Alvin Community College  
Process Technology Advisory Committee Meeting Minutes  
Wednesday, March 11, 2009

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

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>Meeting Time:</th>
<th>Meeting Place:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 11, 2009</td>
<td>11:30 a.m. to 1:45 p.m.</td>
<td>INEOS Chocolate Bayou plant</td>
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Recorder: Mark Demark, Process Technology Department Chair, ACC  
Previous Meeting: Dec 10, 2008

Industry Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
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</thead>
<tbody>
<tr>
<td>Curt Thompson</td>
<td>Site Training Lead</td>
<td>Solutia Inc. Chocolate Bayou Alvin</td>
</tr>
<tr>
<td>Diane McGinn</td>
<td>Site L&amp;D Manager</td>
<td>INEOS Chocolate Bayou        Alvin</td>
</tr>
<tr>
<td>Jay Permenter</td>
<td>Olefins Training Supt</td>
<td>INEOS Chocolate Bayou        Alvin</td>
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<tr>
<td>Michael Mangione</td>
<td>L&amp;D Assistant</td>
<td>INEOS Chocolate Bayou        Alvin</td>
</tr>
<tr>
<td>John Morgan</td>
<td>Offshore Operations Manager</td>
<td>Producers Assistance Corporation Houston</td>
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ACC Members Present:

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Curtis Crabtree</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>David Carpenter</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
</tr>
<tr>
<td>Libby Andrews-Simmons</td>
<td>HR Manager</td>
<td>INEOS Chocolate Bayou</td>
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<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action, Discussion, Information</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Business (repeated for new members &amp; guests):</td>
<td></td>
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</table>
| ▪ Process Technology web page on ACC web site | ▪ Direct link: [http://www.alvincollege.edu/Current/Process_Tech_Advisory_Committee.cfm](http://www.alvincollege.edu/Current/Process_Tech_Advisory_Committee.cfm)  
  ▪ Indirect: go to [www.alvincollege.edu](http://www.alvincollege.edu); click “Site Map” (upper right corner of screen); scroll down to and click “Process Technology”; click “Process Technology Advisory Committee” | ▪ Mark Demark mdemark@alvincollege.edu |
| ▪ [www.captech.org](http://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  
  ▪ CAPT INC. is a new company started by Joanna Kile: [www.captinc.org](http://www.captinc.org) | ▪ Melissa Collins, Assistant Director mcollins@com.edu  
  ▪ Jerry Duncan, Managing Director jduncan@com.edu  
  ▪ Joanna Kile jkile@captinc.org |
| ▪ [www.gcpta.org](http://www.gcpta.org) Gulf Coast Process Technology Alliance (GCPTA) | ▪ An industry and education partnership serving the educational needs of the process industries | ▪ Martha McKinley, Executive Director exdir@gcpta.org  
  ▪ Harry Woods, Public Relations hwoods@gcpta.org |
### Continuing Business:

- Welcome, Introduction, and Announcements
- Meeting Minutes - Dec 10, 2008
- Agenda Item IV-B: Duties of Advisory Committee Chair and Chairperson-Elect
- Agenda Item IV-G: Project Interview
- Agenda Item IV-E: Plant Tours
- Agenda Item IV-H: High School Forums
- Agenda Item IV-A: Adopt Vision, Mission, and Objectives
- Agenda Item IV-C: Curriculum and Budget Update
- Agenda Item IV-D: BP Process Trainer
- Agenda Item IV-I: Open House Tuesday, 6-9-2009
- Agenda Item IV-J: Items needed by adjuncts to improve class instruction
- Agenda Item IV-F: Dual-credit classes

### New Business:

- Value of GCPTA membership
- What happens with Lyondell/Basel shutting down

### Other:

- Alvin Community College - Status
- Next Meeting

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### Minutes

#### Key Discussion Points

**Old Business (repeated for new members and guests):**

- Advisory Committee web page on ACC web site [www.alvincollege.edu](http://www.alvincollege.edu); Direct link: [http://www.alvincollege.edu/Current/Process_Tech_Advisory_Committee.cfm](http://www.alvincollege.edu/Current/Process_Tech_Advisory_Committee.cfm)

  - [www.captech.org](http://www.captech.org)

  - [www.gcpta.org](http://www.gcpta.org)

  Gulf Coast Process Technology Alliance (GCPTA) (formerly www.processtech.org)

- 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.

- These other web sites maintained by the Center for the Advancement of Process Technology (CAPT/COM) and the Gulf Coast Process Technology Alliance (GCPTA) also have valuable information of interest to the Advisory Committee members and meeting guests.

