

TECH PREP OF THE RIO GRANDE VALLEY, INC. POLICY MANUAL

1.0 History

Tech Prep of the Rio Grande Valley, Inc. (Tech Prep RGV), began in July 1991, when Tech Prep planning funding was awarded to the Lower Rio Grande Valley Tech Prep/Associate Degree Consortium. The Texas nonprofit corporation was created by the consortium on November 20, 1992, and was awarded federal 501(c)(3) status on April 7, 1994. The consortium began with membership comprised of 10 school districts and 2 colleges. The corporation membership (identical to the membership of the consortium) now includes 32 school districts, 5 colleges and universities, and other organizational entities.

All documents pertinent to the corporate organization, agreements and contracts, and grant funding are on file in the office of Tech Prep's Executive Director, who is housed on the campus of Texas State Technical College in Harlingen, Texas.

2.0 Mission

The corporation's mission is contained in the corporation's written strategic plan and is updated periodically as that plan is updated.

3.0 Philosophy

The philosophy of this policy manual is that Tech Prep RGV needs few policies of its own because Tech Prep RGV made the following agreements in its contract with Texas State Technical College Harlingen (TSTC), which serves as fiscal agent for all Tech Prep RGV contracts: (1) Tech Prep RGV agreed to work with TSTC in the hiring of all employees Tech Prep RGV's Board deems necessary for Tech Prep RGV to accomplish its mission; (2) Tech Prep RGV agreed to follow TSTC policies and procedures in the management of equipment and personnel; and (3) Tech Prep RGV agreed to comply with appropriate accounting/auditing requirements in its cooperative relationship with TSTC.

Therefore, this policy manual is supplemental to TSTC's Policies and Procedures Manual. In the event of a conflict between the TSTC Policies and Procedures Manual and this manual, this manual will prevail; provided, however, that all policies adopted by the Tech Prep RGV Board will be consistent with Tech Prep RGV's covenants under its contract with TSTC.

4.0 Temporary Employees

The Executive Director has authority to hire extra staff for short terms when emergency conditions exist.

5.0 Hours Worked by Part-Time Employees

No employee hired on a temporary, part-time basis will work more than one thousand hours in a 52-week period; provided, however, that as many part-time staff may be added as are allowed under Board-defined budgetary guidelines.

6.0 Employee Evaluations and Salaries

6.01 Evaluations of all employees shall be conducted at least annually by the Executive Director.

6.02 Evaluation of the Executive Director shall be conducted at least annually by the Board of Directors.

6.03 Salaries for all Tech Prep RGV staff are set by the Tech Prep RGV Board; provided, however, that staff compensation increases will be consistent with the policies of TSTC. The Executive Director will submit a proposed salary schedule to the Board as part of the corporation's proposed budget in each fiscal year.

7.0 Employee Leave

Employee absences/leaves will be managed according to TSTC's policies and procedures.

8.0 Filling Vacancies on Board of Directors

8.01 The Director nominating a candidate will submit the candidate's name to the Nominations Committee, and a member of the Nominations Committee (or the Nominations Committee Chairperson's designee) will approach that individual about serving on the Board.

8.02 If the individual is willing to serve, a profile sheet giving background information about this individual will be presented to the Nominations Committee, which will consider the candidate and, if appropriate, submit the recommendation to the Tech Prep RGV Board of Directors at the next regularly scheduled Board meeting.

8.03 Individuals recommended to the Board by the Nominations Committee will become Associates for Board membership. These individuals will then be treated exactly like Board members except that they will not have voting privileges.

- 8.04 When vacancies occur, one of the Associates for membership (or a more suitable candidate, if appropriate) will be recommended as a candidate for Board membership for the vacancy created. If requested by the Board, for Associates, or for any individuals nominated who have not been previously included on the list of Associates, an interview with the candidate for membership and interested Board members will be conducted prior to voting. Otherwise, a vote will be taken at the Board meeting at which the Nominations Committee's recommendation is presented.

9.0 Conflicts of Interest

All requests for proposals and contracts will incorporate language to convey the following policy regarding conflicts of interest:

- 9.01 No manager, employee or paid consultant of any organization submitting a proposal for a subcontract to Tech Prep RGV will be a chief executive officer, or an employee, of Tech Prep RGV.
- 9.02 All individuals (Board and committee members) who have the opportunity to vote on awards of contracts in which they or their organizations might have any financial interest will abstain from any and all discussion and votes regarding such contracts and will also abstain from lobbying that might give undue advantage to their organizations.
- 9.03 Any interest, fact or circumstance that does or may present a potential conflict of interest by any of Tech Prep RGV's managers, employees, paid consultants, and Board members will be disclosed within any and all proposals submitted to Tech Prep RGV for awards of contracts.
- 9.04 Should any proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, such proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Tech Prep RGV and shall immediately refund to Tech Prep RGV any fees or expenses that may have been paid under any contract with Tech Prep RGV resulting from any such proposal; further, such proposer shall be liable for any other costs incurred or damages sustained by Tech Prep RGV relating to that contract.

