



SCHOOL ADVISORY COUNCIL  
MINUTES  
ZOOM  
JANUARY 12, 2021  
2:00 P.M.

SAC COMMITTEE MEMBERS PRESENT/~~ABSENT~~

Ashley Corlies – Instructor, Pharmacy Tech	<del>Stephanie Rubin – Student – Practical Nursing</del>
Nancy Doran – Baptist Health Care-Lakeview Center	Steve Samaha - GBSI
Brian Goad – Technology	Tina Stewart – Economic Development, SRC
Lin Hamel – Internal Funds Bookkeeper II, Locklin Tech	Mel Stinson – GBSI
<del>Twanna House – Sodexo</del>	Larry Strain - Synovus
Jolie Hullett – Career Specialist, Locklin Tech	Belinda Todd – Career Source
Brooke Lane – Student – Legal Administrative Specialist	<del>Andy Wingate – Santa Rosa Computer Care</del>
Charlin Knight – Administrator, Workforce ED, SRCSD	
Maria LaDouceur – Principal, Locklin Tech	
<del>John David Phillips – Student – Auto Tech II</del>	
Katie Predmore – Guidance Counselor, Locklin Tech	

I. Call to Order – Meeting was called to order by Mrs. Hullett at 2:00 p.m. Mrs. Hullett began by welcoming everyone to the first meeting of Locklin Technical College School Advisory Council for 2021.

II. Review and Approval of 10/01/2020 meeting Minutes:

Mrs. Hullett asked that those present take a few minutes and look over the minutes from the prior meeting on October 1, 2020 which had been sent to them electronically. Motion was made by Mr. Larry Strain to accept the minutes with a second by Mr. Mel Stinson.

III. Recommendations and Approval for Expenditures Updates

Mrs. LaDouceur started by sharing information regarding the CARES Act Funds. At this time, we have just submitted a second quarterly report and it is located on our website. We have two portions of the CARES Act that we received here at Locklin Technical College. The first portion is the Student Emergency Grant Aid funds that were directly distributed to our students. This information has already been submitted in a separate report and can also be found on the Locklin Technical College website. We also had an institutional portion and an additional Part III funds that comes directly to the school for us to utilize to manage the COVID crisis. She shared with the committee the detailed report of Part I and Part III of our CARES fund.

Under Part I, we have also received an additional \$88,552.00 and to date we have spent \$86,386.00 which is also detailed in the report. If you look you can see the things on which that money was spent. Most of those funds were spent back in July, 2020 when Locklin Technical College was preparing to Distance Learning. Examples of those expenditures would be the curriculum that we were implementing to manage our CANVAS courses for each of our programs, social distancing, supplies and materials, expansion of some of the eating areas and gathering areas with additional tables and seating. As you can see there was a variety of things in which we used those funds. Mrs. LaDouceur also brought to the committee's attention that we have almost expended all those funds. There are a few other items that we were considering for purchase with the remainder of those funds.

Under the CARES ACT Part III portion, \$322,897.00 and to date we have spent \$106,623.00 in a variety of areas with most of items being technology and curriculum related to better manage the COVID-19 crisis as well as some safety and security related items. At this time, Mrs. LaDouceur asked if there were any questions about those funds or how they could be

expended or suggestions on how those funds could be utilized. Programmatically we have done an extensive overhaul of our curriculum in integrating that with CANVAS so that all of our programs from Welding, Automotive, our IT department as well as our Practical Nursing program who were having to do virtual clinicals we have spent a large amount of money to make sure that these resources were available to our instructors and students. Thankfully, we have had these resources available to us. It has been very helpful, and the instructors are doing a tremendous job.

Mrs. LaDouceur asked the members to think about of purpose here at Locklin Technical College and with that in mind, she began to share with the committee information regarding Performance Funds. Even with all the obstacles which we have faced with the COVID-19 Pandemic, so far this year, we have achieved 71 industry certifications across our program areas. Also, there were an additional 36 Fast Track industry certifications achieved between the HVACR and Pipefitting Fast Track classes that were offered. At the end of the year, we have normally have only achieved 100 industry certs. All the instructors are focused on what we need to achieve and have gone the extra mile.

At this time, Mrs. LaDouceur asked if any of the committee members had any questions in regard to the CARES ACT funds. There were currently no questions.

