



SCHOOL ADVISORY COUNCIL  
MINUTES  
ZOOM  
OCTOBER 1, 2020  
9:30 A.M.

SAC COMMITTEE MEMBERS PRESENT/ABSENT

Ashley Corlies – Instructor, Pharmacy Tech

Nancy Doran – Baptist Health Care-Lakeview Center

Lin Hamel – Internal Funds Bookkeeper II, Locklin Tech

Twanna House - Sodexo

Jolie Hullett – Career Specialist, Locklin Tech

Brooke Lane – Student – Legal Administrative Specialist

~~Charlin Knight – Administrator, Workforce ED, SRCSD~~

~~Maria LaDouceur – Principal, Locklin Tech~~

John David Phillips – Student – Auto Tech II

Katie Predmore – Guidance Counselor, Locklin Tech

~~Randy Ramos – GBSI~~

Stephanie Rubin – Student – Practical Nursing

Tyler Sahlin - Technology

Steve Samaha – GBSI

Tina Stewart – Economic Development, SRC

Mel Stinson - GBSI

Larry Strain - Synovus

~~Belinda Todd – Career Source~~

~~Andy Wingate – Santa Rosa Computer Care~~

- I. Call to Order – Meeting was called to order by Mrs. Hullett at 9:30 a.m. Mrs. Hullett began by welcoming everyone to the first meeting of Locklin Technical College School Advisory Council for the 2020-2021 school year.
- II. Nomination and Election of SAC Officers – Mr. Hines nominated Mrs. Jolie Hullett to serve as the SAC Committee Chairperson, Mrs. Charlin Knight Co-Chairperson, and Mrs. Linnie Hamel as Recording Secretary for the 2020 – 2021 school year. A motion was made by Mr. Larry Strain to accept these individuals and their respective positions with a second by Mr. Steve Samaha. At a glance, here are the 2020 -2021 SAC Committee Members:

Mrs. Jolie Hullett - Chairperson

Mrs. Charlin Knight – Co-Chairperson

Mrs. Lin Hamel – Recording Secretary

Introduction of the 2020-2021 Locklin Tech School Advisory Council was made by Mrs. Jolie Hullett. This included the three new student members: Brooke Lane, Legal Administrative Specialist, John David Phillips, Auto Tech II and Stephanie Rubin, Practical Nursing. These students were elected by their fellow Locklin Technical College students.

- III. Review and Approval of 06/23/2020 meeting Minutes:

Mrs. Hullett asked that those present take a few minutes and look over the minutes from the prior meeting on June 23, 2020 which had been sent to the electronically. Motion was made by Ms. Twanna House to accept the minutes with a second by Mr. Larry Strain.

- IV. Review of 2020 – 2021 Locklin Tech School Advisory Council Bylaws -

Council Bylaws are established by the Advisory Council along with the School Improvement Plan. There are no changes to the 2020 -2021 School Advisory Council Bylaws. We are well within the guidelines that have been established. There are four scheduled meetings of the SAC committee throughout the year with one being held each quarter. We are hoping to return to our face-to-face meetings in the future but totally understand if we are unable for this to take place. A motion was made to accept the submitted Locklin Tech School Advisory Council bylaws by Mr. Tyler Sahlin with a second by Mr. Steve Samaha.

V. Review of 2020 – 2021 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 currently is 277 (these are our on-campus students) with most all our programs being full. \*Note: Students/Parents/Business Community Leaders must constitute a majority (51% or greater not be school board employees) 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.

Mrs. Predmore stated that we have had a tremendous response to enrollment this year with our Automotive, Electricity, HVAC and Welding programs being full. We have opened both our Welding programs to adult and high school students. This allows us to serve more of our adult population for this program with both of our instructors having both adult and high school students in their classes. Our Practical Nursing program is also off to a great start with inquiries already coming in with regards to the 2021 – 2022 program. The only programs in which we have a room to place students are Medical Administrative Specialist and CSIT. CSIT got a little later start as well as their being some students who did not show, the restrictions of COVID-19 and then a hurricane.

VI. Review/Approval of 2020 – 2021 School Improvement Plan

We will briefly review the School Improvement Plan. At the time of our June 23, 2020 School Advisory Committee meeting the School Improvement Plan had not been completed. We did meet and re-write our School Improvement Plan with there being no major changes. One of the things that we did focus on and write into the plan was the building of our CANVAS online instruction which is our major focus for the year. Once the School Improvement Plan is complete, it is then submitted to the School Advisory Council for approval. It is no longer required that the School Improvement plan be submitted to the Santa Rosa County School Board for approval.

