



SCHOOL ADVISORY COUNCIL

MINUTES

(This meeting was held via ZOOM)

July 13, 2023

10:00 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

Linnie Hamel – Fiscal Assistant II, Locklin Tech

Keith Hines – Director, Locklin Tech

*Jolie Hullett – Career Specialist, Locklin Tech

*Charlin Knight – Administrator, Workforce Ed., SRCSD

*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

****Also in attendance were:**

Maggie Coate, Assistant Director, Locklin Tech

Ashley Lay, Career Specialist, Locklin Tech

I. CALL TO ORDER AND WELCOME

This meeting was held via ZOOM. Mr. Hines began the final meeting of the Locklin Tech School Advisory Council at 10 a.m. by welcoming everyone present and thanking them for taking time out of their busy day to be a part of this meeting.

We have had quite a few staffing changes over the last several months, and we are still discovering gaps that we have. You do not realize the role that each person plays until they are not here to do it.

II. REVIEW AND APPROVAL OF THE MAY 2, 2023, MEETING MINUTES

The minutes from the May 2, 2023, meeting were sent electronically to each member prior to the meeting so that they might have a chance to review them prior to today's meeting.

Mr. Hines asked the members if there were any questions concerning the May 2, 2023, minutes. Mr. Larry Strain then brought it to the attention of the committee that on item three on the first line, "At the conclusion of the dinner portion of the meeting, Mr. Hines last name was omitted. This correction to the minutes was made immediately.

Mr. Larry Strain then made a motion for approval of the May 2, 2023, Locklin Tech School Advisory Committee minutes with a second by Mr. Brandon Bastendorf.

III. GRANT UPDATES

OPEN DOOR GRANT

In the next portion of the meeting, Mr. Hines discussed the various grants which were available in the 2022 – 2023 school year. The first grant to be discussed was the Open Door Grant. This grant originated from the governor as he was trying to kick-start the new school year after COVID. This grant was designed to help defer cost to the student. The grant did exactly what it was designed to do as we received \$150,000.00 with every penny going to the student to defer tuition,

registration, and lab fees as well as industry certification costs. The final report for the Open Door Grant is set to be completed in August 2023.

DUAL ENROLLMENT GRANT

The next grant to be discussed was the Dual Enrollment Grant. With this grant, we received \$363,821.00. This grant was to help set-up new dual enrollment classes. The initiative for the governor now is to continue the expansion of the workforce. They are not only looking for ways to expand the workforce for adults, but they are looking for ways to get high school students started earlier so that they are able to enter the workforce at an early age (when they complete high school) or to have skills to make educated choices in their post-secondary education. With this grant, we were able to start a dual enrollment CSIT class at both Navarre and Pace High schools. It was our plan to start a dual enrollment class at Milton High School, but we are still struggling to find instructors for that program. With that grant, we were also able to start a high school dual enrollment class here at Locklin Technical College and expanded our welding dual enrollment with new booths and welding machines.

APPRENTICESHIP GRANT

The Pathways Grant is the next grant we will discuss. We have worked under this grant for the last three years and the governor has signed this grant back into fruition for the 2023 – 2024 school year. In the 2022 – 2023 school year we received \$99,207.00. With this grant, we were able to further the Electricity Apprenticeship. We were also able to help with the offset of curriculum and industry certification exams. This enabled the apprenticeship programs to be completely cost free to the employers. Mr. Hines reminded the committee that the apprenticeship programs are completely cost free to the students and so many of those costs are inferred by the employer if we do not have any other funding options. With this being said, we have not had to charge an employer for five years for any costs in the apprenticeship program due to grants and other agreement opportunities that we have with other colleges. Unless something occurs within the next week or two, that grant will be available to us in the upcoming 2023 – 2024 school year. We will be applying for that grant in late July or August so that we will be able to offer it again this year with the anticipation of possibly offering a Diesel Mechanic Apprenticeship program.

PIPELINE GRANT

Pipeline is an acronym for Prepping Institutions, Programs, Employers and Learners Grant. This grant was written by the governor to help reward nursing programs that were very high functioning. We were ranked high in the state for our percentage pass rate for industry certification. With this being said, we received \$519,000.00 in performance funding through that grant. The great thing about that grant, is that it was not written for a specific purpose. It became our mission to construct a plan on how we were intended to spend the money. This grant gave us the ability to distribute that money across the campus to purchase equipment, computer software, curriculum, industry certification testing as well as tuition. Because we were able to distribute this money across the entire campus, we were able to positively affect every program. At this time, we have a balance of \$796.25 which we have allocated to purchase welding supplies to start off the 2023 – 2024 school year. Plans are being made to reallocate the PIPELINE Grant for the 2023 – 2024 school year and we will be submitting our proposal for it again as well.

Mr. Hines then asked the committee if there were any questions concerning any of the grants. There were no questions from the committee at this time.

IV. CAPITAL IMPROVEMENT/TECHNOLOGY EXPENDITURES

Last year, we sought approval from the committee to allocate funding to build a wall to separate a large classroom in Building #5 into two separate smaller classrooms. This project has been completed.

The electrical upgrade in HVAC/R where we needed to add a 480-volt panel has also been completed. We had White Sands Electrical install the new panel. With this being complete, this gives us the opportunity in both our HVAC/R and Electrical building to add equipment. Before the installation of the new panel, we had completely tapped out our electrical resources in these two areas.

