPONSIBILITIES OF THE COLLEGE

The College agrees to:

4.1 Implement and maintain an Umoja Program in accordance with the Minimum Core Requirements (Exhibit A).

4.2 Provide Priority Registration access to Umoja students as described in Exhibit A.

4.3 Submit an annual Strategic Plan and End of Year Report documenting program compliance, data outcomes, and strategic goals, in accordance with Exhibit A and Exhibit E.

4.4 Maintain a minimum of 1.0 Full-Time Equivalent (FTE) for program coordination as described in Exhibit A.

4.5 Assign designated Umoja counseling faculty per the enrollment-based formula in Exhibit F.

4.6 Ensure the timely and accurate reporting of student data in accordance with CCCCO and UCEF guidelines.

4.7 Participate in UCEF-sponsored assessments and site visits.

4.8 Communicate any changes to Core Team personnel to the assigned UCEF Regional Coordinator via email within ten (10) business days.

5.   RESPONSIBILITIES OF UCEF

UCEF agrees to:

5.1 Provide professional development as outlined in Exhibit C, including mandatory attendance at the Summer Learning Institute (SLI) for all new team members, and required annual attendance for program coordinators to ensure continuity, alignment with Umoja's evolving best practices, and fidelity to the Umoja model.

5.2 Offer ongoing technical assistance and strategic consultation via assigned Regional Coordinators.

5.3 Solicit feedback from training participants to improve effectiveness and ensure offerings are aligned with Umoja's commitment to equity, inclusion, and culturally relevant pedagogy.

5.4 Conduct regular program assessments and site visits to ensure alignment with Umoja's core standards.

6.   CONFIDENTIALITY

Each Party agrees to maintain the confidentiality of non-public data and information received from the other Party, including but not limited to student data protected by FERPA and proprietary training content.

7.   INTELLECTUAL PROPERTY AND TRADEMARKS

UCEF retains ownership of all intellectual property, including its Marks as detailed in Exhibit D. The College may use the Marks solely in accordance with UCEF's Trademark Use Policy and only during the term of this MOA.

8.   FUNDING

UCEF and College will each be fiscally responsible for their respective obligations. UCEF may allocate funding based on eligibility and availability as determined by CCCCO and UCEF criteria. This MOA does not independently obligate funds.

9.   WARRANTIES AND REPRESENTATIONS

Each Party represents and warrants that it has the full authority and legal right to enter into this MOA and perform its obligations hereunder. Each Party will comply with all applicable federal, state, and local laws.

10.   DISPUTE RESOLUTION

The Parties agree to first attempt to resolve any disputes arising under this MOA in good faith through informal discussions. If unresolved, the Parties will submit the matter to non-binding mediation before pursuing legal remedies.

11.   TERMINATION

This MOA may be terminated by either Party with thirty (30) days' written notice. Termination shall not relieve either Party of its obligations incurred prior to termination.

12.   NOTICES

All notices under this MOA shall be delivered to the principal contacts listed below or to such other addresses as may be provided in writing:

UCEF: Dr. Mayen Udoetuk

Umoja Community Education Foundation

1801 7th Street, Suite 100

Sacramento, CA 95811

Email: info@umojacommunity.org

College: Susan Cheu

Email: cheususan@fhda.edu

13.   GENERAL PROVISIONS

13.1 **Modification**: This MOA may be modified only in writing signed by authorized representatives of both Parties.

13.2 **Assignment**: Neither Party may assign or transfer this MOA without the written consent of the other.

13.3 **Severability**: If any provision is deemed unenforceable, the remainder of the MOA shall remain in effect.

13.4 **Entire Agreement**: This MOA, including its Exhibits, constitutes the entire agreement and supersedes all prior understandings.

13.5 **Governing Law**: This MOA shall be governed by the laws of the State of California.

13.6 **Counterparts**: This MOA may be executed in counterparts, each of which shall be deemed an original.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have executed this MOA as of the Effective Date.

