



**SCHOOL ADVISORY COUNCIL**  
**MINUTES**  
**ZOOM MEETING**  
**JUNE 23, 2020**  
**11:30 a.m.**

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 last meeting of the 2019 – 2020 School Advisory Council. This meeting was held via ZOOM due to COVID-19 restrictions.

II. Review and Approval of 02/11/2020 meeting Minutes:

Mrs. Hullett asked that those present via the Zoom meeting take a few minutes and look over the minutes from the prior meeting on February 11, 2020. Motion was made by Ms. Tina Stewart to accept the minutes as written with a second by Ms. Tawana House.

III. Review and Approval of Budgets for the 2020 – 2021 School Year.

Mrs. LaDouceur shared with the committee that the budgets for 2020 – 2021 had not been finalized as of this date, June 23, 2020. She hopes to be able to update this information as of the September 2020 School Advisory meeting. The proposed total workforce allocation is \$2,201,116.00 which is a \$22,109 increase from the 2019 – 2020 budget which at this time the Governor has not approved. If approved, Locklin Technical College's portion would be around \$1,751, 116.00. With this being said, there is nothing to be approved by the committee at this time.

IV. Additional Funding Opportunities for the 2020 – 2021 School Year

**CARES Act for Educational Institutions -**

Mrs. LaDouceur explained that the CARES Act for Educational Institutions is Section 18004, Higher Education Emergency Relief Fund – Document is available on our Locklin Tech website. The amount currently is \$177,104 (50% of that amount, \$88,552.00 is emergency grants awarded to students and 50% \$88,552.00 is to cover any costs associated with significant changes that had to be made because we had to go remote due to COVID-19)

**CARES Act Rapid Credentialing Response –**

Governor DeSantis' Emergency Education Relief Fund which is a total \$35 million dollars with \$10.1 million for district technical colleges and \$24.9 million for State Colleges. Locklin Technical College's portion was \$273,962.00

with a total allocation of \$219,170.00 from CARES and matching funds required by LTC of \$54,792.00. At the time of this meeting we had not received approval for this grant but will bring it back to you in the September 2020 meeting should we receive.

**The purpose of the grant** is to help those individuals who were impacted by COVID-19 that may need to seek training and employment in an entirely different field. This grant will help Florida's educational institutions be prepared to both help mitigate the economic impact and facilitate training in new career pathways for those seeking them. The recovery will create jobs that can be filled by unemployed Floridians, but only if they have the essential skills needed to compete – skills that must be developed in weeks or months. With this being said, Florida must prepare to partner with industries outside education to assess and identify the impact of the pandemic on the labor market. This will mean we will need to help identify new jobs and job functions needed along with rapid training program to meet new work demands and functions.

#### **Perkins Grant V –**

Locklin Technical College received \$62,802

#### **Triumph – Fast Track Training –**

Up to \$182,000 available with \$20,000 for costs up front to train 30 students. \$162,000 of the \$182,000 will come from performance on industry certification in both Pipefitting and HVACR participants.

#### **WIOA Opportunities Grant –**

\$315,000 budgeted for the 2020 – 2021 school year to be used to put disadvantaged youth to work.

### V. Technology Funds Expenditures/Budges

Mr. Hines started this portion of the meeting by stating that \$12,581.02 of the Technology budget for the 2019 – 2020 school year was expended.

The purchases that we made in the 2019 – 2020 school year were as follows:

- Conference Room C Technology upgrade
- Laptops for COVID-19 off campus work
- Computer monitor upgrade for MAS/LAS classroom which included UPS systems to protect computers

We have obtained approval to purchase technology equipment from GBSI for a broadcast room for the CSIT classroom. Grant money was utilized to make this purchase.

Starting in the 2020 – 2021 school year, we plan to put together a committee to help with a Technology Plan. This will ensure that we are getting the entire view of the campus and the funding can be used in areas that represent the needs of the entire campus.

### VI. Capital Improvement Funds Expenditures/Budget –

Mr. Hines stated that we had spent \$38,223.31 of the 2019 – 2020 school year Capital Improvement budget. This left us with a balance of \$17,000 which will rollover to the 2020 – 2021 school year where we will add an additional \$18,000.

