



HILL COLLEGE POLICE ACADEMY

Training Advisory Board Meeting Minutes June 27, 2018

On Wednesday, June 27, 2018, at 10:00 a.m., a special meeting of the Hill College Police Academy Advisory Board was held at the Board Room in the Hill College Administration Building, 112 Lamar Drive, Hillsboro, Texas. Chair (Chief Robert Severance) and Vice-Chair/Chief Tony Cain were present. Minutes from the previous meeting were distributed for reading by all board members.

Board members attending were Mayor James Chapline; Judge Frank McGregor; Chief Billy Cordell; Chief Shaun Short; Mr. Greg Mason; Mr. Art Mann; Mrs. Melissa Carr, Mr. Bob Crow; Sheriff Adam King; and, Sheriff Rodney Watson..

Representatives from Hill College attending were Dr. Kayla Kelly (Dean); Mr. Kyle May (Criminal Justice Coordinator); and, Mr. Michael Hughes (Police Academy Coordinator).

Call to order

Chair Robert Severance called the meeting to order at 10:00 a.m. A quorum was present, with 12 members attending.

Sheriff Adam King gave the invocation.

Dr. Kayla Kelly gave brief opening remarks.

Agenda item # 1, Approval of minutes from November meeting.

The Presiding Officer asked for a motion to approve the minutes.

Mayor Chapline made a motion for approval. Mr. Art Mann seconded the motion. The motion passed unanimously.

Agenda item # 2, Review and approval of Training Coordinator's Report.

Mr. Mike Hughes reviewed the Training Coordinator's Report with the Board. Several action items were discussed. The following are those items:

1. Allowance for the training coordinator to develop or modify training based on the aforementioned section "Academy Policies and Procedures".
2. A dress code for in-service students.
3. Revision of the "Retention" section for in-service classes.
4. That there be no changes to the previously approved training course offerings.
5. General approval of the contents of the report.

A copy of the report is attached hereto and provide full details. Each board member was provided a copy.

Judge Bob McGregor made a motion for approval of the report. Sheriff Adam King seconded the motion. The motion passed unanimously.

Agenda item # 4a, Approval of Advisory Board by-laws.

Mr. Mike Hughes reviewed proposed changes to the board's by-laws. The changes are:

1. Update Advisory Board By-laws to specify a specific number of board members.
2. Update Advisory Board By-laws to address service timelines of board members.
3. Update Advisory Board By-laws to address the process for amendments and revisions to the document when required.

A copy of proposed changes and a copy of revised by-laws in attached hereto. Each board member was provided a copy.

Mayor Chapline made a motion for approval. Mr. Greg Mason seconded the motion. The motion passed unanimously.

Agenda item # 6, Adjournment

Business was concluded at 10:33 a.m. There were no public members present so there were no comments. Chair Severance adjourned the meeting.


Chief Robert Severance, Chair
RS/mh

Attachment 1



HILL COLLEGE POLICE ACADEMY

Training Coordinator's Report June 27, 2018

1. Purpose

This report¹ is meant for use in advisory board meetings, and comports with the board responsibilities listed in item "k" below. Topics of these reports include 1) details of past quarter/year training; 2) new topics or legislation impacting training; 3) training mandate information; 4) new courses proposed for coming year; and, summary of training policy issues. When the advisory board approves this report, they have acted upon the items in the report.

2. Board Responsibilities

(h) A board is generally responsible for advising on the development of curricula and any other related duty that may be required by the commission.

(i) The board must, as specific duties:

- (1) discharge its responsibilities and otherwise comply with commission rules;
- (2) set policies and procedures for the academy with the consent of the chief administrator;
- (3) advise on the need to study, evaluate, and identify specific training needs;
- (4) advise on the determination of the types, frequency, and location of courses to be offered;
- (5) advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention; and
- (6) advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any.

(j) No person may be admitted to a training course without meeting the admission standards. The admission standards for licensing courses must be available for review by the commission upon request.

(k) A board may, when discharging its responsibilities, request that a report be made or some other information be provided to them by a training or course coordinator.

¹ Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (k).