10.0 Club Account

- 10.01 Tech Prep RGV has established a Club Account at TSTC-Harlingen to create quick access to funds. The balance in the account should never exceed \$1,000. This account will be managed in accordance with

TSTC's policies and procedures with respect to such accounts. Fund-raising activities for Tech Prep RGV's Club Account will be managed in accordance with the contract between TSTC and Tech Prep RGV for fiscal agency services. Appropriate Tech Prep RGV records are on file in appropriate administrative offices at TSTC.

- 10.02 Club Account Funds will be disbursed for expediting local purchases and payments, and funds will be disbursed from Tech Prep RGV's Club Account by the TSTC Harlingen Business Office following TSTC Harlingen policies for those disbursements.

11.0 Split of Costs Between Tech Prep and Other Projects

- 11.01 It is the policy of the Board of Directors of Tech Prep RGV to determine the appropriate split of shared costs between Tech Prep and other projects, as follows:

Salaries: The percentage split for salaries and fringes will be based on the estimated amount of actual time and effort staff spend on projects involving both Tech Prep and other projects. Staff will maintain time-and-effort records, and these records will be reviewed internally by Tech Prep RGV staff at six-month intervals and with the Finance Committee and appropriate staff of the fiscal agent at least annually. Changes in percentage of staff time will be made as needed based on actual work for each individual project, as documented by time-and-effort records.

Travel: The percentage split for travel will be based on the purpose of the travel. When one trip serves both Tech Prep and other projects, the percentage split will be based on the estimated amount of time spent for each project during the travel.

Capital Equipment: The percentage split is based on the intended use of the equipment. If the equipment is used solely for a Tech Prep activity or solely for another project's activity, the item will be charged 100 percent to the appropriate grant. If the equipment is used to support both Tech Prep and other project activities, the percentage split will be based on the estimated amount of usage for projects and activities.

- 11.02 Review of Allocation Between Tech-Prep and Other Projects: Tech Prep RGV staff will maintain an internal budget system that tracks all invoices. There will be a process to review invoices to be sure that they have not already been paid and to allocate those invoices to the appropriate account. Tech Prep RGV staff will review Tech Prep RGV's internal records and reports and compare them with the fiscal agent's records at least quarterly to ensure that payments are accurate and have been

charged to the appropriate account. Tech Prep RGV staff will make written requests for journal corrections between accounts when necessary.

A representative of the fiscal agent will serve as a member of Tech Prep RGV's Finance Committee. The Finance Committee will meet prior to Board meetings to review both detailed and summary reports prior to the time those reports are presented to the Board. The Finance Committee will review proposed budgets prior to the time they are presented for approval to the Board and the appropriate funding agency.

In addition, Tech Prep RGV staff and fiscal agent staff will meet, at least semiannually to review the allocation between Tech Prep and other projects. At this time a review of time-and-effort records and other documentation will be made to determine the appropriateness of the allocations and recommended changes, if any, agreed upon and presented to the Board for approval. This review will be built into the calendar of events for each contract.

11.03 Processing of Invoices for Payment: Tech Prep RGV's will maintain internal accounting procedures and will present them to the fiscal agent for review at least annually and will implement requested modifications, if any. These procedures will reflect the process that is used to ensure that all invoices have had a staff review for appropriateness prior to the time the invoices are presented for payment.

11.04 Audit of Expenditures: Tech Prep staff and TSTC staff will work together to review all expenditures for appropriateness at least annually. A single audit complying with requirements of federal law will be performed if required.

Prior to the time that Tech Prep RGV staff and TSTC staff meet to review expenditures for preparation of the end-of-year report, Tech Prep RGV staff will review all past expenditures to ensure that those expenditures have been charged to the appropriate account and will prepare written notice to TSTC of any journal entries that need to be made to make necessary adjustments between contracts, if any.

12.0 Agreements for Work-Based Learning in Health Care Environments

12.01 Federal laws regarding confidentiality have caused hospitals to require execution of agreements by Tech Prep RGV to allow continuation of work-based learning experiences for educators and students. Any such agreements will be presented to the Board for approval and signed, upon the Board's recommendation, by the President and Board Chair; provided,

however, that any such agreements already in existence will be ratified and confirmed upon adoption of this policy.

- 12.02 Tech Prep RGV will comply with applicable confidentiality laws, and staff will ensure that any students or educators sent by Tech Prep RGV to medical offices, clinics, pharmacies, and/or hospitals for work-based learning experiences are instructed in confidentiality and sign statements ensuring compliance with applicable laws.
- 12.03 Tech Prep RGV will ensure that participating schools have appropriate insurance for work-based learning experiences in health care environments and will work with schools to provide copies of such insurance to cooperating employers upon request.
- 12.04 Cooperating schools will be provided with a copy of Tech Prep RGV's policies and will sign acknowledgment of receipt thereof to ensure clear communication with regard to work-based learning experiences coordinated by Tech Prep RGV in health care environments.

13.0 TSTC Policies and Procedures

Except as stated hereinabove, TSTC-Harlingen's policies and procedures will be applicable to all Tech Prep operations.

TSTC's policies may be viewed on Internet at the following address:
<http://www.harlingen.tstc.edu>.

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I, the undersigned, hereby certify that the above Policies are those approved by the Tech Prep RGV Board of Directors through the period of time up to and including the regular monthly meeting of the Board of Directors held on February 27, 2007.



Patricia G. (Pat) Bubb
Corporate Secretary