



SAC COMMITTEE MEMBERS PRESENT/\*ABSENT

Noah Desmangles, Student, CSIT

Nancy Doran – Baptist Health Care-Lakeview Center

\*Lindsay Dorminey, Student, Automotive Technology

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 11:45 a.m. Mrs. Hullett began by welcoming as well as introducing everyone at the third meeting of the 2021 – 2022 School Advisory Council at Locklin Technical College. She expressed how good it was to have a face-to-face meeting today as well lunch catered by the Professional Culinary Arts and Hospitality Program.

**II. REVIEW AND APPROVAL OF 12/07/2021 MEETING MINUTES**

Mrs. Hullett asked the members present to take a few minutes to look over the previous meeting minutes from December 7, 2021. She asked if there were any questions or concerns regarding the meeting minutes. A motion was made by Mrs. Tina Stewart to accept the minutes as written with a second by Mrs. Nancy Doran.

**OLD/RECURRING BUSINESS**

**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. The next program advisory meeting will be held on Thursday, April 14, 2022. We will start the meeting off with dinner being served in the Russell Center by our Professional Culinary Arts and Hospitality Program students. Once dinner is concluded, the program advisory members will adjourn to their perspective program areas. At some point during the evening, each member present will be given a survey to complete, letting us know if we are meeting the needs of our community.

Mrs. Hullett asked if there were any regarding the upcoming program advisory meeting. There were no questions at this time. She also expressed to the members that if they were a member of any of our program advisory committees that she hoped that they would take the time to come out and enjoy the meal as well as the individual program advisory meeting. Each member of our program advisory committees plays an integral part in each of our programs and their input is very important to us.

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

On Wednesday, March 3, 2022, we will be celebrating our Teacher of the Year, Mr. Tyler Sahlin. Mr. Sahlin does a lot for our programs that fall under the CSIT and Cyber Security umbrella as well as the other various programs on our campus. Thank you, Mr. Sahlin, for all you do for Locklin Technical College.

Our next area of discussion under old/recurring business was that of the Electrician Apprenticeship program. The first class was held on Thursday, January 11, 2022, with a total of ten students on the roster.

#### **IV. GRANTS AND PROGRAM UPDATES**

Mrs. LaDouceur then moved on to the Grants and Program updates portion of the meeting. We will soon be completing the last portion of the HEERF CARES ACT with the distribution of the American Rescue Plan portion of the CARES ACT. With the completion of this portion of the CARES Act, we will have expended 1.4 million dollars in various forms. These funds have been very useful to us in the 2021 – 2022 school year and because of this our students were able to attend our programs. Also, the money which we would have normally made our purchases from throughout the year (i.e., Scholarship, Technology and Capital Improvement) have not had to be used.

##### **RAPIDS Training**

The money provided for RAPIDS training in the various programs such as HVAC and Pipefitting have been fully expended. This training definitely exceeded our expectations.

##### **Pathways to Career Opportunities (Apprenticeship)**

We currently have two active grants under the Pathways Grant as well as two mini grants. These grants will be used in various forms to aide in the apprenticeship programs which are now available on both Tuesday and Thursday evenings here at Locklin Technical College (HVAC, Plumbing and Electrician).

##### **Open Door Grant (Governor's Career Dollars)**

We have applied for and received \$228,329.00 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. It is our goal however, to target graduating Seniors for this opportunity since many times they are not eligible for federal financial aid as their eligibility is still based on their parent's income. A scholarship award of \$3,000 will be awarded to a student to cover tuition & fees, textbooks, and Industry Certification exams.

##### **COE Self-Study**

Mrs. LaDouceur then went on to discuss and bring to the attention of the school advisory council that we are in the final phase of completing our standards for COE. It is our hope that the standards will have been proofed and corrected by our next meeting, which is May 24, 2022, and will be held via ZOOM. At this time, we are currently planning to have our accreditation visit in October 2022.

#### **V. STUDENT SERVICES UPDATES**

Mrs. Hullett then turned the meeting over to Mrs. Katie Predmore, Guidance Counselor at Locklin Technical College. Mrs. Predmore directed the members attention to the Locklin Technical College Student Handbook that was located at various places along the table. At this time, she asked that each committee member present take a handbook and look it over and plan on brining any suggestions that they might have to our next meeting. Mrs. Predmore stated at this time, there were no plans to make any changes in regard to the handbook.

