Alvin Community College  
Process Technology Advisory Committee Meeting Minutes  
Wednesday, January 26, 2005

Chairperson: David Scarr, HR Generalist, Solutia, Inc.
Meeting Date: Jan 26, 2005  
Meeting Time: 11:30 a.m. to 1:45 p.m.  
Meeting Place: ACC

Recorder: Mark Demark, Process Technology Department Chair, ACC
Prev Meeting: Oct 27, 2004

Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Diane Dykes</td>
<td>Learning &amp; Development Supervisor</td>
<td>BP Chemical</td>
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<td>Dixie Higgs</td>
<td>Manager of Recruitment</td>
<td>Kelly Scientific Resources</td>
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<td>Donnie Long</td>
<td>Training Coordinator</td>
<td>BP Chemical</td>
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<td>John Morgan</td>
<td>Manager Offshore Operations</td>
<td>Producers Assistance Corp</td>
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ACC Member Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Larry Cole</td>
<td>Training Coordinator, Center for Professional &amp; Workforce Development (CPWD)</td>
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<td>Mark Demark</td>
<td>Department Chair, Process Technology</td>
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Guests:

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
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<tr>
<td>Lou Caserta</td>
<td>Adjunct Instructor</td>
<td>Alvin Community College</td>
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<td>Jimmie Stewart</td>
<td>Adjunct Instructor</td>
<td>Alvin Community College</td>
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<td>George Zacharias</td>
<td>Adjunct Instructor</td>
<td>Alvin Community College</td>
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<tr>
<td>Danny Potter</td>
<td>Dean Financial &amp; Administrative Services</td>
<td>Alvin Community College</td>
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<tr>
<td>Diana Stiles</td>
<td>Counselor Career &amp; Job Placement</td>
<td>Alvin Community College</td>
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<tr>
<td>Arthur Linkins III</td>
<td>Consultant CPWD</td>
<td>Alvin Community College</td>
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Agenda Item | Action, Discussion, Information | Responsibility |
---|---|---|
Old Business (repeated):  
- Process Technology web page on ACC web site  
  See “Schedule of Meetings”; Advisory Committee Information; “Minutes of Meetings including attachments”  
  This site is continuously updated  
  Mark Demark  

- [www.captech.org](http://www.captech.org)  
  Center for the Advancement of Process Technology (CAPT)  
  Resources for educators, students, and industry  
  Joanna Kile, Managing Director, CAPT  
  [jkile@com.edu](mailto:jkile@com.edu)  

- [www.processtech.org](http://www.processtech.org)  
  Gulf Coast Process Technology Alliance (GCPTA)  
  A partnership serving the educational needs of the process industries  
  Ann Treigle  
  [gcpta@msn.com](mailto:gcpta@msn.com)  
  Steve Erickson, Managing Director, GCPTA  
  [sderickson@sbcglobal.net](mailto:sderickson@sbcglobal.net)
Agenda Item | Action, Discussion, Information | Responsibility
--- | --- | ---
**Continuing Business:**
- Welcome, Introduction, and Announcements
- Meeting Minutes Oct 27, 2004
- Process Technology Budget
- Process Technology Curriculum
  | Information | All present
  | Approval | Chairperson & members
  | Update | Mark Demark
  | Update | Mark Demark

**New Business:**
- GCPTA Audit Requirements
- Student Job Placement Services
  | Presentation | Larry Cole
  | Presentation | Diana Stiles

**Curriculum Decisions:** none

**Budgets:**
  | Update | Mark Demark

**Other:**
- Alvin Community College - Status
- Next Meeting
  | Information | Danny Potter
  | Information | Wednesday, Mar 30, 2005 at Alvin Campus. See “Other” under Minutes for future dates.

Minutes

<table>
<thead>
<tr>
<th>Key Discussion Points</th>
<th>Discussion</th>
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**Old Business:**
- [www.captech.org](http://www.captech.org)
- [www.processtech.org](http://www.processtech.org)
  | Advisory Committee page now established on ACC web site. It is updated continuously and serves as a primary communication tool with the Advisory Committee. Our intent is to communicate by email; however, lengthy attachments will be posted to this site so as not to clog up the email.
  | These other web sites maintained by the Center for the Advancement of Process Technology (CAPT) and the Gulf Coast Process Technology Alliance (GCPTA) also have valuable information of interest to the Advisory Committee members.
  | See GCPTA minutes of Jan 28, 2005 at San Jacinto College where ACC was recognized as an “Endorsed College”.

**Continuing Business:**
- Welcome, Introduction, and Announcements
- Meeting Minutes Oct 27, 2004
- Process Technology budget
  | Advisory Committee and all present.
  | Advisory Committee approved the minutes with no changes
  | As requested by the ACC administration, the 2005-2006 budget proposal for Process Technology was preliminarily increased 3% over 2004-2005.

