Chairperson: Diane McGinn, L&D Supervisor, Ineos, Chocolate Bayou, Alvin (Acting for Diane: Miguel Cerda)

Meeting Date: June 22, 2011
Meeting Time: 11:30 a.m. to 1:45 p.m.
Meeting Place: Ascend Chocolate Bayou

Recorder: Mark Demark, Process Technology Department Chair, ACC
Previous Meeting: March 23, 2011

Industry Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Morgan</td>
<td>Onshore Vice President</td>
<td>Producers Assistance Corporation Houston</td>
</tr>
<tr>
<td>Curt Thompson</td>
<td>Learning Manager</td>
<td>Ascend</td>
</tr>
<tr>
<td>Mickey Pedneau</td>
<td>Learning Advisor</td>
<td>Shell Oil Products US</td>
</tr>
<tr>
<td>Charles Pate</td>
<td>Training Manager</td>
<td>Dow Chemical</td>
</tr>
<tr>
<td>Miguel Cerda</td>
<td>Training Coordinator</td>
<td>Ineos</td>
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ACC Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>James Kelly</td>
<td>Grant Coordinator - Continuing Education &amp; Workforce Development, Alvin</td>
</tr>
<tr>
<td>Mark Demark</td>
<td>Department Chair, Process Technology, Alvin</td>
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ACC & Industry Guests:

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Curtis Crabtree</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
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<tr>
<td>Victor Kalsey</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
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<tr>
<td>Jimmie Stewart</td>
<td>Adjunct Instructor, Process Technology</td>
<td>Alvin Community College</td>
</tr>
<tr>
<td>Mark Siddoway</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>
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</table>

Agenda Item (see Agenda: Attachment “A”)

<table>
<thead>
<tr>
<th>Action, Discussion, Information</th>
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<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>
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### Agenda Item (see Agenda: Attachment "A")

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<tr>
<td>Indirect:</td>
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<tr>
<td>go to <a href="http://www.alvincollege.edu">www.alvincollege.edu</a>;</td>
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</tr>
<tr>
<td>click <em>Programs and Degrees</em> (left side of screen);</td>
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<tr>
<td>click <em>Associate Degrees</em> in drop-down menu;</td>
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<tr>
<td>scroll down and click <em>Process Technology</em>;</td>
<td></td>
</tr>
<tr>
<td>click <em>Process Technology Advisory Committee</em></td>
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- **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 writing and reviewing textbooks: attending CIBP Conference and other educational opportunities.
  - Melissa Collins, Director [mcollins@com.edu](mailto:mcollins@com.edu)

- **www.gcpta.org**
  - Gulf Coast Process Technology Alliance (GCPTA)
  - An industry and education partnership serving the educational needs of the process industries. ACC is an endorsed GCPTA College (1 of 16).
  - Martha McKinley, Executive Director [exdir@gcpta.org](mailto:exdir@gcpta.org)

### Continuing Business: (see Attachment A, Agenda)

<table>
<thead>
<tr>
<th>Agenda Item</th>
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</thead>
<tbody>
<tr>
<td>Agenda Item I: Welcome, Introduction, and Announcements</td>
<td>Information</td>
<td>All present</td>
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<tr>
<td>Agenda Item II: Meeting Minutes - March 23, 2011</td>
<td>Approval</td>
<td>All members</td>
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### New Business:

<table>
<thead>
<tr>
<th>Agenda Item III: ACC Budget</th>
<th>Information</th>
<th>Mark Demark</th>
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<tbody>
<tr>
<td>Agenda Item IV: Expanding GCPTA to NAPTA</td>
<td>Approved</td>
<td>All</td>
</tr>
<tr>
<td>Agenda Item V: Instrumentation Training</td>
<td>Information</td>
<td>James Kelly</td>
</tr>
<tr>
<td>Agenda Item VI: Student Numbers</td>
<td>Information</td>
<td>Mark Demark</td>
</tr>
<tr>
<td>Agenda Item VII: ACC Internship class PTAC 2480</td>
<td>Information</td>
<td>Curtis Crabtree</td>
</tr>
<tr>
<td>Agenda Item VIII: ACC’s New Trainer Impact on PTAC 2438</td>
<td>Information</td>
<td>Mark Siddoway</td>
</tr>
</tbody>
</table>

### Other:

| Next Meeting | Information | Wed., Sept. 14, LyondellBasell |
### 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/process_technology/process_technology_advisory_committee/default.htm](http://www.alvincollege.edu/process_technology/process_technology_advisory_committee/default.htm)
- 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.
- [www.captech.org](http://www.captech.org) Center for the Advancement of Process Technology at College of the Mainland (CAPT@COM)
- [www.gcpta.org](http://www.gcpta.org) Gulf Coast Process Technology Alliance (GCPTA) (formerly www.processtech.org)
- 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.
- See GCPTA Vision minutes 7/22/2010 at Desselle Maggard Corporation; 865 S Business Park Dr; Port Arthur, TX 77640.
- 2011 Meetings:
  - 01/28/11 @ Lamar State College, Orange, TX
  - 04/29/11 @ Baton Rouge Community College
- 2011 Upcoming Meetings
  - 07/21/11 Annual Vision Meeting – Gulf Coast Safety Institute
  - 07/22/11 Quarterly Meeting – College of the Mainland T-1150