#### **VI. SAFETY/OTHER UPDATES**

##### **Annual Safety Audit**

Mr. Hines addressed the school advisory council in regard to the Annual Safety inspection that Locklin Technical College had just gone through with Mr. Tobin Faciane, Safety Specialist for the Santa Rosa County School District. At the conclusion of the audit, Mr. Faciane made several recommendations with respect to items which he had encountered during his audit. Mr. Hines stated that at the time of this meeting, those recommendations have been addressed and corrected.

##### **Vending Machines**

Locklin Technical College has various vending machines located across our campus that are provided by R & R Vending Inc. Mr. Hines stated that he has asked the company to audit the machines located on our campus and provide items in the machines based on the needs of the students and staff of all of the schools located on the campus.

##### **Student Safety Cross Berryhill Road to Dollar General**

Mr. Hines addressed the safety of both students and staff in crossing Berryhill Road to get to the Dollar General. A request to address the issue (i.e., crosswalk, pedestrian bridge) has been made to the district; however, this is not a district issue but one for the Department of Transportation. We will continue to work on this issue.

##### **Awning Installation**

The school advisory council in a previous meeting had approved the installation of four awnings. Two of the four awnings were installed rather quickly. However, there was a delay in materials that were needed for the last two awnings; therefore, those two awnings are just now being completed.

### **Electrician Apprenticeship Laptops**

Twenty laptops were previously approved by the school advisory council for the Electrician Apprenticeship program. We are happy to report that these laptops have now arrived and are ready to be used.

## **NEW BUSINESS**

### **VII. Project Balance Update**

The CARES monies which we received covered many of the incurred costs that would fall under technology. For this reason, we still have money remaining in this project (approximately \$34,000) which will rollover with the new fiscal year in July 2022.

At this time, there are no recommendations for Capital Improvement items/ expenditures. This project still has a balance as well and should we not incur any other expenditures in this project, the balance remaining will also rollover with the fiscal year in July 2022.

### **VIII. Policy and Plan Review**

#### **Health and Safety Plan**

These policies are evaluated annually by an outside entity.

There are three places on the Locklin Technical College campus that are a concern when it comes to building safety.

#### **Building #5**

Previously, this building had not been locked. Due to an incident that occurred where an individual from off the street (not a student), walked into the building under the influence (i.e., alcohol, drugs, or both), this building is now locked at all times.

#### **Media Center**

This building remains locked at all times. If you are a student who is reporting to the testing center, you must enter from the testing center side entrance unless otherwise instructed.

#### **Student Services**

This area is secure at all times and may only be entered from the front with a student ID or for the individual coming to inquire about programs offered here at Locklin Technical College a driver's license or Florida ID card. All other doors in Building #1 remained locked.

#### **Maintenance Plan**

This plan outlines the policies and procedure that are used to operate, maintain, track, and evaluate the buildings, campus, and equipment at Locklin Technical College.

Its objectives are to assure that the maintenance of the buildings and grounds remain at a level that allows both the students and staff to learn and work within an environment that promotes high academic standards as well as maintain a safe and sanitary environment. The plan should also provide protection of both the facilities and the equipment so that the maximum economic utilization is achieved. The appearance of the campus should also promote both campus and community pride.

When it comes to the daily maintenance of the Locklin Technical College campus, the primary responsibility is that of the principal (SRCSB Policy 3.0) Should there be any problems on the campus, these can be reported to administration via email, phone call or personally. Once they have been reported, administration will evaluate whether they can be handled on campus or if they need to be reported to the Maintenance Department via a work order. These procedures are outlined in the SRCSB Maintenance Department Handbook. Currently, when a work order is created, it is done via School Dude, and is assigned by a maintenance supervisor/foreman to the

appropriately maintenance area and technician. Once the work order has been completed, it is the responsibility of the principal or their designee to inspect the work and sign off on the work order.

The SRCSB has a contract with ABM to handle all of the custodial duties which include custodial housekeeping, grounds maintenance, pest control, garbage removal and the installation of towel dispensers where necessary. ABM works closely with the principal or their designee to ensure that the standards or sanitation and housekeeping are met. At least once a month, a formal inspection of all buildings, including all bathroom areas, food service areas, storage rooms and other student/staff occupied areas is made. ABM employs one day time porter as well as two night-time porters to ensure that all maintenance as well as sanitation issues are taken care of in a timely manner. A survey is provided to each employee every month and the results of that survey are utilized to fill out a district ABM survey. This helps any deficiencies recognized to be remedied quickly.

