



SAC COMMITTEE MEMBERS PRESENT/ABSENT

John Carmichael-HVAC Student

~~Randy Ramos—GBSI~~

Michael Castleberry - HS Automotive Instructor

Paula Rippetoe, LPN Student

Alesia Cruz – Culinary Student

~~Steve Samaha—GBSI~~

Nancy Doran – Baptist Health Care

Tina Stewart – Economic Development, SRC

~~Brian Goad—Technology Assistant, Locklin Tech~~

~~Mel Stinson—GBSI~~

Lin Hamel – Internal Funds Bookkeeper II, Locklin Tech

Larry Strain - Synovus

Twanna House – Sodexo

Sharon Williams – Landrum Staffing Services, Inc

Jolie Hullett – Career Specialist, Locklin Tech

~~Andy Wingate—Santa Rosa Computer Care~~

Charlin Knight – Administrator, Workforce ED, SRCSD

Maria LaDouceur – Principal, Locklin Tech

Katie Predmore – Program Development Specialist, Locklin Tech

Zane Presley – Pensacola Honda

I. Call to Order – Meeting was called to order by Mrs. Hullett at 11:30 a.m. Mrs. Hullett began by welcoming everyone to the first meeting of Locklin Technical College School Advisory Council for the 2019-2020 school year.

II. Review and Approval of 06/20/2019 meeting Minutes:

Mrs. Hullett asked that those present take a few minutes and look over the minutes from the prior meeting on June 20, 2019. Motion was made by Larry Strain to accept the minutes with a second by Mrs. Sharon Williams.

III. Introduction of the 2019-2020 Locklin Tech School Advisory Council – Each member introduced themselves as well as provided their role in the community at large. This included the three new student members: Alesia Cruz, Culinary Arts, John Carmichael, HVAC and Paula Rippetoe, Practical Nursing. These students were elected by their fellow Locklin Technical College students.

Nomination and Election of SAC Officers – Mrs. LaDouceur nominated Mrs. Jolie Hullett to serve as the SAC Committee Chairperson for the 2019 – 2020 school year with a second by Mrs. Charlin Knight. Mrs. LaDouceur nominated Mrs. Charline Knight with a second by Mr. Larry Strain to serve as Vice Chairperson for the 2019 – 2020 school year. Mrs. LaDouceur nominated Mrs. Lin Hamel as Recording Secretary for the 2019 – 2020 school year with a second by Mrs. Knight. At a glance, here are the 2019 -2020 SAC Committee Members:

Mrs. Jolie Hullett - Chairperson

Mrs. Charlin Knight – Vice-Chairperson

Mrs. Lin Hamel – Recording Secretary

IV. Review of 2019 – 2020 Locklin Tech School Advisory Council Bylaws -

Council Bylaws are established by the Advisory Council along with the School Improvement Plan and are submitted to the Santa Rosa County School Board for Approval. With the 2019 -2020 School Advisory Council Bylaws, an additional instructor was added making three instructors on the Council. A motion was made to accept the submitted Locklin Tech School Advisory Council bylaws by Ms. Tina Stewart with a second by Mrs. Charlin Knight.

V. Review of 2019 – 2020 Locklin Technical College Student Enrollment and Demographics

Mrs. Hullett shared with the committee the importance of the Student Enrollment and Demographics. Locklin Tech School Advisory Council contains representation of the school's socioeconomic population; the student members are a reflection of the student demographics here at Locklin Tech. With an open enrollment policy in place, our numbers are always changing; however, our current enrollment reflects that all of our programs are full which is reflected by our demographics. \*Note: Students/Parents/Business Community Leaders must constitute a majority (51% or greater) of each School Advisory Council.\* The minimum business or community representatives we need are four and we are well represented with a total of 10 business/community members. Other members of the School Advisory Council include our school Principal, Program Development Specialist, three CTE instructors as well as two ED support employees.

VI. Review/Approval of 2019 – 2020 School Improvement Plan

Locklin Tech's School Improvement Plan is located on our website, [www.locklintech.com](http://www.locklintech.com) under Consumer Information.

In consideration of the guidelines which need to be met when developing your School Improvement Plan, Locklin Tech has tried to mirror the State as well as the Department of Education's objectives and strategies. It is felt that the School Improvement Plan for Locklin Tech goes beyond the minimum requirements. In the end, it is submitted to the SAC Committee for approval and once approved it is then sent on to the Santa Rosa County School Board for approval as well.

Discussion was made concerning the guidelines concerning The School Improvement Plan. Must meet State Goals which include (7) priorities; they are: a) Learning and Completion at all levels; b) Student Performance; c) Alignment of Standards and Resources; d) Educational Leadership; e) Workforce Education; f) Parental, student, family, educational institution and community involvement; g) Comprehensive K-20 career and education planning. However, with the election of Governor Ron DeSantis, these guidelines could change.