3. Updates

- We have two new board members: Melissa Carr and Bob Crow. This brings our total to 15 members. Two members were transitioned to “sworn” because of their professional roles.
- There are no changes since the last meeting related to training classes because we are not yet operational.
- There are no changes related to new or mandated training not discussed at the last meeting.
- There are no recommendations for adding new courses to our current training course plans.
- The TCOLE site visit is complete. Malcolm Jackson was the evaluator. The evaluator’s report is submitted for final approval. Once completed the contract must be signed in Austin.
- General recommendations after the site visit were:
 - Attendance tracking process
 - Admission standards (approved at last meeting)
 - Electronic testing
 - A range emergency sign (already developed, pending creation).
 - Consideration of an appearance standard for in-service students.
 - Decision on use of form “Declaration of Licensing Eligibility.” Staff recommends staying with process already approved.
 - Consider training in the law related to drones as well as application of the technology for law enforcement organizations.
- We will not make specific plans for an academy start date because we still need to hire instructors, take and process applications, and identify any agencies who plan to send their recruits for training.
- We will likely begin offering in-service classes that were approved at the last advisory board meeting.
- We are already moving forward with renewing licensing of the testing center for state exams.
- Supplies for cadets will be available in the campus bookstore. The plan is to offer uniforms, patches, books, training weapons, equipment bags and a variety of other items.
- Suggested dress code to be published for in-service classes as: “Attendees are expected to dress in attire representative of a professional law enforcement officer. Modifications to this standard will be published with course descriptions.”

- We have a patch design:



The patch is circular to signify unity of purpose. This aligns with the shield and star, representing police and sheriff organizations. The Texas outline symbolizes pride of service for our great state and citizens. The subdued appearance denotes our goal to train self-effacing, respectful professionals.

4. Academy Policies and Procedures

During our site visit the evaluator suggested seeking approval for the training coordinator to develop or modify training based upon specific criteria. This includes weather problems, enrollment level too low in certain classes, needs for specific training or additional training, and new legislative mandates. It was suggested the Training Coordinator determine order of admission preference among employee or appointee should a conflict arise.

If approved this will be included in the academy's policy and procedure manual currently being developed.

5. Revision Needed²

The TCOLE evaluator stated we should update our in-service retention policy related to testing. There was no mechanism for remediation, which is required in certain courses. The section marked through below will be changed to read:

All course lesson plans must include a remediation and retesting process. All lesson plans must be approved by the Training Coordinator.

6.0.0 – RETENTION

Advisory Board Duty:

215.7 (5) Advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention;

- A. Attempts will be made to retain students struggling with skills portions of classes where applicable. This will include remediation on these topics if the course of instruction allows remediation.

² Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (i) 5.

- B. Students must pass all written exams for in-service classes with a minimum score of 70%.
~~No retests are allowed. The course may be taken again.~~

6. Next Meeting

We will plan a meeting for the fall. A big item will be approval of policy and procedures manual.

7. Approval Request³

Board approval of this report is requested. Approval would apply to the following:

- 6. Allowance for the training coordinator to develop or modify training based on the aforementioned section “Academy Policies and Procedures”.
- 7. A dress code for in-service students as noted herein.
- 8. Revision of the “Retention” section outlined above.
- 9. That there be no changes to the previously approved training course offerings.
- 10. General approval of the contents of this report.

A proposed revision to the Advisory Board Bylaws is addressed in another section of the meeting agenda.

Respectfully submitted,



Michael Hughes
Training Coordinator

NOTES/MODIFICATIONS (IF ANY):

³ Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (i) 1-6.

Attachment 2

CHANGES TO BY-LAWS

June 27, 2018

ORIGINAL SECTION

- A. The Hill College Police Academy Training Advisory Board shall consist of not fewer than (3) members, (1) one of which must be a citizen in the community.

UPDATED SECTION

- A. The Hill College Police Academy Training Advisory Board shall consist (15) members (5) of which are public members.

ORIGINAL SECTION

- E. The regular term of office for members-at-large shall be three years, extended at the discretion of the Vice President of Instruction or the Dean of Career and Technical Education. Term of membership shall begin January 1 and end December 31. Members unable to attend meetings regularly shall be automatically resigned and the vacancy filled by the Vice President of Instruction or the Dean of Career and Technical Education. A member may also be removed by the Vice President of Instruction or the Dean of Career and Technical Education in their discretion.

UPDATED SECTION

- E. Once appointed, the board member shall serve continuously or until replaced by the Vice President of Instruction or the Dean of Career and Technical Education.