- See [GCPTA Minutes](http://www.dmcm叁ntroll.com) of Jan 30, 2009, South Shore Harbor, League City, TX

- Next GCPTA meeting is May 1, 2009, Desselle Maggard Corp., 19151 Highland Road, Baton Rouge, LA, 70809, 800-256-7373, [www.dmcm叁ntroll.com](http://www.dmcm叁ntroll.com)
<table>
<thead>
<tr>
<th>Key Discussion Points</th>
<th>Discussion</th>
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<tbody>
<tr>
<td><strong>Continuing Business:</strong></td>
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</tr>
<tr>
<td>Welcome, Introduction, and Announcements</td>
<td>Welcome Michael Mangione and Libby Andrews-Simmons, both from INEOS</td>
</tr>
<tr>
<td>Meeting Minutes Dec 10, 2008</td>
<td>Minutes approved as written</td>
</tr>
<tr>
<td>Agenda Item IV-B: Duties of Advisory Committee Chair and Chairperson-Elect</td>
<td>Deferred to next meeting on 6-11-2009 at ACC</td>
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<tr>
<td>Agenda Item IV-G: Project Interview</td>
<td>Scheduled for 5-9 pm Tuesday, 4-7-2009 at the Nolan Ryan Center. Having a difficult time getting industry participants.</td>
</tr>
<tr>
<td>Agenda Item IV-E: Plant Tours</td>
<td>With the demise of Lyondell Basel at Chocolate Bayou, it was decided to have only one plant tour for ACC Process Technology students per year. This will be scheduled for the Fall Term. Solutia will be the host in 2009 and this will rotate between Solutia and INEOS. Curtis Crabtree will arrange with Solutia.</td>
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<tr>
<td>Agenda Item IV-H: High School Forums</td>
<td>As with the above, we will only have one Forum per year. The Forum is scheduled for Wednesday 4-8-2009 at INEOS. Diane McGinn and Curtis Crabtree are in charge. The Forum will always be held in the Spring, and will rotate between INEOS and Solutia. Curtis Crabtree will arrange the Spring 2010 Forum with Solutia.</td>
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<tr>
<td>Agenda Item IV-A: Adopt Vision, Mission, and Objectives</td>
<td>See Attachment B. the ACC Process Technology department Vision, Mission, and Objectives were approved at the Dec 10, 2009 Advisory Committee Meeting. Attachment C is a discussion of our Objectives.</td>
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| Agenda Item IV-C: Curriculum and Budget Update | MATH-1332 Contemporary Math
MATH-1333 Contemporary Math for Technicians
TECM-1303 Technical Math
Have been added as MATH choices to MATH-1314 College Algebra
PSYC-1300 Learning Strategies
Has been added as an alternative to two PHED classes |
<p>| Agenda Item IV-D: BP Process Trainer | The 2009-2010 budget has been fixed at the 2008-2009 level, except that the computer hardware budget has been permanently transferred to the IT department, effectively reducing the Process Technology budget by $8,700 from $28,895 to $20,195, exclusive of department chair and adjunct salaries. |
| Agenda Item IV-I: Open House | This trainer is almost complete and expected to ship from Bayport Training &amp; Technical in late April. BP originally donated $90K for this trainer. Other companies such as Puffer-Sweiven, Emerson Process Management, Rosemount-Emerson, Magnetrol/Orion, Northern Wire and Cable, and Samson Controls Inc., in total contributed an equal amount. |
| Agenda Item IV-J: Items needed by adjuncts to improve class instruction | The Summer PTEC Community Open House is set for 5-8 pm on Tuesday, June 9. We intend to invite more companies to spread costs. Shell cut back funding of Forums and Open House from $7K to $4K. |
| | Industry members on the Steering Committee are not the correct people to ask for equipment donations. We also need to be very specific about the kind of things we want. However, Jimmie Stewart’s list of electrical material needed to connect the BP Process Trainer (Attachment D) is very specific and has not produce any results. |</p>
<table>
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<tr>
<td><strong>Continuing Business continued:</strong></td>
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</table>
| - Agenda Item IV-F: Dual-credit classes | ACC will teach at the Alvin Campus: PTAC-1302 Introduction to Process Technology in Fall PTAC-1303 Health, Safety & Environment in Spring  
Don Koster will be the instructor. Classes will run from Monday to Thursday. Students from both Pearland and Alvin/Manvel High Schools can attend. Students are responsible for tuition/fees and books. This will take place during the last high school period of the day. |
| **New Business:** | |
| - Value of GCPTA membership | This was discussed above under Goals & Objectives Agenda Item IV-A. We have to decide if it is worth the time required to participate. |
| - What happens with Lyondell Basel shutting down | Reduce the High School Forums to one annual Spring event. Reduce ACC student tours to one annual Fall event. Mark Demark search for new Advisory Committee members. |
| **Other:** | |
| - Alvin Community College status | No discussion |
| - Next Advisory Committee meeting | Next meeting is scheduled for Wednesday, Jun 11, 2009 at ACC. This meeting will be devoted to information items and the roles of the Chairperson and Chairperson-Elect.  
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). 2009 meetings: Mar 11, Jun 10, Sep 9, Dec 9 - rotating through sites: INEOS, ACC, Solutia |

**Chairperson Signature:**

Curt Thompson, Site Training Lead  
Solutia Chocolate Bayou, Alvin

**Date:**

Mar 11, 2009

**Next Meeting:**

Wednesday, Jun 11, 2009 at ACC
ATTACHMENT A
Alvin Community College Process Technology Advisory Committee Meeting
Wednesday, March 11, 2009
Held at INEOS Plant