Mr. Hines then began reporting on the two technology purchases which had been made since their approval at the last meeting and there was also one Capital Improvement item which has been purchased since its approval at the last meeting. At the last meeting, the committee approved the purchase of IPADS. Those IPADS have finally arrived as they were backordered for approximately nine weeks due to such a high demand. The IPADS were purchased to work in conjunction with out SWIVEL attachment that are arriving as well. Mr. Hines explained for those not familiar with that technology, a SWIVEL allows an instructor to walk around the classroom/shop area and the IPAD through the SWIVEL with track them no matter where they are in the classroom/shop. While the instructor is giving a lecture or a demonstration, the camera will follow them around the classroom. We feel that this will be a great use of technology for our instructors as it will enable to them to post videos to their CANVAS classes so that it is available to their students. On February 2, 2021 we will send a group of instructors go through the training and then bring that information back to our campus and then conduct a Train the Trainer with all the other instructors. We hope to have that information in the hands of all the other instructors by the second week in March 2021. We are looking forward to being able to use that technology.

The second purchase was the upgrade of the computers in the CSIT classroom. We went to an all-in-one in order to get away from the traditional desktop. The GBSI curriculum and several other things that we are utilizing in that classroom needed the updated computers. Those computers have arrived, are in place and are being used at this time.

The Capital Improvement project that was approved and purchased was that of an additional storage building for the Locklin Technical College campus. At this time, the storage building has not arrived. The company from which the purchase was made estimated that the construction of the building would be about 6 to 8 weeks. With that being said, the building should be ready for delivery sometime at the end of January 2021. With the addition of the new storage building, we are looking to be able to eliminate some of the clutter that has been stacked in almost every corner here on campus. We normally have somewhere on campus, (i.e. a classroom a lab) that we can utilize for storage, those areas just do not exist at this time. Once the building is delivered and we have power to it, we will be able to utilize it very quickly.

At this time, Mr. Hines asked if any of the committee members had questions or concerns about those updates. There were no questions.

#### IV. New Program Information

Mrs. Hullett asked that Mrs. Predmore share with the committee, any and all the updates which have taken place since the last school advisory committee meeting.

At the last meeting we discussed applying for hybrid learning for the Plumbing and HVAC Apprenticeship programs. The Council on Educational Occupation (COE) allow us to apply for hybrid/distance learning for one program and then we can expand to include the other programs campus after approval. We applied for initial approval sometime before their deadline at the first of December 2020 and on January 5, 2021 received their initial approval to teach distance education through the Plumbing Apprenticeship program. We will need to have a virtual final meeting with them which has not been set-up at this time. At that time, they will check our files as well as the learning management system which we have in place (CANVAS) to make sure that everything is acceptable for that program. Once that has been completed, we will be able to continue with the expansion of the HVAC Apprenticeship program.

At this time, Mrs. Predmore asked if there were any questions regarding the application process and approval of the Plumbing Apprenticeship Program for Hybrid/Distance learning with the expansion to include the HVAC Apprenticeship program as well. There were no questions at this time.

Mrs. Predmore then went on to discuss the student numbers. This year we were not able to support a Massage Therapy Program. This is indicative of the times, as you are not going to want to enter a career field that you

cannot get within six feet of someone. In the future, we are hoping that we will be able to open that class back up for enrollment and will be working toward that end. Currently, most of the programs are near capacity. For those programs that have openings, we will be enrolling new students at the start of the second semester on January 19, 2021.

There have been some students that have had to withdraw due their parent/parents or even their spouse losing their job or being laid off and because of these circumstances they have had to return to work. Even though, this has taken place, our numbers are pretty much where they should be or maybe slightly lower than last year, but overall, we are doing pretty good and for that we are thankful.

