



SAC COMMITTEE MEMBERS PRESENT/ABSENT

John Carmichael-HVAC Student

Michael Castleberry - HS Automotive Instructor

Alesia Cruz – Culinary Student

Nancy Doran – Baptist Health Care

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

Lin Hamel – Internal Funds Bookkeeper II, Locklin Tech

Twanna House – Sodexo

Jolie Hullett – Career Specialist, Locklin Tech

Charlin Knight – Administrator, Workforce ED, SRCSD

Maria LaDouceur – Principal, Locklin Tech

Katie Predmore – Program Development Specialist, Locklin Tech

~~Zane Presley – Pensacola Honda~~

~~Randy Ramos – GBSI~~

Paula Rippetoe, LPN Student

Steve Samaha - GBSI

Tina Stewart – Economic Development, SRC

~~Mel Stinson – GBSI~~

Larry Strain - Synovus

~~Sharon Williams – Landrum Staffing Services, Inc~~

Andy Wingate – Santa Rosa Computer Care

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 February 2020 meeting of Locklin Technical College School Advisory Council for the 2019-2020 school year.

II. Review and Approval of 12/03/2019 meeting Minutes:

Mrs. Hullett asked that those present take a few minutes and look over the minutes from the prior meeting on December 3, 2019. Motion was made by Ms. Nancy Doran to accept the minutes as written with a second by Mr. Larry Strain.

III. Recommendations and Approval for Capital Improvement Items/Expenditures.

At the last meeting, there were no recommendations, however, we are now ready to spend.

Mr. Hines presented the Capital Improvement and Technology items for recommendation and approval.

We are also looking to expand with the addition of a CSIT Broadcast Room – This room will be used for broadcasting to the various schools i.e. Sims Middle School. This room needs to be away from the classroom itself so that it can be broadcast without any interruptions and once the broadcast is finished, the instructor will then leave that room and return to his classroom. It could be a smaller (single) room, just big enough for the instructor to make his presentation and then return to the classroom. At this time, Mr. Sahlin does the broadcast from his classroom with his LTC students present.

GBSI has submitted a bid in the amount of \$52,000.00. This amount will be shared by the District as well as our technology and Capital Improvement funds. We are asking that the curriculum be removed from the bid as we will not be using it at this time.

Mr. Hines also shared with the committee that we had submitted our wish list to the school district. There are several items on the wish list such as updated lighting in Building #17 and replacing the carpet in Building #13 (approximate cost to replace the carpet is \$21,000.00) This will be distributed between Locklin Technical College and the School District. Approval for this request is not needed at this time.

Locklin Technical College is also looking to add some additional welding machines. This will be done with the use of the Perkins grant with Capital Improvement dollars to fill-in the gaps.

Mr. Hines asked for approval of the use of capital improvement dollars to go ahead and move forward with the expansions not covered by the District. A motion was made by Mr. Larry Strain with a second by Mrs. Tina Stewart.

IV. New Programs

Update/Progress on Diesel Mechanical Program –

Scope of work from DAG Architecture for phases to expand our Automotive program offerings to add another indoor and outdoor covered space for the Diesel Mechanics which would include another two classrooms has been completed. The survey was made available for the SAC Committee members to review. We will continue to work on the implementation of this program.

CSIT/Cyber GBSI Model –

Locklin Technical Center has made a request for an additional staffing unit to accommodate the expansion and increased enrollment expected with the GBSI model of curriculum delivery. Also, the addition of a new broadcast room.

Apprenticeship Program Updates –

Currently, the Plumbing and the HVAC programs are under Locklin Technical College GNJ. The Pre-Apprenticeship Program Standards have been submitted to add Adult Post-Secondary Pre-Apprenticeship Program in the same occupational areas. Future plans are to expand the apprenticeship programs to include Information Technology as well as Automotive Technology and Diesel.

V. Student Services

FOCUS Student System Information – While the financial side of FOCUS was implanted as of January 1, 2020, a separate Post-Secondary SIS is being built to manage all Post-secondary CTE data to include application, enrollment, scheduling, attendance, grading and billing. This should be implemented sometime during the Summer.

Locklin Technical College Curriculum Guide and Student Handbook 2020-2021 Draft – A draft of the Curriculum Guide and Student Handbook for the 2020 – 2021 school year was made available to the committee so that they could provide us with any feedback. It is our plan to have all updates added and the Curriculum Guide and Student Handbook finalized by April with the completed version to be present to the Committee at our last meeting on June 23, 2020.

Tuition and Fee Memo – At this time we have not received the Tuition and Fee Memo from DOE. We expect the memo from DOE in May, 2020 so that we will be able to present the cost of attendance and our memo for approval to the committee at the June, 2020 meeting. Some changes that you will see with our cost of attendance is the increase in Electrical Lab Fees, Registration Fees with increase to \$30, and the elimination of the application fee.

VI. Other Business –

Florida Department of Economic Opportunity Job Growth Grant to be used for the expansion of Welding Technology and Welding Technology – Advance was sent to the Santa Rosa County School Board and approved on February 4, 2020 and has now been submitted to the Department of Economic Opportunity.

My Triumph Gulf Coast “Fast Track” Training Program – We are currently in the process of submitting this application which will involve HVAC and Pipefitting. The goal is to “fast track” new students in these targeted areas between May, 2020 and October, 2020. We are now bringing this before the committee for approval.

Motion was made to approve the Florida Department of Economic Opportunity Grant by Mr. Larry Strain with a second by Ms. Tina Stewart.

Post – Secondary Perkins Grant – We received approval of this grant from the Department of Education, today, February 11, 2020 in the amount of \$50,694. The money will be used to obtain part-time hourly instructional personnel /Program Development Specialist to assist in conducting the Comprehensive Local Needs Assessment as well as additional welding machines and any consumable materials and supplies (i.e. welding rods, metal plates and sheet metal).

Post – Secondary CTE Program Audit – There were four post – Secondary programs identified in this state audit, CSIT, Applied Cyber Security, Legal Administrative Specialist and Professional Culinary Arts and Hospitality Management. All programs met the market demand however, two programs had insufficient enrollment data due to low enrollment in the 2018 – 2019 school year. We will be completing the institutional performance template to submit by April, 2020.

CLNA (Comprehensive Local Needs Assessment)– Business Survey – Mrs. Hullett provided the committee members with the link information as well as laptops so that committee members had the opportunity to take a few minutes of their time to complete the survey while here. If a member was unable to complete the survey at that time, Mrs. Hullett will provide them with the link by way of email so that they might complete it at their leisure. The link will be provided to our business partners at the next Program Advisory Committee meeting in March.

VII. 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 to be held June 23, 2020.

VIII. Adjournment

There being no further business, Mrs. Hullett presented a motion that the meeting be adjourned with a second by Mrs. Charlin Knight. The meeting was adjourned at 12:30 p.m.

Respectfully Submitted,

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council