ORIGINAL SECTION

Section One. Amendment: These Bylaws shall be subject to amendment by a resolution in writing, signed by a minimum of (2) two members (2/3) of the minimum number of the Training Advisory Board. The Secretary or Training Coordinator shall notify the membership in writing of the resolution offered at least twenty (20) days prior to the special meeting called thereof. It shall require a two-thirds (2/3) majority of members present at the special meeting called thereof, voting in accordance with these bylaws, to adopt the resolution or its amendments.

Section Two. Revisions: When and if it becomes necessary for these bylaws to be revised, it shall be the duty of the Training Coordinator to appoint a bylaws committee of at least three (2) two Directors. The Secretary or Training Coordinator shall notify the membership of the proposed revision at least twenty (20) days prior to the special meeting called therefor. It shall require two-thirds (2/3) majority of all members present at the special meeting called thereof, voting in accordance with these bylaws, to adopt the revised bylaws or amendments thereto.

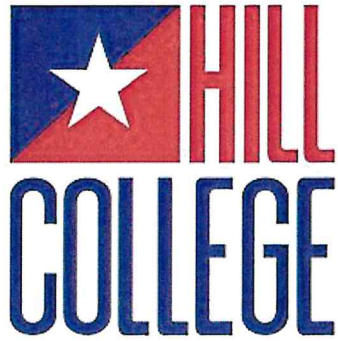
UPDATED SECTION:

Section One. Amendment: These Bylaws shall be subject to amendment by a resolution in writing, voted on and approved by the board through majority vote. When and if it becomes necessary for these bylaws to be amended, it shall be the duty of the Training Coordinator to draft any amendment.

The Training Coordinator shall notify the membership in writing of the resolution offered prior to the regular or special meeting called thereof.

Section Two. Revisions: These Bylaws shall be subject to revision by a resolution in writing, voted on and approved by the board through majority vote. When and if it becomes necessary for these bylaws to be revised, it shall be the duty of the Training Coordinator to draft any revision. The Training Coordinator shall notify the membership in writing of the resolution offered prior to the regular or special meeting called thereof.

Attachment 3



HILL COLLEGE POLICE ACADEMY

TRAINING ADVISORY BOARD

BYLAWS



Effective: June 27, 2018

ARTICLE I. DEFINITION OF TERMS

The name of this board shall be the Hill College Police Academy Training Advisory Board (HCPA Training Advisory Board). It may be referred to as Training Advisory Board, Advisory Board or any combination of these terms. The responsible parties shall be the Hill College President, Dean of Career and Technical Education, and the Police Academy Coordinator.

ARTICLE II. OFFICE

The physical address of the Hill College Police Academy shall be 112 Lamar Drive, Hillsboro, Texas 76645.

ARTICLE III. NAME

The name of this board shall be the Hill College Police Academy Training Advisory Board (HCPA Training Advisory Board).

ARTICLE IV. PURPOSE

- A. The purpose of the Board is to comply with standards under the Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7: (a) All training providers approved by the commission must establish and maintain an advisory board, as required by §1701.252 of the Texas Occupations Code.
- B. Another purpose of the board is to further the education and training of police cadets and police officers.

ARTICLE V. MEMBERSHIP

- B. The Hill College Police Academy Training Advisory Board shall consist (15) members (5) of which are public members.⁴
- C. The Board shall appoint a chairperson. The board may elect other officers as necessary. A quorum must be present in order to conduct business.⁵
- D. Membership shall be At-Large Voting Members and Ex Officio Non-Voting Members. The Hill College President, the Vice President of Instruction, the Dean of Career and Technical Education, and the Police Academy Coordinator shall be Ex Officio Non-Voting Members.
 - a. Ex-Officio members may designate other representatives of Hill College and the Hill College Police Academy. These members may be represented at Advisory Board Meeting and shall have voice privileges but not vote.

⁴ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (a) All training providers approved by the commission must establish and maintain an advisory board, as required by §1701.252 of the Texas Occupations Code. The board must have at least three members who are appointed by the sponsoring organization. Board membership must not fall below a quorum for more than 30 days. A quorum of the advisory board is defined as a minimum of 51% of the voting membership.

⁵ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (c) The chief administrator, or head or the sponsoring organization, may appoint a board chair, or the board may elect a board member to serve as the board chair. The board may elect other officers and set its own rules of procedure. A quorum must be present in order to conduct business.