Authorized Representative, UCEF   **Authorized Representative, College**

Dr. Eric Mayes   **Susan Cheu**
Chief Executive Officer   **Vice Chancellor**

Signature: **Signature:**

Date: **Date:**

After College signs, submit MOA by one of following methods:

E-Sign via Adobe Sign

Mail hard copies to the attention of Umoja Community Education Foundation at

P.O. Box 188067, Sacramento, CA 95818

All copies will be countersigned and returned in the same method received.

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EXHIBIT A

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UCEF MINIMUM CORE REQUIREMENTS FOR UMOJA AFFILIATED COLLEGES

The following minimum requirements have been set by the Umoja Community Education Foundation (UCEF) for colleges seeking to maintain or establish an Umoja program or affiliate an existing program designed to increase student success and retention of African ancestry and other students.

At the discretion and review of the UCEF executive director or designee, programs that fail to satisfy the minimum requirements as listed below will be subject to a loss of funding and removal as an Umoja affiliated program.

Colleges wishing to affiliate a program with UCEF and/or maintain status as an affiliate program must minimally meet the requirements below.

Administrative Oversight

Each Umoja Program shall be formally sponsored by an administrator at the Dean, Vice President, or President level to ensure institutional alignment, resource support, and strategic visibility.

The sponsoring administrator shall:
- Serve as the administrative point of contact for the Umoja Program
- Participate in annual program review and planning with the Umoja Core Team
- Assist in aligning Umoja with the college's student equity and success initiatives Additionally, the Umoja Program shall provide an **annual program update** to the President's Cabinet (or equivalent executive leadership body), highlighting:
- Student enrollment, retention, and success data

- Program achievements and challenges
- Alignment with institutional priorities
- Resource and staffing needs

Note: Colleges are encouraged to schedule this update to coincide with a site visit from Umoja Community Education Foundation representatives, where possible, to support shared advocacy and cross-functional engagement.

Minimum Umoja Program Coordination Requirement

Each college shall commit to maintaining a minimum of 1.0 Full-Time Equivalent (FTE) in total coordination time for the Umoja Program. This requirement may be fulfilled by a full-time Umoja Coordinator or by a combination of personnel (classified staff, faculty, or counseling faculty) whose combined roles equal 1.0 FTE.

Assignment of Coordination Responsibilities

In cases where the Umoja Program coordination responsibility is assigned as an additional duty to individuals with other primary roles (e.g., directors, deans, or classified staff), the following provisions shall apply:

1. **Quantified Time Allocation:**

The assignment must include a clearly documented allocation of time specifically dedicated to the Umoja Program. This allocation should be expressed as an FTE value (for example, 0.5 FTE, 0.75 FTE, etc.) or as a specific number of hours per week. This ensures that the contribution toward the 1.0 FTE requirement is explicit and measurable.

2. **Documentation and Contractual Clarity:**

The quantified time commitment shall be formally documented in the staff member's contract, job description, or in an addendum thereto. This documentation must specify the exact proportion of their total work time dedicated to Umoja Program coordination, ensuring accountability and transparency.

3. **Monitoring and Evaluation:**

The documented time allocation will be subject to regular review by the appropriate administrative authority. This review will verify that the assigned time commitment is being met and, if necessary, adjustments will be made to align with the overall 1.0 FTE requirement.

4. **Corrective Action for Under-Assignment:**

If the assigned time falls short of the required 1.0 FTE, the college must submit a corrective staffing plan. This plan should include target milestones and a timeline (for example, scaling to 1.0 FTE within two academic years) to ensure that full program coordination capacity is achieved. Interim benchmarks must also be established to monitor progress toward the full FTE commitment.

5. **Flexibility Clause:**

Colleges facing resource limitations may propose a phased approach to reach the 1.0 FTE target. However, even in such cases, the interim FTE contributions must be explicitly quantified and documented as described above.

