



SCHOOL ADVISORY COUNCIL
MINUTES
ZOOM
SEPTEMBER 9, 2021
10:00 A.M.

SAC COMMITTEE MEMBERS PRESENT/*ABSENT

Noah Desmangles, Student, CSIT

Nancy Doran – Baptist Health Care-Lakeview Center

*Lindsay Dorminey, Student, Automotive Technology I

Alan Galindo – Career Source EscaRosa

Linnie Hamel – Internal Funds Bookkeeper III, Locklin Tech

Jolie Hullett – Career Specialist, Locklin Tech

Charlin Knight – Administrator, Workforce Ed., SRCSD

Maria LaDouceur – Principal, Locklin Tech

Jonathan McCullough, Electrical Instructor, Locklin Tech

Katie Predmore – Guidance Counselor, Locklin Tech

Tyler Sahlin, TA Technology, Locklin Tech

*Steve Samaha - GBSI

Tina Stewart – Economic Development, SRC

*Mel Stinson - GBSI

*Larry Strain - SYNOVUS

Joshua Waynick, Student, Practical Nursing

*Andy Wingate – Santa Rosa Computer Care

I. Call to Order –

Meeting was called to order by Mrs. Hullett at 10:07 a.m. Mrs. Hullett began by welcoming everyone to the first meeting of the 2021 – 2022 School Advisory Council at Locklin Technical College.

II. Nominations/Election of SAC New Members and Officers –

Mrs. LaDouceur nominated Mrs. Jolie Hullett to serve as SAC Committee Chairperson, Mrs. Charlin Knight Co-Chairperson, and Mrs. Linnie Hamel as Recording Secretary for the 2021 – 2022 School year. A nomination was made by Mrs. Katie Predmore to accept Mrs. Jolie Hullett as the 2021 – 2022 SAC Committee Chairperson with a second by Mr. Noah Desmangles. A motion was made by Mrs. Katie Predmore to accept Mrs. Charlin Knight as the 2021 – 2022 SAC Committee Co-Chairperson with a second by Mrs. Jolie Hullett. A motion was then made by Mrs. Jolie Hullett to accept Mrs. Linnie Hamel as the 2021 – 2022 SAC Committee Recording Secretary with a second by Mrs. Katie Predmore. At a glance, here are the 2021 – 2022 SAC Committee Members:

Mrs. Jolie Hullett – Chair

Mrs. Charlin Knight – Co-Chair

Mrs. Linnie Hamel – Recording Secretary

Also, here are the new members who were nominated and elected by their peers and will be joining the 2021 – 2022 SAC Committee:

Mr. Jonathan McCullough, Instructor Electrical Program

Mr. Noah Desmangles, Student CSIT

Ms. Lindsay Dorminey, Student Automotive Technology I

Mr. Joshua Waynick, Student Practical Nursing

Mr. Alan Galindo, Career Source EscaRosa also joined the 2021 – 2022 SAC Committee as a new business member.

III. Review and Approval of 06/29/2021 meeting Minutes -

These minutes were sent electronically to each member prior to the meeting so that they might review them. Mrs. Hullett also shared the minutes from our last meeting via her computer screen. A motion was made by Mr. Jonathan McCullough to accept the minutes with a second by Mr. Alan Galindo.

IV. Review/Approval 2021 – 2022 Locklin Technical College School Advisory Council Bylaws -

The bylaws were electronically sent to each member prior to today's meeting for review. There have been no changes to the bylaws. Council Bylaws are established by the Advisory Council along with the School Improvement Plan. We are well within the guidelines that have been established. We have four scheduled meetings of the SAC Committee throughout the year with a meeting being held each quarter. A motion was made to approve the Council bylaws by Mrs. Tina Stewart with a second by Mrs. Charlin Knight.

V. Review of 2021 – 2022 Student Enrollment and Demographics –

Mrs. Hullett then turned the meeting over to Mrs. Katie Predmore, Guidance Counselor, Locklin Technical College for review of the 2021 – 2022 school year student enrollment and demographics. This was briefly reflected with the document that Mrs. Hullett shared with you prior to the meeting. Mrs. Predmore, however, will be able to break that down just a little bit more for us. As you can see our student enrollment is broken based on their ethnicity. We strive to have to have non-traditional students either ethnic or gender wise in our programs. We also try to make sure that we encompass this in our marketing as well so that we do have a wide variety of students on our campus.

