



SCHOOL ADVISORY COUNCIL  
MINUTES  
ZOOM  
JUNE 29, 2021  
11:00 A.M.

**SAC COMMITTEE MEMBERS PRESENT/ABSENT**

Ashley Corlies - Instructor, Pharmacy Tech

Stephanie Rubin Student Practical Nursing

Janey Doran Baptist Health Care Lakeview Center

Steve Samaha - GBSI

Lin Hamel - Internal Funds Bookkeeper III, Locklin Tech

Tina Stewart - Economic Development, SRC

Jennifer Hines - Career Specialist, Santa Rosa County School District

Mel Stinson - GBSI

Jolie Hullett - Career Specialist, Locklin Tech

Larry Strain - SYNOVUS

Brooke Lane Student Legal Administrative Specialist

Belinda Todd - Career Source

Charlin Knight - Administrator, Workforce Ed, SRCSD

Andy Wingate Santa Rosa Computer Care

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

I. Call to Order - Meeting was called to order by Mrs. Hullett at 11:00 a.m. Mrs. Hullett began by welcoming everyone to the June 29, 2021 meeting of the Locklin Technical College School Advisory Council.

II. Review and Approval of 05/20/2021 meeting Minutes:

Mrs. Hullett asked that those present take a few minutes and look over the minutes from the prior meeting on May 20, 2021 which had been sent to them electronically. Motion was made by Mrs. Charlin Knight to accept the minutes with a second by Mr. Larry Strain .

III. Review of Budgets 2021- 2022

Mrs. LaDouceur began this portion of the meeting by stating that we are currently awaiting roll-over to take place here at the District. Once this has taken place, we will receive our final overall budgets for the 2021- 2022 school year. . Looking at our workforce funds, we had no changes from the State Workforce allocations so a little bit over 2.2 million is what we are expecting. There may be a small decrease in some of our operating accounts just because of tuition and a little change in non-enrollment but not significant. We are looking to offset some of those budget changes if we have any with our CARES money. We will be going through that process after July 1, 2021 with accounting. Everything is looking great for us financially next year. We will bring those budgets back to the committee as they are finalized in our Fall 2021 meeting.

Mrs. Hullett brought to the committee that we should be back to our regular schedule in the 2021- 2022 school year so that we make our next School Advisory Council meeting in late August. This is reflected in the most recent agenda that was sent out by Mrs. Hullett earlier today.

IV. Additional Funding Opportunities 2021 - 2022

Mrs. LaDouceur brought to the attention of the committee that we received some higher education CARES relief funding from the U.S. Department of Education. We received what they are calling HEERF II which is an additional \$88,552.00 which will be going out to students over the next year in the form of Emergency Grant Award money to offset any impact that they may have had economically/financially from the COVID -19 pandemic . Any barrier that they may have had to overcome they will be able to use that money so that they can continue to train with us here at Locklin Technical College.

An additional \$88,552.00 in form of any institutional manner to address any of the concerns related to the pandemic moving forward or we choose to give those funds out as scholarships to students as well which in the long run is probably what we will end up doing. As we move through the year, Mrs. LaDouceur will keep the committee updated concerning the plans for the use of those funds. All of the information concerning our CARES ACT budgets can be found on our website at [www.Locklintech.com](http://www.Locklintech.com) so that you can see the up-to-date budget information. In fact, our quarterly budget is coming up to be posted on July 10, 2021. This quarterly report will reflect the money which we have received and used as well as all of the grant aid that has gone out directly to students.

We are currently in the process of applying for the PERKINS Grant. Also, in the last several weeks we have received our performance funding from our TRIUMPH Grant. We received \$162,000 back to the school as additional funding that we can use in anything that used in the targeted occupations in growth and addressing those needs at our school for those programs. This is the third year that we will be renewing our WIOA Grant. Currently, we are moving forward in fulfilling those grant objectives. In the 2022 - 2023 school year, that grant will have to be rewritten.

The Career Pathways Opportunities Grant (Apprenticeship Grant) has an extension until October 2022. We are moving forward with growing our apprenticeship programs here at Locklin Technical College. We are very excited with the work that is being done in that area. We are looking forward to adding the Electrical Apprenticeship program next year. As we get ready to move forward with that, we will bring that back before the committee as a new program for approval.

The final budget and grant amounts will be presented at our next meeting in August 2021.

#### V. Capital Improvement Funds Expenditures/Budget

Mr. Hines brought to the attention of the committee that he had received a total price on the fence that we received approval for at our last meeting from Harris Fence Company will be \$6950. That comes just under the estimated cost of \$7000. We are still waiting on the contractor for the aluminum awning. We did receive one quote from a contractor, but they called and withdrew their quote as they had had some changes in staffing, and this left them with no one qualified to complete the job. Mr. Hines did meet with another contractor on Friday, June 25, 2021, and we are currently waiting on a quote to erect the aluminum awning. He will report that price as quickly as possible. The projected amount for the placement of that awning is still between \$3,000 and \$5,000.