Village Space

The Umoja Village space is **non-negotiable**—it is a **sacred, safe, and student-centered hub** on campus, intentionally designed to serve Umoja students **exclusively** and is **not** a shared or multi-purpose space. It is imperative that each campus provide and maintain a **dedicated, accessible, and culturally affirming space** that sufficiently meets the needs of the **growing population** of Umoja students. This space is essential for fostering a **sense of community, belonging, and cultural pride** while directly supporting students' educational goals.

The Umoja Village is not merely a physical location; it is a cultural epicenter designed to address the systemic inequities and disproportionately impacted student populations historically served by Umoja. To fulfill this purpose, the Umoja Village must be equipped to facilitate:

• **Academic Support and Excellence**: Dedicated tutoring services, study groups, and academic workshops that enhance student performance and engagement.

• **Mentoring and Leadership Development**: Access to mentors who reflect students' cultural identities, fostering leadership skills and personal growth.

- **Social-Emotional Wellness**: Safe spaces for healing circles, mental health support, and wellness workshops that affirm the holistic well-being of Umoja students.
- **Career Development and Job Placement**: Targeted career readiness programs, internships, and job placement assistance designed to break cycles of economic inequity.
- **Faculty Engagement and Pedagogical Support**: Intentional interactions with culturally responsive faculty who are committed to the success of Umoja students.
- **Transfer Assistance and Pathways to Higher Education**: Comprehensive transfer support services that ensure Umoja students achieve their educational aspirations and gain access to broader opportunities.

A Sacred Commitment to Our Students

Umoja Villages must not be reduced to mere office spaces for employees. They are **sacred cultural spaces**—an extension of the classroom and a reflection of the Umoja principles. They must be **intentionally designed and sufficiently resourced** to accommodate the academic, cultural, and social needs of Umoja students. This includes:

- **Designated communal spaces** for student gatherings and cultural events.
- **Study rooms and quiet areas** that support academic focus and productivity.
- **Technology access** bridges the digital divide and supports 21st-century learning.
- **Culturally relevant décor and symbolism** that reflects the rich heritage and identity of Umoja students.

Accountability and Expectations

We hold each campus accountable for providing a space that goes beyond minimal compliance. The Umoja Village is **not a privilege** but a **requirement**. It is an **essential resource** that directly impacts student retention, academic success, and holistic development. Therefore, campuses are expected to:

- **Prioritize the allocation of a dedicated and functional space** that meets the evolving needs of Umoja students.

- **Commit to ongoing maintenance, improvement, and expansion** of the Umoja Village as the program grows.

- **Ensure that the space is exclusively for Umoja students**, safeguarding its integrity as a cultural and educational hub.

- By committing to this vision, campuses will not only enhance the educational experiences of Umoja students but also fulfill their obligation to **equity, cultural inclusion, and student success**.

Academic Courses and Definition of an Umoja Course

Each college shall offer a minimum of two Umoja-dedicated transferable or degree-applicable courses per academic year. Dedicated courses must be taught by instructors trained through the Umoja Summer Learning Institute and include Umoja-identified students as the primary population.

Definition of an Umoja-Dedicated Course:

An **Umoja-Dedicated Course** is a credit-bearing, transferable or degree-applicable course that intentionally incorporates the Umoja Community Education Foundation's pedagogical framework, cultural principles, and student-centered practices. Umoja courses must meet the following criteria:

1. **Intentional Enrollment**
   Courses must primarily serve Umoja students. While open to others, the core cohort should reflect Umoja program membership.

2. **SLI-Trained Instructor**
   The faculty member must have completed the Umoja Summer Learning Institute (SLI) or other approved Umoja training prior to teaching the course.

3. **Cultural Relevance and Practice**

The course must intentionally incorporate Umoja Practices (e.g., African-centered texts, cultural rituals, community-building, consciousness raising) and culturally responsive pedagogy.

4. **Collaboration with Program Team**

    The instructor must collaborate regularly with the Umoja Coordinator, Counselor, and Core Team to align instruction with holistic student support.

