



UFSS Governance Committee Meeting

California State University, Sacramento

Thursday, November 13, 2025 from 10:00 AM to 11:00 AM

<https://csus.zoom.us/j/85978370485?pwd=WvQEC9a3rPGJS2bs8n1lvWpeXf9kx.1>

Agenda

I. Call to Order

II. Public Comments

Members of the public may speak for up to one minute

III. Approval of the November 13, 2025 Agenda

IV. Discuss UFSS Board Recruitment Process

V. Review UFSS Board Matrix

VI. Other Business

VII. Adjournment

UFSS Board Member Recruitment & Selection Process

Stage 1: Strategic Planning

Purpose: Align board recruitment with the Foundation's and University's priorities.

Steps:

1. Confirm Strategic Alignment – Review University's strategic goals and Foundation priorities.
2. Use the Recruitment Matrix – Assess current board composition and identify gaps.
3. Set Annual Recruitment Targets – Determine number and type of new members needed.

Output: Annual Board Recruitment Profile defining desired backgrounds and expertise.

Stage 2: Candidate Identification

Purpose: Develop a broad and diverse pool of qualified prospects.

Sources include university networks, community leaders, industry partners, and referrals.

Output: Prospect List with name, title, industry, and qualifications.

Stage 3: Screening & Evaluation

Purpose: Assess candidates' alignment with mission, capacity, and engagement potential.

Criteria include mission alignment, strategic expertise, philanthropy capacity, network influence, diversity, and engagement potential.

Process: Initial Review, Shortlisting, and Background Research.

Stage 4: Cultivation & Outreach

Purpose: Build relationships and evaluate mutual fit.

Steps include warm introductions, providing information packets, and engaging candidates in university events.

Process: Create engagement plan and identify relationship management lead for each candidate.

Outcome: Candidates demonstrate interest and alignment with the mission.

Stage 5: Nomination & Approval

Purpose: Formalize the selection process through Nominating Committee and Board approval.

Steps: Committee Review, Board Approval, and University President/VP Advancement Review.

Documentation includes Candidate Bio Sheet, Recommendation Memo, and Conflict of Interest disclosure.

Stage 6: Onboarding & Engagement

Purpose: Integrate new members into the Foundation community.

Onboarding includes orientation, a Board Handbook, mentorship, and engagement planning.

Goal: Fully active and engaged within the first six months.

Stage 7: Continuous Development & Succession

Purpose: Maintain board vitality and ensure long-term alignment.

Actions include annual self-assessments, professional development, and leadership succession planning.

Summary Flow

<u>Stage</u>	<u>Focus</u>	<u>Output</u>
1. Strategic Planning	Define goals and gaps	Recruitment Profile
2. Candidate Identification	Build pool	Prospect List
3. Screening & Evaluation	Assess fit	Shortlist
4. Cultivation & Outreach	Engage	Interested Prospects
5. Nomination & Approval	Formal selection	Board Approval

6. Onboarding

Integration

Active Members

7. Development

Sustainability

Future Leaders

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