Alvin Community College
Process Technology Advisory Committee Meeting Minutes
Wednesday, December 12, 2007

Chairperson: Curt Thompson, Site Training Lead, Solutia Chocolate Bayou, Alvin

Meeting Date: December 12, 2007  Meeting Time: 11:30 a.m. to 1:45 p.m.  Meeting Place: INEOS Chocolate Bayou - Alvin

Recoder: Mark Demark, Process Technology Department Chair, ACC  Prev Meeting: Sep 19, 2007

Industry Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Curt Thompson</td>
<td>Site Training Lead</td>
<td>Solutia Inc. Chocolate Bayou, Alvin</td>
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<tr>
<td>John Morgan</td>
<td>Offshore Operations Manager</td>
<td>Producer's Assistance Corp., Katy</td>
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<td>Dixie Higgs</td>
<td>Manager Partnered Staffing</td>
<td>Kelly Scientific Resources, Freeport</td>
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<td>Douglas Loy</td>
<td>Trainer - Polymer Plant</td>
<td>Lyondell Chocolate Bayou, Alvin</td>
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ACC Members Present:

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Mark Demark</td>
<td>Department Chair, Process Technology</td>
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ACC & Industry Guests:

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<tr>
<th>Name</th>
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<tr>
<td>Curtis Crabtree</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
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<tr>
<td>Don Koster</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
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<tr>
<td>Liby Anderson</td>
<td>Manager Human Resources</td>
<td>INEOS Chocolate Bayou - Alvin</td>
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<tr>
<td>Chad Nolen</td>
<td>Trainer/Shift Supervisor</td>
<td>INEOS Chocolate Bayou - Alvin</td>
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<tr>
<td>Jay Permenter</td>
<td>Trainer/Shift Supervisor</td>
<td>INEOS Chocolate Bayou - Alvin</td>
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Agenda Item (see attachment A)  Action, Discussion, Information  Responsibility

Old Business (repeated for new members & guests):

- Process Technology web page on ACC web site
  - Direct link: http://www.alvincollege.edu/Current/Process_Tech_Advisory_Committee.cfm
  - Indirect: go to www.alvincollege.edu; click on “Site Map” (upper right corner of screen); click on “Process Technology”; click on “Process Technology Advisory Committee”
  - Mark Demark

- www.captech.org Center for the Advancement of Process Technology (CAPT)
  - Resources for educators, students, and industry
  - Joanna Perkins, Outreach Coordinator
    - jperkins@com.edu
  - Merv Treigle, Director Operations
    - mtreigle@com.edu

- www.gcpta.org Gulf Coast Process Technology Alliance (GCPTA)
  - An industry and education partnership serving the educational needs of the process industries
  - Rita Ames, Administrator
    - admin@gcpta.org
  - Harry Woods
    - hwoods@gcpta.org
**Continuing Business:**
- Welcome, Introduction, and Announcements
- Meeting Minutes - June 13, 2007
- All present

**New Business:**
- Chairperson's Term of Office
- Student Report from ACC
- CAPT's Critical Issues and Best Practices Meeting 2008
- Student Plant Visits and Job Shadowing
- Other Advisory Committee Matters, GCPTA, and CAPT
- Budget 2008
- Discussion
- Discussion
- Discussion
- Discussion
- Discussion
- All present