#### Continuing Business:
- Agenda Item I: Welcome, Introduction, and Announcements
  - Welcome Mickey Pedneau, Learning Advisor at Shell, Deer Park. Mickey was recently appointed a member of this Committee
  - Welcome Charles Pate, Training Manager at Dow, Freeport. This was Charles’ first meeting as a member of this Committee. Charles is a graduate of the ACC Program.
  - Welcome Miguel Cerda, Training Coordinator at Ineos, Chocolate Bayou. Miguel was substituting for Diane McGinn and is also an ACC graduate.
  - This was Mark Demark’s last meeting as Recorder for this Committee. He will retire from ACC 08/15/11 after 10 years of service to ACC and this Committee.
  - Curt Thompson announced that Ascend, Chocolate Bayou is a due paying member of the GCPTA.
  - Minutes approved as written

#### New Business:
- Agenda Item III: ACC 2011/2012 Budget
  - See [Attachment “B”](#)
- Agenda Item IV: Expanding the GCPTA to the North American Process Technology Alliance
  - Curt Thompson said he didn’t have any problems with the expansion as long as Ascend got the same service as GCPTA member got in the past. His feelings were seconded by the other industry and ACC
### Agenda Item V: Instrumentation Training

James Kelly explained that this training will take place the last week in July and the first week in August for two groups of Ascend employees at ACC. Michael Stickney has been employed full time with the RefChem Engineering Company in Pasadena, TX requiring Jimmie Stewart and Mark Siddoway to step in and pull this training program out of the fire.

### Agenda Item VI: Student Numbers

Mark Demark reported that as long as total non-duplicated student enrollment remains at about 180 we graduate 25-30 students per term, three terms per year. Also eight Adjuncts can manage this course load:

- 1 – 2 – Physics & 2 – Chemistry & 1 – Math
- 1 – 2 – Intro & 2 – HSE
- 1 – 1 – Process I & 1 – Process II & 1 – Troubleshooting
- 1 – 1 – Industrial Processes
- 1 – 1 – Process III
- 1 – 1 – Quality & 1 – Process III
- 1 – 2 – Instrumentation I & 1 – Instrumentation II
- 1 – 1 – Internship Inside
- Department Chair – 2 – Instrumentation I & 2 – Instrumentation II & 1 – Internship Outside

### Agenda Item VII: ACC Internal Internship Class, CTEC 2480

Curtis Crabtree explained that this course was developing on schedule. It is designed to hold four students maximum and can be run with one. The Industry members commented that they liked the students getting hands on experience in both shutdown and start-up; tear down and construction; operations and maintenance. Curtis said if we have a productive summer term the class should be able to begin in the Fall 2011 as designed. This would be one term ahead of schedule.

### Agenda Item VIII: ACC’s new trainer impact on PTAC 2438 Process Technology III (Operations)

Mark Siddoway went through his slide presentation (Attachment “C”). To get maximum impact from this course, it will need to be taught by two instructors; one in the N building classroom and one with the trainer in the D building.

### Other:

- **Next Advisory Committee meeting**
  - The next meeting is scheduled for Wednesday, Sept. 14, 2011 at LyondellBasell. This meeting will be devoted to Information Items, New Business, and the new course materials for CTEC-2480, PTAC-2314, PTAC-1454, PTAC-2438, & PTAC-2446. GCPTA happenings.
  - Meetings are held the second Wednesday of the last month of each quarter 11:30a-1:45p (unless pre-empted by an Industry or College event or closure). 2011 meetings: Mar 23, Jun 22, Sep 14, Dec 14; rotating through sites: ACC, Ascend, LyondellBasell and Ineos.

- **Attachment D**
- **Attachment E**

- **Vision, Mission, and Objectives**
- **Discussion of Objectives**
<table>
<thead>
<tr>
<th>Chairperson Signature:</th>
<th>Date:</th>
<th>Next Meeting:</th>
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</table>
ATTACHMENT A – Meeting Agenda  
Wednesday, June 22, 2011  
ACC Process Technology Advisory Committee Meeting  

FINAL AGENDA

I. Welcome, Introductions, and Lunch - All

II. Approve Minutes of the 1st 2011 Meeting held March 23, 2011 at ACC and distributed Thursday, June 2, 2011 - Members

III. 2011-12 ACC Budget – Mark Demark

IV. Expanding the Gulf Coast Process Technology Alliance (GCPTA) to the North American Process Technology Alliance (NAPTA) – Diane McGinn, Douglas Loy, Mark Demark

V. Instrumentation Training – James Kelly

VI. Student numbers, classes and graduates – Mark Demark

VII. ACC Internal Internship Class PTAC 2480 – Curtis Crabtree

VIII. ACC’s New Trainers’ Impact on PTAC 2438, Process Technology III (Operations) – Mark Siddoway
ATTACHMENT B
ALVIN COMMUNITY COLLEGE
2011-2012 Maintenance and Operations Proposed Budget

The 2011-2012 proposed Maintenance and Operations Budget for Alvin Community College reflects the challenging environment in which all Texas community colleges currently operate. This budget must accommodate the drastic reduction in state funding, both in the Legislative Appropriation and in employee health care and retirement benefits.