5. **Student Belonging and Empowerment**

    The course environment must affirm the identities, histories, and potential of African ancestry through inclusive content and instructional approaches.

Definition of an Umoja-Supported Course

An **Umoja-Supported Course** is a **credit-bearing, transferable or degree-applicable course** taught by an instructor who has participated in the Umoja Summer Learning Institute (SLI) or Faculty Institute and voluntarily incorporates Umoja-aligned practices. It differs from a dedicated course in the following ways:

1. Umoja students are **not the primary enrollment cohort**, and no seats are reserved specifically for Umoja students.
2. The instructor integrates **some Umoja principles or practices**, such as African-centered texts, culturally responsive assignments, or inclusive teaching strategies.
3. While beneficial to Umoja students who may enroll, supported courses are designed for a general student population and do not operate as an official Umoja cohort course.
4. Collaboration with the Umoja Core Team is **encouraged but not required** at the same level as dedicated courses.

Umoja Program Reporting and Data Requirements

- Request necessary reports from campus Institutional Effectiveness or Institutional Research which provide relevant data to achieve program goals and to also meet UCEF Programmatic Reporting Requirements.

- Submit an annual program Strategic Plan outlining objectives, key tasks, and data collection measures that demonstrate alignment with the five UCEF core programming requirements: Umoja coordination/core team, dedicated Umoja village space, academic/Umoja dedicated or supported courses, data reporting, and Umoja student focused programming.

- Submit an End of Year (EOY) report which shall include data collection and an overview of the state of the Umoja program on the campus. Plus, provide a summary of objectives executed within the Strategic Plan.

- Participate in an assessment process, which includes the collection of quantitative and qualitative data. In alignment with the CCCCO MIS data reporting requirements, the college must submit data to the MIS Special Populations database (SG08) within 30 days of the end of each academic term.

- The College will ensure that each Umoja student as described in Exhibit E is entered in the MIS Special Populations Database and confirm that the data are accurate via Datamart. Additional data to be collected shall include but is not limited to an aggregate count of Umoja and non-Umoja student program participation in courses and Umoja events, statistics regarding the College's ethnic breakdown, Umoja cohort course completion rates, retention/persistence rates, graduation rates, and transfer rates.

- Umoja programs will also collect and report on any results from interviews, completed questionnaires, and/or other assessments related to participation in Umoja programming at the College. In no case will data be collected and shared which identifies individual students without a release form signed by the student.

Umoja Student Focused Programming

Provide a student orientation/welcoming ritual/rite of passage or other event at the onset of the program each academic year and at year-end. Umoja Regional Coordination support can aid with guidelines for the above-mentioned events.

Provide at minimum, events and activities that meet the following goals: transfer readiness, career preparedness and cultural enrichment/exploration connected to the African Diaspora.
Engage Umoja students in understanding and applying the Umoja Practices within the student development process. Umoja Practices should be incorporated into programming, curriculum, and events. This shall be evident and demonstrated during statewide site observations. The Umoja Practices are a trademark of the Umoja Community Education Foundation.

Professional and Student Development Training

- Upon the Colleges initial affiliation with UCEF, core team members (i.e., coordinator, counselor, instructors, and staff) must attend the Summer Learning Institute (SLI). The Summer Learning Institute is the primary means by which Umoja program staff as well as college administrators overseeing programs are introduced to and grounded in Umoja pedagogy and practices and become attuned to the personal commitment required as well as the profound impact that Umoja programming makes in the individual lives of Umoja students. After initial SLI training, program coordinators are expected to attend the SLI annually to maintain program fidelity and remain aligned with Umoja's evolving best practices. Ongoing participation by other core team members is highly encouraged. Changes in College core team members must be reported to the assigned Umoja Regional Coordinator. New core team members will be required to attend the next scheduled SLI.

- Attend the annual Winter Coordinator's Retreat. The Winter Coordinator's Retreat provides Umoja coordinators with the opportunity to learn best practices as well as receive hands on assistance with any program challenges or issues. If the primary Umoja coordinator is unavailable to attend, a designee must attend on behalf of the affiliate program.

