

TECH PREP OF THE RIO GRANDE VALLEY, INC.
MINUTES OF REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS

12 noon Tuesday, March 28, 2006—Board Room, Harlingen Area Chamber of Commerce, 311 East Tyler, Harlingen, Texas

DIRECTORS PRESENT:

Linda Fossen	UTB/TSC, Associate Vice President for Enrollment Planning
Marilyn D. Gilbert	Brownsville Public Utilities Board, Energy Risk Manager
Dean LaFever	Texas Gas Service, Director for Rio Grande Valley
Robert Leftwich	Lockheed Martin, Material Planning
Minnie Lucio	Cameron County Workforce Centers, Brownsville, Community Coordinator
Cesar Maldonado, P.E.	Maverick Engineering, Inc., Vice President of Systems Development
Janice H. Mumford	Community Volunteer
Mark Rainey, PHR	South Texas Health Systems (McAllen Medical Center, Edinburg Regional Medical Center, UHS Rehabilitation Pavilion), Assistant Administrator for Human Resources
Joe Vasquez	Mid Valley Health Systems/Knapp Medical Center, Vice President of HR
Perry A. Vaughn	Associated General Contractors-RGV, Executive Director

DIRECTORS ABSENT:

Adrian A. Arriaga, CCIM, CIPS	AAA Real Estate & Investments, Broker/Owner
John A. Edwards, Ph.D.	UTPA, Vice President for Enrollment and Student Services
Nicolas (Nick) Gonzalez	South Texas College, Director of Public School Relations
Pat Hobbs	TSTC Harlingen, Vice President for Student Learning
Daniel King, Ph.D.	Hidalgo ISD, Superintendent of Schools
Sam O. Olivarez	Barrera's Supply Co., Inc., President
Hollis V. Rutledge, Jr.	Hollis Rutledge and Associates, Inc., President and CEO
Joey Treviño	Half Associates, Planning/Business Development
Stephen M. Vassberg	TSTC System, Associate Vice President, TSTC Corporate College
Linda Wade, Ph.D.	Harlingen CISD, Superintendent

ASSOCIATE MEMBERS PRESENT:

Shannon Milum	Los Fresnos CISD, Vice President, South Texas Association of Career and Technology Administrators and Supervisors
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ASSOCIATE MEMBERS ABSENT:

Michael (Mike) Barrera, Ed.D.	McAllen ISD, Lead Director for Middle School Instruction and CATE
Charles Champion, Jr.	Brownsville ISD, Special Projects Officer
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
Arnold Pedraza	Utility Engineering Specialists, Owner
Estella L. Trevino	Edinburg Housing Authority, Executive Director
Ron Tupper, M.S.	El Milagro Clinic, Chairman, Board of Directors
Rolando Vela	Time Warner Cable, Public Affairs Manager
Romeo Villarreal	Romeo Villarreal Rental Properties, Owner

EMRITUS 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:

David Basler	TSTC, Tech Prep Shared Advisor
Robert Gomez	TSTC, Vice President for Financial Services
Dennis McMillan	UTPA, Associate Vice President for Enrollment and Student Services
Crisanne Zamponi	Harlingen Chamber of Commerce, Director of Community Development

STAFF PRESENT:

Pat Bubb	Tech Prep RGV, Executive Director
Yvette Garza	Tech Prep RGV, Administrative Assistant
Evelyn Gonzalez	Tech Prep RGV, Secretary
Martha Gutierrez	Real World Coordinator/Worksite Learning Specialist
Todd Holland	Tech Prep RGV, Outreach Specialist/First-Generation Specialist
Juan Leal	Tech Prep RGV, First-Generation Specialist/Real World Advisor
Lilia Perez	Tech Prep RGV, Secretary
Belinda Torres	Tech Prep RGV, Tech Prep Coordinator/Real World Advisor
Priscilla Martinez	THECB College for Texans, Campaign Field Specialist

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. President and Board Chair, Cesar Maldonado, chaired the meeting.

