



SCHOOL ADVISORY COUNCIL  
MINUTES  
ZOOM  
DECEMBER 7, 2021  
11:30 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 11:36 a.m. Mrs. Hullett began by welcoming everyone to the Second meeting of the 2021 – 2022 School Advisory Council at Locklin Technical College. She expressed how she had hoped that our meeting today would be face to face, but due to unforeseen circumstances, that was not possible.

II. Review and Approval of 09/09/2021 meeting Minutes -

These minutes were sent electronically to each member prior to the meeting so that they might review them. Mrs. Hullett then gave the members a few minutes to look them over and asked if there were any questions or concerns regarding the previous meeting minutes. A motion was made by Mr. Larry Strain to accept the minutes with a second by Mrs. Tina Stewart.

III. Program Advisory Updates

We held our first program advisory meeting on October 21, 2021 in each of our program areas keeping in mind that we needed to continue the COVID protocol of socially distancing. Mrs. Hullett expressed that each of the program areas had a great turnout especially the automotive program area. She also commented in regard to the great feedback which we had received from our business partners.

The next program advisory will be held sometime at the end of April 2022 as we do not want to have it too early.

Mrs. Hullett asked if anyone had any questions regarding the program advisory meeting. Mr. Alan Galindo asked how many advisory programs we had? Mrs. Hullett explained that we have an advisory committee for each program that we offer here at Locklin Technical College. This includes a program advisory committee for our apprenticeship programs as well. There are a total of 17 advisory program committees here at Locklin Technical college.

COE requires that we have at least one face to face program advisory meeting per year.

IV. Expenditures/Safety Updates.

Mrs. Hullett then turned the meeting over to Mr. Hines, Assistant Principal, Locklin Technical College for updating the committee on expenditures and safety. Mr. Hines began by stating that two of the awnings which were previously voted on and approved had been completed and payment made. We are still waiting on materials for the third awning at this time.

The electrical circuits which were contracted out to White Sands Electric for the new welders that have been purchased for the welding program has also been completed and payment made. At the time of this meeting, the welders have not been delivered.

In our previous meeting we discussed and approved the purchase of two new COWS (Computer on Wheels). One was purchased for the Student Services Department to aide in the registration of both new and existing students as one of the registration KIOSKS is no longer in service. This COW was purchased with funding from the CARES Act and has been delivered. It also serves as a sanitizing station and can house up to 10 laptops.

We will wait to order the second COW (Electrical Apprenticeship Program) until that program is up and running. We hope to start this program in January 2022 with the start of the 2<sup>nd</sup> semester.

There were no safety updates at this time.

V. Program Information

Mrs. Hullett turned the meeting over to Mrs. Predmore who shared with the committee the enrollment numbers for the 2021 – 2022 school year have stayed consistent. We currently have 205 adult students actively enrolled. Our post-secondary numbers fluctuate from time to time as we are open enrollment. In looking at our various programs for the 2021 – 2022 school year, the largest ones are the two welding programs, Welding Technology/Welding Technology, Advanced. We currently have 48 adult students registered.

As we have discussed previously, The Legal Administrative Specialist and Medical Administrative Specialist programs will be removed from our approved program list in February 2022.

The Electrical Apprenticeship Program is in the process of being added to our DOE matrix as well as our COE approved program list in hopes that we will start those apprenticeship students in Term II. Mrs. Predmore informed the committee that the Electrician Program Advisory Committee reviewed and approved the removal of the traditional Electrician Program due to the fact that the students are ready to go to work after the Electricity Program and were exiting the program at that point. The addition of the Electrician Apprenticeship Program will allow those students to go to work and remain in training.

The Annual Report has been completed. This information is based on the 2019 – 2020 school year. This was the year of the COVID-19 quarantine and remote learning for our students. With this in mind, we were still within the 60/70/70 parameters. The numbers were as follows:

Completion Rate	-	94%
Graduate/Working	-	83%
Licensure Pass Rate	-	100%

Mrs. Predmore asked if there were any questions in regard to the Annual Report. There were no questions at this time.

VI. New Recommendations for Expenditures

Mrs. Hullett once again turned the meeting over to Mr. Hines who queried the committee as to whether they had any new recommendations for expenditures at this time. There were no suggestions at this time.

Mr. Hines then went on to discuss the threshold on controlled equipment. This threshold has gone from \$1,000 to \$5,000. This will make purchases which are within the threshold harder to track. Therefore, we will be looking at our current procedures of tracking those purchases and making some adjustments so that we have a more accurate inventory.

