Alvin Community College  
Process Technology Advisory Committee Meeting Minutes  
Wednesday, September 23, 2009

Chairperson: Curt Thompson, Site Training Lead, Ascend Materials Chocolate Bayou, Alvin

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>Meeting Time:</th>
<th>Meeting Place:</th>
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<tbody>
<tr>
<td>September 23, 2009</td>
<td>11:30 a.m. to 1:45 p.m.</td>
<td>Ascend Materials Chocolate Bayou</td>
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Recorder: Mark Demark, Process Technology Department Chair, ACC

Previous Meeting: Jul 1, 2009

Industry Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curt Thompson</td>
<td>Site Training Lead</td>
<td>Solutia Inc. Chocolate Bayou Alvin</td>
</tr>
<tr>
<td>Pat Eaves</td>
<td>Superintendent</td>
<td>LyondellBasell Chocolate Bayou Alvin</td>
</tr>
<tr>
<td>Mike Stickney</td>
<td>President, MCIR</td>
<td>MC International Research Houston</td>
</tr>
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ACC Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Mark Demark</td>
<td>Department Chair, Process Technology</td>
</tr>
<tr>
<td>Sara Bouse</td>
<td>Continuing Education &amp; Workforce Development (CE &amp; WD)</td>
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ACC & Industry Guests:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
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</thead>
<tbody>
<tr>
<td>Jack Berry</td>
<td>Managing Director</td>
<td>Center for the Advancement of Process Technology at College of the Mainland</td>
</tr>
<tr>
<td>David Carpenter</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
</tr>
<tr>
<td>Curtis Crabtree</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
</tr>
<tr>
<td>Victor Kalsey</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
</tr>
<tr>
<td>Don Koster</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
</tr>
<tr>
<td>Jimmie Stewart</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
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</tbody>
</table>

Agenda Item  
(see Agenda: attachment "A")

<table>
<thead>
<tr>
<th>Action, Discussion, Information</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Old Business (repeated for new members &amp; guests):</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Process Technology web page on ACC web site</td>
<td>▪ Direct link: <a href="http://www.alvincollege.edu/process_technology/process_technology_advisory_committee/default.htm">http://www.alvincollege.edu/process_technology/process_technology_advisory_committee/default.htm</a></td>
</tr>
<tr>
<td>▪ ▪ Indirect: go to <a href="http://www.alvincollege.edu">www.alvincollege.edu</a>; click <em>Programs and Degrees</em> (left side of screen); click <em>Associate Degrees</em> in drop-down menu; scroll down and click <em>Process Technology</em>; click <em>Process Technology Advisory Committee</em></td>
<td></td>
</tr>
</tbody>
</table>
| ▪ www.captech.org Center for the Advancement of Process Technology (CAPT/COM) | ▪ Resources for educators, students, and industry  
CAPT / COM is our partner that we have worked with in the past | ▪ Angelica Toupard, Instructional Designer [atoupard@com.edu](mailto:atoupard@com.edu)  
▪ Jack Berry, Managing Director [jberry@com.edu](mailto:jberry@com.edu) |
<table>
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<tr>
<td><a href="http://www.gcpta.org">www.gcpta.org</a> Gulf Coast Process Technology Alliance (GCPTA)</td>
<td>An industry and education partnership serving the educational needs of the process industries</td>
<td>Martha McKinley, Executive Director <a href="mailto:exdir@gcpta.org">exdir@gcpta.org</a></td>
</tr>
</tbody>
</table>

**Continuing Business:** (see Attachment "A", Agenda)

- **Agenda Item I:** Welcome, Introduction, and Announcements
  - Information
  - All present
- **Agenda Item II:** Meeting Minutes - Jul 1, 2009
  - Approval
  - All members
- **Agenda Item V:** Duties of Advisory Committee Chair and Chairperson-Elect
  - Discussion
  - Curt Thompson, Diane McGinn
- **Agenda Item III:** BP Process Trainer
  - Action
  - Jimmie Stewart
- **Agenda Item IV:** Dual-credit classes
  - Information
  - Don Koster
- **Agenda Item VI:** Value of GCPTA membership
  - Discussion
  - Curt Thompson, Diane McGinn, Mark Demark