As far as our enrollment is concerned, we are looking good in most of our programs. The Automotive Program currently has 20 adults and 46 high school students enrolled. Another program which currently has a high volume of students is the welding program. This program currently has 48 students enrolled but recently there have been 3 or 4 students who have completed the program and have joined the workforce. With this in mind, we will be enrolling additional students in the Welding program to take the place of those ones that just completed. We hope to have the new students enrolled within the next week. Currently we have 205 adult students on campus with 82 high school students. In going through the students enrolled on our campus, Mrs. Predmore found an interesting bit of information in that we have 49 self-pay students currently on our campus. In looking back at last years' numbers, we had a total of 49 self-pay students for the entire year. With our open enrollment policy in place, I believe we will continue to add to the students who are self-pay. Mrs. LaDouceur believes that the age of the students that we are enrolling may play a role in the self-pay status. A lot of students are coming to us just out of high school and are not eligible for financial aid and for this reason we really try to use our Locklin Tech Scholarship Grants to fund those students due to the fact that they do not have another source of financial aid.

Enrollment wise we are looking really good which given the situation of the pandemic a lot of people of looking for alternative training and different jobs and that is what we are here to do.

Mrs. Hullett asked if there were any questions concerning our enrollment, there were no questions at this time. Mrs. Hullett took this time to point out that our roster for enrollment demographics should reflect that we have membership on our school advisory council that reflects our student body population and our business and community members must equal at least 51% of our council and it does.

VI. Approval of 2021 – 2022 School Improvement Plan

Mrs. Hullett brought to the attention of the committee that at our last meeting on June 29, 2021 we held our review and planning where our committee was able to give us input and feedback of the draft which we had at that time of our School Improvement Plan. At that time there were no questions. We had some input from our business members and instructors who were present at that time. Nothing has been changed. With our new school advisory council in place, we do need to get the 2021 – 2022 School Improvement Plan approved. Mrs. Hullett explained that she sent out the 2021 – 2022 School Improvement Plan in draft form prior to the meeting. The reason that it continues to be in draft form is that after election of our new committee members and officers today, we will replace those elected in the current draft to reflect the updated council and then we will submit that to the school board for approval. At this time, Mrs. Hullett asked if anyone had questions concerning the school improvement plan. As there were no questions at this time, Mrs. Hullett then called for a motion to be made to approve our 2021 – 2022 School Improvement Plan. A motion was made by Mr. Jonathan McCullough to accept the 2021 – 2022 School Improvement Plan with a second by Mrs. Charlin Knight. The 2021 – 2022

School Improvement Plan has been approved by our school advisory council and we will submit to the school district for the next school board meeting for approval.

VII. Review of School Based Budgets/Grants

Mrs. Hullett then turned the meeting over to Mrs. LaDouceur to review and discuss the school-based budgets as well as grants. Mrs. Hullett then shared those numbers on the screen with those members present.

Mrs. LaDouceur stated that the numbers that Mrs. Hullett would be sharing with the committee is our current school-based budget balances and not necessarily the beginning balances.

We have two basic sources that we use to pay faculty and staff as well as fund items that are HR related. Those are the 910 budget which was 1.1 million. They have already encumbered all of the salaries so that will leave us with a small negative balance there but fortunately we have a large surplus in our workforce, 1101 budget that we can use to offset any differences for those salaries. She stated that at this time we are going to have a surplus with the salary projections with an estimated amount of \$581,000.00 out of our 1.7-million-dollar workforce budget for the 2021 – 2022 school year. Those funds will be utilized to fund other areas and initiatives related to what we are going to do in workforce. Those are just projections right now as we move forward as they may not include part-time evening salaries that we pay out of that workforce fund. This how we are currently looking like budget wise in regard to salaries and staffing.

