

**TECH PREP OF THE RIO GRANDE VALLEY, INC.**  
**MINUTES OF ANNUAL MEETING OF THE VOTING MEMBERS AND BOARD OF DIRECTORS**  
9:30 AM – 11:30 AM Tuesday, October 28, 2008 - Best Western Palm Aire Motel & Suites, Weslaco, Texas

**MEMBERS REPRESENTED BY VOTING DELEGATES OR PROXIES:**

**Independent School District Member:**

Edinburg CISD  
Harlingen CISD  
Hidalgo ISD  
La Feria ISD  
La Joya ISD  
La Villa ISD  
Lasara ISD  
Los Fresnos CISD  
IDEA Public Schools  
McAllen ISD  
Mercedes ISD  
Mission CISD  
PSJA ISD  
Point Isabel ISD  
Roma ISD  
San Benito CISD  
San Isidro ISD  
San Perlita  
Sharyland ISD  
Weslaco ISD

**College/University Member:**

South Texas College  
Texas Southmost College at Brownsville  
Texas State Technical College, Harlingen  
The University of Texas at Brownsville  
The University of Texas Pan American

**Voting Delegate:**

Griselda Quintanilla, Career and Technical Education (CTE) Director  
Gil Tello, CTE Director  
Gladys Cancino, Coordinator of Human Resources & Student Services  
Oscar Villarreal, Counselor, La Feria High School  
Jose Ramirez, III, CTE Director  
Dr. Norma Salaiz, Superintendent of Schools  
Rolando Pena, Superintendent of Schools  
Myliss Miller, Guidance and Counseling Director  
Tom Torkelson, Superintendent of Schools  
Rachel Arcaute, Administrator Liaison for Higher Education  
Walter Watson, Superintendent of Schools  
Sergio Peña, CTE Director  
Ed Garcia, CTE Coordinator  
Sandra Rodriguez, Special Programs Administrator  
Annabel Saenz, S-TEAM Leader  
Hector Rendon, CTE Director  
Miguel Garcia, Superintendent of Schools  
Ramiro Moreno, Principal  
Scott Owings, Superintendent  
Sandra Avila, CTE Director

Kimberly D. Harrington, Dual Enrollment, Workforce Program Specialist  
Linda Fossen, Associate Vice President for Enrollment Planning  
Pat Hobbs, Vice President for Student Learning  
Linda Fossen, Associate Vice President for Enrollment Planning  
Felipe C. Salinas, Director of College Access & Support Programs

**Other Member:**

Region One Education Service Center  
South Texas Career and Technology Association

Dr. Janice Wiley, Deputy Director for Instructional Support  
Hector Rendon, President

**GUESTS/REPRESENTATIVES PRESENT:**

San Isidro  
Edinburg CISD

Mario Alvarado, District Administrator  
Diane Perez, CTE Counselor

**MEMBERS ABSENT (NOT REPRESENTED BY VOTING DELEGATES OR PROXIES):**

**Independent School District Members:**

Brownsville ISD	Raymondville ISD
Donna ISD	Rio Grande City CISD
Edcouch-Elsa ISD	Rio Hondo ISD
Lyford CISD	Santa Maria ISD
Monte Also ISD	Santa Rosa ISD
Progreso ISD	South Texas ISD
	Valley View ISD

**Other Members:**

Area II, Region III, Business Professionals of America  
Teach for America – Rio Grande Valley

**DIRECTORS PRESENT:**

Linda Fossen  
Hernan Gonzalez  
Kimberly D. Harrington  
Pat Hobbs  
Minnie Lucio  
David Merrill  
Dr. Norma Salaiz  
Felipe Salinas

UTB/TSC, Associate Vice President for Enrollment Planning  
Weslaco Economic Development Corporation, Executive Director  
South Texas College, Dual Enrollment, Workforce Program Specialist  
Texas State Technical College-Harlingen, Vice President for Student Learning  
Cameron Works Workforce Centers, Community Coordinator  
Wachovia Securities, LLC, Branch Manager  
La Villa ISD, Superintendent of Schools  
The University of Texas Pan America, Director of College Access & Support Programs  
Burton Companies, President

E. Richard Vaughan

Perry A. Vaughn  
Janice Wiley, Ed.D.  
Teri Zamora

Associated General Contractors-RGV, Executive Director  
Region One ESC, Deputy Director for Instructional  
Texas State Technical College, Vice President for Financial Services