- Attend regional meetings scheduled by the Regional Coordinator. If the primary Umoja coordinator is unavailable to attend, another member of the core team must attend on behalf of the affiliate program.

- Send Umoja program participants to one or more student leadership and student development events offered by UCEF. These events include but are not limited to the Umoja Conference, Regional Symposia and Student Leadership Summit (SLS). Umoja student leadership and student development events provide Umoja students the opportunity to network with Umoja program participants in other areas and are designed to validate cultural identity and enhance student efficacy needed to develop as student leaders.
- Regular attendance at these events is expected to ensure fidelity to Umoja's educational model. Non-attendance must be communicated in advance to the Regional Coordinator.

Program Accountability and Dispute Resolution Process

In recognition of the importance of maintaining program fidelity and institutional support, the following process shall guide resolution of concerns and support continuous improvement for Umoja-affiliated colleges.

A. Performance Monitoring

UCEF will conduct regular program assessments, including review of annual reports, data submissions, and statewide site visit observations to ensure alignment with Umoja's core requirements and values.

B. Areas of Concern

If a program is identified as underperforming or out of compliance with one or more minimum core requirements, UCEF will notify the college in writing. Areas of concern may include, but are not limited to:

- Insufficient staffing or coordination time
- Lack of designated counseling support
- Failure to provide a dedicated Umoja Village space
- Incomplete or missing reports

- Lack of Umoja-Dedicated Courses

- Lack of student-focused programming or training participation

C. Improvement Plan Process

Within 30 days of receiving notification, the college must submit an **Improvement Plan** to UCEF that includes:

1. A summary of the challenges impacting compliance

2. Specific corrective actions and responsible parties

3. A timeline for achieving alignment (not to exceed two academic years)

4. Interim benchmarks for monitoring progress

UCEF will provide technical assistance and assign a Regional Coordinator to support the plan's implementation.

D. Progress Review and Support

UCEF will conduct progress reviews at regular intervals during the Improvement Plan period. The plan may be modified collaboratively as needed. If progress benchmarks are not met within the agreed timeline, UCEF reserves the right to:

- Suspend statewide recognition as an affiliated program

- Restrict access to statewide events or support

- Initiate removal from statewide affiliation, pending review by the UCEF Executive Director and Board

E. Commitment to Collaboration

This process is designed to promote accountability through partnership. UCEF is committed to working in good faith with each college to resolve challenges in a constructive, student-centered manner.

EXHIBIT B

BENEFITS OF AFFILIATING WITH THE UMOJA COMMUNITY EDUCATION FOUNDATION

The Umoja Community Education Foundation (UCEF) is a statewide organization dedicated to increasing retention and success rates of African American and other underrepresented students. Colleges with programs aimed toward this cause benefit from affiliating with UCEF by becoming part of a global network. A major benefit of this network is access to professional development training on culturally relevant pedagogy specifically designed to enhance the lives and educational experience of African American and other students. This network also affords program staff access to professionally trained UCEF professional staff who are available to provide strategic support and guidance to assist Umoja core team members in meeting their program objectives. Onsite visits by Umoja Regional Coordinators are conducted twice a year; program guidance and support is also provided through scheduled regional meetings as well as one-to-one support.

College site visits are designed to assess program strengths and weaknesses and include recommendations for strengthening program efficacy. Programs also benefit by having access to professional development opportunities specially designed for Umoja practitioners including hands on residential trainings as well as webinars offering training and information regarding changes to statewide policy and regulations.

How do students benefit?
Students benefit from Umoja programs in the following ways:
- Increased rates of course retention, completion and success.
- Opportunity to attend Umoja sponsored conferences and student development events.
- Curriculum and teaching practices that are designed to empower and increase self-efficacy.

