



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

Ashley Lay, Career Specialist, Locklin Tech (Guest)

I. CALL TO ORDER

Meeting was called to order by Mrs. Hullett at 11:35 a.m. Mrs. Hullett began by welcoming everyone to the fourth and final Locklin Technical College School Advisory Council meeting of the 2021 – 2022 school year. This meeting is being held via ZOOM.

II. REVIEW AND APPROVAL OF 03/03/2022 MEETING MINUTES

Mrs. Hullett asked the members present to take a few minutes to look over the previous meeting minutes from the March 3, 2022 meeting if they had not already done so as the minutes were sent to each member prior to the meeting today.

An error was found by student member Noah Desmangles prior to the meeting in regard to Mr. Tyler Sahlin being marked absent at the last meeting in which he was present. This error has been corrected.

A motion was made by Mrs. Nancy Doran to accept the minutes as written with a second by Noah Desmangles.

III. GRANT UPDATES

However, before she began her discussion of the various grants, she shared with the committee that on Monday, May 16, 2022, at 7 p.m., Locklin Technical College held their awards ceremony at First Baptist Church, Milton, FL. She shared that we had 191 certificates of completion issued as well as 323 industry certificates that were reported for the 2021 – 2022 school year. This reflects that some students achieved more than one industry certification. This is the largest amount that Locklin Technical College has achieved to date. This speaks volumes for what our instructors are doing in their respective classrooms to prepare their students for those important industry driven exams, licensures, or certification exams so that they are well prepared when they enter the workforce.

Open Enrollment Grant

This grant has just undergone a revision in which the grant was split into two parts, Federal and State. We have made those adjustments on our end and will proceed to giving out some awards for scholarships to students in that this is function of the Open Door Grant. It is to be used for those students who do not have any other forms of financial aid available to them (i.e., self-pay students, students who do not have enough financial aid). The Open Door Grant will allow them to complete their training debt free and at no cost to them. A portion of this grant, \$63,000 has been set aside to for graduating seniors in the Santa Rosa County School District to return in the fall to either complete a program which they have already started or to start a new program.

Career Dual Enrollment Expansion Grant

We just received our final approved application back for our Dual Enrollment Expansion Grant. This grant is to expand dual enrollment opportunities to students interested in IT and welding careers. This will enable us to expand our broadcast classroom that we now have with Mr. Sahlin. Currently, we have classes at Sims, Avalon, and Pace High School. At Pace High School, those students are doing dual enrollment with us. This grant will expand the broadcast portion of the classroom to Navarre and Milton High Schools and here at Locklin Technical College as well in the 2022 – 2023 school year. There will be a classroom for just the dual enrollment students here at Locklin Tech with a separate classroom for our adult students. We are excited about this expansion opportunity and the funds that will be coming through that dual enrollment grant will allow us to do that while serving more students.

CARES Act Grant

The total amount of this grant was 1.455497 million dollars. To date we have expended 1.204 million dollars with 122,000. of that amount as of the end of the second fiscal year of that grant which went through December 31, 2021. Most of that amount has been expended as of the last updated annual year two report which included all of the activities up to that point of those funds. In this fiscal year which started in January 2022 for that grant, we will give out the final amount. This disbursement was made in March 2022 in the amount of \$251,374.00. This was given as direct aide to students to offset any debt that they may have for any of their program costs. I am proud to relate to you, that we have given out all of our CARES Act money. KUDOS to the Financial Aid Department as they put in a lot of effort to look at every individual student to make sure that all of our students' financial needs were met utilizing as much of that money as possible.

Perkins Grant

Mr. Hines has written and submitted our Perkins Grant for the 2022 – 2023 school year. We are in the process of going back and forth with FLDOE to review our Perkins Grant application and hopefully we will have completed that process sometime over the summer. The amount of the grant this year is \$52,905.00. One of the functions of that grant, is that we utilize it to help support our career specialist, not just Mrs. Hullett but also Mrs. Coleman that helps to drive what needs to happen in regards to our program enrollment in serving all students including our non-traditional students and also the program performance component of that to make sure that they have all the services which they might need as well as are all their needs are being met to complete our programs. The career specialist also plays a large role in student job placement.

Apprenticeship Grant

The Apprenticeship Grant is rolling into the next year and we will be writing and submitting that again as well. At this time, we are looking at opportunities with our apprenticeship committee as to what we would like to accomplish under the grant. It is certainly our goal to update this committee as soon as that comes forth through that apprenticeship committee.