Agenda Item	Key Points Discussed	Actions to Be Taken	Person Responsible and Timelines
Call to Order/ Welcome	<p>President and Board Chair Cesar Maldonado called the meeting to order.</p> <p>Crisanne Zamponi, Director of Community Development, Harlingen Area Chamber of Commerce, welcomed the participants to the Chamber and shared the ways in which Tech Prep RGV and the Chamber are working together.</p> <p>Tech Prep Outreach/First-Generation Specialist Todd Holland led the invocation and pledge of allegiance.</p> <p>Board Chair Maldonado then called for self-introductions, which followed. Robert Gomez, Vice President for Financial Services, TSTC Harlingen, shared that Steve Vassberg has announced his retirement and that Gomez is making plans to replace Vassberg on the Tech Prep Board.</p>	No action required	Not applicable
Board Bytes	Executive Director Pat Bubb then gave the participants a briefing about the relationship between the College for Texans campaign adopted by the Texas Higher Education Coordinating Board in July 2005 and the work being done by Tech Prep of the Rio Grande Valley, Inc. Discussion followed.	No action required	Not applicable
Action Item 1: Consider/Approve Board Minutes of November 29, 2005	The minutes of the Board meeting of November 29, 2005, were approved on motion made by Perry A. Vaughn, seconded by Dean LaFever, 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> <ol style="list-style-type: none"> 1. Current FY06 budget is currently \$1,856,859. 2. Recommend that FY06 financial reports be approved—including budget adjustments reflected in Tech Prep, WorkFORCE Solutions, and Advanced Manufacturing accounts. 3. Recommend that the fund-raising report be approved. This includes recommendations that the President be authorized to sign contracts as follows: <ol style="list-style-type: none"> a. Contract from Cameron Works to Tech Prep in amount of over \$400,000 for fourth year of First Generation project 	Work under approved budgets and enter into agreements as appropriate to implement approved plans.	Board, Committee and staff

	<p>b. Subcontracts from Tech Prep RGV to school districts and colleges participating in the fourth year of the First Generation program</p> <p>4. Recommend that contracts for professional development minigrants from the Tech Prep account (6 to 10 awards of \$300 to \$600 each) be approved and the President authorized to sign those contracts once competitions have been concluded.</p> <p>On motion made by Joe Vasquez, seconded by Robert Leftwich, and unanimously carried, the financial reports, budget adjustments, and contracts from existing accounts were approved.</p> <p>On motion made by Robert Leftwich, seconded by Janice Mumford, and unanimously carried, the fund-raising report and related contract recommendations were approved.</p>		
<p>Action Item 3: Consider/Approve Marketing & Awards Committee Reports and Recommendations</p>	<p>Committee Chair Dean LaFever shared the Marketing and Awards Committee's report and recommendations as follow:</p> <ol style="list-style-type: none"> 1. Recommend that the Board send a letter to all school district, college/university, and Education Service Center leaders and primary contacts, as well as to key contacts at chambers of commerce and economic development organizations, regarding the new standards for Tech Prep Texas Scholars, which will be effective for the graduating class of 2010. 2. Recommend that the following timeline for adoption of new Tech Prep Texas Scholars guidelines be implemented: (a) mailout in March; (b) take public comments at semiannual meeting on April 18; and (c) take final action to adopt at Board meeting on May 30. <p>Thereafter, on motion made by Perry Vaughn, seconded by Janice Mumford, and unanimously carried, the Marketing & Awards Committee's report and recommendations were approved.</p>	<p>Issue letters regarding Tech Prep Texas Scholars and otherwise take action according to the approved plan.</p>	<p>Board, Committee and staff</p>
<p>Action Item 4: Consider/Approve Technology Initiatives Committee</p>	<p>In the absence of Committee Chair Sam Olivarez, Robert Leftwich reported about this committee's discussions and recommendation regarding contracts for the Advanced Manufacturing Continuum of Education project on which Tech Prep RGV is working with TSTC Harlingen. The committee's recommendation was that the Board authorize the President to sign</p>	<p>Complete request for proposals and enter into contracts with</p>	<p>Board, Committee and staff</p>