**New Business:**

- **Agenda Item X:** What happens with Lyondell/Basel shutting down
  - Discussion
  - Pat Eaves
- **Agenda Item VII:** CAPT/COM
  - Discussion
  - Jack Berry
- **Agenda Item VIII:** Ascend Materials is hiring
  - Discussion
  - Curt Thompson
- **Agenda Item IX:** ACC & TSSB / Project Interview
  - Discussion
  - Curtis Crabtree
- **Agenda Item XI:** Instrument Technician Training
  - Discussion
  - Mike Stickney, Curt Thompson, Sara Bouse

**Other:**

- Next Meeting
  - Information
  - Wednesday, Dec 9, 2009 at Ineos

**Minutes**

<table>
<thead>
<tr>
<th>Key Discussion Points</th>
<th>Discussion</th>
</tr>
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<tr>
<td><strong>Old Business (repeated for new members and guests):</strong></td>
<td>Advisory Committee page established on ACC web site <a href="http://www.alvincollege.edu">www.alvincollege.edu</a>; Direct link: <a href="http://www.alvincollege.edu/process_technology/process_technology_advisory_committee/ptac_archives.htm">http://www.alvincollege.edu/process_technology/process_technology_advisory_committee/ptac_archives.htm</a></td>
</tr>
<tr>
<td><a href="http://www.captech.org">www.captech.org</a></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>
</tr>
<tr>
<td><a href="http://www.gcpta.org">www.gcpta.org</a> Gulf Coast Process Technology Alliance (GCPTA) (formerly <a href="http://www.processtech.org">www.processtech.org</a>)</td>
<td>These other web sites maintained by Center for the Advancement of Process Technology (CAPT/COM) and Gulf Coast Process Technology Alliance (GCPTA) also have valuable information of interest to Advisory Committee members and meeting guests. The important Critical Issues &amp; Best Practices conference (CIBP) produced by CAPT was held Oct 7-9, 2009 at Moody Gardens Hotel in Galveston, TX.</td>
</tr>
<tr>
<td>Next GCPTA meeting is Friday Nov 13, 2009 at McNeese State University, Lake Charles, LA.</td>
<td>See <a href="http://www.alvincollege.edu/process_technology/process_technology_advisory_committee/ptac_archives.htm">GCPTA Minutes 7-24-2009, South Shore Harbor, League City TX</a></td>
</tr>
</tbody>
</table>
Continuing Business:
- Agenda Item I: Welcome, Introduction, and Announcements
- Agenda Item II: Meeting Minutes Jul 1, 2009
- Agenda Item V: Duties of Advisory Committee Chair and Chairperson-Elect
- Agenda Item III: BP Process Trainer
- Agenda Item IV: Dual-credit classes
- Value of GCPTA membership

Welcome Pat Eaves, replacing Mike Connell at LyondellBasell.
Welcome Jack Berry, new Managing Director at CAPT/COM
Minutes approved as written
Deferred to next meeting on 12-9-2009 at Ineos
This trainer was shipped from Bayport Training & Technical and arrived at ACC August 6, 2009. BP originally donated $90K for this trainer. Other companies such as Puffer-Sweiven, Emerson Process Management, Rosemount-Emerson, Magnetrol/Orion, Northern Wire and Cable, Yokagawa, and Samson Controls Inc., in total contributed an equal amount. The Trainer is being commissioned and once we learn to program field bus will be put into service.
ACC is teaching at the Alvin Campus:
PTAC-1302 Introduction to Process Technology in Fall
PTAC-1308 Health, Safety & Environment in Spring
Don Koster is the instructor. Classes will be one hour and run from Monday to Thursday. Students from both Pearland and Alvin/Manvel High Schools can attend (4 high schools at 2 each). Students are responsible for tuition/fees and books. This will take place during the last high school period of the day at 2:30 pm.
This was discussed above under Goals & Objectives Agenda Item IV-A. We have to decide if it is worth the time required to participate. (see Attachment B and Attachment C). Discussion deferred to next meeting on 12-9-2009 at Ineos

New Business:
- Agenda Item VIII: Ascend Materials is hiring
- Agenda Item VII – CAPT/COM
- Agenda Item X: LyondellBasell
- Agenda Item IX: ACC & TSSB / Project Interview

