



# HILL COLLEGE POLICE ACADEMY

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## Training Advisory Board Meeting Minutes November 30, 2022

On November 30, 2022, at 9:00 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; Mr. Greg Mason; Chief David Gelsthorpe, Chief Billy Cordell, Mr. Arthur Mann, Mrs. Melissa Carr, Mrs. Eunice Fernandez (via Zoom), and Ms. Tina Lincoln.

Representatives from Hill College attending were Dr. Agapito Flores, Dr. Kerry Schindler and Mr. Michael Hughes (Police Academy Coordinator).

### **Agenda item # 1, Call to order**

Chair Robert Severance called the meeting to order at 9:03 a.m. A quorum was present, with 10 members attending.

The chair led the Pledge of Allegiance. Greg Mason gave the invocation.

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

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

Greg Mason made a motion for approval. Tina Lincoln 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. Minor changes to the Academy Standards and Procedures manual. This covered 1) in-service dress standards; 2) allowance for firearms instructors to take action in situations where persons pose a threat or concern on the range; 3) modification of admission standards and language removal related to use of the TCOLE DOLCE form and Agency Checklist; 4) addition of time use guidelines for cadets and instructors in BPOC programs; and finally 5) a section that covers student welfare matters such as suicidal threats.
2. Addition of a quality control mandate to the coordinator position requiring instructor verification for SFST, CIT and De-Escalation topics. The mandate also requires the coordinator to verify instructor credentials every time an in-service topic is taught.
3. An update related to academy operations and accomplishments.
4. An overview of the credentials of key instructors.
5. An overview of potential upcoming non-traditional offerings for academy classes.
6. A reminder for board members to notify the coordinator of any changes that would affect their answers to questions on the TCOLE Advisory Board Eligibility Form.

7. A reminder about the 2023 TCOLE contract expiration and a request to approve pursuit of a renewal.
8. An update on in-service training offerings. Tina Lincoln suggested considering more mental health style classes.
9. Chief Severance suggested adding a standard about reasonable accommodation for cadets. This would be an addition of the Academy Standards and Procedures Manual.
10. Melissa Carr suggested additions to the language related to student welfare that would be incorporated in the Academy Standards and Procedures Manual. Specifically, procedures about returning to the academy if a student was having mental health issues and had to leave or step-away from the program. Chief Cordell suggested that hired cadets be referred back to their agency.

Approved items:



1. Approval to make minor changes in the Academy Standards and Procedures Manual.
2. Approval to continue use of the Academy Standards and Procedures Manual with the aforementioned modifications.
3. Approval of the quality control mandates for the training coordinator.
4. Approval to apply for TCOLE contract renewal and support of the board in this process.
5. General approval of the contents of the Training Coordinator's Report.



Author Mann made a motion for approval of the aforementioned items. Judge McGregor seconded. All approvals were by unanimous vote. The coordinator was directed to research and later draft language that addresses Mrs. Carr's suggestion about student welfare, and to do the same regarding Chief Severance's suggestion to add a standard for reasonable accommodations. These directives to the coordinator are due at the next board meeting planned for March or April of 2023.

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 9:50 a.m. There were no public members present so there were no comments. Chair Severance adjourned the meeting.

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Chief Robert Severance, Chair  
RS/mh