

# **Tech Prep of the Rio Grande Valley, Inc.**



## **Policies Adopted by the Board of Directors**

**May 21, 2009**

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

## 1.0 History

Tech Prep of the Rio Grande Valley, Inc. (TPRGV), 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 corporate 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 TPRGV'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. The TPRGV strategic plan is accessible on the corporation's website at this address:  
<http://www.techpreprgv.com/board/index.html>.

## 3.0 Philosophy

The philosophy of this policy manual is that TPRGV needs few policies of its own because TPRGV made the following agreements in its contract with Texas State Technical College Harlingen (TSTC), which serves as fiscal agent for all TPRGV contracts: (1) TPRGV agreed to work with TSTC in the hiring of all employees TPRGV's Board deems necessary for TPRGV to accomplish its mission; (2) TPRGV agreed to follow TSTC policies and procedures in the management of equipment and personnel; and (3) TPRGV 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 TPRGV Board will be consistent with TPRGV'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 TPRGV staff are set by the TPRGV 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 TPRGV 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.
- 8.05 Emeritus members will be recommended by the Nominations Committee according to criteria set by the Nominations Committee. Emeritus members will be added by vote 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 TPRGV will be a chief executive officer, or an employee, of TPRGV.
- 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 TPRGV's managers, employees, paid consultants, and Board members will be disclosed within any and all proposals submitted to TPRGV 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 TPRGV and shall immediately refund to TPRGV any fees or expenses that may have been paid under any contract with TPRGV resulting from any such proposal; further, such proposer shall be liable for

any other costs incurred or damages sustained by TPRGV relating to that contract.

## **10.0 Club Account**

10.01 TPRGV 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 TPRGV's Club Account will be managed in accordance with the contract between TSTC and TPRGV for business office and human resource services. Appropriate TPRGV 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 TPRGV'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**

It is the policy of the Board of Directors of TPRGV to determine the appropriate split of shared costs between Tech Prep and other projects in accordance with the Cost Allocation Plan adopted by TPRGV. A copy of the current Cost Allocation Plan is accessible on the corporation's website at this address: <http://www.techpreprgv.com/board/index.html>.

## **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 TPRGV to allow continuation of work-based learning experiences for educators and students. Any such agreements will be signed by the Executive Director; who will report to the Board about any and all agreements in effect at quarterly Board meetings; provided, however, that any such agreements already in existence will be ratified and confirmed upon adoption of this policy.

12.02 TPRGV will comply with applicable confidentiality laws, and staff will ensure that any students or educators sent by TPRGV 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 TPRGV 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 TPRGV's policies and will sign acknowledgment of receipt thereof to ensure clear communication with regard to work-based learning experiences coordinated by TPRGV 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>.

\* \* \* \* \*

I, the undersigned, hereby certify that the above Policies are those approved by the TPRGV Board of Directors through the period of time up to and including the regular monthly meeting of the Board of Directors held on May 21, 2009.



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Patricia G. (Pat) Bubba  
Corporate Secretary