

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

12:00 p.m. Thursday, August 20, 2009 – Weslaco Area Chamber of Commerce, 301 West Railroad Street, Weslaco, Texas

**DIRECTORS PRESENT:**

E. Richard Vaughan	Burton Companies, Weslaco, President—Board Chair and Meeting Chair
Rene Capistran	SpawGlass Contractors, Inc., South Texas Regional Manager
Bernardina Garcia	Hon. Carlos H. Cascos, CPA, Cameron County Judge, Executive Assistant
Kimberly D. Harrington	South Texas College, McAllen, Dual Enrollment Workforce Programs Specialist
Naomi Perales	Texas Gas Service Company, Harlingen, Community Relations Representative
Lisa Prieto	The University of Texas-Pan American, Director of College Access & Support Programs (CASP)
Eva Jean Radle	Re/MAX RGV, McAllen, Broker/Owner
Joe Vasquez	Community Volunteer (Board Chair, Security First Credit Union; former Vice President of Human Resources, Mid Valley Health Systems/Knapp Medical Center), Weslaco
Perry A. Vaughn	Associated General Contractors-RGV, Harlingen, Executive Director

**DIRECTORS ABSENT:**

Lilly G. De La Rosa	Capital One Bank, Vice President and Senior Market Manager, South Valley Market
Linda Fossen	UTB/TSC, Brownsville, Associate Vice President for Enrollment Planning
Roel Gonzalez	Rio Grande City CISD, Superintendent
Pat Hobbs	TSTC Harlingen, Provost and Vice President of Academic Affairs
Robert Leftwich	United Launch Alliance, Harlingen, Material Planning Specialist
Minnie Lucio	Workforce Solutions Cameron Workforce Centers, Brownsville, Community Coordinator
David Merrill	Wachovia Securities, LLC, Brownsville, Branch Manager
Hollis V. Rutledge, Jr.	Hollis Rutledge and Associates, Inc., Mission, President and CEO
Norma Salaiz, Ph.D.	La Villa ISD, Superintendent
Gonzalo Salazar	Los Fresnos CISD, Superintendent of Schools
Hon. J. D. Salinas	County of Hidalgo, County Judge (also Sofia Hernandez, Hidalgo County Judge's Office, Director of Economic Development)
Joey Treviño	Half Associates, McAllen, Director of Business Development and Government Relations
Jo Rae Wagner	CTO, Inc., Harlingen, President
Janice Wiley, Ed.D.	Region One ESC, Edinburg, Deputy Director for Instructional Support
Teri Zamora	Texas State Technical College, Vice President for Financial and Administrative Services

**DIRECTORS EMERITUS PRESENT:**

Ed Tamayo First Community Bank, Executive Vice President (retired)

**ASSOCIATE MEMBERS PRESENT:**

Rachel Arcaute McAllen ISD, Administrator Liaison for Higher Education  
Sandra Avila South Texas Career and Technical Education Association, Vice President (CTE Director, Weslaco ISD)  
Felipe C, Salinas Abriendo Puertas Parental Communication Initiative, Inc., Director of Development and Grant Administration  
Ron Tupper, M.S. Tupper & Associates, Inc., President

**ASSOCIATE MEMBERS ABSENT:**

T. Yvette Garza Community Volunteer, Rio Hondo and Austin  
Roberto F. Loredon Donna ISD, Superintendent  
Janice H. Mumford Community Volunteer, McAllen  
Felipe O. Reyes Brownsville ISD, Administrator for Career and Technology Education  
Brad Smith Peterson Construction, Inc., McAllen, Project Manager  
Bill Summers Rio Grande Valley Partnership, Weslaco, President/CEO  
Estella L. Trevino Edinburg Housing Authority, Executive Director  
Stephen M. Vassberg Community Volunteer, Harlingen

**GUESTS PRESENT:**

Dr. Eduardo Cancino Hidalgo ISD, Superintendent of Schools  
Dr. Steve Flores Harlingen CISD, Superintendent of Schools  
Blanca Munoz Tech Prep RGV, Contractor

**STAFF PRESENT:**

Patricia G. (Pat) Bubb Tech Prep RGV, Executive Director  
Carolina Duran Tech Prep RGV, Accountant/Data Analyst  
Lilia Perez Tech Prep RGV, Secretary  
Dr. Belinda Torres Tech Prep RGV, Tech Prep Coordinator

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. A quorum was present and participating, allowing actions to be taken. Board President Richard Vaughan chaired the meeting, and Executive Director Patricia G. (Pat) Bubb served as secretary.