The School Improvement Plan was sent out in an email so that everyone would have enough time to look it over. Again, nothing really changed from last year. Most of our Business members here today were here last year as well. Mr. Hines reiterated that the push for the online was in answer to the pandemic. He gave Kudos to the instructors for their quick response, we left for Spring Break not knowing the outcome of the pandemic. We came back from Spring break with a week for the instructors as well as mentor team members went to work and completely transformed Locklin Technical College from a hands-on school to one of online instruction completely the remainder of the school year as well as the Summer. He states that that was a bicycle we built while we were riding it with the response from both instructors and students being one of acceptance. We that being said, we want to have a better plan moving forward and that is why we are making it our priority so that no matter what the future holds, our classes will be offered online even if that student is sitting on campus in a classroom it will give our students that exposure to online learning that they need should we find ourselves in this position in the future.

Mrs. Hullett asked for a motion to approve our 2020 – 2021 School Improvement Plan for Locklin Technical College. A motion was made by Mr. Steve Sahama to accept the 2020 – 2021 School Improvement Plan as written with a second by Ms. Twanna House.

VII. Review of the 2020 – 2021 School Based Budgets

Mr. Hines shared with the council that at our June 23, 2020 meeting our 2020 – 2021 budget was still hung up between the Senate and the House and that they had given us a proposed budget for the 2020 – 2021 school year. They have finally released a final number for that budget. Our categories remained the same as they did in the 2019 -2020 budget, however, we did add a couple of additional categories. Mr. Hines referenced the addition of the Triumph Grant as well as two CARES Act Grants. The CARES Act was the States reaction to the pandemic. This money was distributed to post-secondary schools across the State. There are two categories of the CARES Act, the institutional portion as well as a Student portion. When looking at the student portion, you will notice that it has a zero balance. This reflects the monies which we were able to pay out to the student in order to help them cope with the pandemic and to stay in school.

The CARES Act institutional portion was given to the school in order to help them better cope with the pandemic. With this money we were able to give a positive reaction to the pandemic. It helped us to keep our students enrolled in that online platform and to make a lot of changes around our campus to help with the requirement of social distancing and additional safety requirements that the pandemic had thrust upon us. There is an additional portion of the institutional portion of that CARES Act that we are still waiting on. Due to a low response to that third portion of the CARES Act, the State has

opened it back for schools to apply. Even though, we applied for the grant within the first week, we are now waiting along with everyone else who has applied for the State to reallocate that money. The amount that each school will receive is not known at this time. That budget line will be added to our current budget as soon as that money is allocated.

VIII. Recommendations and Approval for Capital Improvement Items/Expenditures, Technology Items/Expenditures and Other Proposed Items and Expenditures

Capital Improvement Items/Expenditures: Mr. Hines began this portion of the meeting by stating that there are a couple of purchases that we need to get approval for today.

The first Capital Improvement item that we would like to purchase is a storage building. At this time, the Locklin Tech campus is full as Mrs. Predmore stated earlier. We do not have any storage space. Through the years there has always been an open classroom/building. With the expansion of the welding shop, this took away our last available storage space. With this being said, the items which we keep on campus so that we can quickly react to an influx of students in one area or the other (50 student desks/chairs and teacher desks) we currently have no where to store. The total cost for the storage building is about \$6500. Once we obtain approval for the storage building, we will place the order and it should be delivered before the end of the year.

Mr. Larry Strain asked about the size of the building as well as the location. There are several different locations that we are considering, however, the location will depend on the delivery company's ability to place the building. Locklin Technical College does have a portion of its campus that is undeveloped. Unfortunately, the campus is built on the side of a hill and most of that property cannot be used for anything until more drainage is added. The locations are as follows: 1) Down by the Russell Center. While this is not the preferred location due to drainage issues in the parking lot, it is felt that this is probably where the company is going to prefer as their truck will be able to get in and out. 2) Next to the Electrical Program building where at one time there was a portable classroom. There is a flat pad where the portable use to sit that still has electricity still available and this would be our choice to put the storage building. We will however defer to the storage company for placement.

The storage building measurements that are considering is 12 X 35. It will be a metal storage building that will have a metal roof. They will bring the building out, place it on a foundation and tie it down. All of this is included in the \$6500. With Mr. Strain stating that all his questions had been addressed and answered, he then made a motion to accept the purchase of the storage building with a second by Mr. Tyler Sahlin.

Technology Items/Expenditures: The only purchase that we wish to have considered at this time is for 15 APPLE IPADS. In one of the CARES Act Grants we were able to purchase several devices called a Swivel. They directly hookup to the APPLE IPAD. This is a mount which sits on a table top and enables the instructor to wear a pendent around their neck and as they walk around, the swivel follows them. One reason that we are looking at this technology is that it enables the instructor to move around the classroom while recording his/her lecture. The recorded lecture can then be downloaded to CANVAS where the student can go back and listen to the lecture. It is also helpful when a student goes to remote learning due to illness or exposure to COVID, this enables them to go to CANVAS and watch that lecture.