**Budget:**
- Update
- Mark Demark

**Other:**
- Alvin Community College - Status
- Next Meeting
- Information

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**Minutes**

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<tr>
<th>Key Discussion Points</th>
<th>Discussion</th>
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<tr>
<td>Old Business (repeated for new members and guests):</td>
<td>Advisory Committee page 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.</td>
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<td>Advisory Committee web page on ACC web site: <a href="http://www.alvincollege.edu">www.alvincollege.edu</a>; Direct link: <a href="http://www.alvincollege.edu/Current/Process_Tech_Advisory_Committee.cfm">http://www.alvincollege.edu/Current/Process_Tech_Advisory_Committee.cfm</a></td>
<td>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 and meeting guests.</td>
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<tr>
<td><a href="http://www.gcpta.org">www.gcpta.org</a></td>
<td>Critical Issues &amp; Best Practices Conference (CI&amp;BPC) Thursday &amp; Friday, October 16 &amp; 17, 2008 (documents on the web site)</td>
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<tr>
<td>Check into <a href="http://www.captech.org">www.captech.org</a> for information on both of these conferences. Those interested in Process Technology Education and Development are urged to attend. Meeting place: South Shore Harbor, League City, TX</td>
<td>See GCPTA Minutes of Jul 27, 2007, South Shore Harbor, League City, TX</td>
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<td><a href="http://www.gcpta.org">www.gcpta.org</a></td>
<td>GCPTA meeting is Jan 25, 2008, South Shore Harbor, League City, TX</td>
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## Key Discussion Points

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<tr>
<td>■ Welcome, Introduction, and Announcements</td>
<td>■ Advisory Committee and all present. Chad Nolen, Jay Permenter</td>
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<td>■ Meeting Minutes September 19, 2007</td>
<td>■ Advisory Committee approved the minutes.</td>
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<td>■ Review Vision, Mission, Strategies, and Goals for 2008</td>
<td>■ Curt Thompson led this discussion, reading from Attachment B. The group concluded that the written words were not bad but agreed with Curt that specific things and dates were needed. Curt will add specifics for the next meeting.</td>
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<td>■ Chairperson's Term of Office</td>
<td>■ Agreed to two years. The chairperson needs to appoint a second who will act in their place and attend meetings (GCPTA and others) when chairperson cannot. It would be expected that this &quot;second&quot; become the chairperson after two years. Curt suggested Diane McGinn and this was agreed, but Diane was not at the meeting to accept this role.</td>
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<td>■ Student Report from ACC</td>
<td>■ Curt suggested that this report have more detail; e.g., how many students completed the 1st, 2nd, 3rd, 4th terms? How many will graduate this term? Mark Demark will develop this and review with the group at the meeting showing Spring 2008 status.</td>
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<td>■ GCPTA Quarterly Meeting and CAPT yearly Critical Issues and Best Practice Conference</td>
<td>■ Curt Thompson urged that more people attend these events. He mentioned the need to network with those from other companies and schools.</td>
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<td>■ Job Shadowing</td>
<td>■ Job Shadowing the presentation was attached to the minutes of the 9/19/2007 meeting. Everyone thought the presentation was okay but doing a day and a night shift with each student would be too much work. Even a single night shift would be too much. PPE and HESS would overload the plants. An acceptable alternative was agreed to. Chad Nolen has a slideshow which depicts the activities that operators are expected to perform. He will gather this up and get permission to show it to ACC's PTAC-1302 day and night classes on Monday, January 28 at 6:00 pm and Tuesday, January 29 at 8:00 am. ACC intends to hold a Spring and Fall High School Forum with plant visits one morning. Project Interview and the Summer Open House will also be held where plant people are required at ACC.</td>
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<td>■ Other Advisory Committee Matters, GCPTA, and CAPT</td>
<td>■ Mark Demark reported that College of the Mainland had found during an audit some financial disorder at CAPT, where CAPT revenues on the side of Educational Products were bypassing COM accounts and going directly to accounts established by CAPT.</td>
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<td></td>
<td>■ Next GCPTA meeting is 1/25/2008 at South Shore Harbor, $35.00 register at <a href="http://www.gcpta.org">www.gcpta.org</a>.</td>
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<td>■ Budget 2008: Curt Thompson suggested that the Advisory Committee companies create a budget for ACC, say $1000 each. ACC would develop projects for approval that would improve learning and/or increase attendance. This would be in addition to the High School Forums and Summer Open House.</td>
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### Key Discussion Points

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<td>- Operator shortages and Operator training</td>
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<td>- Next Advisory Committee meeting</td>
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### Discussion

- Considerable time was spent discussing these subjects. Everybody got to participate. It was decided we would continue to do our own thing and participate where we could add value to the bigger picture GCPTA, CAPT, NPRA, HBR, Local, State, and US Government efforts.