We are fortunate this year to have a wide variety of sources in regard to funding. In our Performance funds, we have a balance of \$116,758.38. This balance will be adjusted in October 2021 as we receive an additional allocation of performance funds which is based on student achievement in industry certifications across all program areas that are eligible for that funding. Currently, we have rolled over approximately \$116,000 from 2020 - 2021 and are projecting an additional \$200,000 of performance funding in the 2021 – 2022 school year to be added to this project. These funds are used across any program that are in that targeted occupation are for us to purchase equipment, materials and supplies for students, training, if we need to make any adjustments to an area, i.e. add more welding equipment. This is a great additional padding that comes to us from the Department of Education and it is all based on what those students in the different program areas. This will be the largest allocation of performance funds that we have ever received given the 2020 – 2021 student performance. Mrs. LaDouceur expressed that she was very pleased with this outcome given the year of the pandemic that we had such a great performance. She went on to give an example of Practical Nursing, every student passed their practical nursing exam so that was \$1,000 back each for every student who passed their exam to the Practical Nursing Program. This is directly related to what these instructors and students are accomplishing in their programs.

CAPE funds are those funds generated by the secondary (high school) students which we serve earning industry certifications. We receive a small amount back from those students but most of our students fall under the performance funding category.

Mrs. LaDouceur went on to discuss the grants that we applied for in the way of the higher relief fund grants. These grants came from the U.S. Department of Education for both of our student emergency grant awards and also our institutional awards. Across these different CARES Acts that were available to us for higher institutions, we are now in receipt of HEERF III. We just received under the American Rescue Plan which you will see under 47122 and additional \$350,000. These are funds that we can utilize in the 2021 – 2022 to offset cost related to COVID-19. Mrs. LaDouceur then went on to give examples of what we have used those funds for this year. We have been able to space our students out just a little bit more especially when it comes to our industrial areas. We have also been able to provide some additional equipment so that they do not have to share items, i.e. welding machines. We have purchased more laptops across those program areas. The carpet will be replaced in some of these program areas. Some areas have already had the carpet replaced but we are going to be addressing this issue with some of the other program areas with these funds.

The student portion, which is 49420, the balance at this time that we just received and will be giving out to our students before October 2022 is \$477,000.00 in emergency grant awards. This amount can be used to offset any debt that they may have, i.e. tuition or any outstanding balances which they may owe. In order to considered to receive this money, the student would have to fill out an application. If granted the award the amount they receive would first be used to pay their outstanding debt and then any remaining balance would go directly to the student. This semester, we are giving out \$2,000 of the Student Emergency Grant Award to all post-secondary who completed that application. At this time, we only have two students that we are trying to work with to complete that application. In the end, every adult student is going to receive that \$2000 grant award from the CARES act. Estimated funds that we will be using before October 2021 is \$380,000. The remaining balance we will roll over into the second semester and we will divide that between those

students who have completed the application for the current term. By October 2022, we will have given out that \$477,000 in Emergency Grant Awards directly to our students. This money is being used to encourage our students to stay in class as many of them are definitely facing challenges with COVID, i.e. increase in gas prices, food costs, daycare or even having to obtain daycare whether it be outside the home or in-home daycare.

Mrs. LaDouceur then went on to provide the school advisory council information concerning the PERKINS Grant which we had applied and received in the amount of \$61,000 for the 2021 – 2022 school year.

The Apprenticeship Grant has now been submitted for the 2021 – 2022 but we do have a small balance of that money remaining from the 2020 – 2021 school year. The Apprenticeship Grant for the 2021 – 2022 school year will be used to establish an Electricity Apprenticeship Program that will be taught by Mr. McCullough on Tuesday evenings along with the Plumbing and HVACR programs. It is our goal to start that apprenticeship program in January 2022.

The WIOA (Workforce Innovation and Opportunity Act) grant is also applied for each year and we have received that as well. You will see that balance reflected under 49322. This grant serves students in a particular population for WIOA youth. The goal of this grant is to make sure that the student is staying on track in school, graduating on time, as well as if they have already dropped out of school getting them back into either adult high school or and adult GED program so that they can obtain their high school credential. We also encourage them to enroll in one of our programs here at Locklin Technical College at the same time.