In addition to the grants listed above, the governor gave out 125 million dollars to district technical and state colleges across the state of Florida to expand the practical nursing programs in the 2022 – 2023 school year. This would enable us to offer more practical nursing options for students. That grant was based on program performance from prior years. Locklin Technical College is proud to be the recipient of about \$519,000.00 of that 125 million. At this time, we do not know all of the specifics on the grant, but we will wait anxiously for the Florida Department of Education to provide those requirements. Mrs. LaDouceur expressed that this will be a tremendous help for our nursing program.

The update on the grants complete, Mrs. LaDouceur ask the committee members present if they had any questions that she could answer in the regard to the grants. There were no questions at this time.

IV. CAPITAL IMPROVEMENT

Mr. Hines then began the capital improvement portion of the meeting.

In the 2020 – 2021 we had several things that we were doing around the campus. One of those items was in regard to the installation of awnings. The installation of the awnings is now complete. Finally, enough parts and materials were obtained to complete the installation. They look great! The company, Gulf South Metals, did a wonderful job. They came up on some hardships when it came to obtaining enough materials to put the awnings together.

Mr. Hines then began a discussion of a project that Locklin Technical College would like to undertake in the 2022 – 2023 school year. We would like to build a divider wall in a large area located in building #5. As Mrs. LaDouceur explained previously, we are expanding our CSIT program, and we would like to utilize the big room which once was our print shop as a meeting room and testing center. Due to continued growth, we see the need to split that big room into two smaller classrooms so that it could be used for two different purposes simultaneously if necessary. There is a modular wall which we purchased several years ago but it does not do anything when it comes to being a sound barrier. So now, that the CSIT program is expanding into a separate dual enrolled class we are going to need an additional classroom that is soundproof so

that others who are working in that area are not disturbed. We have obtained a price from a district contractor, A. E. New, to do that work for us. They are currently on campus obtaining the final measurements before ordering the materials. The quoted amount to complete this job is \$9,665.00. This amount could change now that they have actually putting a tape measure on it. Mr. Hines stated that he would like to get approval today so that we can move forward with this project this summer. He would like to be able to start the 2022 – 2023 school year with this project complete so that we will be able to have a set CSIT classroom as its own contained area and not disturbing the remainder of that building. Mr. Hines asked the committee if there were any questions concerning this project before we move forward with calling for a motion. There being no questions, Mr. Hines called for spending that money on the divider wall in building #5. He explained to the committee that if the amount were to change, he would address that issue at the next school advisory committee meeting in the fall. Mr. Jonathan McCullough made a motion that we spend the \$9,665.00 for the divider wall in building #5 with a second by Mr. Larry Strain. Mr. Hines thanked the committee for approving the construction of the divider wall in building #5. He stated that this was a project that needed to have been done since the closing of the print shop and that the district had just recently approved the change of occupation for that area. With this being the only area that we can really expand into, this will help tremendously.

V. SCHOOL IMPROVEMENT PLAN END OF YEAR REPORT 2021 -2022

A copy of this report was sent to committee members prior to today's meeting.

This is a review of our 2021 – 2022 which is our current school improvement plan. This end of year review is done in collaboration with our school advisory committee. Our school improvement committee met last week where we had an opportunity to come together as a school improvement team and really look at what we had accomplished. At this particular meeting we were excited to come together because we were able to say that we had met "all" of our school improvement priorities and activities for the 2021 – 2022 school year.

Our school improvement plan is driven by the Florida legislature and the governor's priorities for education in the state. Certainly, workforce education is one of those priorities. In looking at those priorities, we break those down and rank those priorities (i.e., Learning and completion at all levels and student performance) alignment of our standards and resources such as our capital improvement dollars and how we utilize those funds to support our needs on the Locklin Technical College campus especially, when it comes to expansion of programs, our educational leadership, and just a variety of different priorities are reviewed and set by our school improvement team as well as the input by our school advisory council. This is the input which you provided to us on our current school improvement plan.

The Locklin Technical College School Improvement Committee has reviewed all of the priorities and agreed that all of those priorities have been met. Mrs. LaDouceur then asked given the chance to review those priorities, did the school advisory council have any feedback. If not, would like to proceed with approval of the end of year report. Once approved, we will send that report on to the district let them know that we have met all of our school improvement planning priorities for the 2021 – 2022 school year. A motion was made by Mr. Larry Strain for approval of the Locklin Technical College School Improvement Plan End of Year Report with a second by Mr. Steve Samaha.