**DIRECTORS ABSENT:**

Lilly G. De La Rosa  
Dean LaFever  
Robert Leftwich  
Sam Olivarez  
Eva Jean-Radle  
Hollis V. Rutledge, Jr.  
Gonzalo Salazar  
Joey Treviño  
Joe Vasquez  
Jo Rae Wagner

Capital One Bank, Market Manager II  
Texas Gas Service Company, Director for Rio Grande Valley  
United Launch Alliance, Material Planning Specialist  
Barrera's Supply Co., Inc., President/Owner  
Re/MAX RGV, Broker/Owner  
Hollis Rutledge and Associates, Inc., President and CEO  
Los Fresnos CISD, Superintendent of Schools  
Half Associates, Planning/Business Development  
Community Volunteer  
CTO, Inc., President

**ASSOCIATE MEMBERS PRESENT:**

Rachel Arcaute  
Sandra Avila  
Naomi Perales  
Hector Rendon  
Ron Tupper  
Stephen M. Vassberg

McAllen ISD, Administrator Liaison for Higher Education  
Weslaco ISD, CTE Director  
Texas Gas Service Company, Community Relations  
San Benito CISD, CTE Director  
El Milagro Clinic, Chairman, Board of Directors  
Community Volunteer

**ASSOCIATE MEMBERS ABSENT:**

Yvette Garza  
Roberto F. Loredó  
Jose G. Martin, Ph.D.  
Janice Mumford  
Felipe Reyes  
Bill Summers  
Estella L. Treviño

Community Volunteer  
Donna ISD, Interim Superintendent  
UTB/TSC, Provost & Vice President for Academic Affairs  
Community Volunteer  
Brownsville ISD, CTE Director  
Rio Grande Valley Partnership, President & CEO  
Edinburg Housing Authority, Executive Director

**STAFF PRESENT:**

Patricia G. (Pat) Bubb  
Carolina Duran  
Sharon Farias  
Martha Gutierrez  
Melinda Morales  
Lilia Perez  
Dr. Belinda Torres

Executive Director  
Accountant  
Coordinator of Special Projects for First Generation  
Worksite Learning Specialist  
First Generation Specialist  
Secretary  
Tech Prep Coordinator

**VISITORS:**

Blanca Munoz  
Eileen Mattei  
Monica Ramos  
Lilia Sandoval-Silva  
Sylvia Carlin  
Javier J. Saenz  
Cathy Steadman  
Kayla Marie Salazar  
Brooke Dollens Terry  
Jackie Gilles

Independent Contractor  
Mattei, Inc.  
Los Fresnos High School, Special Populations Coordinator  
McAllen ISD, CTE Director  
Mercedes ISD, Student Services Coordinator  
PSJA ISD  
San Perlita High School, Counselor  
San Perlita High School, Student  
Texas Public Policy Foundation  
Texas State Technical College, Director of Institutional Effectiveness

Pursuant to notice duly given, the annual meeting of the voting members and Board of Tech Prep of the Rio Grande Valley, Inc., was held at the above time and place with the above persons participating. Richard Vaughan chaired the meeting, and Pat Bubb served as secretary.

**Call to Order; Opening Ceremony.** A quorum was present, and Richard Vaughan called the meeting to order and led the invocation and pledge of allegiance.

There were then self-introductions of everyone present.

Vaughan welcomed all and invited announcements or comments from the members. There were no public announcements or comments from the members at this time.

Vaughan then shared opening remarks as follows:

- He encouraged individuals to provide input and share their ideas for the update of Tech Prep’s strategic plan that has been in progress (with extensions) for several years. The board’s goal is to complete the update in 2008-2009; we are, however, waiting for the state’s Tech Prep leadership to complete their own implementation plans before our plan is finalized. Although Tech Prep of the Rio Grande Valley does have a corporate strategic plan, many of our performance goals are connected to Tech Prep student outcomes. The opportunity for input is continuing.
- He shared that the 2008 Labor Market Report is available online at <http://www.techpreprgv.com/lmi.html>. The information in this report is invaluable, and “hard copies” of the report are being hand-delivered to superintendents through the contract work done by Blanca Munoz.
- He shared about student successes, funding provided by the Harlingen Economic Development Corporation, and the continuing expansion of Tech Prep’s community partnerships.