Mrs. LaDouceur ask if there were any questions regarding the budgets and grants. Mr. Galindo had a question in regard to the IT/Cyber Security Apprenticeship. He asked if this was something that was going to be put in place or had there been a decision made on it. Mrs. LaDouceur explained that this was certainly something that had been discussed with our Apprenticeship Committee and our planning committee. We have some Standards that we have already developed and some good plans for that but at this time, we do not have enough business partners and that is really what drives that apprenticeship program. You have to have those students employed out there in the industry and then a participating industry partner that partners with your that says, yes, I want to support my employee going through the apprenticeship program. At the time Mrs. Lewis was here we did have one partner that was interested but other than that we do not have anyone that this time at the table that states that they are interested. The Apprenticeship Program has to be more employer driven and in order for that to happen, we really need those individuals to tell us what they need so that we can put it all together. In order for this to work, we would need a few employers that were interested in order to pursue this as we would need to hire an instructor, and this could only take place if we had more than one or two students. The ideal roster for an apprenticeship program would be fourteen students. This is definitely a great idea and I do think that we need to continue to consider that with the apprenticeship committee. We are definitely open to it. Mr. Galindo stated that he hopes that we could revisit this next year.

There being no further questions concerning the budget, Mrs. LaDouceur called for a motion to approval for the 2021 – 2022 Locklin Technical College School-based budget. A motion was made by Mrs. Katie Predmore to approve the 2021 – 2022 Locklin Technical College School-based budget with a second by Mr. Joshua Waynick.

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

Mrs. LaDouceur then moved on to the Capital Improvement and Technology items on the agenda. She brought it to the attention of the committee that the current balances of both Capital Improvement and Technology areas of the budget. Some money has already been spent in the Capital Improvement category which has already been approved by the committee. Mr. Hines has two areas of technology purchases that he would like to bring before the advisory council for approval.

Mr. Hines started this portion of the meeting by giving a quick update to the items that were approved at our last meeting. The awning and sidewalk off of building #5 have been installed. They completed that last week and Mrs. Rosales is working on that purchase order to get that bill paid. The bill for that purchase came to \$6000 which was a little bit under the budget that we had approved. The students of building #5 definitely appreciate being able to get in out of the rain.

The second item that was approved at our last meeting was the electrical for the welders in Bldg. #17. The plan was to run four circuits. Previously, Mrs. LaDouceur talked about earlier that with our CARES Act money we were able to add some welding booths and add the welders. We used capital improvement dollars to have the circuits installed to those welders. We have contracted with White Sands Electric to do that work. Currently, we are on their waiting list with the hope that they will be able to get to us in the next two weeks. Hopefully, by the time the welders are delivered, we will have those circuits installed.

Under Technology, we need to get the approval to move forward on purchasing two COWS (Computers on Wheels). We are looking to purchase a COW for the front office so that we can separate our students when they are completing their application process. Currently, we work off of a KIOSK for our students to complete the registration process. Literally, that is 400 students going through and using those same KIOSK throughout the registration process whether it be in the Fall or Spring terms. The COW will house 10 laptops so that students will be able to separate and go through the registration process a little better and a little quicker instead of having to wait on the KIOSK as it has to be cleaned between each student use. The other COW that we are looking to purchase will be for the Electrical Apprenticeship Program that will be starting in January 2022. That COW will house 20 laptops so that that program will have its own laptops dedicated to it. These COWS will also be sanitizing cabinets so that when the computers are used by the student and placed back in the cabinet for charging, we will be able to turn on the sanitizing light and sanitize those as they are charging so that they do not have to be physically wiped down each time they are used by a student. The total cost for these COWS is \$21,000 for both of these program areas. Does anyone have any questions in regard to the two technology purchases for which we are currently asking for approval? Mr. Hines did have a question earlier as to how those COWS sanitize the laptops and to answer that question he explained that the cabinet has a UV light built in to it so that when the instructor closes the cabinet they are able to set a timer that the UV light will come on and saturate those laptops and kill all of the germs. We already have several sanitizing stations on campus which have worked flawlessly up to this point. Mr. Hines again asked for any questions or comments concerning the purchase of the two COWS. There were no questions at this time. Mr. Hines then called for a motion for approval of the purchase of the two COWS. A motion was made by Alan Galindo to purchase the two COWS with a second by Mrs. Nancy Doran. We will move forward with the purchase of these two COWS and will get them in here as soon as possible. Technology purchases sometimes take time a little while to get in but hopefully we will have them in here before the class starts in January 2022.