VI. SCHOOL IMPROVEMENT WRITING WORKSHOP/PLANNING for 2022 - 2023

Mrs. LaDouceur again informed the school advisory council that the school improvement planning committee met last week. They put together a draft for the upcoming 2022 – 2023 school year using that same process that she had talked about earlier (i.e., building our priorities for the year). With this in mind, we want to give the school advisory council an opportunity to look at the draft and provide us with any feedback. We will not look for approval on the draft until we return in the fall. Please take some time to look over the proposed draft and send back any feedback that you might have via email or now during our meeting. We wanted to give you plenty of time over the summer to look over the draft proposal should you need it.

The priorities are ranked based on what we feel like are the biggest areas of concern, we look at items such as student performance which we feel is number one here at Locklin Technical College and one that we focus on. We want to make sure how we define our student performance (i.e., completion of programs, technical skill attainment with whatever certification or licensure that they should be earning with that program and then placement). To support that priority, we believe that the career and education planning and the workforce education priorities that are outlined by the governor are some of the other key priorities that we have. Our lowest ranking priority was that of civic literacy. This is something that we certainly do within our program areas but that is more of a K-12 initiative where they are now going to be taking a specific course in this so that students are leaving that K-12 environment with some civic knowledge and literacy in those areas. The district already has a plan for how they will meet this requirement. It really does not impact us much here at the

college level (post-secondary) other than when they do come to us after they have graduated from high school, that they are well versed in that area.

Please take time and look over the proposed draft along with our mission and vision statement and provide any recommendations for changes. Timelines and like to make sure that we have long term goals listed as well so that it is just not something we are looking at one specific point in time. Sometimes, we include goals for three and sometimes go as far as to include up to five years in the plan. Included is how we are going to measure those priorities as well as the person responsible for those areas. At this time, the cost to carry out these priorities is not listed but sometime over the summer we will gather that information and add it to the draft before we present it for final approval to the committee as we feel that this information is very important.

Mrs. LaDouceur then asked if there were any questions regarding the school improvement plan, the process, or the draft. Mr. Strain asked if the civil literacy portion of the school improvement plan came about as a result of the legislature? The answer given by Mrs. LaDouceur was “yes.” She went on to explain that they already have the financial literacy component built into the K-12 and this is an additional course that they are going to have to take as part of the process. We are not exactly sure what the course will be but hopefully during the summer we receive further direction during some of the administrative meetings which are scheduled and will bring the information back to the committee (i.e., what the course is and when the students will be required to take it, and what it may look like) at our next school advisory meeting in the fall. Mr. Strain also asked if we anticipated any additional curriculum here at Locklin? Mrs. LaDouceur answered by saying, not at the post – secondary level and it will not be something that we will have to offer to the secondary students on our campus, it will be offered to them through their home high school. With this taken into consideration, this is how we ranked it the way we did. No activities were written for civic literacy in our school improvement plan and that was why it was ranked the lowest for impacting us. Now, with the K-12 side, when they look at their school improvement plans at each school, I am sure that the ranking will be much higher as a priority. Please feel free to email Mrs. LaDouceur should you have any feedback, further questions, or need clarification regarding the school improvement plan. Your feedback is very important to us in that we would like to be able incorporate that back into our school improvement planning process. No changes were made by the committee for changes or updates to the SIP or the mission and vision statements.

VII. PROPOSED CURRICULUM CHANGES FOR THE 2022 – 2023 SCHOOL YEAR

Mrs. Predmore, Guidance Counselor, provided the information for this portion of the meeting.

The Florida Department of Education, which we get our curriculum frameworks from their website, are responsible for writing a change document every year of the proposed changes that will be coming down for the next two school years. At this time, there are no potential changes to our curriculum frameworks in the Florida Department of Education change document that effect our programs; however, that document is still in the “draft” mode. Mrs. Predmore believes that they inadvertently neglected to take off the “draft” mode because the curriculum frameworks for 2022 – 2023 are finalized. There have been no changes in our current program listings.

The program offerings for the upcoming 2022 – 2023 school year are as follows:

- Applied Cybersecurity
- Automotive Service Technology I & II
- Computer Systems and Information Technology (CSIT)
- Electricity
- Heating, Ventilation, Air Conditioning/Refrigeration I & II
- Pharmacy Technician
- Practical Nursing
- Professional Culinary Arts & Hospitality
- Welding Technology
- Welding Technology – Advanced

Apprenticeship Programs:

- Electrician – APPR
- Heating & Air Conditioning Installer/Service
- Plumbing

These are the programs that we are ending the 2021 – 2022 school year with and we will be beginning the 2022 - 2023 school year with the same.

