



**SCHOOL ADVISORY COUNCIL
MINUTES**

SEPTEMBER 22, 2022
11:30 A.M.

SAC COMMITTEE MEMBERS PRESENT/*ABSENT

Brandon Bastendorf, TA for Technology

Mark Campbell, Student Practical Nursing

Nancy Doran – Baptist Health Care – Lakeview Center

Alan Galindo – Career Source EscaRosa + 1

Linnie Hamel – Fiscal Assistant I, Locklin Tech

Jolie Hullett – Career Specialist, Locklin Tech

Charlin Knight – Administrator, Workforce Ed., SRCSD

Maria LaDouceur – Director, Locklin Tech

Landon McCauley – Student, Professional Culinary Arts & Hospitality

Jonathan McCullough, Electrical Instructor, Locklin Tech

*Katie Predmore – Guidance Counselor, Locklin Tech

*Elias Ryan – Student, Electricity

*Steve Samaha - GBSI

Tina Stewart – Economic Development, SRC

*Mel Stinson - GBSI

*Larry Strain - SYNOVUS

Andy Wingate – Santa Rosa Computer Care

Jenny Ashford, Guidance Counselor - Guest

Ashley Lay, Career Specialist - 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 first meeting of the 2022 – 2023 School Advisory Council at Locklin Technical College.

II. Nominations/Election of SAC New Members and Officers

Mrs. Lin Hamel nominated Mrs. Jolie Hullett to serve as SAC Committee Chairperson for the 2022 – 2023 school year with a second by Mrs. Nancy Doran. Mrs. Katie Predmore was nominated by Mrs. Jolie Hullett to serve as the 2022 – 2023 Co-Chairperson which was seconded by Mrs. Charlin Knight. Mrs. LaDouceur nominated Mrs. Linnie Hamel as Recording Secretary for the 2022 – 2023 school year and this was seconded by Mrs. Nancy Doran. At a glance, here are the 2022 – 2023 SAC Committee Members:

Mrs. Jolie Hullett – Chair

Mrs. Katie Predmore – Co-Chair

Mrs. Linnie Hamel – Recording Secretary

Also, here are the new members who were nominated and elected by their peers and who will be joining the 2022 – 2023 SAC Committee:

Mr. Jonathan McCullough, Instructor Electrical Program

Mr. Mark Campbell, Student, Practical Nursing

Mr. Landon McCauley, Student, Professional Culinary Arts and Hospitality

Mr. Elias Ryan, Student, Electricity

III. REVIEW AND APPROVAL OF 2022 – 2023 LOCKLIN TECHNICAL COLLEGE STUDENT ADVISORY COUNCIL BYLAWS

The bylaws were electronically sent to each member prior to today's meeting for review as well as a copy placed on the table. Mrs. LaDouceur asked that if you had not had a chance to review the bylaws to take a few minutes and look them over. 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 Mr. Brandon Bastendorf.

IV. APPROVAL OF SCHOOL ADVISORY COUNCIL MEETING MINUTES, MAY 24, 2022

These minutes were sent electronically to each member prior to the meeting so that they might have a chance to review them. Mrs. Hullett also made a copy of the minutes available to the committee at the time of this meeting. She asked the members if they had not had a chance to look over the minutes from the last meeting to please do so at this time. Mrs. LaDouceur then called for a motion to accept the minutes from the May 24, 2022, SAC meeting. A motion was made by Mrs. Tina Stewart to accept the minutes as recorded with a second by Mr. Brandon Bastendorf.

V. REVIEW OF 2022 – 2023 STUDENT ENROLLMENT AND DEMOGRAPHICS

Mrs. LaDouceur as well as Mrs. Hullett reviewed the 2022 – 2023 school year student enrollment and demographics. Our enrollment numbers remain fluid due to our continued implementation of open enrollment. Locklin Technical College implements an open enrollment plan which allows a student wishing to enroll in a program at the end of a nine - week period to do so should that program have availability. This is briefly reflected in the document that Mrs. Hullett provided to the committee prior to the meeting. At the time of this meeting, we have 226 adult students on campus which is a 12.33% increase in our student population as we targeted our 2021 – 2022 school year graduating seniors. The various grants that we were able to offer prospective students also aided in the increase of our enrollment. At the time of this meeting, there were 218 high school students, 60 of these students consists of the off-campus Computer Systems & Information students. 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 strategy as well so that we do have a wide variety of students on our campus.