- b. At-large membership shall be open to representatives of the community and civic organizations, service providers, and other citizens.
- E. Selection of Advisory Board members-at-large shall be made by Hill College President and the Training Coordinator. Final appointment shall be made in writing by Vice President of Instruction or the Dean of Career and Technical Education⁶.
- F. Once appointed, the board member shall serve continuously or until replaced by the Vice President of Instruction or the Dean of Career and Technical Education⁷.
- G. Members unable to attend meetings regularly shall be automatically resigned and the vacancy filled by the Vice President of Instruction or the Dean of Career and Technical Education. A member may also be removed by the Vice President of Instruction or the Dean of Career and Technical Education in their discretion.⁸
- H. Board members must complete the commission developed advisory board training course within one (1) year of appointment.⁹
- I. Board members must complete the form "Advisory Board Eligibility Verification Form." Vetting of for qualification as a public member shall be done by the Training Coordinator in reviewing this form.
- J. Board membership must not fall below a quorum for more than 30 days.¹⁰

ARTICLE VI. BOARD DUTIES IN COMPLIANCE WITH THE TEXAS ADMINISTRATIVE CODE

Board members must, as specific duties outlined in the Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (i):

- 1) discharge its responsibilities and otherwise comply with commission rules;
- 2) set policies and procedures for the academy with the consent of the chief administrator;
- 3) advise on the need to study, evaluate, and identify specific training needs;
- 4) advise on the determination of the types, frequency, and location of courses to be offered;

⁶ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (f) Board Members will be appointed by the following authority: (2) for a college academy, by the dean or other person who appoints the training coordinator.

⁷ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (f) Board Members will be appointed by the following authority: (2) for a college academy, by the dean or other person who appoints the training coordinator.

⁸ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (g) A member may be removed by the appointing authority.

⁹ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (b) The board may have members who are law enforcement personnel; however, one-third of the members must be public members, as defined in §1701.052 of the Texas Occupations Code, having the same qualification as any commissioner who is required by law to be a member of the general public. The chief administrator, or head of the sponsoring organization, and the designated training coordinator may only serve as ex-officio, non-voting members. Board members are required to successfully complete the commission developed advisory board training course within one year of appointment to an advisory board

¹⁰ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (a) All training providers approved by the commission must establish and maintain an advisory board, as required by §1701.252 of the Texas Occupations Code. The board must have at least three members who are appointed by the sponsoring organization. Board membership must not fall below a quorum for more than 30 days. A quorum of the advisory board is defined as a minimum of 51% of the voting membership.

- 5) advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention; and
- 6) advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any.

ARTICLE VII. OFFICERS AND THEIR ELECTION

- A. Duties of officers:
 - a. The elected officers of the Hill College Police Academy shall be at the discretion of the board. The board may elect a Secretary or the Chairperson can appoint a Recording Secretary. Absent a recording secretary, a Hill College staff member or the Training Coordinator shall act as a meeting recorder.
 - b. The Training Coordinator shall ensure that minutes are recorded for each meeting and send timely notification of all meetings to each member.
- B. Duties of members:
 - a. Each member shall be familiar with the purposes of the Advisory Board, shall attend all regular and special meetings and serve on any committee when so appointed.
 - b. Each members shall provide and maintain an up-to-date resume.
 - c. Each member shall report any status change that may change their eligibility to serve as a board member (as outlined in the Advisory Board Eligibility Verification Form).

ARTICLE VIII. EXECUTIVE COMMITTEE

The Advisory Board shall be comprised of the elected officers and members who shall be voting members. At the discretion of the Training Coordinator, committee members (see Other Committees below), or others, may be invited to participate at Advisory Board meetings and have voice, but no vote. The Advisory Board shall have the authority to conduct the business of the Advisory Board between meetings and to request the Hill College President to fill by appointment any vacancy on the Advisory Board.

ARTICLE IX. OTHER COMMITTEES

- A. Special committees may be appointed by the Training Coordinator as needed.
- B. Committees shall consist of the committee chairperson, at least two members, and others appointed by the committee chairperson.

