

**TECH PREP OF THE RIO GRANDE VALLEY, INC.**  
**MINUTES OF REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
12 noon Tuesday, May 31, 2005—Four Points Sheraton, Brownsville

**DIRECTORS PRESENT:**

Moose Miller	Moose Miller Enterprises, President/CEO—Meeting Chair
John A. Edwards, Ph.D.	UTPA, Vice President for Enrollment and Student Services
Marilyn D. Gilbert	Brownsville Public Utilities Board, Energy Risk Manager
Maria Nuez Hall	Allstate Insurance Company, Market Distribution Associate
Pat Hobbs	TSTC Harlingen, Vice President for Student Learning
Dean LaFever	Texas Gas Service, Director for Rio Grande Valley
Hector Quintanilla	Brownsville Area Manufacturers' Association, Education Committee Chair
Stephen M. Vassberg	TSTC Harlingen, Associate Vice President for Workforce Development
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
Nicolas (Nick) Gonzalez	South Texas College, Director of Public School Relations
Josefa G. (Josie) Guerra	Rio Grande City CISD, Assistant Superintendent for Curriculum and Instruction
Robert Leftwich	Lockheed Martin, Material Planning
Cesar Maldonado, P.E.	MGM Engineering Group, Managing Principal
Margie Mancillas, Ed.D.	UTB/TSC, Associate Faculty for Resource Development and Research
Janice H. Mumford	Community Volunteer
Sam O. Olivarez	Barrera's Supply Co., Inc., President
Mark Rainey	South Texas Health Systems (McAllen Medical Center, Edinburg Regional Medical Center, UHS Rehabilitation Pavilion), Asst. Administrator for Human Resources
Hollis V. Rutledge, Jr.	Hollis Rutledge and Associates, Inc., President and CEO
Celeste Sanchez	San Benito CISD, Assistant Superintendent
Joey Trevino	Half Associates, Planning/Business Development
Joe Vasquez	Mid-Valley Health Systems/Knapp Medical Center, Vice President of Human Resources
Antonio Zavaleta, Ph.D.	UTB/TSC, Vice President for External Affairs

**ASSOCIATE MEMBERS PRESENT:**

Sharon Cavazos, Ph.D.  
Charles Champion, Jr.

ProSound, Inc.-MUZAK, President  
Brownsville ISD, Special Projects Officer

**ASSOCIATE MEMBERS ABSENT:**

Liz Amill  
Michael (Mike) Barrera, Ed.D.  
Ed Garcia  
Connie Guerra  
Daniel (Danny) King, Ph.D.  
Roberto F. Loreda  
Minnie Lucio  
Jose G. Martin, Ph.D.  
Arnold Pedraza  
Estella L. Trevino  
Ron Tupper, M.S.  
Romeo Villarreal  
Mariana Whitley

Marketing, Media Services, Public Relations, Consultant  
McAllen ISD, Lead Director for Middle School Instruction and CATE  
South Texas Assoc. of CATE Administrators and Supervisors, Vice President  
Region One ESC, Director, Migrant, Bilingual and High School Programs  
Hidalgo ISD, Superintendent  
PSJA ISD, Asst. Superintendent for Administrators and School Operations, and Mayor of San Juan  
Cameron County Workforce Centers, Brownsville, Community Coordinator  
UTB/TSC, Provost and Vice President for Academic Affairs  
Utility Engineering Specialists, Owner  
Edinburg Housing Authority, Executive Director  
El Milagro Clinic, Chairman, Board of Directors  
Romeo Villarreal Rental Properties, Owner  
Center for Civic Engagement, Brownsville, Compassion Grant Coordinator

**EMERITUS MEMBERS ABSENT:**

Eduardo A. Campirano  
Ray Elledge  
Ed Tamayo

Brownsville Public Utilities Board, Assist. General Manager & Chief Operations Officer  
Texas Commercial Energy, Division Manager  
First Community Bank, Executive Vice President

**GUESTS PRESENT:**

Aracely Alvarez  
Teresa Blackwell  
Angela R. Burton  
Janice Butler  
Val Champion  
Dr. Joselito Estrada  
Dr. Daniel Garcia  
Marilyn Mitton  
Dave Ralph  
Prisci Roca-Tipton