The bid which we have currently for the 15 APPLE IPADS is \$9735. These will be distributed one to each building with one building being issued two APPLE IPADS due to the type of classrooms located in that area.

Mr. Hines asked for any questions at this time regarding the purchase of the 15 APPLE IPADS. With no questions being posed at this time, Mr. Hines asked for a motion to purchase the 15 APPLE IPADS with second to approve. A motion was made by Mr. Tyler Sahlin with a second by Mr. Steve Samaha.

IX. New Programs

Mrs. Hullett asked Mrs. Katie Predmore to speak to the advisory council regarding adding and obtaining approval from The Council on Occupational Education (COE) to add program distant learning.

First, we must get COE approval to add new programs. Originally, we had the apprenticeship program removed from our COE approval list. This was done considering COE determining that they did not need to be on the list. They have now decided that we need to add them back. With this being said, we will now have to add back to our approval list, the HVAC Apprenticeship program as well as the Plumbing Apprenticeship program. With this addition, we can add a new program and hybrid instruction at one time. We will start with getting approval for our Plumbing Apprenticeship program and begin teaching it in the hybrid method. The traditional method is that of learning in the classroom. The hybrid method is a little bit of both. And then there is distance education. The hybrid method was chosen as we feel it will be a very good fit as it encompasses both online learning as well as face-to-face instruction. With the apprenticeship program the student is getting much of their hands-on instruction on the job and their three hours a night in our classroom. They will have about

49% of their instruction online and 51% in the classroom. We will be sending that out to COE for approval before the end of October to be added to our program approval list. As soon as we send in the Plumbing in the hybrid delivery method, we will ask for approval for the HVACR Apprenticeship and then we would also like to move forward with starting a CSIT (Computer Systems & Information Technology) Apprenticeship and those will be taught via the hybrid delivery method also. The first step is to get the Plumbing Apprenticeship approved and then we should be able to add and get approval of the others with very little issue. The approval of the Plumbing Apprenticeship will require a virtual visit from the Council on Occupational Education. They will come and look at our CANVAS system, will look at what we are doing, and go through the class as if they were a student. They will be looking at all the items in order to approve that we have a good method in which the students can learn.

Mrs. Hullett asked what date that we were looking at to have the application submitted. The due date is by October 21, 2020 but we are looking at having it submitted by the middle of October. The question was asked by Mrs. Hullett if we could enroll students before this process is complete and the answer was yes, we have temporary approval for both distance and hybrid learning due to the pandemic. Mrs. Hullett explained for the benefit of our new members to the advisory council that the Council on Occupational Education is the accrediting agency for our school. She explained that it is very important that we follow all their policies and add as well as get things approved.

Mrs. Predmore asked that a motion be made for approval for adding the hybrid and apprenticeship programs back to our COE program approval list. We will start with the Plumbing, HVACR and CSIT apprenticeship programs being added to COE. A motion for approval was made by Mr. Tyler Sahlin with a second by Mr. Larry Strain. Mrs. Predmore then asked for a motion to be made for adding the hybrid delivery method system to our COE approval list. A motion was made by Mrs. Nancy Doran with a second by Mr. Tyler Sahlin.

X. Other Business

Mr. Hines wanted to make the advisory council aware of the buying and updating of technology. The computers in Mr. Sahlin's classroom will be updated. We are using GBSI curriculum and trying to utilize it to its fullest potential we see the need to upgrade the desktops in Mr. Shalin's classroom. In doing that, we are going to match them up with the computers which we purchased last year in the Cyber Security program. These computers will be all-in-one computers and Mr. Hines stated that he had been told that they were the latest and greatest and will do the GBSI curriculum justice. Performance funds will be used to purchase these all-in-one computers. Performance funds are those funds obtained from students earning certifications.

Mrs. Hullett asked the new members if they had any questions, concerns or anything that they would like to share. There were no questions or concerns currently.

Program Advisory Council meetings will probably be held at the end of October or the first of November. Unfortunately, those will have to be conducted via ZOOM. The times for these meetings can be flexible hopefully giving the instructor and the members of his/her committee a better advantage for attendance.

Mrs. Hullett also asked that if any of the advisory council knew of anyone in their business or industry that would be a good fit or that you feel would be that would be good for or program instructors to have on their committee, please reach out with their information and I will pass that information along to the instructor and see if we can get them on our program advisory committee. We value the input of our business members in our individual program areas.

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.

XII. Adjournment

There being no further business a motion was made to adjourn by Mr. Steve Sahama with a second by Mr. Tyler Sahlin. The meeting was adjourned at 10:15 a.m.

Respectfully Submitted,



Lin Hamel

Secretary

Locklin Technical College

School Advisory Council