1. Call to Order
   5:40pm
   Trace Morrill, President

2. Possible Action on Minutes of June 26 & review of Oct 27 retreat
   Bridgett Gayle, Secretary
   Minutes-June 26 not complete; no action
   Oct 27-retreat goals and measures and SWOT—Lou Adele May moved to accept as presented, Laura Fischer seconded and motion passed unanimously

3. College President’s Report
   Dr. Beatriz Espinoza, College President
   - Getting ready to finish term-start finals
   - Started registration early to be competitive with sister colleges
   - Enrollment is down a little still
   - Some classes are going as a group to register before holidays
   - Audit will be presented at Dec 13 with college audit
   - Working to align the Foundation with an employee campaign—recognition of employees in excellence for customer service
   - Holiday luncheon on Dec 7 here at CBC
   - Newspaper articles are out that “sky is falling” but it’s not. We’re still ok
   - Keeping close tabs on budget monthly—might mean a mid-year adjustment
   - Accreditation—first full draft is to be released on March 15; in Jan the VP in charge of our review will be on campus for 2 days to help guide us to help our process go as well as it can
   - 2013 CBC calendar is out! Yeah!
   - Program reviews continue
   - Community is getting the word about CBC and excitement is growing
   - Have an audience with the Asst. Secretary of the Department of Labor to discuss CBC options to help support job growth in the area and hopefully, get some guidance on applying for future grants.

4. Executive Director’s Report
   Christy Lansford, Executive Director
   - Introduction: Administrative assistant Anna Marina Garza
   - Holiday Luncheon Dec 7th please attend if you are available
   - Business Cards for all administrative assistants has been promoted to faculty and staff—very well received
   - Sponsoring QEP naming contest: student success course; Foundation is sponsoring a Kindle Fire for winner
   - Athletic program: Estevan Vasquez asks Foundation to utilize student athletes and coaches as a valuable asset for manpower during fundraisers (golf tournament idea to be committed in the spring)
   - Optimistic that our progress is on track and we’re headed in the right direction
   - Two Foundation scholarships were awarded this week. Donors stepped forward wanting some late awards made and the Financial Aid office identified students in need the qualified for the aid. The Financial Aid office communicated with the donors and the students each wrote a thank you note to each donor.
5. Committee Reports

a. Nominating Committee

i. Prospective Board Members

Nominations for board presented as a handout with people who have agreed and people who haven’t decided yet (maybe). John Galloway suggested in the future not asking people if they want to serve until the board has voted to ask and accept them; to keep from potentially alienating someone.

Laura Fischer moved to accept the list of nominees who have already agreed to serve and their term of office will begin in January. Christy will determine 1, 2 or 3 year term for each using a lottery system. Bridget Gayle second and the motion passed unanimously.

<table>
<thead>
<tr>
<th>Nominee</th>
<th>County</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Patel</td>
<td>Bee</td>
<td>3</td>
</tr>
<tr>
<td>Tres Beck</td>
<td>Bee</td>
<td>2</td>
</tr>
<tr>
<td>Chip Latcham</td>
<td>Bee</td>
<td>3</td>
</tr>
<tr>
<td>Debbie Parson</td>
<td>Bee</td>
<td>2</td>
</tr>
<tr>
<td>Shambryn Huie</td>
<td>Bee</td>
<td>3</td>
</tr>
<tr>
<td>Darryl Martin</td>
<td>Bee</td>
<td>1</td>
</tr>
<tr>
<td>Lana Collavo</td>
<td>Atascosa</td>
<td>2</td>
</tr>
<tr>
<td>Deborah Shearrer</td>
<td>Atascosa</td>
<td>1</td>
</tr>
<tr>
<td>Diana Bautista</td>
<td>Atascosa</td>
<td>1</td>
</tr>
<tr>
<td>Ofelia Hunter</td>
<td>Jim Wells</td>
<td>2</td>
</tr>
<tr>
<td>Karl Arnst</td>
<td>Live Oak</td>
<td>3</td>
</tr>
<tr>
<td>Blant Miller</td>
<td>Live Oak</td>
<td>1</td>
</tr>
</tbody>
</table>

ii. Election of Officers

Laura Fischer moved to approve the reelection of Al Garcia, Trace Morrill and Jim Kirkpatrick to the board while moving R.W. Dirks to Director Emeritus status and keep same slate of officers for one more year. Maggie Hunt seconded and the motion passed unanimously.

iii. Director Emeritus

b. Executive Committee

i. Software Purchase-donor management

Christy Lansford reported that the component to POISE has been vetted and will be purchased in January. CBC has a lot of work to do to get ready for the implementation and Christy is concerned that the software will not be fully functional for quite some time due to the tremendous amount of work the business office has to do in order to be able to properly “map” the two systems.

ii. Joint meeting with Board of Trustees and Foundation Board

Feb 21st 2013 suggested as a possible retreat date at 4:00pm. Dr. Espinoza will take the suggested date to the Trustees and report their availability at the January meeting.

iii. Board Commitment and Recruitment

Thank you to members for dedication and participation.

c. Finance & Governance Committee

i. Bylaws Edits

Lou Adele moved to accept all recommendations as presented (quorum of 35% to help allow the board to conduct business and still encourage buy in from more than a few members; house-keeping edit; identify November as the date for the annual meeting); June seconded and the motion passed unanimously.