#### VI. 2020- 2021 School Improvement Plan End of Year Report

Mrs. LaDouceur brought to the attention of the committee that the School Improvement Committee had met where they constructed the School Improvement Plan End of the Year Report. Mrs. Hullett has shared this report with the School Advisory Council as well. There were a couple of highlights that Mrs. LaDouceur brought to the attention of the committee, the first being that we had satisfactory progress in all areas of our 2020- 2021 School Improvement Plan. However, we did have a couple of activities that were identified that we felt that we had not made adequate progress in but because we had made adequate progress in all the other areas, we were able to meet that actual priority, adequate progress. Specifically, there are a couple of things that we need to improve on as identified in our End of the Year Report. This is related to student performance across a couple of our program areas that we realized we needed to work on in regard to technical skill attainment and some placement areas. Those are some of the areas that we identified for student performance that we are going to move into and talk about and discuss with you concerning our School Improvement Plan. If you have any questions concerning those two areas, please do not hesitate to ask. I will be happy to answer any questions concerning those areas. Technical Skill Attainment is strictly related to Industry certification. In CSIT, Culinary and Medical Administrative Specialist, we did not meet the target which we had set higher than what is actually required for us to meet at this time in those areas. However, because it is such a critical component for us to make sure that students exiting our programs, which are what we call concentrators, meaning that they have been enrolled in a program for a certain length of time, that they are exiting that program with the required industry certification that the State basically had said this is what they need to earn. While we do have a plan in place across those program areas to address those issues, we will talk about those in our discussion of the 2021- 2022 School Improvement Plan. Overall, we are very pleased with the outcome of our performance especially in the year of COVID. If you take into account, the overall achievement of industry certification across our campus was at least 25% higher with the total number of certifications being earned even in the time of COVID. I think that I would contribute that to just the dedication of certainly our faculty and staff as well as the students who were somewhat locked down in the program areas and pretty well focused on obtaining those certifications as that ability had been taken away from them in the prior school year.

Mrs. Hullett called for a motion to approve the 2020 - 2021 School Improvement Plan End of Year Report. A motion was made by Mrs. Jennifer Hines with a second to follow by Mr. Mel Stinson.

## VII. 2021- 2022 School Improvement Planning

The School Improvement Planning committee met on June 4, 2021. Based on the 2020 - 2021 School Improvement Plan End of Year report and some of our survey data, there are a couple of key factors that we would like to discuss and get approval from the committee to make sure that we are adding and any other input from the committee on our School Improvement Plan. Mrs. LaDouceur asked if there was anything that the committee felt that needed to be addressed as it relates to learning and completion, student performance, as well as our overall educational environment We value and appreciate your feedback. Mrs. LaDouceur stated that there had already been some collaboration with some of the individual committee members on some of the items that would be discussed (i.e. GBSI and Career Source). There are already some things that have been put in motion that have been highlighted in our School Improvement Plan.

One of our key actions in our school improvement plan that we are looking at for the 2021- 2022 school year is the adequate progress in student performance as it relates to the certification exam and licensure. We have set a goal for ourselves of 75% of all students who complete a program of study will leave Locklin Technical College with an industry certification. This is our target for the 2021- 2022 school year. Currently, we have three or four programs that some are significantly less than that and some are borderline. For example, Auto Tech II is currently one that we need to work on. Mrs. LaDouceur explained that some of the issues with our numbers are that we do not have enough students in our denominator. She described that when you are talking about an advanced program such as Automotive where we also teach Automotive I, most of the students are in Automotive I. With that being said, we may have two students in Automotive Tech II and if one of those students does not obtain an industry certification, you are automatically at 50%. These are things that we really need to know in advance as well as knowing our numbers. The instructors will need to work with that student to ensure that he/she obtains that industry certification. This is something that our instructors are committed to but on the other hand, we need to make sure that we are bringing this to their attention as well and that they have a heightened focus and commitment to those concentrators and those students to do whatever we can on our end to support them in earning that industry certification. One of the things that we have done and will continue to do, is to remove those barriers for them earning the certification which many times especially when you are talking about adult students is money because some the tests are very expensive. We have done a lot of work on our side to write additional grants, utilize our performance funding if that program is eligible for performance funds to offset the cost to those students and we also work with our Financial Aide Officer to reduce those barriers as well. With all of this in mind, in the end very few of these students have the barrier of money that prevents them from taking that certification exam.

