

**TECH PREP OF THE RIO GRANDE VALLEY, INC.**  
**MINUTES OF REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
12 noon Tuesday, March 29, 2005—Best Western Palm Aire Motel & Suites, Weslaco

**DIRECTORS PRESENT:**

Marilyn D. Gilbert	Brownsville Public Utilities Board, Energy Risk Manager
Nicolas (Nick) Gonzalez	South Texas College, Director of Public School Relations
Dean LaFever	Texas Gas Service, Director for Rio Grande Valley
Cesar Maldonado, P.E.	MGM Engineering Group, Managing Principal—Meeting Chair
Moose Miller	Moose Miller Enterprises, President/CEO
Janice H. Mumford	Community Volunteer
Sam O. Olivarez	Barrera's Supply Co., Inc., President
Hector Quintanilla	Brownsville Area Manufacturers' Association, Education Committee Chair
Hollis V. Rutledge, Jr.	Hollis Rutledge and Associates, Inc., President and CEO
Celeste Sanchez	San Benito CISD, Assistant Superintendent
Joe Vasquez	Mid-Valley Health Systems/Knapp Medical Center, Vice President of Human Resources
Perry A. Vaughn	Associated General Contractors-RGV, Executive Director
Linda Wade, Ph.D.	Harlingen CISD, Superintendent

**DIRECTORS ABSENT:**

Adrian A. Arriaga, CCIM, CIPS	AAA Real Estate & Investments, Broker/Owner
Joe Calvillo, Jr.	ACT RGV, Career and Technology Education Program
John A. Edwards, Ph.D.	UTPA, Vice President for Enrollment and Student Services
Josefa G. (Josie) Guerra	Rio Grande City CISD, Assistant Superintendent for Curriculum and Instruction
Maria Nuez Hall	Allstate Insurance Co., Associate Market Business Consultant
Pat Hobbs	TSTC Harlingen, Vice President for Student Learning
Robert Leftwich	Lockheed Martin, Material Planning
Margie Mancillas, Ed.D.	UTB/TSC, Associate Faculty for Resource Development and Research
Mark Rainey	South Texas Health Systems (McAllen Medical Center, Edinburg Regional Medical Center, UHS Rehabilitation Pavilion), Asst. Administrator for Human Resources
Joey Trevino	Half Associates, Planning/Business Development
Stephen M. Vassberg	TSTC Harlingen, Associate Vice President for Workforce Development
Antonio Zavaleta, Ph.D.	UTB/TSC, Vice President for External Affairs

**ASSOCIATE MEMBERS PRESENT:**

Liz Amill	Marketing, Media Services, Public Relations, Consultant
Charles Champion, Jr.	Brownsville ISD, Special Projects Officer
Ed Garcia	South Texas Assoc. of CATE Administrators and Supervisors, Vice President
Daniel (Danny) King, Ph.D.	Hidalgo ISD, Superintendent
Minnie Lucio	Cameron County Workforce Centers, Brownsville, Community Coordinator
Arnold Pedraza	Utility Engineering Specialists, Owner

**ASSOCIATE MEMBERS ABSENT:**

Michael (Mike) Barrera, Ed.D.	McAllen ISD, Lead Director for Middle School Instruction and CATE
Sharon Cavazos, Ph.D.	ProSound, Inc.-MUZAK, President
Connie Guerra	Region One ESC, Director, Migrant, Bilingual and High School Programs
Roberto F. Loreda	PSJA ISD, Asst. Superintendent for Administrators and School Operations, and Mayor of San Juan
Jose G. Martin, Ph.D.	UTB/TSC, Provost and Vice President for Academic Affairs
Hilario (Larry) Rincones	TAMU-College Station, Assoc. Director for Service Provider and Resident Organization
Estella L. Trevino	Edinburg Housing Authority, Executive Director
Ron Tupper, M.S.	El Milagro Clinic, Chairman, Board of Directors
Romeo Villarreal	Romeo Villarreal Rental Properties, Owner

**EMERITUS MEMBERS ABSENT:**

Eduardo A. Campirano	Brownsville Public Utilities Board, Assist. General Manager & Chief Operations Officer
Ray Elledge	Texas Commercial Energy, Division Manager
Ed Tamayo	First Community Bank, Executive Vice President