Workforce Education – As a SAC Committee, when it comes to workforce education, it is our goal to identify and allocate resources for Capital Improvement projects for facility and program enhancement.

The anticipated resources required under many of our priorities require us to continually update our Technology goals so that they align and meet required standards.

Education Leadership is where both Faculty and Staff professional development is reflected. As this is rapidly changing, it is felt that educational leadership is very much needed to help both the instructors/employees to stay current with their specific industry. The quality of the educational leadership at all levels of K-20 education has improved.

Motion was made to approve 2019 – 2020 Locklin Tech School Improvement Plan by Ms. Tina Stewart and a second was made by Mr. Larry Strain.

Attention was directed to both the Locklin Tech Mission Statement as well as the Locklin Tech Vision Statement. Both were reviewed and accepted.

VII. Review of the 2019 – 2020 Operational (9321), Technology and Capital Improvement Budgets

The proposed budget for the 2019 – 2020 school year was introduced at our last advisory council meeting. The School Based Budget which you see is that actual budget.

Mrs. LaDouceur addressed the committee regarding the above funds. Each month a percentage of monies collected for Tuition is designated and sent to the Santa Rosa County School District. With that being said, the operational funds collected and sent to the District to be used for the 2018 – 2019 school year were as follows: \$334,287.67 80% Tuition Paid; 10% for Scholarship, \$41,785.94; 5% for Technology \$20,892.98 and 5% for Capital Improvement, \$20,892.98.

Mr. Hines updated the committee on the renovation of Building 1 which took place in three different phases during the 2018 – 2019 school year. Phase 1 was the renovation of the copy room; Phase 2 was the renovation of the front office area in which Student Services is now located; Phase 3 was the renovation of the old Student Services area in which Administration is now located. All three of these phases have been completed.

Mr. Hines introduced the proposed areas with which we would like to address in the way of Capital Improvement and Technology for the 2019 – 2020 school year.

The first proposed area which we would like to address in the way of capital improvement is the painting of the hallways in building 1. With the renovation of the front office area and the student services area, there were a lot of spaces that revealed various colors of paint as well as leaving holes in the walls where things had been removed and were not replaced with anything. We have obtained a quote for the painting which will be around 7K. If this proposal is approved by the Council we hope to have this completed during Fall break.

The second proposed area in which we would like to address in the way of capital improvement is the renovation of Conference Room C in which this meeting takes place. We would like to replace the conference room tables with new furniture and chairs with an overall improved esthetics. At the same time, we would like to update the technology in this area as well. The cost will be in or around 5K.

In reference to technology, we would like to obtain two monitors for each student in the Medical Administrative Specialist and Legal Administrative Specialist Programs. The amount to be spent in this area, is around 3K.

Mr. Hines that a motion be made in order to accept the proposals for both capital improvement and technology for the 2019 – 2020 school year. A motion was made by Mrs. Sharon Williams with a second by Mrs. Tina Stewart.

#### VIII. New Programs

##### Apprenticeship

Locklin Technical College has been approved as a program sponsor for Apprenticeship. This will enable the program standards to be written by individuals in the field and then submitted to the State for approval. This turnaround for this process would only be 2-3 weeks. Discussion was made on how to “feed” these various apprenticeship programs with Pre-apprenticeship programs. With this in mind, we would be able to better streamline the targeted areas.

A Diesel program was also discussed. Currently, there is not a program of this type in the area. We are looking at this for the 2020-2021 school year. Mr. Castleberry has students that are currently interested in this program.

#### IX. Marketing Update

Marketing was also discussed as we have currently had videos developed by Jeffrey Cranford Media. A video was developed for each program and may be used in commercial spots in the future when needed.

Discussion in regard to making the website cleaner and fresher, the need to post more often on social media so that we are noticed more and the location of billboards in key areas will all attribute to making our presence known throughout the community.

#### X. Other Business

Student safety was also addressed as well as the involvement of the school district in this matter. Our safety assessment needs to be to the State by October 15, 2019. Locklin Tech has addressed the safety of our students as well as the faculty and staff in the redesign of building 1. Also, we now have a full-time resource officer designated to our campus. Officer Tusler makes his presence known in and around the campus. You never know when he may pop into your classroom. Officer Tusler is a great benefit to our campus.

LPN student Paula Rippetoe brought several items of concern before the council. They are as follows:

- Another designated area for adult students in regard to a place to have lunch
- Cleanliness of microwaves in the Student Center
- Disrespect of Santa Rosa High School students

#### XI. Appreciation and Closing Comments

Mrs. Hullett again thanked each member present for taking the time out of their busy schedules to attend Locklin Technical Colleges’ School Advisory Council meeting.

Next Meeting will be on November 5, 2019.

XII. Adjournment

There being no further business a motion was made to adjourn by Mrs. Sharon Williams with a second by Mr. Larry Strain.  
The meeting was adjourned at 1 p.m.

Respectfully Submitted,

Lin Hamel  
Secretary  
Locklin Technical College  
School Advisory Council