UTB/TSC, Tech Prep Academic Advisor  
Cameron Works, Inc., Chief Financial Officer/Interim Deputy Director  
Brownsville Chamber of Commerce, President/CEO  
Brownsville ISD, Career Placement Officer  
UTB/TSC, Manager, Facilities and Site Services  
UTB/TSC, Assistant Professor, Department of Business Administration  
Brownsville ISD, Assistant Superintendent  
Brownsville ISD, CATE Director  
TSTC, Communication Writer  
UTB/TSC, Director of P-16 and Tech Prep

Jose Rodriguez  
Pat Schumacher

Brownsville ISD  
Brownsville ISD, CATE Department

**STAFF PRESENT:**

Pat Bubb  
Yvette Garza  
Karl Pankratz  
Lilia Perez

Tech Prep RGV, Executive Director  
Tech Prep RGV, Administrative Assistant  
Tech Prep RGV, Career Ladder/IT Specialist  
Tech Prep RGV, 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. Moose Miller chaired the meeting in the absence of Board Chair, Cesar Maldonado.

Agenda Item	Key Points Discussed	Actions to Be Taken	Person Responsible and Timelines
Call to Order/Welcome	<p>Meeting Chair, Moose Miller, called the meeting to order with a quorum present.</p> <p>Board Member Maria Nuez Hall led the invocation and pledge of allegiance. There were then self-introductions of all participants.</p> <p>Pat Bubb acknowledged Janice Butler of Lopez High School, Brownsville ISD, as the Tech Prep RGV Secondary Counselor of the Year. Meeting Chair, Moose Miller, then congratulated Dr. Linda Wade, Harlingen CISD Superintendent of Schools for being named Region One ESC's Superintendent of the Year.</p>	No action required	Not applicable
Board Bytes	<p>Executive Director, Pat Bubb, introduced Pat Schumacher, S-Team Leader for Lopez High School, Brownsville ISD. Schumacher introduced other individuals who were joining her to give an overview of the Tech Prep work being done at Lopez High School, Brownsville ISD. Activities include the Lopez High School Tech Prep Support Team (S-Team), a First-Generation College Student Pilot Project, Go Center activities, Tech Prep Texas Scholars, and other activities. Lopez High School reported 200 Tech Prep Texas Scholars in May 2005. Janice Butler, Lopez High School Counselor, reported</p>	No action required	Not applicable

	about First-Generation activities. She also praised the Tech Prep RGV Board for the Tech Prep Texas Scholar program, stating that the students are very proud to be recognized as Tech Prep Texas Scholars and are very proud to wear their honor cords.		
Action Item 1: Consider/Approve Board Minutes of March 29, 2005	The minutes of the Board meeting of March 29, 2005, were approved on motion made by Perry Vaughn, seconded by Pat Hobbs, 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 Stephen M. Vassberg presented the committee's reports and recommendations, which were as follows:</p> <ul style="list-style-type: none"> <li>• FY05 budget \$1,770,394</li> <li>• Recommend approval of reports and contracts presented in detail in packet: audit and tax return, budget adjustments, Progreso ISD contracts, ALA contracts, VIDA contracts, and contracts under pending proposals if awarded</li> <li>• Recommend approval of fund-raising plan including proposals to Cameron Works (youth operations management) and WorkFORCE Solutions (Real World Year 4)</li> <li>• Recommend approval of the FY06 Carl D. Perkins Tech Prep plan and related contracts</li> </ul> <p>Thereafter, on motion made by Stephen M. Vassberg, seconded by Pat Hobbs, and unanimously carried, the Finance &amp; Bylaws Committee's reports and recommendations were approved</p>	Work under approved budgets, issue approved contracts, implement approved marketing plan.	Board, Committee and staff
Action Item 3: Consider/Approve Marketing Awards Committee Reports and Recommendations	<p>Committee Chairs Moose Miller and Dean LaFever jointly presented this committee's reports and recommendations, which were as follows:</p> <ul style="list-style-type: none"> <li>• Recommend ratification of scholarships awarded and return to South Texas College of scholarship for which recipient withdrew</li> <li>• Recommend approval of Tech Prep Texas Scholars report and magazine report</li> </ul> <p>Thereafter, on motion made by Dean LaFever, seconded by Marilyn D. Gilbert, and unanimously carried, the Marketing and Awards Committee's reports and recommendations were approved.</p>	Continue working	Committee and staff