Another area of concern was program placement. There are a couple of our programs that when we return in September, we will probably move towards not offering some of the programs if we are unable to have the program placement that is needed. We are still in the process of reviewing that and part of our school improvement plan for next year will be to do an in-depth review of those programs to determine whether we need to continue or remove those programs. Specifically, we are talking about Medical and Legal Administrative Specialist and also Culinary. It is not that the student cannot get a job but that they are going out and getting a job before they finish the program or that they are not even required to train as they are so desperate in the industry for that employee. In the end, if we are running a program, we need the students to complete the program and then become part of the workforce. There is work to be done across the board in that area as well. These are some of the key components in student performance and placement for our 2021- 2022 School Improvement Plan.

The next issue that we are working on was brought to our attention through our student surveys. It is a constant work in progress when we have district contracted services because we really do not have as much control over what happens with the employees but in the end we have some feedback from some of our students that we are going to include in our school improvement plan to improve the environment of some of our classrooms as relates to the cleaning of the classroom. It was surprising to see that in program areas like HVAC and even welding that some of the students rendered some feedback that the classroom was not as clean as was needed. Mr. Hines is working on putting together an in-depth plan and is working with ABM as well as our own custodial staff to try and put in place a comprehensive cleaning schedule that leaves very little room for self-determining of when something is to be cleaned. It will be a very set schedule for every building across our campus. Mr. Hines relayed to the committee that going into this school year we felt that this might be an issue. With that in mind, we tried to get out in front of it. Mr. Hines has been sending out surveys to both the instructional and ed support staff on a monthly basis to get feedback from them. ABM came back and knew also that there was going to be an issue, so they sent out surveys to all principals once a month. As we do not want to be the sole input in this regard, we wanted the instructors to have a voice as well. We thought that we had gotten out in front of the issue but apparently our instructors are being a filter to store that information. With that in mind, we need to find a way to involve our students to communicate that information because we need to be able to do something immediately. We will be working on that strategy to make sure that information gets communicated to us in a timelier manner. Waiting to the end of the school year is not the time to combat it, we need to be working on that each day if there is a problem. This is definitely an issue that we are working with the district to improve.

VIII. Proposed Curriculum Changes 2021- 2022 School Year

Mrs. Predmore began this section by stating that Mrs. LaDouceur had already addressed a few of the curriculum changes that will be taking place. The first is that we will not be taking on new students in the Medical and Legal Administrative programs due to the completion, placement and licensure issues and because of that, we will not be able to continue with those programs.

At the time it saddens us to say, that we have had no applications for the Massage Therapy Program for next year. With the Council on Occupational Education rules, if we have no students enrolled for 180 days, we have to close that program. We are really hoping to get some applications, but we need at least ten. We had been hitting the advertising hard with a social media as well as signage with no response. Mrs. Predmore also stated that the employment for massage therapists has declined as it is a tough time to be employed in a field where you will be touching your clients. Mrs. Predmore had shared with Mrs. LaDouceur that 65% of the massage therapist in the State of Florida were currently no longer working in their field. This just goes to show how much COVID has affected this industry. In the end, it is probably not prudent that we continue to train in that area. Mrs. Predmore stated that she expects that industry to make a come back in a couple of years and we will be ready.

IX. Approval of 2021- 2022 Curriculum Guide and Student Handbook

Mrs. Predmore shared with the committee our final draft of the Curriculum Guide and Student Handbook. She asked the committee for its input on things which we could do to improve the Curriculum Guide and Student Handbook or any edits that you noticed or policy changes that need to be addressed at this time.

With no changes or edits recommended by the committee, Mrs. Predmore asked for a motion to approve our Curriculum Guide and Student Handbook for the 2021- 2022 school year. Mr. Mel Stinson made a motion that the Curriculum Guide and Student Handbook for the 2021- 2022 school year be approved as is with a second by Mr. Larry Strain.

X. Review of Post-Secondary Tuition and Fees 2021- 2022 School Year

Mrs. LaDouceur explained that we had already gotten prior approval of our Post-Secondary Cost of Attendance. There are no changes from the State this year for tuition and fees. Our tuition and fees are set at \$2.88 a clock hour. Depending on how long the program is, that calculates out to the cost of attendance. We will be utilizing our CARES money and our grant awards as well to offset the cost for those students to attend. Lots of good benefits for students to enroll now. Mrs. Predmore pointed to the back of the Curriculum Guide and Student Handbook to the individual program with the total cost of attendance for that program listed there as well.

Mrs. Predmore asked if we should get a final approval of Cost of Attendance Tuition and Fees for the 2021- 2022 school year as they had not been-finalized as-of the last meeting.

Mrs. Hullett called for a motion for the final approval of Cost of Attendance Tuition and Fees for the 2021- 2022 school year. A motion was made by Mr. Mel Stinson for approval with a second by Mrs. Belinda Todd.