**GUESTS PRESENT:**

Gloria Cantu	Region One ESC
Yvonne (Bonnie) Gonzalez	WorkFORCE Solutions, Executive Director
Dennis McMillan	UTPA, Associate Vice President for Enrollment and Student Services
Miguel Puente	VIDA
Delia Weaver	San Benito CISD

**STAFF PRESENT:**

Pat Bubb	Tech Prep, Executive Director
Leticia Garcia	Tech Prep, First Generation Specialist

Yvette Garza  
 Todd Holland  
 Lilia Perez

Tech Prep, Administrative Assistant  
 Tech Prep, Outreach Specialist  
 Tech Prep, Secretary

Pursuant to notice duly given, a meeting of the Tech Prep RGV Board of Directors was held at the above time and place with the above persons participating. Sam Olivarez chaired the beginning portion of the meeting and then turned leadership of the meeting over to Board President, Cesar Maldonado.

<b>Agenda Item</b>	<b>Key Points Discussed</b>	<b>Actions to Be Taken</b>	<b>Person Responsible and Timelines</b>
Call to Order/Welcome	<p>Board Vice President, Sam Olivarez, called the meeting to order with a quorum present. Board Chair, Cesar Maldonado, joined the group during Board Bytes and chaired the remainder of the meeting.</p> <p>Vice President Olivarez led the invocation and pledge of allegiance. There were then self-introductions of all participants.</p>	No action required	Not applicable
Board Bytes	Executive Director, Pat Bubb, provided an overview of Tech Prep RGV's funding sources and the nature of, and activities funded under, the various funds.	No action required	Not applicable
Action Item 1: Consider/Approve Board Minutes of November 30, 2004, and January 25, 2005	The minutes of the Board meetings of November 30, 2004, and January 25, 2005, were approved on motion made by Sam Olivarez, seconded by Moose Miller, and unanimously carried.	File minutes for record	Staff
Action Item 2: Consider/Approve Finance and Bylaws Committee Reports and Recommendations	<p>Finance and Bylaws Committee Chair Joe Vasquez presented the committee's reports and recommendations, which were as follows:</p> <p>I. Recommend approval of FY05 financial reports.</p> <p>II. Recommend approval of contracts as follow:</p> <p>A. Contract to Tech Prep RGV from Cameron Works, Inc., for Year 3 of the First Generation Project in amount of \$292,769</p>	Work under approved budgets, issue approved contracts, implement approved marketing plan.	Board, Committee and staff