Mrs. LaDouceur then asked if there were any questions concerning our enrollment. Mr. Campbell then asked how the 12.33% was formulated. The response given, “it is all in the numbers.” 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 as well as our business and community members. This percentage should equal at least 51% of our council and it does.

VI. APPROVAL OF 2022 – 2023 SCHOOL IMPROVEMENT PLAN

Mrs. LaDouceur brought to the attention of the committee that at our last meeting on May 24, 2022, we held our review and planning where our committee was able to give us input and feedback on the draft which we had at the time of our School Improvement Plan. A copy of the 2022 -2023 Radford M. Locklin Technical College School Improvement Plan was provided to the committee. We had some input from our business members and instructors who were present at that time. Nothing has been changed. Mrs. LaDouceur went over the category rankings and how that ranking is determined for our new members present. Once our new school advisory council in place, we do need to get the 2022 – 2023 School Improvement Plan approved. Mrs. Hullett explained that she sent out the 2022 – 2023 School Improvement Plan in draft form prior to the meeting as well as provided a copy for anyone attending the meeting today. It continues to be in draft form so that it could be presented to the new members present today. After the election of our new committee members and officers, we will replace those elected in the current draft to reflect the updated council and then we will submit the final copy to the school board for approval. At this time, Mrs. Hullett asked if anyone had questions concerning the school improvement plan. There were no questions at this time,

Mrs. Hullett then called for a motion to be made to approve our 2022 – 2023 School Improvement Plan. A motion was made by Mrs. Nancy Doran to accept the 2022 – 2023 School Improvement Plan with a second by Mr. Brandon Bastendorf.

With the acceptance of the 2022 – 2023 School Improvement Plan by the School Advisory Council, it will then be sent for school board approval.

VII: LOCKLIN TECHNICAL COLLEGE MISSION AND VISION STATEMENTS

Mrs. Hullett then directed the attention of the council members to the Locklin Technical College Mission and Vision statements which were printed at the bottom to today’s agenda. She then read those statements to the members present so that they were fully aware of each of the statements presented. Both the Mission and Vision statements are noted to support the Long-Range Plan of Locklin Technical College.

Mrs. Hullett called for a motion to be made to accept the Locklin Technical College Mission and Vision statements. That motion was made by Mr. Jonathan McCullough with a second by Alan Galindo.

VIII. 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. This information was provided to the committee prior to the meeting as well as copies being provided for the meeting today.

Mrs. LaDouceur stated that the numbers being shared with the committee are our current school-based budget balances and not necessarily the beginning balances.

1.945 million dollars is our current balance for the 2022 – 2023 school year. Most of this money will go to pay the salaries of our instructional and Ed-support personnel. We have two basic sources that we use to pay faculty and staff as well as fund items that are HR related. The 910 budget is one of those sources and the salaries which are taken from that budget line for the 2022 – 2023 school year have already been encumbered at this time. Should we fall short, we have our workforce funds (1101) which we can use to offset any differences for those salaries. Should there be a surplus in the 1101 funds, these funds will be utilized to fund other areas and initiatives related to what we are planning to do in workforce.

There was a balance of a \$100,000 which will be rolled over to the 2022 – 2023 school-based budget.

The current balances are as follows:

- School-Based (9321) \$511,000.00
- Scholarship (91600) \$55,000.00
- Technology (91601) \$24,000.00
- Capital Improvement (91602) \$58,000.00

We have been able to build these balances for the last two years because of other funding sources which were available to us.