## VII. Other New Business

Mrs. LaDouceur then moved on to the new business portion of the agenda. She explained to the advisory committee that we are currently in the middle of our COE Self-Study. This self-study takes place every five years with a visit from COE Team within the sixth year. Mr. Strain asked if the school advisory council would have the names of the team leader and its members. It was explained that these team members come from all over the United States and are representative of administrators and teachers just like us. At this time however, we know that the team will visit in October 2022 but do not have a specific timeline. We are hoping that in January 2022 we will have a better idea of the exact timeline and that the team leader for the visit will have been established. The names of the members themselves will be announced once a team leader has been established. We feel that the self-study is going well at this time and that we will be well prepared for their visit in October 2022 and that hopefully it will go smoothly.

We will be presenting the draft of the COE Self-Study to the School Advisory Council in the Spring to allow for your input and then later for a final review and approval. It is our goal to have the study completed and submitted to COE before June 2022.

The next item under other new business is in regard to the Long-Range Planning process. Mrs. LaDouceur shared with the committee that the Long-Range Planning Committee had met and reviewed the plan. This plan is not our strategic plan. The strategic plan is our School Improvement Plan that the School Advisory Council approves each year. The Long-Range Plan process identifies the specific components that will be used during a five-year period (2021 – 2025) for institutional planning that will ensure long term and comprehensive school improvement. The components which are utilized in the long-range planning process and are used to build our strategic plan include the following:

1. The Florida Department of Education's Strategic plan which outlines the priorities of the FLDOE and includes career education for K-20 (This includes the district's Post-Secondary Career Education) along with our Florida Association of Career and Technical Education's long-range plan.
2. The annual School Improvement Plan which outlines our specific objectives and activities, timelines and resources need to meet those objectives.
3. The Florida Department of Education School District Five Year Educational Plant survey to ensure we are including those infrastructure needs meet our strategic plan objectives.

Mrs. Hullett then asked that a motion be made to approve the Long-Range Planning Report. A motion was made by Mr. Jonathan McCullough to approve the Long-Range Planning Report with a second by Mr. Alan Galindo

Grant Updates was the next item under other new business. Mrs. LaDouceur explained that we had just finished the 3<sup>rd</sup> quarter reporting as of 09/30/2021 for CARES. At this time, we have \$234,389.00 remaining in our institutional funds from HEERF 3 – American Rescue Plan. These funds will be utilized for additional emergency grant awards to students as well as other institutional needs that we are managing from the impact of COVID-19. Currently, in regard to the student portion of the CARES dollars, we have given out all funds received for a total of \$566,00.00

The third phase of the Pathways to Career Opportunities (Apprenticeship) has been received. The amount received was \$112,746.00. This will be used to start the new Electrician Apprenticeship Program.

Open Door Grant – We applied for \$198,586.00 which will allow adult students who do not qualify for federal financial aid to receive a grant award should they take an eligible post-secondary CTE program. Also, all self-pay students will be eligible to apply for a grant award. It is our goal to target graduating high school students for this opportunity since many times they are not eligible for federal financial aid because the majority of them are still based on their parent's income. The next group which we would like to target are those individuals ages 22 – 44 who do not have the skills for a job

In order to address any concerns which may have arisen since our last meeting, Mrs. Hullett then asked the committee if there were any questions or concerns before we adjourned.

Mr. Noah Desmangles shared his concern for students that are crossing the street to the Dollar General. Asked about a traffic light or crosswalk being put in place for the safety of these students. He also addressed the issues that Building #5 has been having with the vending machines i.e. expired product, lack of product, not being able to use credit cards, the amount of times the vending machine company has to be called for the issues with these machines.

Mr. Joshua Waynick asked about the nursing building being able to get a refrigerator to place their salads as now they are warm by lunch.

Mrs. Hullett assured them that these issues would be addressed and that someone would get back with them to address their concerns.

VIII. Appreciation and Closing comments

Mrs. Hullett again thanked everyone for taking the time out of their busy schedules to attend the Locklin Technical College School Advisory Council meeting. She also expressed that sometime the following week she would be delivering to each member of the advisory council a small token of our appreciation for their service to the Locklin Technical College School Advisory Council. The next school advisory council meeting will be held in February 2022 and the last one in May 2022.

IX. Adjournment

A motion to adjourn was made by Mrs. Katie Predmore with a second by Mrs. Charlin Knight. There being no further business the meeting was adjourned at 12:10 p.m.

Respectfully Submitted,

*Lin Hamel*

Lin Hamel  
Secretary  
Locklin Technical College  
School Advisory Council