AGENDA

I. INEOS Orientation ........................................................................................................ 11:15a

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

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

   A. Approve minutes of 12-10-2008 meeting - All
   B. Announcements, notices, and current events - important advisory committee news (GCPTA, CAPT, etc.) - All

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

   A. Develop Objectives and Goals
   B. Discuss roles of Chairperson and Chairperson-Elect
   C. Curriculum and Budget Updates
   D. BP Process Trainer
   E. Plant Tours
   F. Dual Credit Courses
   G. Project Interview
   H. High School Forums
   I. Open House
   J. Donations needed by Adjuncts

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

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

VII. Wrap Up - All (next meeting Wed 6-10-2009 11:30a - 1:45p at ACC) ......................... 1:45p
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 http://www.alvincollege.edu/Current/Process_Tech.cfm We also attend career fairs at all schools when invited, and hold High School Forums and Open Houses yearly.

- 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.
ATTACHMENT D
MATERIALS REQUEST FROM AREA PLANTS
(Complete development of this list is still in progress by Don Koster and Curtis Crabtree)

Following items will be used as teaching aids for ACC Process Technology.

Materials for classroom:
• Assorted highlighters
• Pens & pencils
• Staplers
• Hole punch
• Note pads

Chapter 2 Valves:
1. List cutaway valves available in the plant
2. Valve cutaways to purchase
3. Valve packing material
4. List of cutaways & valve examples at ACC:
   1) Gate cutaway
   2) High pressure gate cutaway
   3) 1" 150 gate cutaway
   4) Orbit valve cutaway
   5) Various steam traps cutaway
   6) 1" 150 ball
   7) ¾" 150 screw gate
   8) ½" 800 socket weld gate
   9) 1 ½" 3-way ball
  10) 2 – ¾" 150 socket weld gate
  11) 1 ½" bronze gate
  12) 2 – 2" butterfly
  13) Needle valves
  14) Ball
  15) Safety valve

Chapter 3 Piping & Vessels:
1. Pipe examples:
   a. Prepare pipe pieces of various schedule sizes 2" long
   b. Label by size and schedule
   c. 2", 4", 6" of schedule 10, 40, 80
   d. Include a piece of cast iron pipe
   e. Include 2 socket weld pipe (1 welded; 1 not welded)
   f. Include lined pipe
2. Fitting examples:
   a. Various selection including carbon steel & stainless
   b. Included liners

Chapter 4: Pumps
1. Coupling examples
2. Labyrinth ring & carbon seals
3. Photos & video of seal flush systems

Chapter 5: Compressors
1. Photos of compressor damage
2. Photos of compressor repair

Chapter 6: Turbines & Motors
1. Photos of turbine damage
2. Motor cutaway (AC & DC)
3. Video of 4160 volt motor startup with sound

Chapter 7: Heat Exchangers:
1. Tube repair samples:
   a. Various plugs
   b. Samples of tubing materials & designs
   c. Photos or video of hydro blasting

Chapter 8: Cooling Towers:
1. Photos or video of analyzer house
2. Photos or video of auxiliary equipment and vessels focus on safety and signage
Chapter 9: Boilers
1. Photos or video of boiler:
   1) Walk thru showing boiler, feed water, flash tank, blowdowns, instruments
   2) Photos of burners
   3) Photos of steam traps showing pipe loop
   4)

Chapter 10: Furnace
1. Photos of internal damage
2.

Chapter 11: Instruments
1. Examples of various meters (defunct & decontaminated)
   1) Mag-meter, ultrasonic, vortex, thermal, Coriolis,
   2)

Chapter 12: Process Diagrams
1. Set of P&ID’s of discontinued process:
2.

Chapter 13: Utilities
1.

Chapter 14: Reactors
2. Example of Rx sequence & interlock (a couple of pages for demo)
3.

Chapter 15: Distillation
1. Photos of internals
2. Photos of damage
3.

Chapter 16: Extracts 7 other Separations
1.

Chapter 17: Plastics
1.
Electrical Transformer

30 KVA to 40 KVA Shielded Isolation Transformer, three phase, 60HZ
480v Delta primary, 240v Delta / 120v Tap secondary

Cable

500 feet of Stranded THHN 6 AWG Black
200 feet of Stranded THHN 6 AWG Green
150 feet of Stranded THHN 4 AWG Black

Conduit

80 feet of 1” EMT conduit
8 EMT 1” couplings
25 feet of 1” Liquid- tight flexible conduit industrial steel core
2 straight connector 1” Liquid- tight flexible conduit fittings
2 45 degree connector 1” Liquid- tight flexible conduit fittings
1 Indoor Pull Box Enclosures 8x8x4
2 LR conduit body 1”
1 LB conduit body 1”

Safety Switch

1 GE TH4323R - 100 Amp, NEMA Type 3R Safety Switch
Fusible, Four-wire SN, 240 Volts AC

1 GE THN3362 - 60 Amp, NEMA Type 3R Safety Switch