Mrs. LaDouceur added that she felt that one thing that had helped offset the impact on our enrollment, is that the apprenticeship programs has definitely seen an increase in enrollment. This is a great tool in that the workforce needs that employee out there working so that they can keep working and come to school one night a week. Since the approval of the hybrid/distance learning for the apprenticeship programs it will enable them to do some of that remotely as well. With that in mind, Mrs. LaDouceur feels that that has been a large offset to our overall enrollment and total FTE for postsecondary this year. She then went on to explain that part of that CARES Act Part III money should we see an impact on our revenue in terms of instructional hours that relates to FTE or the amount of tuition collected for example because of anything related to the COVID-19 crisis with having to close a program such as Massage Therapy would account for that and we would be able to offset that with the CARES Act money to cover the revenue loss. This is something that we will be looking at for the remainder of the CARES fund to see if we need to hold back some of that money to cover that loss of revenue. Mrs. LaDouceur will update the committee as information becomes available. We are entering our first reporting period at this time and should see a comparison of last year at this reporting time for FTE in terms of instructional hours with this year and this will give us a better understanding of where we at this time. Looking at the projections, she thinks that we will be just fine.

#### V. Other Business

Mrs. Hullett brought to the attention of the committee that there had been a committee member that had to step down from her position on the advisory committee, Ms. Towanna House, as she is no longer with SODEXO. Mrs. Hullett explained that were fine as far as our representation of business leaders and our percentages. However, we do like to have a voice from different areas or industry here so if you know of anyone who might be an asset to our committee in the area which she represented, Culinary sector, please let Mrs. Hullett know as she would be happy to make the contact.

Mrs. Hullett then asked if there were any questions or comments from the committee.

Mr. Mel Stinson from GBSI brought to the attention of the advisory committee that they now has new Cyber Security room which will allow the students to get hands-on exercises/training which for Locklin is meant to get them job ready. They are creating a mentoring program so for those students, what is the process that GBSI would have to go through for them to be part of the mentoring program at GBSI. This would be for postsecondary students as secondary students are not allowed field trips at this time. Mr. Stinson explained that this program would be for the postsecondary student and would allow them to get hands on/experience. For the secondary students, GBSI will continue to do that remotely because they will be able to remote into the lab. Mrs. LaDouceur stated that we would work with our instructors so that we are sending you the right student at the right time. She asked that GBSI tell us exactly what they are looking for and provide that information to Mr. Sahlin and Mr. Colvin so that we can figure out the best students to send your way.

Mrs. Belinda Todd, CareerSource, then expressed that she had met with Mrs. LaDouceur and Mr. Hines before Christmas so far, we have enrolled sixteen apprentices in the HVAC and Plumbing Apprenticeship programs. Mr. Alan Galindo will be visiting the apprenticeship programs soon to possibly enroll nine more students. CareerSource helps these students get the tools, equipment and training that they need. Mrs. Todd then thanked Locklin Tech for their partnership.

Mrs. LaDouceur brought to the attention of the committee that we are still waiting concerning the approval of the Career Pathways Grant. She expressed that no matter the outcome, we are committed to our apprenticeship program and will continue forward with or without the grant.

Nancy Doran, Baptist Healthcare – Lakeview Center then brought to the committee’s attention that she had been out to Locklin Tech to speak to the LPN program in early December. She had a student reach out to her regarding employment. Even though they may not be graduating until July 2021, please encourage the students to apply for those jobs that they are qualified for as we can still get them in there, see what the hiring managers think. We can get them hired while they are still in school on a part-time or relief basis so that it works around their school hours and then they are already in the

Lakeview System. Then, it is a simple trigger to get them into another job once that have passed their boards and receive their LPN license or Medical Assistant. She states she is willing to come out and talk to the students as much as needed.

Mrs. LaDouceur brought up that one of the things that just occurred with the RAPIDS grant is that money had been set aside for the payment of all the LPN students to take the CNA exam. We had eight students that took that exam and passed. Right now, they will not be eligible to be LPN's until they finish their course at the end of July, but they can work right now as a CNA. One reason we choose to do this is so that that work while going to school but also should they not complete the LPN program they will leave use with credentialing that they can go to work in that field. Right now, they all have their CNA so if you need them, they are available.

The next meeting of the School Advisory Council will be in March 2021 with the final meeting being in June 2021. We look forward to seeing you then. It is our hope that we will get to see you face-to-face but if not, we will continue with our ZOOM. It has worked out well in that you do not have to travel as much. Mrs. Hullett expressed our appreciation of each committee members for their time.

VI. 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.

XII. Adjournment

There being no further business the meeting was adjourned at 2:30 p.m.

Respectfully Submitted,



Lin Hamel  
Secretary  
Locklin Technical College  
School Advisory Council