

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

11:00 a.m. Tuesday, May 25, 2010

Board Room, Rio Grande Valley Partnership, 322 South Missouri, Weslaco

DIRECTORS PRESENT:

E. Richard Vaughan	Burton Companies, Weslaco, President—Board Chair and Meeting Chair
Hon. Carlos H. Cascos, CPA	Cameron County, County Judge
Pat Hobbs	TSTC Harlingen, Provost and Vice President of Academic Affairs
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)
Laura B. Talbot	South Texas College, Curriculum and Accreditation Officer
Ron Tupper	Tupper & Associates, Inc., President
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
Jo Rae Wagner	CTO, Inc., Harlingen, President

DIRECTORS ABSENT:

Rene Capistran	SpawGlass Contractors, Inc., South Texas Regional Manager
Eva-Jean Dalton	ReMAX In The Valley, Broker/Owner
Jack Damron	Region One Education Service Center, Executive Director
Lilly G. De La Rosa	Capital One Bank, Vice President and Senior Market Manager, South Valley Market
Dr. Steve Flores	Harlingen CISD, Superintendent of Schools
Kristina D. Hernandez, P.E.	Half Associates, Senior Project Manager
Sofia Hernandez	County of Hidalgo, Director of Economic Development
Robert Leftwich	United Launch Alliance, Material Planning Specialist
Gregg McCumber, CPA	Burton, McCumber & Cortez, LLP, Senior Tax Partner and Managing Partner
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
Rene Villarreal	The University of Texas at Brownsville and Texas Southmost College, Brownsville, Interim Associate Vice President for Enrollment Planning and Director of Admissions
Teri Zamora	TSTC Harlingen, Vice President for Financial & Administrative Services

ASSOCIATE BOARD MEMBERS PRESENT:

Rachel Arcaute	McAllen ISD, Administrator Liaison for Higher Education
Sandra Avila	South Texas Career and Technical Education Association, President (Director of Career and Technical Education, Weslaco ISD)
Felipe C. Salinas	Abriendo Puertas Parental Communication Initiative, Inc., Director of Development and Grant Administration
Veronica Villegas	Rio Grande Valley Partnership Chamber of Commerce, Vice President

ASSOCIATE BOARD MEMBERS ABSENT:

Dr. Eduardo Cancino	Region One Education Service Center, Deputy Director for Instructional Support
Roberto F. Loreda	Donna ISD, Superintendent of Schools
Dr. Raul O. Maldonado	Harlingen Foot and Ankle Center, Harlingen
Janice H. Mumford	Community Volunteer, McAllen
Felipe Reyes	Brownsville ISD, Administrator for Career and Technical Education
Joel Reyes	Enterprise Mobility Solutions, Lean Six Sigma/Training Manager
Liz Shamlian	Capital One Bank, Branch Manager/Assistant Vice President
Brad Smith	Peterson Construction, Inc., McAllen, Project Manager
Estella L. Trevino	Edinburg Housing Authority, Executive Director

GUESTS PRESENT:

Abel Aguilar	Weslaco ISD, Principal of PFC Mario Ybarra Elementary School
Brad Bierstedt	Magic Valley Electric Cooperative, Business Development Manager
Dora Brown	International Bank of Commerce McAllen, Senior Vice President
Dr. Gloria Crum	Academic Leadership Alliance: ALA Regional Coordinator
Blanca Munoz	Contractor for Tech Prep RGV

STAFF PRESENT:

Patricia G. (Pat) Bubb	Tech Prep RGV, Executive Director
Carolina Duran	Tech Prep RGV, Accountant/Data Analyst
Martha Gutierrez	Tech Prep RGV, Worksite Learning Specialist/P-16 Council Coordinator
Dr. Belinda Torres	Tech Prep RGV, Tech Prep Coordinator
Lilia Perez	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. A quorum was present, allowing actions to be taken. Board President Richard Vaughan chaired the meeting, and Executive Director Patricia G. (Pat) Bubb served as secretary.