XI. Other New Business

Mrs. Predmore addressed the committee regarding our enrollment for Summer. She stated that it had been a big Summer. We have had 155 students registered for classes this Summer.

In the nursing CNA Fast Track class, we had 10 students enrolled and nine of them have just passed their Certified Nursing Assistant exam.

Mrs. Predmore also brought to the attention of the committee that we are ahead of the game this year with registration and applications for next school year. We have 126 students who are currently registered for the 2021- 2022 school year. We currently have 17 students registered in the Automotive program but as Mrs. LaDouceur stated earlier only three of those students are enrolled in Automotive Service Tech II. With, that it makes it really hard for testing and percentages for us to get to where we need to be. Of the 17 students enrolled in the Automotive program, only six of those are new

student s. Mrs. LaDouceur stated that normally our enrollment does not start until after July 1<sup>st</sup> so to have that many students are already registered in June is pretty good for us. Mrs. LaDouceur is more than confident that we will meet our standard of 200+ students to start the year.

In our Electricity program we have 22 returning students enrolled along with a stack of applications. With these numbers in mind, that is why we have had to add a separate high school electricity program. We believe that this class will be very full as it is quite popular.

Mrs. Belinda Todd asked if we had someone that actively goes to those places, like electricians or massage therapy and recruits? Mrs. Predmore explained that our advisory boards help with that as they are very knowledgeable about what is happening in our classrooms because they meet with our instructors twice a year, but they are also in contact with them regularly. Also, Mrs. Hullett does a lot with that and can address that question. Mrs. Hullett explained that this year, Mrs. Coleman accompanied her to every high school talking to the students, trying to recruit for those programs. She explained with the job market being the way that it is, she has spoken with employers to see how we can help them and sometimes that leads to how we can recruit students. With the coming year, we are hoping to get out more and speak with adults, but we have certainly been out trying to recruit high school students in our classes. Mrs. Hullett asked that if anyone had any ideas to recruit those adult students to let her know and are certainly open to any additional ideas.

Mrs. Predmore also stated that we do have someone on staff that monitors FACEBOOK, Instagram, billboards and are marquee out front up to date with the programs which need students.

Mrs. LaDouceur brought to the attention of the committee the three new billboards which are now in place.. She encouraged them if they were out on Avalon, Hwy 90 in Milton and Hwy 90 in Pace to check them out. These are three new ones that we incorporated the states "Get There Campaign" into. One of the billboards focuses on IT, the other one is for Culinary and the third one is for our industrial programs (i. e. Electricity to Welding). Mr. Hines shared a photo of the billboard located near CVS in Milton.

With our focus this year on high school seniors, Mrs. LaDouceur feels that we have increased our enrollment with young adults coming to us as their first choice after high school and not later after they have tried a different pathway. We are trying to capture these students early on especially in the target occupations where we know that they do not have to have a AS or BS degree to be successful has been one of the key features of our marketing campaign. She stated she sees a lot of success in that just with our student numbers in that age group. There were 26 new high school students enrolled for the Summer courses as they were so anxious to get started. They graduated this year and started their summer courses on June 21, 2021.

Mrs. LaDouceur brought to the attention of the committee that we have submitted to the District our Dual Enrollment Articulation Agreement and then we will upload and send that to the State. She explained that this is required every year. It outlines our process to serve our dual enrolled high school student so that they have no cost in terms of tuition and fees as that is waived/not required. We cover their costs, lab fees, textbooks, etc. This is all outlined in the Dual Enrollment Articulation Agreement. Once approved, it will be posted on our website as well.

A motion was made by Mr. Larry Strain to approve the Dual Enrollment Articulation Agreement with a second by Mrs. Charlin Knight.

We had previously mentioned the student surveys. We did surveys across all program areas. Overall, we had great student response. Students felt very supported in their programs and had a great experience across all program areas. That is always good news, especially in the year we have had with the pandemic. Mrs. LaDouceur contributes the great results to our instructors and Student Services Department for what they do every day working with our students.

Mr. Hines brought to the attention of the committee that our new website was up and running. It took a lot of collaboration of the committee over the last year so please take some time to go and visit our new website [www.locklintech.com](http://www.locklintech.com).

## XII. Appreciation and Closing Comments

The next meeting of the School Advisory Council will be held late August 2021 and will hopefully be face-to-face with lunch provided. This will be the first meeting of the Locklin Technical College School Advisory Council for the 2021- 2022 school year. We look forward to seeing you then. Mrs. Hullett expressed our appreciation of each committee members for their time.

XIII. Adjournment

A motion to adjourn was made by Mr. Mel Stinson with a second by Mr. Steve Samaha. There being no further business the meeting was adjourned at 11 :45 a.m.

Respectfully Submitted,



Lin Hamel  
Secretary  
Locklin Technical College  
School Advisory Council