IX. School Safety Updates

There were several items that Mr. Hines shared with the council regarding school safety. There are several plans in place at this time that are being updated. The first of these is the Emergency Management Plan. This is a plan that the Santa Rosa County School District has in place for each school. As the plan is worked through, it takes care of every aspect of a situation that could occur on a school campus. It goes so far as to assign individuals to specific tasks on that plan. This plan has been in place for about four years and is updated annually. The Safety Committee also reviews this plan as we progress through the school year as it is a "living" document. The Emergency Management Plan gives us the ability to consistently examine the situation which we have on campus, i.e. the number of students that we have, any situations that change and then adapt our plan to meet those circumstances as we go through the school year to ensure that we are keeping students as safe as possible. Mrs. LaDouceur also brought to the council's attention that each year we also meet with Daniel Hahn, Director of Safety, for the Santa Rosa County School District as well as the other principals here on the campus (Santa Rosa Blended Academy and Santa Rosa High/Adult School), as well as the local representatives from the fire department and emergency management offices. They come out and sit down with us and review the plan in terms of what our evacuation status is going to look like, where we would all report to in the event of an emergency that would cause us to have to evacuate the campus as well as, does everyone have their radio? There is an intricate process that goes into the development of this plan that Mr. Hines puts together and implements through the Safety Committee each year. It is a well put together guide that we house in a red folder so that should anything happen here on campus it is readily assessable with the information which we would need to guide us through a particular situation.

Mr. Hines also brought to the committee's attention that part of Emergency Management is a walk through with the various departments, i.e. Law Enforcement, Fire Department and Life Safety, looking for changes or anything that they would know on the health/safety side but that would not necessarily stand out to him as the Assistant Principal. Once the walk through has been completed, any changes that were observed then are placed in the Emergency Management Plan.

The Florida Safety Assessment which is a Florida Safe Schools assessment tool is something which Mr. Hines has to work through each year and is currently working through that audit that asks questions specifically to a dozen different categories and that was put into place because of the Marjorie Stoneman Douglas School shooting that happened a few years ago. Because of this shooting, they enacted into law that statewide we would report of these items, not just locally. So as things come across the state, they are placed in this assessment tool and we are required annually to go through and answer those questions not just about our campus but across the entire state items which come up on other campuses that they feel need to be reported on across the state. This tool is also taken annually by region and share it with legislators because they use this tool to determine how much safety money each region is given. Any safety updates that we would like to make for our campus would be added to this assessment tool i.e. we would like to update our camera system, our security system and I have made note in the assessment tool what type of system that we have now and what we would

like to have in the future. They would then take this into consideration when they are making the decision on how much money should be given across the state for safety.

These are just two of the tools that we use to report and track our safety here on campus. The “hot” topic right now in regard to safety is the COVID pandemic. The school year opened with everything about to some semblance of normal and then, the numbers have shot through the roof and we have had to step back on some things unfortunately due to negative effect that it was having on our campus and classrooms to such a drastic degree that we could not continue on the track we were currently going. We have reinstated some of the safety protocols we had in place last year, i.e. keeping students in their classrooms, not out of campus, getting the students themselves back on board with social distancing and masks (if they preferred to wear masks). The Santa Rosa County School District does not require masks, but they are “highly recommended.” Getting the students, faculty, and staff back to social distancing, you are not within 6 feet of someone for more than 15 minutes at a time was challenging. Daily cleaning is something that we have direct responsibility for, all the flat surfaces in the classroom, doorknobs, high traffic areas are cleaned daily. One a week we do a deep cleaning with Santi-spray guns which we were able to purchase through our CARES Act money. We use a chemical called Virex that we are able to spray and leave on surfaces through the weekend and it seems to be doing a great job. This week our COVID cases have dropped across Santa Rosa County and we are hoping that this trend continues.