Agenda Item	Key Points Discussed	Actions to Be Taken	Person Responsible and Timelines
Call to Order/ Welcome	<p>Board Chair Richard Vaughan called the meeting to order. He welcomed everyone, and then led the invocation and pledge of allegiance.</p> <p>Self-introductions followed. There were no public comments.</p>	No action required	Not applicable
Board Bytes	<p>Executive Director Pat Bubb shared information about one of the policies adopted by the Tech Prep Board: Employee Evaluations and Salaries (see policies at http://www.techpreprgv.com/board/policies09.pdf). Bubb also shared samples of Tech Prep’s activities involving working with students.</p> <p>There was a special presentation for presentation of awards to three Weslaco ISD education leaders:</p> <ul style="list-style-type: none"> • Dr. Richard Rivera, Superintendent of Schools • Abel Aguilar, Principal, PFC Mario Ybarra Elementary School • Sandra R. Avila, Director of Career and Technical Education <p>The awards given were in recognition of the support Weslaco ISD had provided for the Advanced Technical Credit (ATC) training session held at the PFC Mario Ybarra Elementary campus on May 5-7, 2010.</p> <p>Avila and Aguilar were present and accepted their awards. Board Chair Richard Vaughan stated he would hand-deliver Superintendent Rivera’s award.</p> <p>The Board then watched remarks by Senator Eddie Lucio, Jr., which had been presented by video presentation during the VIP Reception the evening of February 10.</p>	No action required	Board and staff

Action Item 1: Consider/Approve Minutes of Board Meeting Held on February 25, 2010	The minutes of the Board meeting of February 25, 2010, were approved as presented, on motion made by Pat Hobbs, seconded by Ron Tupper, and unanimously carried.	File minutes for record	Staff
Action Item 2: Consider/Approve Board Minutes of Special Called Board Meeting Held April 28, 2010	The minutes of the Board meeting of April 28 2010, were approved as presented, on motion made by Pat Hobbs, seconded by Ron Tupper, and unanimously carried.	File minutes for record	Staff
Action Item 3: Consider/Approve Finance & Bylaws Committee Reports and Recommendations	<p>Joe Vasquez, Finance and Bylaws Committee Co-Chair, and Teri Zamora, Treasurer and Finance and Bylaws Committee Chair, presented the Finance & Bylaws Committee's reports and recommendations. The FY10 budget was \$664,157 as of March 31, 2010. Financial reports can be viewed at: http://www.techpreprgv.com/board/boardschedule-past.shtml.</p> <p>Committee recommendations were as follows:</p> <ol style="list-style-type: none"> 1. Recommend approval of FY10 financial reports, including modifications to the following grant budgets: <ol style="list-style-type: none"> a. Tech Prep: Increase \$22,111 b. Local Funds: Funds reallocated c. Club: Increase \$58 d. Tech Prep College, Career & Tech Academy at Los Fresnos CISD: Funds reallocated 2. Recommend approval of resource-development report, including the recommendation that the Board authorize contracts and proposals as outlined in the report (as contracts are received), including a contract, if any, that results from work with Edinburg Economic Development Corporation. 3. Recommend approval of FY 2010-2011 subcontracts included in Tech Prep FY10 budget application, as follows: 	Work under approved budgets and enter into agreements as appropriate to implement approved plans.	Board, Committee and staff

	<p>a. College contracts for Tech Prep Support Services: \$21,000 for TSTC (plus \$2,500 for webpage support services and \$1,800 for graphic design support services) \$21,000 for UTB/TSC \$6,000 for STC</p> <p>b. School district contracts for Tech Prep Support Teams: 16 high schools @ \$1,600 each for these campuses: Edinburg CISD: Edinburg High, Edinburg North, and Edinburg Economedes Harlingen CISD: Harlingen High, Harlingen South Hidalgo ISD: District-Wide S-TEAM La Joya ISD: Juarez/Lincoln High, La Joya High, Palmview High Mercedes ISD: Mercedes High Mission CISD: Memorial High Rio Grande City CISD: Rio Grande City High Santa Maria ISD: Santa Maria High Sharyland ISD: Sharyland High Valley View ISD: Valley View High Weslaco ISD: Weslaco High</p> <p>c. Contracts for services: Education Leader Outreach (has been Blanca Munoz, but will have to go out for bids this year): \$7,500 Writing to Support Marketing: Eileen Mattei, \$4,800 Staff Development Presentations and Services (individual contractors to be named): \$10,000 Long Chilton for Preparation of Corporate Tax Return: \$900</p> <p>4. Recommend approval of FY 10 financial reports, including modifications to these budgets:</p>		
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	<ul style="list-style-type: none"> a. Local Funds b. Education & Career EXPO c. Academic Leadership Alliance d. PSJA 21st Century e. Tech Prep College, Career & Technology Academy at Los Fresnos CISD f. Harlingen Economic Development Corporation <p>5. Recommend approval of audit report (audit report will be available online with financial reports as presented at this meeting).</p> <p>6. Recommend approval of resource development report, including:</p> <ul style="list-style-type: none"> a. An additional \$22,111 in Perkins Title II Tech Prep funds for period of 09/01/09-08/31/10 b. Any new contracts that result from work as reported in resource development report. <p>The Finance & Bylaws Committee's recommendations were voted upon and unanimously approved.</p> <p>Joe Vasquez announced that this committee's next meeting is set for 10 a.m. on July 21 in Harlingen, and Board members are always welcome and encouraged to participate.</p>		
<p>Action Item 4: Consider/Approve Strategic Plan for 2010-2015</p>	<p>Richard Vaughan provided an overview of the discussions during the special Board meeting held on April 28, 2010, at which the strategic plan now presented for Board approval had been discussed and recommended revisions approved.</p> <p>After discussion, and on motion made by Joe Vasquez, seconded by Pat Hobbs, and unanimously carried, Tech Prep's Strategic Plan for 2010-2015 was adopted.</p>	<p>File minutes for record</p> <p>Take actions in accordance with updated strategic plan</p>	<p>Staff</p> <p>Board, Committees, and staff</p>
<p>5.A Committee Reports, Data Initiatives</p>	<p>Committee Co-Chair Lisa Prieto provided a report.</p> <p>She stated that the data necessary for Tech Prep program evaluation will be included in the Rio Grande Valley Pathways Project led by UTPA and that</p>	<p>Continue working</p>	<p>Board, Committee, and staff</p>