**New Business:**
- GCPTA Audit Requirements
  | Larry Cole lead the Audit discussion (see GCPTA Program Audit) with Advisory Committee participation. David Scarr had assured the Committee that interviews with graduate students and hiring companies would be completed, and Larry Cole completed all the interviews.
  | Larry Cole interviewed ACC graduates and company representatives at Solutia and BP. Attached is a summary he prepared as a result of the interviews. Both employers and employees want more internships.
  | The necessary interviews were completed and submitted to the GCPTA by Jan 15, 2005, so that ACC was recognized as an “Endorsed College” at the GCPTA meeting at San Jacinto College on Friday, Jan 28, 2005 (see attached congratulatory email from GCPTA)
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<tr>
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<td><strong>New Business (continued):</strong></td>
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<td>- Student Job Placement Services</td>
<td>Diana Stiles made a presentation on ACC’s Job Placement Services activities and how they help Process Technology students and graduates find work. A link to her presentation is on the advisory committee web page. There was much discussion leading to the Advisory Committee thanking Diana for her current work and approving her efforts in developing “Project Interview”. Diana supported her presentation with many handouts. One handout, a magazine “Job Choices for Science, Engineering &amp; Technology Students” was very good. The magazine is published by the National Association of Colleges and Employers (NACE - <a href="http://www.naceweb.org">www.naceweb.org</a>) and may be viewed online at <a href="http://www.jobweb.com">www.jobweb.com</a>. Also see attached email from Certified Customized Staffing volunteering to do testing as a part of Project Interview.</td>
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<td>- ACC Status</td>
<td>Danny Potter summarized events and discussions of the last ACC Board of Trustees (BOT) meeting held on Jan 27, 2005, which included concerns with the new Texas Legislature. Important items were state funding for community colleges and how Texas has reduced funding over the last several sessions, putting an additional burden on taxpayers and students. The BOT is reviewing ACC expansion initiatives and options.</td>
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<td>- Committee Changes</td>
<td>David Scarr resigned as ACC Advisory Committee Chair upon his acceptance of a position with Tyco Valves and Controls (see attached email). ACC will present him a recognition plaque for his services.</td>
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<td>- Staff Recognition</td>
<td>Merlin Hoiseth, President of Reactor Services, is planning retirement and will no longer serve on the ACC Advisory Committee.</td>
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<td><strong>Other:</strong></td>
<td>Roy Caskey accepted the “Endorsed College” plaque at the GCPTA meeting at San Jacinto College on Friday, Jan 28, 2005. The attached article appeared in the Alvin Advertiser Feb 2, 2005.</td>
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<td>- Next Advisory Committee meeting</td>
<td>Next meeting is scheduled to be held on Wednesday, March 30, 2005 at the Alvin campus. All the following meetings are scheduled for the 2nd Wednesday of the last month of the quarter 11:30-1:45 including lunch: Jun 8, Sep 14, and Dec 14, 2005.</td>
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**Chairperson Signature:**

Mark Demark for David Scarr, ex- HR Generalist, Solutia, Inc.

**Date:**

February 17, 2005

**Next Meeting:**

March 30, 2005
GCPTA Audit Overview

There were 4 supervisors and 4 past students from the Process Tech program that were interviewed. 3 supervisors and 3 students were from Solutia and 1 student and 1 supervisor was from BP. The following is a recap of the interviews featuring the pros of the current program and the needs for the future.

Supervisor’s comments:

Pros:

- The program provided
  - The students with an understanding of the “lingo” used in the plant.
  - The student an overall knowledge of the equipment.
  - The company a savings on training moneys spent.

Needs:

- Practical application:
  - Internship
  - Plant Tours
  - Apprenticeship
- Preparation &/or exposure to Shift work
- Interview and Resume preparation
- Physical Preparedness program
  - Climbing
  - Carrying 25lbs
  - Managing heights 20’, 100’
  - Vapor suit
  - Confined space
- Hands on training
  - Valves
  - Pumps
  - Flanges
  - Other manual tasks
- Soft skills
  - Team
  - Communications
  - Diversity
  - Conflict resolution

See Presentation by Diana Stiles

The ACC Faculty will work on this

Obtaining the BP Trainer designed by Lou Caserta and being constructed by BP will help here

Longer term will need to add to the program by ACC Faculty

GCPTA & Employers need to work on this
Student’s comments: (see comments under Supervisor’s Comments)

Pros:

- The program provided:
  - The vocabulary for the job.
  - A basic knowledge of the equipment.
  - Insight into the job of an operator.
  - Basic Understanding of the job.

The program needs:

- Student exposure to the plant
  - Internship
  - Plant tours/ Field trips
  - Apprenticeship
  - Job Shadowing
- Hands on training
  - Millwrighting
  - Pipefitting
- Training in Resume writing and Interviewing
- Physical training to be prepared for the job
  - Confined space
  - Climbing
  - Special PPE
- Work with the board or use of a simulator