The original state appropriation for the fiscal year 2010-2011 was $8,456,708. The appropriation for 2011-2012 will be $7,364,589, a reduction of 12.91%.

Insurance costs for current employee coverage will total $2,272,942. The state will fund $917,942. Therefore, the College must assume the difference of $1,355,000. In the 2010-2011 budget, the College included $400,000 in anticipation of this short-fall from the state. However, in order to fully cover current costs, the 2011-2012 budget must include an additional increase of $955,000.

State funding for retirement benefits has also been significantly reduced. The “state portion” of both TRS and ORP costs will total $970,000. However, in the next biennium, the state will only fund $408,000 per year. Therefore, the proposed budget includes an increase in retirement expenses of $562,000.

In addition, the State Legislature passed a “tax” on all community college employees (to be paid by the colleges) to supplement the Employee Retirement System of Texas. This will add an additional $250,000 to all future budgets.

In summary, here are the above listed changes:

- State Appropriation reduced by $1,092,119
- Additional insurance expense to be included in budget - $955,000
- Additional retirement expense to be included in budget - $562,000
- ERS “tax” to be included in budget - $250,000

Throughout this current fiscal year, the Budget Planning Team has regularly met to address this extraordinary situation. Individually, and as a group, we have reviewed every departmental budget, auxiliary fund, and revenue stream. As a result of these meetings, the proposed budget reflects a reduction in expenses from the current year’s Maintenance and Operations budget by $1,115,828.

However, at this time, projected revenues remain $456,489 short of the proposed Maintenance and Operations budget. Budget variables still to be considered are: maintenance taxes, additional salary savings from the Exit Initiative, and of course, further budgetary expense reductions.
ATTACHMENT C
ACC OPERATIONS TRAINER

ACC Operations Trainer

By
Mark Siddoway and Jimmie Stewart

Ascend Materials Chocolate Bayou Plant
June 22, 2011
Overview

• Pumps, heats, and tempers water from a lower to an upper vessel
• Flow, level, pressure, temperature, measurement and control.
• High visibility system with plexiglass piping to allow flow visualization.
• Heating & cooling control
Overview (cont)

• Manual (local) instrumentation and automated (transmitted) monitoring of physical parameters.
• All automated valves have bypasses
• Flexibility in routing the flow
Overview (cont)

- Delta V DCS System
- Based on Fieldbus instrumentation
Control Loops

- Two flow control loops
- Level control
- Pump outlet pressure control
- Flow control – selectable action
  - Valve
  - Speed
- Cascaded temperature/flow control
Status

• All wiring completed
• All equipment working
  – Pumps (2), heater, cooler, tanks (2)
Status (cont)

• All automated instrumentation working
• All control loops working
• All control loops tuned
Plans

• Complete Delta V Programming
  – Alarms
  – Graphics upgrades
  – Calibration
  – Other details
Integrate Into PTAC-2438

- **Objective = Stress hands on activities**
  - Yellow lining P&ID's (Lessons 2-5)
  - Properly lining flows up with the manual valves (Lessons 5-6)
  - Identifying/verifying instrumentation (Lessons 6-7)
  - Pre-Startup Safety Review (Lessons 6-7)
  - Normal startup (Lessons 6-8)
  - Operations (Lessons 9-11)
  - Normal shutdown (Lesson 13)
ATTACHMENT D
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, the GCPTA, and CAPT/COM.

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 sources to insure that Process Technology has the necessary resources to achieve its vision.

THE PROGRAM AND STUDENTS
To achieve the vision and accomplish the mission, the staff of Alvin Community College has 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 E**

**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.

We should continue to work with CAPT/COM. Working with the GCPTA is 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 could attend the GCPTA meeting in Baton Rouge (May 1, 2009) nor the April 16, 2010 meeting at Chalmette, LA. 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. Some of us did attend the Fall 2009 CAPT/COM CIBP Conference held at Moody Gardens in Galveston and found it useful. The GCPTA Executive Director and CAPT Managing Director get copies of the Advisory Committee Meeting Minutes 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](http://www.alvincollege.edu/process_technology/default.htm). We also attend career fairs at all schools when invited and when schedules permit, and hold High School Forums and Open Houses yearly or as required. We are also working with Pearland and Alvin ISDs to establish dual-credit classes and the first classes (PTAC 1302 & PTAC 1308) took place in the 2009-2010 school year (Fall 2009 & Spring 2010).

- 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. Art Fernandez of RDL Staffing has agreed to come onboard as has Douglas Loy at LyondellBasell. Mickey Pedneau of Shell has just joined.

- Seek the necessary funding and equipment donations from industry, government, and other sources to insure that Process Technology 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. LyondellBasell also let us salvage equipment from their Chocolate Bayou plant before it shut down. We have enough stuff to last us several years at our current pace of implementation.