	<p>B. Contracts from Tech Prep RGV to school districts and colleges from Year 3 First Generation Funds, as follows:</p> <p>(1) Subcontracts with colleges for Success Academy Transition Services and College Mentor services for students:</p> <table data-bbox="646 378 1234 521"> <tr> <td>TSTC Harlingen</td> <td>\$39,000</td> </tr> <tr> <td>UTB/TSC</td> <td>\$32,700</td> </tr> <tr> <td>UTPA</td> <td><u>\$17,090</u></td> </tr> <tr> <td>TOTAL</td> <td>\$88,790</td> </tr> </table> <p>(2) Subcontracts with school districts (new contract for Santa Rosa ISD; continuation contracts for all other secondary partners) for working with students during the summer (Santa Rosa ISD contract will begin in the spring) and then providing advocacy/mentor services during the 2005-06 academic year—20 high school students per campus, 2 campuses in San Benito:</p> <table data-bbox="646 818 1241 1252"> <tr> <td>Brownsville ISD, Lopez High School</td> <td>\$ 6,000</td> </tr> <tr> <td>Harlingen CISD, KEYS Academy</td> <td>\$ 6,000</td> </tr> <tr> <td>La Feria ISD, La Feria High School</td> <td>\$ 6,000</td> </tr> <tr> <td>Los Fresnos CISD, Los Fresnos HS</td> <td>\$ 6,000</td> </tr> <tr> <td>Point Isabel ISD, Port Isabel HS</td> <td>\$ 6,000</td> </tr> <tr> <td>Rio Hondo ISD, Rio Hondo HS</td> <td>\$ 6,000</td> </tr> <tr> <td>San Benito CISD, Ninth Grade Academy and San Benito HS</td> <td>\$12,000</td> </tr> <tr> <td>Santa Maria ISD, Santa Maria HS</td> <td>\$ 6,000</td> </tr> <tr> <td>Santa Rosa ISD, Santa Rosa HS</td> <td>\$ 9,000</td> </tr> <tr> <td>South Texas ISD, BETA Academy</td> <td><u>\$ 6,000</u></td> </tr> <tr> <td>TOTAL</td> <td>\$69,000</td> </tr> </table> <p>III. Recommend approval of fund-raising status report, including (1) proposal to WorkFORCE Solutions for continuation of the Ready for the Real World project, (2) proposal to Cameron Works, Inc., for management and operation of a comprehensive youth services delivery system, and (3) having grant writer focus on technology project.</p>	TSTC Harlingen	\$39,000	UTB/TSC	\$32,700	UTPA	<u>\$17,090</u>	TOTAL	\$88,790	Brownsville ISD, Lopez High School	\$ 6,000	Harlingen CISD, KEYS Academy	\$ 6,000	La Feria ISD, La Feria High School	\$ 6,000	Los Fresnos CISD, Los Fresnos HS	\$ 6,000	Point Isabel ISD, Port Isabel HS	\$ 6,000	Rio Hondo ISD, Rio Hondo HS	\$ 6,000	San Benito CISD, Ninth Grade Academy and San Benito HS	\$12,000	Santa Maria ISD, Santa Maria HS	\$ 6,000	Santa Rosa ISD, Santa Rosa HS	\$ 9,000	South Texas ISD, BETA Academy	<u>\$ 6,000</u>	TOTAL	\$69,000		
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	<p>Thereafter, on motion made by Joe Vasquez, seconded by Perry Vaughn, and unanimously carried, the Finance &amp; Bylaws Committee's reports and recommendations were approved</p> <p>Board Chair Maldonado commended the committee for its excellent, thorough work.</p>		
<p>Action Item 3: Consider/Approve Marketing Awards Committee Reports and Recommendations</p>	<p>Committee Chairs Dean LaFever and Moose Miller jointly presented this committee's reports and recommendations, which were as follows:</p> <ol style="list-style-type: none"> <li>1. Recommend that the committee be authorized to complete the award of this year's Dr. Lauro F. Cavazos Tech Prep Scholarships according to the schedule below.</li> </ol> <p>Scholarships being awarded:  \$5,000 scholarship for any college or university (funded by the Tech Prep RGV Board)  \$4,000 scholarship for TSTC Harlingen (funded by TSTC Harlingen)  \$3,000 scholarship for UTPA (funded by UTPA)  \$3,000 scholarship for UTB/TSC (funded by UTB/TSC)  \$2,000 scholarship for STC (funded by STC)  \$1,000 scholarship for Texas A&amp;M University Kingsville (funded by TAMU-K)  \$400 Lockheed Martin scholarship for engineering-related major (funded by Lockheed Martin)</p> <p>Timelines for completion:  Applications Issued: March 14, 2005  Applications Due: April 15, 2005  Staff Application Review: April 18, 2005  Applications Reviewed by Committee: April 20-30, 2005  Committee Responses Back to Staff: May 2, 2005  Responses Tallied and Results Back to Committee: May 3, 2005  Interviews at Knapp in Weslaco: May 4, 2005  Winners Announced: May 6, 2005</p>	<p>Continue working</p>	<p>Committee and staff</p>