Now that Ascend Materials has purchased the business from Solutia, new hiring is beginning to happen and normalcy is returning.
Jack Berry is the new Managing Director of CAPT/COM. He is formerly from BP Texas City. He informed us that CAPT/COM is returning to normal, only better, and that all the old contacts are being re-established. They are planning their important Critical Issues and Best Practices Conference for October 7-9, 2009 at Moody Gardens in Galveston. Mark Demark attended the conference and found the presentations to be very useful.
Pat Eaves informed us that the main plant of LyondellBasell on Chocolate Bayou has shut down, but the satellite HDPE plant will continue to run. Pat will be on our Advisory Committee replacing Mike Connell, who is being transferred to Morris, IL. Mike Connell ensured that ACC had a chance to remove surplus material from the main plant before it closed. Jimmie Stewart and Curtis Crabtree remove three pickup truck loads.
Curtis Crabtree told us about getting certified by the Texas Skills Standards Board. Our achievement will be recognized at a meeting in Austin on October 20, 2009, where we will be presented a plaque. Curtis went on to say he was planning Project Interview for his Fall 2009 PTAC-2420 class and that he will be sending out invitations to all the plants for them to participate in mock interviews for his students. This is an activity we do in the Fall and Spring terms.
<table>
<thead>
<tr>
<th>New Business (continued)</th>
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<tbody>
<tr>
<td>▪ Agenda Item XI: Instrument Technician Training</td>
<td>▪ Next Advisory Committee meeting</td>
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<tr>
<td>▪ Sara Bouse informed us that Continuing Education and Workforce Development was</td>
<td>▪ Next meeting is scheduled for Wednesday, Dec 9, 2009 at Ineos Chocolate Bayou. This meeting</td>
</tr>
<tr>
<td>contemplating the purchase of two new instrument trainers for training Instrument</td>
<td>will be devoted to information items and the roles of the Chairperson and Chairperson-Elect,</td>
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<td>Technicians in the incumbent workforce. Curt Thompson clearly said he wanted the</td>
<td>plus the continuing role of the GCPTA.</td>
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<tr>
<td>trainers to be capable of using 4-20ma legacy instruments and fieldbus instruments,</td>
<td>▪ Meetings are held the second Wednesday of the last month of each quarter 11:30a-1:45p</td>
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<tr>
<td>which should be DeltaVee by Emerson. Ascend Materials will be moving their legacy</td>
<td>(unless pre-empted by college event or closure). 2009 meetings: Jul 1, Sep 23, Sep 9, Dec 9 -</td>
</tr>
<tr>
<td>instruments to Delta Vee in the plant and he wanted to train apples to apples.</td>
<td>rotating through sites: Ineos, ACC, Ascend, Ineos, etc.</td>
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<tr>
<th>Chairperson Signature:</th>
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<tr>
<td>Curt Thompson, Site Training Lead</td>
<td>Sep 23, 2009</td>
<td>Wednesday, Dec 9, 2009 at Ineos Chocolate Bayou</td>
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<tr>
<td>Solutia Chocolate Bayou, Alvin</td>
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ATTACHMENT A – Meeting Agenda

From: Mark Demark
Sent: Saturday, September 19, 2009 5:24 PM

To: 'George Ayala'; 'lcole696@embarqmail.com'; 'mike.connell@equistar.com'; 'higgsda@kellyservices.com'; 'Hurta, Mike (ML)'; 'michael.mangione@ineos.com'; 'diane.mcginn@ineos.com'; 'miguel.cerda@ineos.com'; 'jmorgan@pachouston.com'; 'Michael Stickney'; 'Art Fernandez'; 'Thompson, Curt'; michael.vandersnick@equistar.com'; John Bethscheider; Sara Bouse; Gerald Pullen; James Kelly

Cc: Curtis Crabtree; 'Daniel Corona(Daniel.Corona@Champ-Tech.com)'; 'David Carpenter (dburtcarp@sbcglobal.net)'; Don Koster; 'Donald Parus (dlparus02@aol.com)'; 'George Zacharias (georgezach@earthlink.net)'; Jimmie Stewart; Paul Harano; Victor Kalsey; 'Dorothy Ortego'; 'joseph.gross@basf.com'; Craig Andrews; Arthur Linkins III; Diana Stiles; NanC Crawford; 'Martha McKinley'; 'jkile@captinc.org'; 'Berry, Jack L.'; Karen Schisler

Subject: RE: ACC Process Technology Advisory Committee Meeting Wed Sept 09, 2009 RESCHEDULED TO 09/23/09

This is a reminder that Alvin Community College Process Technology Advisory Committee will meet Wednesday Sep 23, 2009, 11:30 a - 1:45p at Ascend Materials Chocolate Bayou Plant (formerly Solutia). No new agenda items have been suggested since the last notice was sent 9-07-2009. Please bring any new items with you. Notice above, two new people have been invited to attend: Mr. Art Fernandez, Senior Manager TEI Staffing; and Mr. Michael VanDerSnick, Plant Manager, Lyondell Matagorda and Chocolate Bayou.