We have also received additional funding from a variety of other grants which are as follows:

Open Door Grant

This grant (\$150,000) enabled us to provide students not eligible for PELL an avenue in which to pay their tuition & fees as well as their textbooks and industry certifications. We are in the process of determining which students would be eligible for this additional funding. Once this has been established, the payout to those students will be made. We are hoping to accomplish this payout in the very near future.

Pathways to Career Opportunities Grant

Once again, we have applied for this grant which will help to provide additional funding to our apprenticeship programs i.e., Electrician, HVAC/R, and Plumbing. Our current plan is to spend \$99,000 to expand the electrician apprenticeship program.

Pipeline Grant (Nursing)

Mrs. LaDouceur explained to the committee that this grant is one that was established by Governor Ron DeSantis and was created to reward the performance and excellence among nursing education programs at Florida College System institutions and school district post-secondary technical career centers that offer a licensed practical nursing program.

The pipeline program provides performance funds, subject to appropriation based upon the following:

- The number of nursing education program completers, by program.
- The first-time National Council of State Boards of Nursing Licensing Examination (NCLEX) passage rate of the institution's nursing education program completers, by program.
- Excellence among nursing programs with an average first-time NCLEX passage rate above the national average.

Florida College System institutions school district post-secondary technical career centers under 1001.44, F.S. and charter technical career centers under 1002.34, F.S. are eligible to receive these funds.

Mrs. LaDouceur then provided the school advisory council information concerning the PERKINS Grant for the 2022 – 2023 school year which we had applied and received in the amount of \$62,905.00. This grant money will be used to pay the majority of Ms. Ashley Lay's salary for the 2022 – 2023 school year.

At this time, we are in the process of submitting the Nursing Pipeline Grant. With Locklin Technical College being in the top three in performance in the state, we were eligible to write for the grant in the amount of \$519,000.00.

This grant must be submitted by September 30, 2022. It is our goal to use \$240,000.00 of that money to offset the cost of tuition and fees to any student in need of assistance so that they have incurred no debt at the competition of their program. We are excited to receive this additional money.

Mrs. LaDouceur then called for any questions that the committee might have in regard to the 2022 – 2023 school-based budget. There being no further questions concerning the budget, Mrs. LaDouceur then called for a motion for approval of the 2022 – 2023 Locklin Technical College School-based budget. A motion was made by Mrs. Tina Stewart to approve the 2022 – 2023 Locklin Technical College School-based budget with a second by Mrs. Nancy Doran.

IX. 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 and turned the meeting over to Mr. Hines to discuss these different projects. In the area of capital improvement, Mr. Hines brought it to the attention of the committee of a need for an electrical upgrade to the HVAC/R program area. With the purchase/addition of the plasma cutter to the HVAC/R program we were unaware that this system also required a blower system. We currently, do not have an electrical panel in that area that would support the addition of the blower system. White Sands Electric has submitted a bid in the amount of \$4,338 with the work to be started/completed upon approval of the school advisory council.

Mr. Hines then called for a motion for approval of the upgrade in the electrical system in the HVAC/R program. A motion was made by Mr. Alan Galindo with a second by Mr. Brandon Bastendorf.

Mr. Hines then went on to discuss the items which need to be purchased under technology. Would like to order 10 additional laptops as well as 10 additional monitors. Five computers will be ordered under the pipeline grant (monitors will not be included under the pipeline grant). These computers will be used as backups should a computer not be in working order or should additional computers be needed in the testing area.

Mr. Hines then asked if there were any questions concerning these technology purchases. There being no questions at this time, he asked that a motion be made to make these technology purchases. A motion was made by Mrs. Jolie Hullett with a second by Mr. Jonathan McCullough.

X. SCHOOL SAFETY UPDATES

Mr. Hines then shared with the council items regarding school safety. We continued to move forward with the security camera upgrade. There will be a total of 68 Avigilon cameras on the Locklin Technical College campus. Once they have been installed, the coverage of each camera will be adjusted so that they are taking in crucial areas of concern.

Work continues throughout the school district to upgrade our current phone system. At this time, Locklin Technical College's phone system has not yet been upgraded.