See presentation by Diana Stiles
From: Ann Treigle [gcpta@msn.com]
Sent: Thursday, January 20, 2005 7:13 AM
To: Jack Baggett; James Dautenhahn; Javier Esparza; Jerry Byram; Jerry Duncan; Jesse Gonzalez; Jim Hebert; Jim Thorne; Jmsabour; Joanna Kile; John Beth相处ider; John Britton; John Cook; John Galiotos; John Hough; John Payne; John Reed; John Sandell; John Shows; Johnette Jackson; Johnny Arevalos; Kathy Farrar; Kathy Trahan; Kelly Melton; Ken Vanover; Kirby Lowery; Kirk Hunter; Leavon Robinson; Lee Rector; Lee Sloan; Leonard Clark; Linda Zbranek; Linton Lecompte; Lisa Arnold; Lou Casseta; Lyndon Pousson; Mark Demark; Mark I luth; Martha McKinley; Marty Yost; Merv Treigle; Michael Gunter; Michael Speegle; Mike Cobb; Mike Connella; Mike Flynn; Mike Gragg; Mike Kukuk; Mike Tucker; Mike Varnell; Mitch Fragick; Monte King; Oscar Polk; Pamela Rogers; Paul Heideberg; Paul Summers; Paulette Fonteno; Phyllis Mouton

Subject: Congratulations to Alvin Community College

GCPTA Membership,

Alvin Community College has completed the criteria to become an endorsed member college of the Alliance and submitted their documentation to the co-chairs of the Standards and Quality committees, Dorothy Ortego and Ed Stiles. They in turn have recommended that the Executive Committee accept ACC's petition for endorsement.

Please join the Executive Committee in congratulating Alvin Community College and their advisory board on achieving this goal. ACC will be formally recognized at our January 28 meeting.

We appreciate the efforts the colleges and their advisory boards go to in order to accomplish this and reaffirm that it is an important step forward in meeting the needs of our industry members.

Steve Erickson, Executive Director
Gulf Coast Process Technology Alliance
P. O. Box 1506
Lake Jackson, Texas 77566
Phone/FAX 979-299-6787
sderickson@abcglobal.net

From: Diana Stiles
Sent: Wednesday, January 26, 2005 2:12 PM
To: Mark Demark; 'ivaserta@aol.com'; 'higgsda@kellyservices.com'; 'dykesdj@bp.com'; Jimmie Stewart; 'Georgezach@earthlink.net'; 'LONgdg@bp.com'; 'jmorgan@pachouston.com'; Arthur Linkins Ill; Larry Cole

Subject: Job Placement Services.ppt
Attachments: Job Placement Services.ppt

It was a pleasure meeting you today at the Process Technology Advisory Committee Meeting. I have attached the PowerPoint presentation. If you have job leads for our students ((full-time, part-time, coops, and internships), please let us know. Christie and myself are here to help increase our student's employability and assist employers with their employee needs.

If I speak in the future again, I promise to move up to the next level of jokes! I am in training.

Diana Stiles, LPC
Career and Job Placement Counselor
Alvin Community College
3110 Mustang Road
Alvin, Texas 77511
Office: 281/756-3531

Sincerely,

Diana Stiles, LPC
Things move fast! See email below. In a nutshell, Certified Staffing will come to ACC and do testing of our Process Tech students in March. This will be a great opportunity. It only took a phone call yesterday. Mark, can you (and faculty) help me coordinate this?

-----Original Message-----
From: Gina Mazzantini [mailto:Gmazzantini@certified.com]
Sent: Tuesday, January 25, 2005 2:06 PM
To: Diana Stiles
Subject: Test

Diana,
Let me know if you receive this. Now you'll have my information.
I'll make a note to contact you the first week in March to set up some testing for the PTEC grads.
Thanks
Gina

Gina N. Mazzantini

Certified Customized Staffing 281-280-9500
16951 Feather Craft 800-585-1085
Houston, TX 77058 281-280-0864 fax
From: David Scarr [dscarr@tycovalves.com]
Sent: Wednesday, February 09, 2005 2:12 PM
To: Mark Demark
Subject: Letter of Resignation - Chairperson Process Technology Advisory Committee

Mark Demark
Department Chair - Process Technology
Alvin Community College

Mark,

With deep regret, I submit my resignation as Chairperson of the Process Technology Advisory Committee. I have really appreciated your support and enjoyed working with everyone associated with the program. Our faculty is first class and I am very proud of our program at Alvin Community College. The program and college deliver tremendous value to our community and businesses.

Sincerely,

Dave

David Scarr SPHR
Human Resources Manager
Tyco Valves & Controls
Houston Plant
713-895-5962 (W)
713-895-4009 (F)

From: Merlin Hoiseth [merlin@net1.net]
Sent: Monday, January 17, 2005 9:32 AM
To: Mark Demark
Subject: Re: GCPTA audit & GCPTA/ACC meetings

Mark,
I won't be able to attend your meeting. As a practical matter, I really don't see much opportunity for me to be involved. I'm planning retirement later this year and most likely will be moving as early as this summer. So, you better count me out.
Thanks for thinking of me.

Merlin
The Gulf Coast Process Technology Alliance (GCPTA) presented Alvin Community College with the Endorsed College Award for “reaching the highest standards and goals for excellence established for Process Technology Programs” during its meeting at San Jacinto College, central campus, on Jan. 28. Long-time Alvin resident and ACC Process Technology Adjunct Instructor Roy Caskey accepted the award from Dorothy Ortego, co-chair of the Standards and Quality Committee.