I. Welcome, Introductions & Announcements -- All

II. Approval of 07/01/09 Advisory Committee Meeting Minutes-- All

III. New Process Trainer -- Jimmie Stewart

IV. Dual Credit Classes -- Don Koster

V. Duties of Advisory Committee Chair and chairperson-Elect-- Curt Thompson & Diane McGinn

VI. GCPTA Membership? - All

VII. CAPT/COM – Jack Berry

VIII. Aseend Materials hiring – Curt Thompson

IX. ACC Process Technology program – Curtis Crabtree

X. Texas Skills Standard Board Certified

XI. Lyondell Basell – Pat Eaves

Next Meeting 12/09/09 @ Ineos

Please let Curt Thompson know if you are planning to attend this meeting crthom@solutia.com

Please send other agenda items to Mark Demark prior to the meeting for inclusion into the final agenda.

Mark W. Demark
Department Chair Process Technology
Alvin Community College
3110 Mustang Rd
Alvin, TX 77511
281.756.3785
mdemark@alvincollege.edu
ATTACHMENT B
ALVIN COMMUNITY COLLEGE PROCESS TECHNOLOGY DEPARTMENT
VISION, MISSION, and OBJECTIVES

OUR VISION

All entry-level technicians in the processing industries on the U.S. Gulf Coast are filled with Process Technology graduates.

OUR MISSION

We educate people to become entry-level technicians in the Process Industries.

OUR CUSTOMERS

Primary: the companies that hire our graduates
Others: students, the College, the community served, and the GCPTA

OUR OBJECTIVES

- Work with the Center for the Advancement of Process Technology (CAPT/COM), 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.
- Maintain a curriculum that will cost effectively train students in the knowledge and skills required by industry.
- Work with high schools, the community, 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 objectives, 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.
ATTACHMENT C
DISCUSSION OF OBJECTIVES

- Work with the Center for the Advancement of Process Technology (CAPT/COM), 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.

Who should we work with: CAPT/COM or CAPT, Inc.? It was decided to wait until these two groups settled their differences before we worked with either. We don't have enough resources to work with both and we do not want to take sides. Working with the GCPTA is also becoming a burden. To maintain ACC's status as an Endorsed College, we are required to have four Advisory Committee meetings per year and an audit every three years. The State of Texas requires two meetings per year and no audit. We also have an obligation to attend the four GCPTA meetings per year, both College and Industry members. Because of work requirements, no members can attend the next GCPTA meeting in Baton Rouge (May 1, 2009). No one felt that we were benefitting from four GCPTA meetings per year. The Critical Issues and Best Practices meeting held by CAPT, Inc. was not attended by ACC members in 2008 (Hurricane Ike fallout) and the same meeting scheduled by CAPT/COM for Spring 2009 was cancelled because of the economy. The GCPTA Executive Director and Public Relations Officer get copies of these minutes, and a copy will also be sent to CAPT/COM and CAPT, Inc., so that these organizations can be aware of our feelings.

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

The curriculum is under constant review, and reported on at every Advisory Committee meeting when changes are contemplated.

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

ACC program, costs, course descriptions, video, instructors, and Steering Committee meeting notes and other information is all online at www.alvincollege.edu/process_technology/default.htm We also attend career fairs at all schools when invited, and hold High School Forums and Open Houses yearly. We are also working with Pearland and Alvin ISDs to establish dual-credit classes and the first classes (PTAC 1302 & PTAC 1308) are scheduled to take place in the 2009-2010 school year.

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

We have been very fortunate in having a sufficient number of adjuncts available.

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

Due to the demise of Lyondell Basel, we need to add new industry members to the Advisory Committee. Mark Demark will start an active search for new members.

- 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.

This is proving to be more and more difficult during these trying economic times. Champion-Technologies was kind enough to let us salvage equipment from their used equipment yard.