<p>Action Item 4: Consider/Approve Nominations Committee Recommendations</p>	<p>Committee Chair Perry Vaughn presented the Nominations Committee's recommendations, which were as follows:</p> <ul style="list-style-type: none"> <li>Recommend that IDEA Academy's application to join the Tech Prep RGV membership be approved</li> </ul> <p>Thereafter, on motion made by Perry Vaughn, seconded by Dean LaFever, and carried, with one "nay" vote, the Nominations Committee's recommendations were unanimously approved.</p>	<p>Continue working</p>	<p>Committee and staff</p>
<p>Action Item 5. Consider/Approve Professional Development Committee Recommendations</p>	<p>Executive Director, Pat Bubb, presented the Professional Development Committee report and recommendations in the absence of Committee Chair Janice Mumford. Recommendations were as follows:</p> <ul style="list-style-type: none"> <li>Recommend that the Professional Development Committee be authorized to complete the process of identifying a Host Site for the 2005 Regional Conference and to notify the Board of actions taken at the Board's September meeting</li> </ul> <p>Thereafter, on motion made by Stephen M. Vassberg, seconded by Maria Nuez Hall, and unanimously carried, the Professional Development Committee's recommendations were unanimously approved.</p>	<p>Continue working</p>	<p>Committee and staff</p>
<p>6. Committee Reports A. Curriculum/Work-Based Learning</p>	<p>Committee Chair Dr. Linda Wade reported on the Summer 2005 ALA Educator Internship which began on May 28, 2005, and announced the next joint committee meeting is set for August 17, 2005 at 12:00 noon to 2:00 p.m..</p>	<p>Continue working</p>	<p>Committee and staff</p>
<p>6. Committee Reports B. Executive</p>	<p>Executive Director Pat Bubb reported in Committee Chair Cesar Maldonado's absence. She provided an overview of state and federal legislative developments impacting Tech Prep RGV's work and reminded the Board of the strategic-planning session set for June 4 at UTPA.</p>	<p>Continue working</p>	<p>Committee and staff</p>
<p>6. Committee Reports C. Finance and Bylaws</p>	<p>There was no additional report.</p>	<p>Continue working</p>	<p>Committee and staff</p>
<p>6. Committee Reports D.</p>	<p>There was no additional report.</p>	<p>Continue working</p>	<p>Committee and staff</p>

Marketing and Awards			
6. Committee Reports E. Nominations	There was no additional report.	Continue working	Committee, and staff
6. Committee Reports F. Partnerships	Executive Director, Pat Bubb, reported in Committee Chair Adrian Arriaga's absence. Bubb reported on the current MOUs, and the next committee meeting to be held in July or August to review the results of the LMI update study that is currently underway.	Continue working	Staff
6. Committee Reports G. Professional Development	Executive Director Pat Bubb reported in Committee Chair Janice Mumford's absence. Bubb reported on the Back-to-school event for superintendents and principals, Counselors' Network, S-TEAM activities, and joint committee meeting set for 12:00 p.m. to 2:00 p.m. on August 17, 2005.	Continue working	Board, Committee, and Staff
6. Committee Reports H. Technology Initiatives	Executive Director, Pat Bubb, reported for Committee Chair Sam O. Olivarez in his absence. Bubb reported that MTL equipment was sold for a net profit of \$6,851.22, and that work on web-based initiatives is continuing.	Continue working	Staff
6. Committee Reports I. Universities and Colleges	Committee Chair, Pat Hobbs, reported on implementation of CATEMA at the college level, and announced the next meeting joint with Curriculum/Work-Based Learning and Professional Development Committees to be held on August 17, 2005 at 12:00 p.m. to 2:00 p.m..	None required	Not applicable
7. Staff Reports	Executive Director, Pat Bubb, reported and referred to reports in packet for review. Bubb then introduced Karl Pankratz, Career Ladder/IT Specialist. Pankratz gave a report on the status of the Career Ladder Project along with the work he is facilitating for Tech Prep RGV information systems.	None required	Not applicable
OTHER BUSINESS; ADJOURN	Board Chair Moose Miller asked if there was any new business, and there was no further business to come before the Board.  The meeting was adjourned at approximately 1:00 p.m.	None required	Not applicable

Respectfully submitted,

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Yvette Garza, Secretary of the Meeting