<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	Board Chair Richard Vaughan called the meeting to order. Richard Vaughan welcomed everyone, then led the invocation and pledge of allegiance. Self-introductions followed. There were no public comments.	No action required	Not applicable
Board Bytes	<p>Executive Director Pat Bubb shared information on three topics:</p> <ol style="list-style-type: none"> <li>1. Comments about Tech Prep student Rickie Smith, Harlingen CISD student who participated in a summer internship at SpawGlass Contractors as part of an ARRA Summer Internship funded by a grant from Workforce Solutions Cameron.</li> <li>2. Status report covering SB 1313 and other laws impacting Tech Prep's work.</li> </ol>	Operate in accordance with approved policies	Board and staff
Action Item 1: Consider/Approve Board Minutes of November 25, 2008	The minutes of the Board meeting of May 21, 2009, were approved as presented, on motion made by Perry Vaughn, seconded by Naomi Perales, and unanimously carried.	File minutes for record	Staff
Action Item 2: Consider/Approve Finance & Bylaws Committee Reports and Recommendations	<p>Finance and Bylaws Committee Chair Joe Vasquez presented the Finance &amp; Bylaws Committee's reports and recommendations. The FY09 budget was \$902,964 as of June 30, 2009. Financial reports can be viewed at: <a href="http://www.techpreprgv.com/board/boardschedule-past.shtml">http://www.techpreprgv.com/board/boardschedule-past.shtml</a>.</p> <p>Vasquez called on Executive Director Pat Bubb to provide information about a contract for a new project that had come in after the Finance &amp; Bylaws Committee met: a contract for services in the amount of \$45,000 from Pharr-San Juan-Alamo ISD as part of a 21<sup>st</sup> Century Community Learning Centers grant-funded project.</p> <p>Committee recommendations were as follows:</p> <ol style="list-style-type: none"> <li>1. Recommend approval of FY09 financial reports, including budget modifications as presented: (a) reallocation of funds for Perkins Title</li> </ol>	Work under approved budgets and enter into agreements as appropriate to implement approved plans.	Board, Committee and staff

	<p>II Tech Prep and Workforce Solutions Cameron 1<sup>st</sup> Generation Enhancement funds; (b) increase of \$20,925 in Local funds due to transfer of funds by TSTC from closed-out accounts; (c) decreases in three contracts due to changes in plans: Los Fresnos CISD College, Career &amp; Technology Academy; Academic Leadership Alliance Summer Educator Internship; and Workforce Solutions Cameron ARRA Summer Internship.</p> <ol style="list-style-type: none"> <li>2. Recommend approval of contracts from Perkins Title II Tech Prep funds for period of 09/01/09-08/31/10.</li> <li>3. Recommend approval of resource-development report, including contracts resulting from proposals listed in report, if awarded. This recommendation includes approval of the \$45,000 contract from Pharr-San Juan-Alamo ISD described above.</li> <li>4. Recommend that Tech Prep’s audit this year be a financial audit, without testing for grant compliance under the Single Audit Act, because Tech Prep’s federal funding does not meet the threshold for Single Audit Act requirements this year.</li> </ol> <p>The Finance &amp; Bylaws Committee’s recommendations were voted upon and unanimously approved.</p>		
<p>Action Item 3: Consider/Approve Nominations Committee Reports and Recommendations</p>	<p>Committee Chair Perry A. Vaughn presented the Nominations Committee’s report and recommendations, as follows:</p> <p>Reports:</p> <ol style="list-style-type: none"> <li>1. Dr. Janice Wiley, Deputy Director of Instructional Support, Region One ESC, has resigned due to retirement.</li> <li>2. Linda Fossen, Associate Vice President, The University of Texas at Brownsville and Texas Southmost College, has resigned because she is moving to Kentucky, where she will serve as Associate Vice President / Dean of Enrollment Management for Eastern Kentucky University.</li> </ol>	<p>Continue working</p>	<p>Board, Committee and staff</p>