Reports and Recommendations	<p>subcontracts from the Advanced Manufacturing budget for two school districts at \$16,000 each, with districts to be named after completion of competition that is underway at this time.</p> <p>After discussion, this committee's report and recommendations were approved on motion made by Janice Mumford, seconded by Joe Vasquez, and unanimously carried.</p>	two school districts selected.	
5.A Committee Reports, Curriculum/Work-Based Learning	In the absence of Curriculum/Work-Based Learning Committee Co-Chairs Dr. Linda Wade and Dr. Daniel King, Executive Director Pat Bubb reported on the committee's activities.	Continue working	Board, Committee, and staff
5.B Committee Reports, Executive	Committee Chair Maldonado reported for the Executive Committee. He shared that work on the strategic plan is pending.	Continue working	Committee and staff
5.C Committee Reports, Finance and Bylaws	There was no additional report.	Continue working	Committee and staff
5.D Committee Reports, Marketing and Awards	<p>Marketing and Awards Committee Chair Dean LaFever provided additional information about the committee's work on developing new ways to carry "the Tech Prep message" to its various constituent groups.</p> <p>LaFever further reported that this committee is working on developing a new marketing/fund-raising plan and will present its recommendations to the Board as soon as work has been completed and recommendations developed.</p>	Continue working	Committee, and staff
5.E Committee Reports, Nominations	<p>Committee Chair Perry Vaughn stated that his committee is working to fill vacancies as follows:</p> <ol style="list-style-type: none"> 1. Vacancy created by Moose Miller's resignation. 2. Vacancy created by Janice Mumford's move to Associate-member status. 3. Transitioning Robert Gomez into the position formerly occupied by Steve Vassberg. 4. Filling four vacancies created by Cameron Works' decision no longer to appoint members of the Tech Prep Board. 	Continue working	Board and Committee

5.3 Committee Reports, Nominations (cont.)	<p>Vaughn stated that the Nominations Committee is seeking input from the Board and associate membership of ideas for these vacancies and stated that the discussion has been addressed to target finding individuals who would work actively with the initiatives being led by the Marketing & Awards Committee.</p> <p>Vaughn also stated that the Nominations Committee has agreed to take on the task of providing recognition for Directors who retire from the Board; the committee suggests that the Board consider some type of award to those individuals who retire from the Board—possibly at one of the events that the Marketing & Awards Committee creates.</p>		
5.F Committee Reports, Partnerships	Executive Director Pat Bubb reported for the committee in the absence of Committee Chair Adrian A. Arriaga. Work on an updated labor market report and revisions to our memorandums of understanding with workforce development board are underway at this time.	Continue working	Board, Committee, and Staff
5.G Committee Reports, Professional Development	Committee Chair Janice H. Mumford reported about Professional Development Committee activities.	Continue working	Staff
5.H Committee Reports, Technology Initiatives	Executive Director Pat Bubb shared about the work being done on our webpages. Board Chair Cesar Maldonado shared thoughts about having our website become a portal.	Continue working	Committee, and staff
5.I Committee Reports, Universities and Colleges	Executive Director Pat Bubb shared comments in the absence of Committee Chair Pat Hobbs.	Continue working	Committee, and staff
6. Staff Reports	Executive Director Pat Bubb referred to staff reports in packet for review. Bubb then introduced Martha Gutierrez, Tech Prep RGV's Worksite-Learning Specialist and Real World Coordinator. Gutierrez shared information about the Tech Prep Ready for the Real World program, which is funded by a grant of Workforce Investment Act funds from WorkFORCE Solutions, including the ways that the Real World program connects with and supports the goals of the College for Texans campaign.	None required	Not applicable

OTHER BUSINESS; ADJOURN	There was no further business to come before the Board; so the meeting was adjourned at approximately 1:00 p.m.	None required	Not applicable
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Respectfully submitted,

Yvette Garza, Secretary of the Meeting