Health & Safety

As discussed in previous meetings, Locklin Technical College undergoes an annual safety inspection by Mr. Tobin Faciane. It is our goal to maintain a healthy and safe environment for each visitor, faculty member and student that come across our campus. At this time, there have been no changes at the district level in regard to Health and safety. You will find that discussion of both health and safety are covered in various committees i.e., Locklin Technical College Safety Committee that meets once a month and is comprised of both individuals from Locklin Technical College, Santa Rosa Adult/High School and Santa Rosa Online. The health and safety of our students and staff are also covered under our Emergency Management Plan. The development of this plan by Mr. Hines is put together and implemented through our safety committee each year. The safety of our students and staff at various levels are also discussed both in the district and Locklin Technical College's Technical Infrastructure plan as well as their Property Control Plan. With this being said, Mr. Hines called for a motion to approve the Health and Safety Plan. A motion was made by Mr. Brandon Bastendorf with a second by Mrs. Nancy Doran.

Technical Infrastructure Plan

This plan addresses and outlines the policies and procedures that are used to ensure the privacy, safety, and security of data at Locklin Technical College. As discussed in a previous meeting, both the Santa Rosa County School District and Locklin Technical College have a technical infrastructure plan in place that summarizes the measures that are taken and

implemented to ensure that both the computer system and network provided are reliable and that run smoothly. Should and emergency situation arise, this plan also covers the measures and steps that will be taken. A copy of the Locklin Technical College Infrastructure Plan was provided to the committee so that they may look it over and better understand how the plan works. At this time, there have been no changes to either the district or Locklin Technical College's Technical Infrastructure plan.

There being no questions in regard to Locklin Technical College Technical Infrastructure Plan, Mr. Hines called for a motion to approve the plan. A motion was made to approve the Locklin Technical Infrastructure Plan by Mr. Brandon Bastendorf with a second by Mrs. Jolie Hullett.

XI. **OTHER BUSINESS**

Mrs. Hullett asked if there were any other business which needed to be covered in today's meeting. The discussions proceeded as documented below.

Student Placement and Follow-up

Prior to completing a program, students are required to complete an exit interview. This allows the student the opportunity to prepare a resume and to practice their interview techniques. The placement of a student after the completion of a program can be provided by a Locklin Technical College Career Specialist as they can notify current, exiting or alumni students of any job opportunities that might have been brought to the attention of the school. The student's instructor can also help with placement as well. Once a student has completed a program and joined the workforce, a follow-up is conducted by the career specialist to inquire as to whether that student is still employed in the field or is currently not working in the field in which they completed. The instructor can also aid the career specialist in this task as students sometime provide this information to them. At this time, there have been no changes to this policy.

A motion was made by Mrs. Hullett to accept the current student placement and follow-up policy with a second by Mr. Alan Galindo.

Student Retention Plan

The Locklin Technical College Student Retention Plan was then brought to the attention to the committee for discussion. A copy of this plan was provided to the committee as part of the documentation.

This plan is one in which the instructors, counselors and career specialist work together to reduce the barriers which might hinder a student's success or completion of a program. Various items which are addressed in this plan are as follows:

- Grades and Attendance – These are monitored on a regular basis during a student's enrollment in a course both by the instructor as well as the student themselves. A student's learning plan may be adjusted as needed in order to support their success.
- Budgetary Resources - These include scholarships awarded in order to retain a student in a program when other financial sources may not be available. All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA).
- Major Activities – Some of the major activities included in this plan are the counseling of students, scholarship opportunities, and the completion of the Council on Occupation Education (COE) Annual Report.
- This plan is evaluated by the student services staff on a yearly basis. It is also, a topic of discussion with stakeholders in the individual Occupation Advisory meetings.

There have been no changes to the above plan at this time.

There being no questions in regard to the plan, a motion was then made to approve the plan by Mrs. Tina Stewart with a second by Mrs. Jolie Hullett.