	<p>3. Yvette Garza has resigned as an Associate because she is unable to travel to the Valley and participate in meetings and activities.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Consider changing Board meeting schedule due to conflict with Education Service Center superintendents' meetings.</li> <li>2. If switch in Board meeting dates is approved, then recommend that Jack Damron, Executive Director, Region One ESC, be named to replace Dr. Janice Wiley.</li> <li>3. Recommend that Pat Hobbs, Provost and Vice President of Academic Affairs, TSTC, be named to replace Linda Fossen on the Executive Committee (Hobbs would serve as Universities and Colleges Committee Chair and Lower Rio Grande P-16 Council Tri-Chair).</li> <li>4. Recommend that the following be named as new Associate Board members: <ol style="list-style-type: none"> <li>a. Dr. Eduardo Cancino, Superintendent, Hidalgo ISD</li> <li>b. Dr. Steve Flores, Superintendent, Harlingen CISD</li> <li>c. Gregg McCumber, CPA, Senior Tax Partner and Managing Partner, Burton, McCumber &amp; Cortez, LLP, Brownsville</li> <li>d. Liz Shamlan, Branch Manager, Capital One Bank, San Benito</li> </ol> </li> </ol> <p>After discussion, the committee's report and recommendations were approved by unanimous vote. Terms for new Board members will be effective beginning August 21, 2009.</p> <p>The Board's revised meeting schedule is as follows:</p> <ul style="list-style-type: none"> <li>• Thursday, November 19, 2009</li> <li>• Thursday, February 25, 2010</li> <li>• Thursday, May 27, 2010</li> </ul>		
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	<ul style="list-style-type: none"> <li>Thursday, August 26, 2010</li> </ul> <p>All Board meetings will be held from 12 noon – 1 p.m., with meetings scheduled in the Conference Room of the Weslaco Chamber of Commerce.</p>		
4.A Committee Reports, Executive & Partnerships	<p>Committee Chair Richard Vaughan provided a report.</p> <p>He encouraged participation in the meeting for presentation of the Labor Market Report that will be held at 10 a.m. on September 15 at the Rio Grande Valley Partnership.</p> <p>There was also a discussion of Tech Prep’s many partnership activities, which include the Academic Leadership Alliance Summer Educator Externships. Richard Vaughan, Eduardo Cancino, Rachel Arcaute, and Steve Flores all shared comments about ALA.</p> <p>Pat Bubb reported about other partnerships, and Perry Vaughn shared information about the Education &amp; Career EXPO that is scheduled for September 17 on the campus of TSTC Harlingen.</p>	Continue working	Board, Committee, and staff
4.C Committee Reports, Lower Rio Grande P-16 Council	<p>Pat Bubb reported on behalf of the Tri-Chairs.</p> <p>Senator Eddie Lucio, Jr., will be the featured speaker during the Council’s next meeting, which is scheduled for September 22.</p>		
4.D Committee Reports, Marketing/Awards and Technology Initiatives	<p>Committee Chair Naomi Perales was present and provided a report.</p> <p>She stated that the event the committee has been planning has been postponed for early spring and that no date has been confirmed at this time. More information will be provided at the Board’s next meeting.</p> <p>Tech Prep’s theme for this year will be <i>Tech Prep: The Link Between Education and Economic Development</i>. We will use this theme for the event and also for other events throughout the year, with the first such events being Superintendents’ meetings to be held on September 9 and September 11.</p> <p>The committee will also be sharing a final Tech Prep Texas Scholars report</p>	Continue working	Board, Committee, and staff

	at the next meeting.		
6. Staff Reports	<p>Executive Director Pat Bubb shared brief comments about Tech Prep RGV's staff, for whom written reports had been included in briefing materials.</p> <p>Dr. Belinda Torres then shared information about data. Discussion followed.</p>	Continue working	Board and staff
OTHER BUSINESS; ADJOURN	<p>Richard Vaughan suggested that the data report had generated so much interest that we probably should put together a committee to work with staff on data. Felipe Salinas, Lisa Prieto, and Sandra Avila all volunteered to serve on the Data Committee.</p> <p>Ron Tupper suggested that the labor market report is a marketable product and that we should consider getting school districts to pay for it.</p> <p>The Board's next meeting will be as follows:</p> <p>DATE: Thursday, November 19, 2009  TIME: 12 noon  LOCATION: Weslaco Chamber of Commerce</p> <p>There was no further business to come before the Board; so the meeting was adjourned at approximately 1:15 p.m.</p>		Board and staff

Respectfully submitted,



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