If a student has to go remote due to COVID, whether they have been exposed to COVID or whether they have tested positive for COVID, our instructors here at Locklin Technical College have been trained on the CANVAS Learning Management System. We have continued to utilize this method of training even in our classrooms so that when a student is here one day and has to go remote the next, they have the ability to continue with their education. We also have the ability to use a COVID code in our absence management system so that those students are able to continue their education as if they were still on campus. This was very important to use to be able to afford this to our students because we are all in this together and we want to make sure that the students know that we are trying to do everything that we can to make sure they know we are going to get through this and support them with their education. We did not want them to have huge gaps in their educational process.

Mr. Hines asked the committee if they had any questions concerning our safety plan or our COVID mitigation process. There were no questions at this time. Mr. Hines addressed the students on the committee and hoped that they were seeing the difference it is making in their classrooms.

Mrs. Nancy Doran brought it to the attention of the committee that for the first time in a couple of weeks, Baptist Hospital has seen a decline in COVID cases. She expressed that hopefully we are on that trend of getting out of this surge and that we were headed in the right direction. She also wanted us to see something positive that was happening outside of the school.

X. Review/Approval of New Programs

Mrs. Predmore addressed the committee in regard to our working through our COE self-study. Part of that process is making sure that our approved program list with COE is accurate and up to date. There was a discussion at our last meeting concerning a couple of programs that we needed to remove. Unfortunately, one of those programs was Massage Therapy. We are very sad about that for obvious reasons. We did not have any interests in regard to enrolling in the program this year. We are in hopes that COVID will go away and that we can get back to normal and that we will be able to bring back that Massage Therapy Program.

At our last meeting, we also discussed and talked to our advisory committee for the apprenticeship programs about removing the hybrid portion from those programs because it is not working as we had planned. The students are having to come in and test, especially in the plumbing program. So, at this time, we have removed the hybrid option for our plumbing and HVAC apprenticeship programs.

In addition, we have added a high school HVAC program to the afternoon schedule. At this time, it has 11 students. This program was added at the last minute due to an overwhelming desire for that class for high school students. This is the same for our high school Electricity program. We had enough students interested in this program to add both a morning and afternoon class.

Mrs. Predmore then asked if there were any questions in regard to the deletion of a program as well as the addition of the two new high school programs. There were no questions at this time.

XI. Other Business

Mrs. Hullett asked if there were any other business which needed to be covered in today's meeting.

Mr. Noah Desmangles was recognized as he had several items that he would like to bring before the committee. One of the items which he brought before the committee was the issues that we are currently experiencing with the bees around the picnic tables. He has spoken with Mrs. Kristie Rodriguez as well as Mrs. Moon. He relayed to the committee that he had been stung by one of the bees on his palm. He also expressed that they had become a problem during the time he is trying to eat his lunch. They have also become a problem with some of the students which attend both Santa Rosa High School and Locklin Technical College. He feels that this is becoming an issue as we may have students who are allergic to bee/wasp stings and that if stung they could have an allergic reaction. Noah brings this to the attention of the committee in hopes that it can be resolved.

Mrs. Hullett thanked Noah for bringing this to the attention of the committee. There is a logbook where these concerns are registered for KNOX (pest control service used by the Santa Rosa County School District). Mrs. Hullett expressed that concerns such as this could be brought to the attention of Administration here in bldg. #1 so that we can log the information as well as let someone at ABM know so that the KNOX can be notified. She assured Noah that we were on top of this issue and that we appreciated him bringing up this matter. Mrs. LaDouceur stated that KNOX had been on campus the day before to address some wasp issues here in building #1 and if they had not addressed the wasp issue in the common areas of the campus that we would certainly have them come back to do so.

XII. Appreciation and Closing comments

Mrs. Hullett again thanked everyone for taking the time out of their busy schedules to attend the first meeting of the Locklin Technical College School Advisory Council for the 2021 – 2022 school year as well as welcoming the new members to the committee.

XIII. Adjournment

A motion to adjourn was made by Mr. Noah Desmangles with a second by Mr. Joshua Waynick. There being no further business the meeting was adjourned at 10:55 a.m.

Respectfully Submitted,

Lin Hamel

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council