



SCHOOL ADVISORY COUNCIL
MINUTES
ZOOM
MAY 20, 2021
10:00 A.M.

SAC COMMITTEE MEMBERS PRESENT/ABSENT

Ashley Corlies – Instructor, Pharmacy Tech

~~Nancy Doran – Baptist Health Care Lakeview Center~~

Lin Hamel – Internal Funds Bookkeeper III, Locklin Tech

Jennifer Hines – Career Specialist, Santa Rosa County School District

~~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 – Automotive Service Technology II~~

Philipa Pier – TA for Technology, Locklin Tech

Katie Predmore – Guidance Counselor, Locklin Tech

~~Stephanie Rubin – Student – Practical Nursing~~

~~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. LaDouceur at 10:00 a.m. Mrs. LaDouceur began by welcoming everyone to the May 20th, 2021 meeting of the Locklin Technical College School Advisory Council.

A motion was made by Mrs. LaDouceur to add Philipa Pier to the School Advisory Council in place of Mr. Brian Goad with a second by Mrs. Kristie Rodriguez.

- II. Review and Approval of 01/12/2021 meeting Minutes:

Mrs. LaDouceur asked that those present take a few minutes and look over the minutes from the prior meeting on January 12, 2021 which had been sent to them electronically. Motion was made by Mrs. Katie Predmore to accept the minutes with a second by Mrs. Tina Stewart.

- III. Recommendations and Approval for Expenditures Updates

Mr. Hines began this portion of the meeting by stating that the all-in-one computers that were purchased for the CSIT and CyberSecurity programs had arrived and were put into place in the Fall, 2020.

He also brought to the attention of the committee that the SWIVEL devices which were purchased with one of the CARES Act Grants had been delivered and given out to the instructors. Before this took place however, Mrs. Rodriguez hosted a Professional Development Workshop to ensure that the instructors were able to utilize the technology correctly.

Mrs. Kristie Rodriguez then gave an update on the purchases and uses in Technology that had been made this school year to enhance Technology as well as the student's learning process should they have to go remote due to COVID.

The Capital Improvement recommendation of a storage building which was also brought before the advisory council and approved at the October 1, 2020 has been delivered and set-up. Due to lack of storage space around the Locklin Technical College campus, the storage building has been put to good use and is full at this time.

Mr. Hines brought to the attention of the advisory council a project which we would like to undertake during the Summer and for which we are seeking approval. Due to the Welding Program "busting at the seams," we are looking to expand the work area outside of Building 17/Welding. The expansion would include a chain link fence to secure the area and an

aluminum cover to protect the welding booths and equipment. The approximate cost of this expansion would be \$7,000 for the chain link fence and the awning approximately \$3,000.00. Official bids will be requested from District approved vendors.

A motion was made by Mrs. Ashley Corlies to approve the expansion of the welding program with the addition of a chain link fence and awning for covering with a second by Belinda Todd.

IV. Student Services Update

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

Mrs. Predmore started the Student Services portion of the meeting with the COE Annual Report and recommendations for Programs. The COE Annual Report a form of accountability reporting base on the number of students enrolled and completing programs in the 2019 – 2020 school year and is located on the Locklin Tech website. All programs met or exceeded the completion rate of 60%, placement rate of (70%) and licensure (70%) requirements for our annual accreditation process except for the Medical Administrative and Legal Administrative Specialist programs which continue to fall below the benchmarks needed for program accreditation. One of the key benchmarks that we must have is a 70% placement rate for students completing the program. With a 0% placement for both the Medical Administrative and Legal Administrative Specialist programs for the 2019 – 2020 school year data and the projections for the 2020 – 2021 annual report of less than 70% placement, we are currently recommended that we do not accept new enrollment in either program and that we evaluate the program for a potential replacement more aligned to the regional occupations list. We will continue to offer the programs to the students who are currently enrolled and revisit this topic of discussion in our Fall meeting.

FAST Track RAPIDS Credentialing is now being offered for CNA. This is a six-week program that at the completion would give the student a chance to earn their CNA licensure.

At the time of this meeting, we currently have 125 students enrolled for the Summer Term. This includes those students enrolled in FAST Track (i.e. Automotive, CSIT, Welding and HVAC/R).

Mrs. Predmore then asked all the members present to look at the current draft for 2021 – 2022 Annual Cost of Attendance for Adult Students. All items that are highlighted in yellow are changes that have been made since the 2020 – 2021 Annual Cost of Attendance for Adult Students. A motion was made by Mrs. Jennifer Hines to accept the Cost of Attendance for Adult Students with a second by Mrs. Ashley Corlies.

At our last meeting Mrs. Predmore presented to the committee the initial submission of the Plumbing Apprenticeship Program to the Council on Educational Occupation (COE). As of the last meeting, we needed to complete the process with a virtual meeting which included the review of our files as well as the learning management system which we have in place (CANVAS) to make sure that everything was and is acceptable for the Plumbing Apprenticeship Program. That meeting has taken place and we received final approval for the Plumbing Apprenticeship Program to be taught via Hybrid/Distance learning. We will now add the Heating & Air Conditioning Installer/Serviceer Apprenticeship program to our COE approved programs.

V. Other Business

Mrs. LaDouceur then reviewed the HEERF I Quarterly reports for both the student and institutional grant awards. A total of 500K was received. The breakdown of that money is as follows:

- \$88,552.00 was used in student emergency grant awards this year.
- \$219,513.00 of our \$322,897.00 in institutional dollars has been used to mitigate the impact of COVID-19 on Locklin Technical College. At this time, we have not received our allocation for HEERF II, a total of \$438,306.00 with a minimum of \$88,552.00 that will go directly to the student in grant awards.

The RAPIDS credentialing training is continuing as we shared previously in the meeting. We have received an additional 49K to continue the training through August 31, 2021. Our performance has been on target across all the RAPIDS training programs. As of April 13, 2021, we have had 83 out of 107 students earn Industry Certifications through the RAPIDS training with a projection of more than 100% (of our 107) on target to earn an industry certification by the end of May 2021.

Mrs. LaDouceur also brought to the attention of the committee the Career Pathways Grant which was received in February 2021.

At the time of this meeting, the PERKINS Grant for the 2021 – 2022 School year is not yet available for application.

Mrs. LaDouceur also brought to the attention of the committee that with the start of the 2021 – 2022 school year it is our hope that we will be able to start both an Electrical and IT Apprenticeship program.

Mr. Hines then addressed the committee on the new safety guidelines for COVID-19. Masks are no longer required but are recommended. Locklin Technical College will continue to utilize our HEERF funds to address COVID-19 related safety protocols across our campus.

On June 1, 2021 at Pine Terrace Baptist Church, Locklin Technical College will recognize our 190 program completers and the 206 industry certifications that have been awarded as of May 12, 2021. Please join us as we recognize our students.

VI. Appreciation and Closing Comments

The next meeting of the School Advisory Council will be held on June 29, 2021 at 11 a.m. via ZOOM. This will be the final meeting of the Locklin Technical College School Advisory Council for the 2020 – 2021 school year. We look forward to seeing you then. Mrs. Hullett expressed our appreciation of each committee members for their time.

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

VII. Adjournment

A motion to adjourn was made by Mrs. Kristie Rodriguez with a second by Mrs. Ashlie Corlies. There being no further business the meeting was adjourned at 10:30 a.m.

Respectfully Submitted,

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council