**Greetings from State and Regional Partners:** Chairman Vaughan then called on Jackie Gilles, Director of Institutional Effectiveness, Texas State Technical College, to present awards to the students who had submitted essays earning them awards from the Education & Career EXPO Leadership Committee. Gilles shared that EXPO 2008 had been the seventh annual EXPO. The event was held on the campus of TSTC Harlingen on September 18, 2008, with 1,075 students participating. The EXPO Leadership Committee has incorporated a post-event essay competition in which students who participated have the opportunity to compete for gift certificate awards. The recipients of the awards for the 2008 EXPO Essay Competition were as follows:

First Place:	Alma Delia Hernandez, La Feria High School
Second Place:	Priscilla Perez, La Feria High School
Third Place:	Kayla Marie Salazar, San Perlita High School

Kayla Marie Salazar was participating together with Cathy Steadman, San Perlita High School Counselor, and Ms. Gilles presented her with her award in person. The other recipients were unable to participate, but were represented by La Feria High School Counselor Oscar Villarreal.

Chairman Vaughan then called on Tech Prep Executive Director Pat Bubb, who introduced Brooke Dollens Terry, Education Policy Analyst for the Texas Public Policy Foundation. Ms. Terry then briefed the members about the work of the Texas Public Policy Foundation and her Rio Grande Valley visit to school districts that are members of the Lower Rio Grande Valley Tech Prep Consortium and voting members of Tech Prep of the Rio Grande Valley. A question-and-answer session followed.

**Action Item: Consider and Approve Minutes of Members' Meeting of October 31, 2007.** The group reviewed the minutes of the 2007 annual meeting, which were included in the packet for the meeting.

The minutes of the annual meeting were approved on motion made, seconded, and unanimously carried.

**Action Item: Ratify Board's Actions from October 31, 2007, through October 27, 2008:** A written report of the Board's activities during the past six months was included in the packet for the meeting. There were reports by committee chairs, as follows:

Curriculum/Work-Based Learning and Professional Development Committee:	Dr. Norma Salaiz reported with assistance of Contractor Blanca Munoz.
Executive and Partnerships Committee:	Richard Vaughan reported.
Finance and Bylaws Committee:	Teri Zamora reported.
Marketing and Awards Committee:	Pat Bubb reported for Dean LaFever.
Nominations Committee:	Perry A. Vaughn reported.
Technology Initiatives Committee:	Pat Bubb reported for Sam Olivarez.
Universities and Colleges Committee:	Linda Fossen reported.

After all reports and discussions were completed, the Board's actions during the past six months were ratified on motion made, seconded, and unanimously carried.

**Action Item:** Perry Vaughn then shared the Nominations Committee recommended slate of new Board members with participants. Voting members then voted for new Members of the Board of Directors. Elections were held by ballot. Directors elected (or ratified, in the case of appointed positions) by the voting members are as follows:

**Employers:**

Rene Capistran, Vice President – South Texas Region, SpawGlass Contractors, Inc., Harlingen  
David Merrill, Branch Manager, Wells Fargo Advisors, LLC, Brownsville  
Naomi Perales, Community Relations Representative, Texas Gas Service Company, Harlingen  
Hon. J. D. Salinas, Hidalgo County Judge (and/or Sofia Hernandez, Director of Economic Development), Edinburg  
E. Richard Vaughan, President/CEO, Burton Companies, Weslaco  
Perry A. Vaughn, Executive Director, Rio Grande Valley Chapter, Associated General Contractors of America, Inc., Harlingen

**Educators** (all are appointed by the Presidents of their institutions; vote was merely a ratification of the appointments):

Kimberly D. Harrington, Dual Enrollment Workforce Programs Specialist, School Programs and Services, South Texas College  
Pat Hobbs, Provost and Vice President for Academic Affairs, Texas State Technical College Harlingen

Felipe C. Salinas, Director of College Access and Support Programs, The University of Texas-Pan American, Edinburg  
Teri Zamora, Vice President Financial Services, Texas State Technical College Harlingen

**Other:**

Joe Vasquez, Community Volunteer (Board Chair, Security First Federal Credit Union, and former Vice President of Human Resources, Mid Valley Health Systems/Knapp Medical Center), Weslaco

All Directors will serve two-year terms beginning October 27, 2008, and ending on the date of the annual meeting in October 2010.

One Director vacancy (Private-Sector Employer) remains unfilled pending further action.

Associates added to the Board are as follows:

Rachel Arcaute, Administrator Liaison for Higher Education, McAllen ISD  
Felipe Reyes, Administrator for Career and Technical Education, Brownsville ISD  
Stephen M. Vassberg, Community Volunteer (former Associate Vice President for Workforce and Economic Development, Texas State Technical College Harlingen)

**Briefing Items:** Executive Director Pat Bubb gave an overview of upcoming meetings and events.

**Adjournment:** There was no further business; so the meeting was adjourned at approximately 11:30 a.m.

Respectfully submitted,



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Patricia G. (Pat) Bubb, Secretary of the Meeting