	<p>2. Recommend approval of plan for Tech Prep tabloid, as follows:</p> <p>GOAL: Print a 24-page magazine with 16 pages of advertisements (4 pages to be sold in Brownsville, 4 pages in the McAllen area, 4 pages in the Weslaco area, and 4 pages in the Harlingen area) and raise a profit of \$32,500 or more</p> <p>Thereafter, on motion made by Moose Miller, seconded by Dean LaFever, and unanimously carried, the Marketing and Awards Committee's reports and recommendations were approved.</p>		
Action Item 4: Consider/Approve Nominations Committee Recommendations	<p>Committee Chair Perry Vaughn presented the Nominations Committee's recommendations, which were as follows:</p> <p>Recommend that Mariana Whitley, Director of the Center for Civic Engagement, UTB/TSC, be added to the Board as an Associate member.</p> <p>Recommend that Liz Amill, Sharon Cavazos, Minnie Lucio, Joey Trevino, and Mariana Whitley be added to the membership of the Marketing and Awards Committee</p> <p>Thereafter, on motion made by Perry Vaughn, seconded by Janice Mumford, and unanimously carried, the Nominations Committee's recommendations were unanimously approved.</p>	Continue working	Committee and staff
5. Committee Reports A. Curriculum/ Work-Based Learning	<p>Committee Chair Dr. Linda Wade provided an updated report of activities. She thanked Joe Vasquez for Knapp Medical Center's hosting the joint committee meeting in February. This committee's next meeting--held jointly with the Professional Development and Universities and Colleges Committees--is scheduled for May 18, 2005.</p>	Continue working	Committee and staff
5. Committee Reports B. Executive	<p>Committee Chair Cesar Maldonado reported that in January, the Executive Committee had taken action and approved the financial reports that were not approved at the January Board meeting due to lack of a quorum. Maldonado also reported that two new potential dates for the strategic-planning session had been set as follows: April 30 or June 4. Maldonado stated that staff would be polling the Board and partners to select the date.</p>	Continue working	Committee and staff

5. Committee Reports C. Finance and Bylaws	There was no additional report.	Continue working	Committee and staff
5. Committee Reports D. Marketing and Awards	There was no additional report.	Continue working	Committee and staff
5. Committee Reports E. Nominations	Committee Chair Perry Vaughn reported that staff will be contacting all new Board members not yet assigned to committees regarding committee assignments. He requested that individuals review the information on the webpage or obtain additional information from staff regarding potential committee assignments.	Continue working	Committee, and staff
5. Committee Reports F. Partnerships	In the absence of Committee Chair Adrian A. Arriaga, Executive Director Pat Bubb called attention to the various Tech Prep RGV partnerships. She stated that an update of Tech Prep RGV's labor market report is underway and that this committee would meet in the summer to review the report prior to its acceptance and publication. Interested Board members and partners will be included in that meeting.	Continue working	Staff
5. Committee Reports G. Professional Development	Committee Chair Janice H. Mumford reported about this committee's ongoing activities, which include training sessions on a variety of topics. Upcoming meeting for this committee include a Counselors' Network meeting on April 6 and a joint meeting with the Curriculum/Work-Based Learning and Universities and Colleges Committees on May 18, 2005.	Continue working	Board, Committee, and Staff
5. Committee Reports H. Technology Initiatives	Committee Chair Sam Olivarez reported that webpage updates are underway with the help of Karl Pankratz and Joyce Magee. Staff will present to the Board during May meeting.  The MTL truck has been transferred to TSTC, and Arnold Pedraza, Board member, is working with staff on other components of the MTL program.	Continue working	Staff

	Maldonado added that we would like to step into having a virtual website with the MTL program to continue serving the same elements the MTL trailer provided.		
5. Committee Reports I. Universities and Colleges	Pat Bubb reported for Committee Chair Pat Hobbs in his absence. Bubb gave a brief overview of the CATEMA system Tech Prep has in place.	None required	Not applicable
6. Staff Reports	<p>Executive Director Pat Bubb reported and referred to reports in packet for review. Bubb introduced Todd Holland, Go Centers Specialist. Holland gave an overview of the Go Centers in the Rio Grande Valley. He also reported that the new contract year for the First-Generation project is beginning and business mentors are needed to work with students in the workplace. Board can report to Holland, Bubb, or new staff member Leticia Garcia if interested in the opportunity.</p> <p>Bubb then introduced Leticia Garcia, new staff member in the position of First Generation Specialist. Garcia shared information about her background and gave an overview and update of the First Generation project with which she is working.</p>	None required	Not applicable
OTHER BUSINESS; ADJOURN	<p>Board Chair Cesar Maldonado asked if there was any new business.</p> <p>Board Member Moose Miller announced the Bright Futures Banquet to be held April 7, 2005, at the Country Club, with Commissioner of Higher Education Paredes as guest speaker.</p> <p>There was no further business to come before the Board.</p> <p>The meeting was adjourned at approximately 1:00 p.m.</p>	None required	Not applicable

Respectfully submitted,

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Yvette Garza, Secretary of the Meeting