With this funding we were able to do the following:

- We were able to update the signage around the campus. This included program specific signs in building #5 for CSIT and Cyber Security
- Safety signs around the campus
- LTC sign in the front lobby
- New building numbers for every building on campus
- Also purchased new No Smoking/Vaping signs hoping to help combat the increase in occurrences of this issue as well as discipline issues.
- Completed painting in Building 1
- Completed Conference Room C remodel. Added New white board as well as a new SMART board

- Updated classrooms for CSIT and Sims Middle School

VII. 2019 – 2020 School Improvement Plan End of Year Report

Mrs. LaDouceur stated that adequate progress was made in all seven priority areas of the 2019 – 2020 School Improvement Plan. There were four of our thirty-six activities within those seven areas that we were unable to meet due to the COVID-19 pandemic and interruption in services. These included the following:

- One in Learning and Completion – Students are still working to complete currently by making up time in their individual program shops
- Two in Student Performance
  - a. Industry Cert Testing – still testing
  - b. Training for Staff for delivery of curriculum for ESE students within each priority area

Mrs. Hullett ask for that a motion be made for the approval of the End of Year School Improvement Plan. Motion was made by Mrs. Tina Stewart with a second by Ms. Towanna House.

VIII. Proposed Curriculum changes for the 2020 – 2021 school year

Mrs. Predmore proposed that Distance or Hybrid Learning be made available to the 2020 – 2021 school year students. A motion was made by Mrs. Tina Stewart with a second by Mrs. Nancy Doran.

IX. 2020 – 2021 Curriculum Guide and Student Handbook

Mrs. LaDouceur asked that everyone present at the meeting take a few minutes to look over the 2020 – 2021 Curriculum Guide and Student Handbook that had been electronically been provided to them.

Mrs. Hullett then asked for a motion to approve the 2020 – 2021 Curriculum Guide and Student Handbook. A motion was made by Mrs. Towanna House with a second by Mrs. Tina Stewart.

X. Review of Post-Secondary Tuition and Fees for the 2020 – 2021 School Year

Mrs. LaDouceur stated that we are still awaiting the final tuition and fee memo from the State. In the 2020 – 2021 school year there will be no Application Fee required. As the Application will be made available to everyone using the new FOCUS system. We are also making a change to a one time only \$35 Registration Fee per program.

There are no plans for any changes in the base tuition of \$2.40 per clock hour or our financial aid, capital improvement, or technology fees at .44 per clock hour for a total of \$2.88 per clock hour.

Mrs. Predmore has updated the 2020 – 2021 school year cost of attendance. Please refer to document provided to you.

Mrs. Hullett asked that a motion be made to approve the 2020 – 2021 Cost of Attendance, to include both Tuition and Fees. The motion was made by Mrs. Tina Stewart with a second by Mrs. Towanna House.

XI. Other New Business –

Locklin Technical College submitted their re-opening plant to the District 2020 – 2021 transition team last week. This plan is meant to be a fluid document which will be updated as new information and CDC, State and Federal directives arise. Integration with the Santa Rosa County School District's 2020 – 2021 planning team recommendation for reopening schools is a key component of our plan to ensure consistency of Logistics and Operational Services, Human Resource Management and Contracted Services.

**June 8, 2020 – Online CANVAS LMS; Hybrid; limited traditional small group instruction on campus.** This will include makeup time for Automotive, Electricity, HVACR and Welding programs on campus with 9 students/1 instructor for hands-on instruction; Practical Nursing is offering hybrid instruction with online and face-to-face options for students.

**July 1, 2020 – Online, CANVAS LMS; Hybrid; Traditional instruction with modifications.**

**August 10, 2020 – Traditional instruction with modifications if required to include online, CANVAS LMS; Hybrid; (traditional enrollment limited to 24 students per program area at any one time.**

Other changes in the following area are also being made to address Student Services in both our attendance and Leave of Absence policies, curriculum and instruction to students, industry certification testing and work-based learning and clinicals for specific program areas. We will continue to use and develop our CANVAS online learning management system as it is a key component of our plan. With this being said, we are also participating with a consortium of many other technical colleges in Florida through the FACTE organization to ensure that we have a strong and cohesive instruction system in place across the State in Post-secondary CTE training programs. Our CARES Act resources will be used in a variety of ways to ensure that we continue offering high quality and rigorous training to our students in a safe environment for everyone.

In the FALL, 2020 FOCUS will be going to a new software management for students.

XII. Appreciation and Closing comments

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

Next meeting in the FALL to be announced at a later date.

XIII. Adjournment

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

Respectfully Submitted,

Lin Hamel  
Secretary  
Locklin Technical College  
School Advisory Council