Five-Year Long-Range Plan

At this time, Mrs. LaDouceur brought to the attention of the committee the Long-Range Plan, which is a five-year plan that covers from 2021 to 2025. This plan is used for the strategic planning of Locklin Technical College. The plan uses specific components for institutional planning to ensure that both the long term and comprehensive objectives of the school improvement plan are met. This process includes the objectives and strategic priorities of both local and state agencies so that we can make sure that they align with the regional and state workforce goals and objectives. The contents of this plan

are based on the input from various sources and studies. These sources and studies are gathered from but are not limited to demographic data, occupational surveys, budget data, what we think to be the potential enrollment of the school, the requirements which are needed to meet the needs of the disadvantaged and handicapped as well as the facility equipment specifications. Also taken into consideration are the demands of the community, the data obtained from student performance and the availability of employing professional instructors.

There have been no changes to this plan since May 2022. As you will see as we discuss the Mission and Vision of Locklin College, these objectives and priorities are supported by these statements as well. A copy of the Locklin Technical College Long Range Planning for 2021 – 2025 was provided to the committee should they like to review it further.

As there were no questions concerning the Locklin Technical College Long Range plan, a motion to accept the document was made by Mr. Alan Galindo with a second by Mrs. Nancy Doran.

2022 – 2023 Locklin Technical College Student Handbook

This handbook contains the specific policies and procedures on the school level. This is the Student Operational “Bible.” It has information for the student to anything that they might want to know while they are a student here at Locklin Technical College. The Student Handbook is located on our website as well should a student or even a non-student have questions concerning Locklin Technical College.

A motion for approval of the Locklin Technical College Student Handbook was made by Mr. Brandon Bastendorf with a second by Mrs. Jolie Hullett.

Locklin Technical College Website Changes

There have been changes to the Locklin Technical College website. This has taken some time to complete but we are very proud of how functional it now is as well as its new look. Mr. Alan Galindo expressed his compliments on the new website changes.

Introduction of New Program Flyers

Ms. Ashley Lay, a guest at our school advisory council meeting today introduced our new, hot off the press, individual program flyers. These were presented to the school advisory council today for the first time. The former program flyers were trifold and no longer had a new and modern look. The new program flyers are a single flyer which presents a more modern and updated look as we move forward in the ever-changing workforce.

XII. NEW BUSINESS

Mr. Alan Galindo, Apprenticeship Coordinator, CareerSource EscaRosa would like to see apprenticeship program expand to include Computer Systems & Information Technology as well as Automotive.

These program areas have been a topic of discussion as a way of expanding the apprenticeship program further. Teachers interested in teaching these apprenticeship programs at least one night per week and the businesses willing to participate should they be created were also a topic of discussion. These are two critical areas of interest which must be obtained before further planning would or could move forward.

With there being no further new business, Mrs. Hullett then asked the committee if there were any questions or concerns at this time.

Mrs. Nancy Doran then asked if there had been any resolve to the issue of students crossing Berryhill Road. Mr. Hines then addressed the question stating that this was not something that would be resolved quickly as it involved a public road and that there were many individuals involved in this process. He did however state that this issue was part of the Santa Rosa County School District’s Five-Year Plan.

XIII. 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 2022 – 2023 school year. She again expressed appreciation to our new committee members on their wiliness to serve and be a part of the Locklin Technical College School Advisory Council.

The next meeting of the Locklin Technical College Student Advisory Council will be in December 2022. This meeting probably will be via ZOOM. Further details to come.

Individual Program Advisory meetings will take place on Tuesday, October 18, 2022. COE (Council on Occupational Education) no longer requires but one meeting per year. However, we have not made a firm decision as to whether we will hold a program advisory meeting in the Spring of 2023.

With the mention of COE, they are scheduled to be here May 1st through 4th, 2023. However, this could get pushed back as they are backlogged.

XIV. Adjournment

A motion to adjourn was made by was made by Mrs. Jolie Hullett with a second by Mr. Brandon Bastendorf. There being no further business the meeting was adjourned at 12: 20 p.m.

Respectfully Submitted,

Lin Hamel

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council