- Cultural enrichment and exploration to impact identity and connection to the African Diaspora through experiences, teaching and learning.
- Opportunity to develop leadership skills in a supportive environment.
- Access to representatives from Historically Black Colleges and Universities (HBCUs) and opportunities for on-the-spot admission to an HBCU at the annual fall conference.
- Access to discounted rates for HBCU tours.
- Access to representatives from the University of California system for admissions information and resources. Plus, UC campus tours and events.
- Participants of Umoja programs receive additional admissions consideration at select four-year universities.

What are the benefits for your program?

- Inclusion in the California Community College Chancellor's Office MIS Special Populations data submission.
- Member of a professional network supportive of the needs and interests of programs designed to increase retention and success of African American and other underrepresented students.
- Representation as a collective voice at the California Community College Chancellor's office
- supporting issues of equity for students of color particularly African American and other underrepresented students.
- Opportunities to discuss program challenges and issues with other Umoja programs during regional meetings and forums and professional development trainings.
- Collaborative intervention and support if sustaining your program becomes a challenge.
- Access to annual training on the Umoja framework and practices that aid in advancing programming and curriculum.

Fiscal benefits

Umoja affiliated programs in compliance with the MOA are eligible for Umoja designated funding through the California Community College Chancellor's Office, grants and other funding streams when funding is available. Outside of these funds, institutions must continue to provide funding to support Umoja program staffing and programming resources.

EXHIBIT C
UCEF PROFESSIONAL DEVELOPMENT AND TRAININGS

Professional development offered through the Umoja Community Education Foundation is a fundamental component for the Umoja program. The following information is provided for program planning purposes and includes estimated payment deadlines for UCEF professional development activities. Umoja programs are required to cover their own travel and registration costs unless otherwise indicated.

Summer Learning Institute (SLI) (5 days generally in June) Attendees: Faculty/Staff (Required training for core program staff upon initial affiliation with UCEF)
Payment Deadline: May 1

Umoja Conference (2 -3 days generally in November) Attendees: Students, Faculty/Staff
Payment deadline: October 1

Umoja Coordinators Retreat (1-2 days in January or June) Attendees: Primary Umoja Coordinator or Designee
Payment deadline: December 1

Umoja Regional Symposia (1 day each in Northern and Southern California between January and March) Attendees: Students, Faculty/Staff
Payment Deadline: Variable

EXHIBIT D

TRADEMARK, LOGO, AND BRAND GUIDE POLICY

The Umoja Trademark Policy states the terms and conditions under which the Colleges and affiliate partners may use the Umoja marks, logos, and brand.

A. All marks, logos, and branding used in connection with Umoja activities or related to Umoja are protected under applicable trademark laws and are the exclusive property of Umoja. No person or entity may use or authorize the use of any of the Umoja marks in any manner other than as expressly authorized in writing by the designated officer of Umoja Community Education Foundation (UCEF). The Foundation reserves the right to revoke authorization to use the marks, logos, and branding at any time at its sole discretion.

B. Colleges with signed agreements will receive and are authorized to use the marks, logos, and branding in accordance with this policy solely during the term of this MOA. No other persons, organizations, or entities are permitted to use the marks, logos, and branding without express written authorization from UCEF. Colleges are prohibited from authorizing the use of the marks, logos, and branding by third parties, except as authorized in advance by UCEF and pursuant to an approved license agreement.

C. Colleges are permitted to use the marks, logos, and branding to represent their affiliation accurately and truthfully with Umoja. Colleges, and other third parties, are prohibited from using the marks, logos, and branding to suggest an affiliation or other relationship expressly or implicitly with UCEF that is untruthful or inaccurate.

D. To protect the effectiveness, value and distinctiveness of the marks, logos, and branding, a consistent look must be maintained. Accordingly, Colleges must use the marks, logos,

and branding as required by UCEF and may not be modified in any manner, except only as authorized by the Foundation.