	<p>this committee is hoping the work of the Pathways Project may be beneficial for the work of this committee and the Board.</p> <p>Discussion followed.</p>		
5.B Committee Reports, Executive & Partnerships	<p>Committee Chair Richard Vaughan provided this report.</p> <p>He reported about the Executive Board’s April 28 evaluation of Executive Director Pat Bubb.</p> <p>He also informed the Board that the Executive Board had acted by unanimous consent to authorize a \$25,500 contact with PSJA ISD for the second year of 21st Century Community Learning Centers project for 2010-2011. The Executive Board acted by consent to allow staff to meet a time deadline set by PSJA ISD.</p> <p>Vaughan then called on Pat Bubb to report about other partnership activities, as follows:</p> <ul style="list-style-type: none"> • Academic Leadership Alliance Summer Educator Externships • Education & Career EXPO 2010 • Cameron County Youth Coalition • Construction Education projects with Associated General Contractors • Harlingen 100 Education Committee • South Texas Border P-16 Network <p>During these presentations Pat Hobbs shared information about the University Center being built in Harlingen, which was one of the projects for which the Harlingen 100 Education Committee provided leadership.</p> <p>Discussion followed.</p>	Continue working	Board, Committees, and staff
5.D Committee Reports, Lower Rio Grande P-16 Council	<p>Pat Hobbs, one of the tri-chairs of the Lower Rio Grande P-16 Council, provided a report about P-16 Council activities. The Lower Rio Grande P-16 Council brings together two Tech Prep Board subcommittees: Secondary Curriculum and Instruction and Postsecondary Curriculum and Instruction.)</p>	Continue working	Board, Council, Committees, and staff

	<p>The P-16 Council’s last meeting was held on May 4, 2010, and the Universities and Colleges Committee (now known as the Postsecondary Curriculum and Instruction Committee) met separately on that same date.</p> <p>Hobbs reported about parent pilot projects conducted as P-16 Council activities, which are to be highlighted at the Texas P-16 Institute on June 16, 2010.</p> <p>The P-16 Council’s next meeting will be held in September 2010.</p>		
5.E Committee Reports, Marketing/Awards	<p>Committee Chair Naomi Perales was present and shared remarks. Highlights of the information shared are as follows:</p> <ul style="list-style-type: none"> • The Employers and Education Forum was successful, producing both good publicity and funds for this year’s scholarship program. A preliminary fiscal report allowed release of the scholarships; a more complete report will be provided at the Board’s next meeting. • We are working to create a video based on the event that Board and committee members can use for presentations to Rotary clubs and similar organizations. • The Tech Prep Texas Scholars campaign for 2010 is underway at this time. • The committee has preliminary plans for having another event with Tony Hill returning in early 2011. 	Continue working	Board, Committee, and staff
5.F Committee Reports, Nominations	<p>Committee Chair Perry Vaughn shared comments regarding this committee's work.</p>	Continue working	Board, Committee, and staff
5.G Committee Reports, Technology Initiatives	<p>Committee Chair Naomi Perales provided a report of activities.</p>	Continue working	Board, Committee, and staff

6. Staff Reports	Executive Director Pat Bubb shared brief comments. Written staff reports were included in the briefing materials.	File reports for record and take actions as appropriate	Board and staff
OTHER BUSINESS; ADJOURN	<p>The Board's next meeting will be as follows:</p> <p>DATE: Tuesday, August 24, 2010 TIME: 12 noon LOCATION: RGV Partnership in Weslaco</p> <p>There was no further business to come before the Board; so the meeting was adjourned at approximately 1:15 p.m.</p>	Participate in August meeting	Board and staff

Respectfully submitted,



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