### **Purchasing Plan**

The biggest change to the purchasing plan is the tracking of a purchase that is over \$5000. Once a purchase has been delivered, purchasing is notified and defines the purchase as Controlled Property or Non-Controlled Property. Controlled property is that purchase of equipment over \$5,000 and is tracked on a district inventory list which is audited annually. If a purchase is under \$5000 and considered non-controlled, it is tracked by the Administration of Locklin Technical College and is accounted for annually. Purchases are tacked on a classroom inventory specific to each individual program and are updated when a purchase is made and delivered to that program.

### **Technical Infrastructure Plan**

Each member present was given a copy of Locklin Technical College's Technical Infrastructure Plan. This plan outlines the policies as well as the procedures that are used to ensure the privacy, safety, and security of data here at Locklin Technical College. This plan also covers the measures that are taken to ensure that our computer system and network are reliable and that there are systems in place so that everything continues to run smoothly. This plan also outlines the steps to be taken in the event of an emergency situation.

The objective of this plan is as follows:

- To ensure the privacy, safety, and security of employee and student data.
- To ensure the reliability of the computer system and the network.
- To ensure that the network has systems in place to provide backups for emergency situations.

### **Data Protection**

In regard to data protection, the college utilizes a district contract with Microsoft 365 that provides advanced threat protection services to each staff member and student that has an account through one of the following cloud-based software products i.e., a hosted Exchange Server, Skype for Business and Sharepoint. The agreement provides computer security as well as identity management services and cloud app security. The contract with Microsoft also includes email security, spam protection as well as malware protection.

When it comes to the protection of our network system from threats from the outside, we use Fortigate for firewall protection. This license covers intrusion prevention, anti-virus software, application control and Domain Server filtering.

### **Content Filter**

With our recent change to the use of Lightspeed as our content filter, we have everything that we need to ensure that our staff as well as our students have the safest most effective online learning experience possible. This contract also supplies our classrooms with management software, device management tools and high-quality analytics programs.

### **Network System**

Internet service across the campus is utilized through an agreement with AT&T for the Wide Area Network (WAN). With this contract, we are guaranteed 24/7 coverage 99.999% of the time so that the system is consistently available to both staff and students. When it comes to reliability, Locklin Technical College utilizes the State of Florida Data Management System to ensure network reliability.

### **System Back-up and Prevention**

Unitrends is provided to Locklin Technical College by the Santa Rosa County School Board. It provides a back-up solution in regard to ransomware protection and offsite storage.

A back-up generator is also located on our campus to ensure electricity to the critical components of the infrastructure during an emergency. In order to make sure that the back-up generator will always function properly, the district maintains an agreement with Powersecure, Inc. to provide preventative maintenance and inspections on the emergency generator. This will ensure that the emergency power is consistent and reliable. Also, there is a preventative maintenance schedule in place as well as the generator being ran on a monthly basis to ensure that it remains in good working order and that it will function should an emergency occur.

### **Risk Management**

Please see the table under this section in regard to the potential threats which were considered as well as their probability and impact rating. A brief description as well as the potential consequences and remedial actions are also listed in this table.

Should you have any other questions or concerns regarding the Technology Infrastructure of Locklin Technical College, please refer to our Technical Infrastructure plan.

### **Property Control Plan**

Mr. Hines then addressed the biggest change to the Property Control Plan. The \$1,000 threshold previously in place for an item to be tagged has now been changed to \$5,000. However, we will continue to monitor and record purchases which are made that meet the \$1,000 threshold internally.

## **IX. Other Business**

On the evening of May 16, 2022, Locklin Technical College will hold their awards ceremony at First Baptist Church of Milton. Everyone was encouraged to attend and celebrate with us as we recognize our program completers.

Locklin Technical College welcomes two new instructors, Mr. Brandon DeWater, CSIT/Cyber Security and Mr. Dwyne Castleberry, Welding. Both of these instructors were previous students in the program which they now teach.

The next Locklin Technical College School Advisory Council meeting will be held in May 2022. The exact date as not been established at this time but will probably be near the end of the month.

## **X. 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.

## **XI. Adjournment**

A motion to adjourn was made by Mrs. Katie Predmore with a second by Mr. Jonathan McCullough. There being no further business the meeting was adjourned at 12:17 p.m.

Respectfully Submitted,

*Lin Hamel*

Lin Hamel  
Secretary  
Locklin Technical College  
School Advisory Council