E. Trademarks and service marks are adjectives that modify nouns and verbs; therefore, the marks should not be used alone as nouns (except only when the name "Umoja" is used as a corporate name to refer to Umoja). Similarly, the marks, logos, and branding should not be used in a possessive form by adding an apostrophe "s" or used as a verb or in a plural form (except to refer to programs or services offered by Umoja). When using Umoja marks, do not add hyphens, vary the spelling or graphics, or combine any or all the words. Where possible, the marks should be used as adjectives immediately preceding nouns that describe the product or service in question.

F. Colleges may use the marks, logos, and branding in connection with geographic modifiers, but any new graphics or other changes must be approved by Umoja.

G. Although not required, it is advisable to attribute ownership of the marks, logos, and branding to Umoja to gain the **full** benefit of the goodwill associated and is encouraged to indicate in a footnote at the bottom of advertising copy that the marks displayed in the advertisement are service marks of UCEF. For example: "Umoja Community SM" is a Service Mark of Umoja Community Education Foundation.

H. Colleges may be subject to periodic reviews and assessments of their usage of the Umoja marks, logos, and branding. The frequency of inspection will typically fall within the term of the agreement on at least an annual basis; but, possibly more if warranted. Protocols for rectifying any quality or compliance shortfalls will be advised by the UCEF officers and may include suspension or termination of the MOA as outlined in the Termination Clause of this agreement.

I. Colleges are required to maintain comprehensive records of quality control measures, customer feedback, and any remedial actions implemented to ensure adherence to the quality standards set forth and for resolving any disputes that may arise.

Authorization for any uses of the marks, logos, and branding other than as stated herein should be requested of Umoja by contacting the Chief Executive Officer and/or the Chief Officer of Development & Communications.

UMOJA MARKS

The Umoja Logos Trademarked have been completed in the fall of 2017.

umoja™
community

umoja®
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EXIBIT E
Photo and Media Release Compliance

To support Umoja Community Education Foundation's (UCEF) commitment to showcasing and promoting student achievements, **all participating campus personnel** are required to integrate a **UCEF Photo and Media Release Form** as a mandatory component of the Umoja Student Application Process.

    A. **Requirement:**
        Each Umoja Program applicant must complete and submit a signed Photo and Media Release Form at the time of application submission.

    B. **Responsibility:**
        Campus program coordinators, directors, and assigned Umoja personnel are responsible for collecting, verifying, and securely storing these release forms.

    C. **Purpose:**
        Photo and Media Releases authorize UCEF and campus-based Umoja programs to capture, use, and distribute photographs, videos, testimonials, and other media featuring Umoja students for educational, promotional, and programmatic purposes across print, digital, and social media platforms.

    D. **Compliance:**
        Failure to collect properly executed release forms may result in student exclusion from certain public-facing Umoja activities (e.g., publications, events, social media highlights) and could affect campus eligibility for media-based recognitions or promotions supported by UCEF.

E. **Safeguarding Student Information:**

All media use will comply with FERPA and applicable privacy protections, ensuring that student dignity, safety, and consent are prioritized at all times.

EXHIBIT F

UCEF DEFINITION OF AN UMOJA STUDENT

An Umoja student must have an Umoja application on file using the statewide Umoja application. The student is someone who **has a student ID number at the college, enrolled in a course at the college, and meets one or more of the following criteria below per academic term.**

A. Enrolled in or has previously completed an Umoja designated course.
B. Using or has used Umoja counseling services or educational planning services.
C. Using or has used Umoja sponsored resources, student services, or academic support services.
D. Participates in or has participated in any UCEF sponsored events or campus based Umoja sponsored activities such as workshops, field trips (including tours to four-year colleges), Umoja village activities, Umoja student club, and other campus based Umoja community building activities.

The Umoja Community Education Foundation recognizes and celebrates the fact that Umoja programs must adhere to a core set of minimum requirements to be an affiliated member of UCEF. At the same time, it is recognized and celebrated that Umoja programs have many varied expressions, components, supports and activities. The above criteria are intended to reflect a range of activities and services that many programs offer but is not intended to be an exhaustive list.