See Appendix A for exact wording.
ii. Transfer of funds from CBC accounts to Foundation accounts—Update

1. Spoke to Frank Lavorn about the move and he saw no problem with the transaction and shouldn’t need a private letter ruling. Daren will call Victoria College to see why the acquired a private letter ruling when they did their funds transfer.
2. Title V not an issue moving towards the Foundation
3. Get donors’ permission before moving funds
4. Christy has a commitment from the Business Office to get information needed on account balances by Friday Nov 30th, 2012 in order to start communicating with donors.

iii. Policies

1. The Gift Process is a streamlined process to place on website. Bridget O’Brien Gayle moved to accept the following process as amended; John Galloway seconded and the motion passed unanimously.

   The Gift Process
   Every year, the CBC Foundation processes many gifts of all sizes. We value every gift and handle each one professionally and efficiently. Depending on the gift size and type, CBC Foundation takes it through some or all of the following steps:
   - **CBC Foundation may provide a gift agreement.**
     CBC Foundation may provide a gift agreement for any gift or pledge. Agreements outline the purpose, form, schedule and administration of gifts. For smaller gifts, donors may document their preferences with pledge cards, letters or notes on their checks.
   - **CBC Foundation may convert the gift to cash.**
     Non-cash gifts (securities or real estate) require special processing. The Foundation has the right to convert these gifts to cash if deemed appropriate.
   - **CBC Foundation places the gift in an account.**
     Every gift goes into an endowed or non-endowed operational account as specified by the donor. The Foundation disburses funds from accounts as defined by donors’ preferences.
   - **CBC Foundation sends a receipt.**
     CBC Foundation mails a receipt for every gift. Receipts provide donors with proof of their contribution. If you have a question about a receipt, contact Christy Lansford at (866) 722-2838 ext. 2447 or foundation@coastalbend.edu.
   - **CBC Foundation disburses funds to Coastal Bend College.**
     If the gift is non-endowed, the Foundation disburses the entire gift as designated by the donor and when requested by the college. If the gift is endowed, CBC Foundation invests the gift until it has generated enough proceeds to fund the stipend and the benefiting college office requests a disbursement. For example, a scholarship endowment would accrue earnings for 18 months before Student Financial Aid could request the first stipend disbursement.

2. Signatures on foundation accounts
   Lou Adele May moved to accept as signatories: the president of the college, currently Beatriz Espinoza; the president of the Foundation board, currently George P. Morrill III; the executive director of the Foundation, currently Christine L. Lansford and the vice-president of finance and governance, currently Darren Wilder.
   Second motion to move Jim Kirkpatrick
d. Events & Marketing Committee

   i. Business Cards
      foundation logo with director's name and title and Christy's name, title and contact info
      Back will have 5-10 bullet points for discussion with potential donors (elevator speech)

   ii. Elevator Speech
      Goals on giving (5 to 10 suggestions) to be presented in January

   iii. Friend Raisers
      Social event in each community (goals/introduction/invitation) with Christy and community representative from the Foundation board personally meeting with each and inviting them to an event with the College President


e. Development Committee

   John Galloway, VP Development

   Christy and Jim are currently vetting the possibility of hosting a ballet in Beeville at the AC Jones auditorium the first Saturday in May. The production will be Cinderella, performed by the Corpus Christi Ballet Co. Laura Fischer moved to go forward, Lou Adele seconded and the motion passed unanimously.

f. Programs Committee

   June Hurley, VP Programs

   i. Oil Patch Preparation System (OPPS)
      a. Short-term training. Will be held on the Pleasanton campus. Students will be certified in 26 mandated areas through hands on training. The training can be customized to fit regional demand. Current estimate of cost (not including instructor) is about $27,500.
         i. The Foundation has offered to cover the original $10,000.00 fee for exclusive rights to offer the training in our area. Maggie Hunt moved to accept, Jim Kirkpatrick seconded and the motion passed unanimously.

6. Other Business

   None

7. Adjourn

   7:15pm
Appendix A

By-Law Edits

Article II, Section 6

Election of Officers and Directors. New Directors shall be elected by the vote of the Directors then in office, and those persons who receive the highest number of votes at a meeting at which a quorum is present shall be deemed to have been elected. The Nominating Committee shall provide each Director with a list of recommended Officers and Directors prior to the annual meeting as provided for in Article III, Section 1 hereof. The slate of proposed Officers and Directors shall be presented for vote at the annual meeting. A vote of the Board of Directors shall be required to elect Officers and Directors, except as otherwise provided herein.

Article II, Section 7

Quorum. Thirty-five percent (35%) of the Directors of the Corporation shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. Directors present by telephone or other electronic means may count toward the quorum. Each Director shall have one vote. The act of the majority of Directors present in person, by telephone, or by electronic transmission at which a quorum is present shall be deemed to be the act of the Board of Directors.

Article III, Section 1

Annual and Regular Meetings. An annual meeting of the Board of Directors shall be held in November of each year at such time and place as the Board of Directors may designate. Election of Officers and Directors as well as other usual business shall be considered. In addition, regular meetings shall be conducted as determined by the Board of Directors, but no less than four (4) times per year. All meetings shall be held within the boundaries of the Coastal Bend College, unless another location is approved by vote of the Board of Directors.