- Next meeting is scheduled for Wednesday, Mar 12, 2008 at ACC. The following will be on the agenda:
  - Agreement as to Vision, Mission, & Strategy (see Attachment B)
  - Operator Activities at PTAC-1302
  - Pilot Plant Operations
  - 2008 Budget
  - Other to be added: more agenda items are solicited

- Meetings are held the second Wednesday of the last month of each quarter 11:30a-1:45p (unless pre-empted by college event or closure). 2008 meetings are: Mar 12, Jun 11, Sep 10, and Dec 10. The meetings rotate to each site: ACC, Solutia, Lyondell, INEOS.
ATTACHMENT A - AGENDA
Alvin Community College Process Technology Advisory Committee Meeting
Wednesday, December 12, 2007
Held at INEOS

AGENDA

I. INEOS Orientation (given by Chad Nolen) ................................................................. 11:15

II. Welcome, Introductions, and Lunch ........................................................................ 11:30

III. Old Business ......................................................................................................... 11:45

   A. Approve minutes of Sep 19, 2007 meeting - All
   B. Announcements, notices, and current events - important advisory committee news (GCPTA, CAPT, etc.) - All

IV. Continuing Business .......................................................................................... 12:00

   A. Discuss duties of the Advisory Committee and Chairperson
      (Attachment F to minutes of June 13, 2007)
   B. Elect new members and Chairperson; new members:
      George Ayala BP Refining & Petrochemicals Texas City
      Skip Olson Lyondell Refining Pasadena
   C. Adopt Vision, Mission, and Objectives  (Attachment B to minutes of Sep 19, 2007)
   D. Other - All

V. New Business ....................................................................................................... 12:45

   A. Career Day: Process Operator Job Shadowing by ACC Process Technology students (one day at plants) - Diane McGinn
      B. GCPTA Audit Results - Mark Demark
   C. Process Technology Spring High School Forum
      (see Attachment B to minutes of June 13, 2007 for summary of Spring Forum)

VI. Open Discussion - All ........................................................................................ 1:30

VII. Wrap Up - All (next meeting Wed 3/12/2008 11:30a - 1:45p) .............................. 1:45
ATTACHMENT B

ALVIN COMMUNITY COLLEGE PROCESS TECHNOLOGY DEPARTMENT
VISION, MISSION, and STRATEGY

OUR VISION

Alvin Community College will be recognized by industry, students, government, community, and academia as the pre-eminent learning center for Process Technology.

OUR MISSION

Mutually attract students and employers, supported by government, community, and academia in a program of learning that will prepare our students to be superior hires and to obtain responsible positions in the Processing Industries.

OUR STRATEGY

Work with the Center for the Advancement of Process Technology (CAPT), the Gulf Coast Process Technology Alliance (GCPTA), employers, and others to determine employer needs for the number of Process Technicians and their required knowledge and skills.

Design a curriculum that will cost effectively train students in the knowledge and skills required by industry.

Work with high schools and other education providers to make them aware of our program, and identify candidates interested in pursuing careers as Process Technicians.

Work with industry and academia to identify qualified instructors who can endorse our vision, embrace our Mission, further develop our strategy, and have the energy, experience, and resourcefulness to teach and prepare our students for employment.

As a department, stay abreast of new technologies and industry needs to improve our curriculum and provide industry with highly qualified employees.

Seek the necessary funding and equipment donations from industry, government, and other private sources to insure that the College has the necessary resources to achieve its vision.

THE PROGRAM

To achieve the vision and accomplish the mission, the staff of Alvin Community College have created a curriculum that will challenge you, the student, expand your expertise, and qualify you to seek a position as a Technician in the Processing Industries.