Umoja students meeting the above criteria must be identified each semester or quarter of enrollment in the CCCCO MIS Special Populations database. Failure to report all students each term, will not provide accurate data on student's progress toward their educational goals and will result in a loss of credit for serving them. Colleges are advised to consult with local IT support to determine the steps to identify Umoja students and regarding a process for rolling students over

from one term to the next who were previously entered into the MIS Special Populations database system.

EXHIBIT G

RECOMMENDED WORKLOAD ASSIGNMENT FOR UMOJA COORDINATORS AND COUNSELORS

Umoja Coordination

The Umoja Community Education Foundation advises that Umoja program coordinators are provided sufficient time to coordinate the Umoja program. The typical duties of an Umoja program coordinator include but are not limited to the following:

Overall Program Planning

- Ongoing communication and collaboration with UCEF regarding professional and student development events and reporting requirements.
- Participation in regular regional meetings and networking with faculty and staff in other affiliated programs.
- Arranging and overseeing required onsite visits conducted by Umoja Regional Coordinator.
- Attending Umoja sponsored professional and student development events.
- Communicating with instructional Deans regarding Umoja dedicated and Umoja supported courses.
- Communicating/consulting with program instructional faculty regarding the infusion of culturally relevant curriculum and Umoja Practices in their courses.
- Communicating with program participants to announce important events or program news via email, social media, classroom announcements, etc.
- Scheduling and coordinating events, field trips, workshops, etc.
- Scheduling, chairing, attending and setting the agenda for Umoja core team meetings.
- Identify program tutors/peer mentors and assist with hiring process and facilitating appropriate training.

Recruitment

- Creating program fliers, posters, etc. and advertising the program to the college community and area high schools to recruit new students.

- Onboarding and enrolling new students.

- Recruiting new faculty for Umoja dedicated and Umoja supported courses and providing orientation.

Monitoring Student Progress

- Communicating with instructional faculty regarding student progress, attendance, etc.

- Conduct student follow-up by phone, email or text messaging to assess progress and issues and make referrals as needed.

- Tracking and recording utilization of program counseling services each semester.

Tracking/Reporting

- Prepare a student roster each term which provides each program participants name, student ID number, email address and contact telephone number.

- Request institutional data on program participants for reporting and planning purposes.

- Submit program strategic plan to UCEF by requested timeline.

- Adhere to CCCCO planning and reporting requirements such as Nova.

- Prepare the End of the Year report and submit it to UCEF by the requested timeline.

- Identify program participants in the CCCCO MIS Special Populations database within 30 days of the end of each term.

Budget

- Submit budget plan and requests for funds to UCEF, College or other funding sources as needed or requested.

- Maintain and track program budget and expenditures.

- Submit requisitions for program expenditures (i.e., supplies, book vouchers, food and travel, etc.).

Umoja Counseling Umoja Counseling Services

Each college shall ensure the assignment of counseling faculty specifically designated to serve Umoja students. The counseling allocation shall scale based on the number of active Umoja participants (new and continuing) as reported through MIS data.

Minimum Counseling Assignment Based on Student Enrollment

Umoja Student Enrollment	Minimum Counseling FTE
Fewer than 75	0.2 FTE
75–125	0.4 FTE
126–175	0.6 FTE
176–225	0.8 FTE
226–275	1.0 FTE
275+	+0.2 FTE per 50 students

Umoja-designated counselors are responsible for:

Academic, career, and personal counseling

Case management, follow-up services, and referral support

Participation in Umoja orientations and workshops

Classroom outreach and culturally responsive engagement

Implementation Note:

Colleges may use existing counseling faculty, adjuncts, or hire new personnel to meet this requirement. Counselor assignments must be scheduled to allow consistent and intrusive support to Umoja students.

Overall Umoja Program Administration

A minimum of 2.0 **FTE** for Umoja coordination, counseling, classified/administrative support, and instruction is a recommended best practice to maintain an effective Umoja program.