



HILL COLLEGE POLICE ACADEMY

Training Advisory Board Meeting Minutes October 18, 2024

On October 18, 2024, at 10:00 a.m., a meeting of the Hill College Police Academy Advisory Board was held at the Hill College Police Academy, 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 Judge Frank McGregor; Sheriff Watson; Sheriff Adam King; Miss Tiny Lincoln and Benjamin Stapleton (new member).

Representatives from Hill College attending were Dr. Agapito Flores; Vice President Irene Accomando; Kyle May (Criminal Justice Department); Walt Bauer (Academy Instructor); and, Mr. Michael Hughes (Police Academy Coordinator).

Agenda item # 1, Call to order

Chair Robert Severance called the meeting to order at 10:06 a.m. A quorum was present, with 7 members attending.

The meeting began with reciting of the Pledge of Allegiance, followed by an invocation.

Agenda item # 2, Approval of minutes from November meeting.

Chair Robert Severance asked for a motion to approve the minutes.

Tina Lincoln made a motion for approval. Sheriff King seconded the motion. The motion passed unanimously.

Agenda item # 3 & 4, Review and approval of Training Coordinator's Report.

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

1. Since our last meeting, the academy successfully graduated three classes and continues to follow the 736-hour TCOLE curriculum.
2. The academy has reinstated some of the traditional formalities of formation and briefing prior to the start of each class, reinforcing discipline and structure within the program.
3. The academy has implemented a second calendar that parallels the daily TCOLE topics. This calendar includes skills drills focused on essential areas such as radio protocols, handcuffing, and gathering information. By incorporating these skills into a repetitive schedule, following brain science principles, we've seen a marked improvement in retention. The calendar also scripts the physical training for each day.
4. Since resuming operations in 2018, the academy has had only one significant injury—a cadet injured his knee but completed the program without losing any academy time.

5. The academy continues to operate Monday through Thursday, with 10-hour days. We are also running evening classes in Cleburne, where the current class consists of 18 students, including individuals from Hillsboro DPS, Johnson County, and independent students. These classes run Monday through Thursday from 5:30 pm to 11:30 pm, with additional sessions every other Saturday.
6. Cadets continue to use the YouTube channel, Police Training HQ, created by the coordinator. It remains a valuable resource for cadets preparing for internal tests and the TCOLE licensing exam. The channel has gained statewide recognition, with 760 subscribers and thousands of views.
7. The online quiz program Quizlet continues to be a success, with over 1,100 followers. It has been regularly updated to reflect new TCOLE requirements. Additionally, we've introduced Kahoot, a popular review tool with both day and evening classes, which has proven to be an engaging way to prepare for tests.
8. At the end of this month, the coordinator will attend the annual TCOLE coordinator conference in McAllen.
9. The policy and SOP manual required no current updates. However, the coordinator welcomed any feedback from the board on future revisions.
10. The academy is receiving requests from out-of-state officers seeking assistance with practice tests and study materials to help them pass the state licensing exam.
11. The academy is looking to expand the marketing of our classes and have developed a comprehensive marketing plan to increase engagement at all levels.
12. TCC has increased the cost of using their track. For the last class, academy staff used a closed car dealership parking lot in Itasca, which worked well. However, securing enough vehicles remains a challenge.
13. Instructor Walt Bauer has developed worksheets for all academy topics. These worksheets are designed to be more engaging and encourage cadets to read the TCOLE material before class.
14. Funding changes are in place related to college operations. VP Accomando briefly discussed this.
15. The coordinator suggested approval of a Attendance Rules sheet for in—service classes.

Board members mentioned ideas for marketing. Lincoln, Severance, and Stapleton suggested that social media such as Facebook should be used more, as it is most likely where potential students would see academy training offerings. VP Accomando stated she would engage those in marketing positions with some of the board's thoughts.

Approved items:



1. Approval of implementing the Attendance Rules as a handout for in-service classes.
2. General approval of the contents of the Training Coordinator's Report.

Tina Lincoln made a motion for approval of the aforementioned items. Judge McGregor seconded. All approvals were by unanimous vote.

A copy of the coordinator's report is attached hereto and provides full details. Each board member was provided a copy.



Agenda item # 6, Adjournment

Business was concluded at 11:11 a.m. There were no public members present so there were no comments. Chair Severance adjourned the meeting.

Chief Robert Severance, Chair
RS/mh