ARTICLE X. MEETINGS

- A. The Board shall meet twice (2) each calendar year. The meeting date will be determined by the Training Coordinator, the Board Chair and the Board membership.¹¹
- B. The Training Coordinator may call a special meeting as deemed necessary.¹²
- C. The Training Coordinator will prepare an agenda and meeting notice to each Board Member at least ten (10) business days before the meeting date.
- D. A quorum of the Board must be present to conduct Board business. A quorum consists of 51% of the voting membership.
- E. A majority vote of the quorum is required to approve any action of the Board.
- F. A Board member may not vote by proxy.
- G. All meetings of the Board shall be open to the public.
- H. Minutes of the Board meetings shall remain on file for a period of five (5) years. The Training Coordinator shall be responsible for maintaining Board minutes and documentation.¹³
- I. Minutes shall show attendance, motions, votes and decisions.

ARTICLE XI. RULES OF ORDER

Parliamentary procedure shall be governed by "Roberts Rules of Order" (latest revision), except as herein modified, and the Secretary shall procure and maintain an up-to-date copy of such rules and have same available at all meetings.

ARTICLE XII. CONDUCT

Board members are expected to maintain professionalism, courtesy and objectivity when conducting Board business. In the event a member's conduct is called into question, the Training Coordinator will address the situation and take necessary action, which may include removing the member from the board.

ARTICLE XIII. CONFLICT OF INTEREST

If any Board member has a direct relationship with a company providing services to Hill College, or a person who is employed or seeking employment with Hill College, they must disclose this information to the Board. The Board will then determine if there is a conflict of interest. The member involved may not discuss or vote on this issue.

ARTICLE XIV. CONTRACTS, DEPOSITS, DISBURSEMENTS, RESERVES AND GIFTS

The Advisory Board is NOT authorized to negotiate contracts, make deposits, authorize disbursements, create reserves, accept gifts, or execute any expenditures or liability in the name of and on behalf of

¹¹ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (d) A board must meet at least once each calendar year. More frequent meetings may be called by the board chair, the training coordinator, or the person who appoints the board.

¹² Ibid.

¹³ Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (e) A board will keep written minutes of all meetings. These minutes must be retained for at least five years and a copy forwarded to the commission upon request.

the Hill College Police Academy. Any contract or instrument shall be submitted to the Hill College Present and the Hill College Board of Regents for approval and execution.

ARTICLE XV. BOOKS AND RECORDS

The Advisory Board shall keep correct and complete records and shall also keep minutes of the proceedings of its members, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Advisory Board may be inspected by any member, or his agent or attorney duly appointed in writing, for any proper purpose at any reasonable time or place.

ARTICLE XVI. FISCAL YEAR

The fiscal year of the Hill College Police Academy shall begin on the first day of September and end on the last day of August in each year.

ARTICLE XVII. WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Texas Open Meetings Act, or under the provisions of the Articles of Organization, or under the Bylaws of the Organization, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XVIII. AMENDMENT OF BYLAWS

Section One. Amendment: These Bylaws shall be subject to amendment by a resolution in writing, voted on and approved by the board through majority vote. When and if it becomes necessary for these bylaws to be amended, it shall be the duty of the Training Coordinator to draft any amendment. The Training Coordinator shall notify the membership in writing of the resolution offered prior to the regular or special meeting called thereof.

Section Two. Revisions: These Bylaws shall be subject to revision by a resolution in writing, voted on and approved by the board through majority vote. When and if it becomes necessary for these bylaws to be revised, it shall be the duty of the Training Coordinator to draft any revision. The Training Coordinator shall notify the membership in writing of the resolution offered prior to the regular or special meeting called thereof.

Section Three. Severability: If any clause or provision of these bylaws is illegal, invalid, or unenforceable, there will be added as a part of these bylaws a clause or provision as similar in terms to such illegal, invalid, or unenforceable.

Section Four. Duplication, Distribution and Supply: These bylaws shall be duplicated and the Secretary or Training Coordinator shall furnish members copies thereof upon request and upon the payment of any appropriate fee for the cost of reproduction and postage. The Secretary or Training Coordinator shall obtain a sufficient number of copies for the needs of the Training Advisory Board and maintain a supply on hand for future requirements.

ARTICLE XIX. EFFECTIVE DATE

These bylaws shall be effective immediately upon their adoption by the initial Advisory Board of the Hill College Police Academy, and shall remain in effect in their entirety until amended or revised by the membership as provided in these bylaws.