Mrs. Predmore went on to say, that at the time of this meeting, we currently have a total 106 students registered for the summer term.

- 57 students enrolled in the daytime programs
- 49 apprenticeship students who will be participating in summer courses

In looking to the 2022 – 2023 school year the current students who are with us have completed registration. We are looking to have a good year with our current adult enrollment as listed below.

- 66 current adult students registered to continue in the FALL
- 111 adult applications in the process of being completed

At this time, we have 334 high school student applications. Unfortunately, we cannot take that many high school students. A decision in regard to the high school students will be made in July after all tests results have been established. This is because we want to make sure that the students have all of their high school requirements in order before they add anything additional, their high school graduation is very important.

Mrs. LaDouceur brought to the attention of the committee that normally throughout the year we serve 300+ students due to our open enrollment policy. This is usually the volume of our adult students, 300 – 323. As Mr. Hines mentioned previously concerning the space issue which we have on campus, as we look to free up more space, I project certainly that our enrollment numbers will increase as this will allow us to take in more students. If we can find more space, we can hire more instructors and we can enroll more students that are applying both through the adult and high school route. This is definitely as priority for us to try and do as much as we can to utilize our current space for that expansion as well.

Mrs. Predmore then asked if there were any questions. There were no questions at this time.

VIII. Review and Approval of 2022 – 2023 Curriculum Guide and Student Handbook

Mrs. Hullett then turned the meeting over to Mrs. LaDouceur to go over the 2022 – 2023 Locklin Technical College Curriculum Guide and Student Handbook. This was shared with the committee prior to our meeting today and was also shared on the screen as the document was discussed.

Mrs. LaDouceur stated that she thought it was very important and that we went to great lengths when it comes to our curriculum guide and student handbook because this is given to every student who walks through our doors. It outlines our policies and procedures here on the campus for both our adult students as well as our high school students. It is important in that we have set and given the groundwork to all our students. A student's knowledge is also tested as they are given a test covering the information provided in the handbook to make sure that they understand the policies, procedures, and requirements of being on our campus. This handbook is a collaborative effort between a variety of different departments from administration, student services and our career specialists as well. It requires a lot of work and many individuals for various departments to develop this handbook. Ms. Lay has done a great job in providing us with an electronic copy. Mrs. LaDouceur then stated with the committee's approval of our handbook for the 2022 – 2023 school year, we will move forward with sending it to print. Mr. McCullough then made a motion of approve the 2022 – 2023 Locklin Technical College Curriculum and Student Handbook with a second by Noah Desmangles.

IX. Closing Comments

Mrs. Hullett then stated that this concluded all of the items which needed to be addressed and opened the floor to Mrs. LaDouceur, Mr. Hines, or the committee as a whole for any closing comments which they would like to make.

Noah Desmangles had an item which he shared in regard to the broadcasting classroom that Mrs. LaDouceur spoke about earlier. He asked, Mrs. LaDouceur if any thought had been given to bringing the broadcasting classroom to Gulf Breeze High School as he had been a student at Gulf Breeze. He also stated that he thought bringing the classroom to Gulf Breeze High School as well as Navarre High School on the south end would be pivotal as this would be something that would really hold their interest.

Mrs. LaDouceur responded, absolutely and because of their geographic location to us, it is not easy for them to travel all the way over here in order to take the class on our campus. Possibly, in the 2023 – 2024 school year you might see that brought to even some of the north end schools as well. One of Dr. Barber's strategic planning initiatives is to offer more broadcast classrooms which would include our career education programs as well in addition to AP courses, that it is difficult to find an instructor. That also impacts us here at Locklin Technical College in that it is difficult to find instructors in IT fields that are willing to teach. With the broadcast classroom, that allows us to use some of the instructors located on our campus to provide that training. It is a perfect fit when you look at the IT curriculum which we use to provide that broadcast model.

Mrs. Hullett then expressed her appreciation for the members of the school advisory council for their willingness to serve and providing us with your input this year. We would be happy for all of our business members to continue to be a part of our advisory council next year. We will continue to nominate and elect new students as well as instructors each year. She also asked that any business member who would be unable to serve to please send her an email, but certainly hoped that they would continue to serve.

The election of new students and instructors will be at the beginning of the 2022 – 2023 school year. Make plans for our first school advisory council meeting to be near the end of August or beginning of September.

X. Adjournment

There being no further business the meeting was adjourned at 12: 08 p.m.

Respectfully Submitted,

Lin Hamel

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council