On the technology side, we were able to get approval last year to purchase ten laptops, 10 monitors, with five additional computers being purchased under the PIPELINE Grant. These computers were designed to be used in the Media Center should our current equipment breakdown and/or need replacement. Mr. Brandon Bastendorf then stated that most of that equipment had been put to use in the testing center. The laptops' major function was to be a replacement should a machine break. With that being said, all of these computers, monitors and laptops have been put to use.

Mr. Hines then asked the committee if there were any questions regarding the Capital Improvement or Technology purchases. There were not questions at this time.

Mr. Hines then expressed his gratitude to the committee in allowing us to use those funds. These funds are acquired through the student's tuition in which 5% of each student's tuition is allotted for Capital Improvement as well as 5% to Technology. That gives you the availability to earmark those funds for specific purchases in both the areas of Capital Improvement and Technology.

V. **2022 – 2023 SCHOOL IMPROVEMENT PLAN END OF YEAR REPORT – REVIEW/APPROVAL**

Mr. Hines began this portion of the school advisory council meeting by sharing the 2022 – 2023 School Improvement Plan End of Year Report.

He then went on to say, that we were able to meet all of our goals this year. The way that the school improvement plan works is that we have individual activities that are written in to help support a larger goal. As long as we meet the majority of those activities, we are able to state that we met the goal. However, there were a couple of the single activities that were unable to be accomplished. He began with B.1.1. This activity states that each instructor will review course assignment sheets with students each grading period. The course assignment sheet is a document that we give each individual student in each program as a way to track their progress through a course. As a group, we felt that we did not meet that activity as we could not document that all of our instructors had met the goal of this activity. Because this activity was not met, we again wrote it into our 2023 – 2024 School Improvement Plan as we felt that the course assignment sheets are the best way to communicate what is expected out of the student in each of our courses. We have built in several additional ways that we are sharing this information with each of the students not just a few of them. After several conversations with Student Services, it was evident that we were not sharing that information with all students. This was evidenced in that when asked, several students had no idea what was being referenced. We wanted to make sure that we were being fair and consistent in every program across the campus.

The next activity which the school improvement committee felt that we did not meet was D.3.2. We felt that we did not incorporate enough campus wide live work and/or job shadowing opportunities for students across the program areas. It is our opinion here at the college that hands-on opportunities are probably the most valuable experience for students. It was our intention to bring that into all program areas. We did expand that opportunity but felt that it was not met for all students. For this reason, we have included this activity in the 2023 – 2024 School Improvement Plan so that we can continue to work on that opportunity. Every program has an opportunity built into their curriculum in their individual building but there is a big difference in Mr. McCullough's students wiring something into a 4 x 4 booth vs. going out and running conduit at a home or on a larger scale process taking on a project here on the Locklin Tech campus. This helps tie everything together and for this reason, we want to offer these opportunities to all students.

E.1.2 is participating in professional development related to prioritizing rigor and consistency in grading practices. The district has come out with a new evaluating system for employees this year. After the school improvement plan had been written, the district implemented the new evaluation system and for this reason we had to relinquish all of our planned professional development and focus on the new evaluation system to make sure that instructors were on board and understood how their evaluation process would work. For this reason, we did not meet this goal; however, we think that it is a great idea, and we would like to make sure that we accomplish this, so we have included it in the 2023 – 2024 school improvement plan because I am of the opinion that it is important to have consistency in our rigor and grading practices across all of our programs. This was an unforeseen circumstance as this was implemented at the last minute. It is a great evaluation tool, but we did have to re-arrange our professional development for our instructors.

The next one that I would like to cover is F.1.1. Instructors will participate in data review and completion of program evaluation. Again, this was a professional development exercise that we had planned. The data was shared with the instructors but because of the new evaluation plan, we did not delve into that data holistically with each instructor. We did have those conversations with them to make sure that we were still following up with them if there were any issues in the classroom and because of this we felt that we did not really meet that standard to the highest level. Due to this, the school improvement plan committee opted to state that we did not meet that issue, but we will be utilizing that process in the 2023 – 2024 school improvement plan.

Mr. Hines asked if there were any questions at this time regarding the plan or review. As there were no questions, Mr. Hines asked for a motion and a second to accept the review as written. Mr. McCullough made a motion to accept the 2022 -2023 School Improvement Plan and End of Year Report as written with a second by Mr. Alan Galindo.

VI: **2023 – 2024 School Improvement Writing Workshop/Planning**

Mr. Hines had previously shared this document with the school advisory council earlier in the week. The School Improvement committee went through and wrote the school improvement plan for the 2023 – 2024 school year. Mr. Hines asked if there were any adjustments or anything that the school advisory council would like to see added to that plan. We will take any suggestions or comments. There were no suggestions or comments at this time.

If you are wondering how our school improvement plan process works, other schools, K-12 have to work towards their testing and their goals for their individual schools. With us being a career and technical education institute, we have a set of rules and regulations that the governor sets out for us. This is located on the second and third pages of the school improvement plan so as we go through, we have to keep those goals in mind, we cannot just be under the K-12 umbrella. We have our separate set of plans, so we have a different avenue that we have to follow whenever we are talking about our school improvement plan. We have to prioritize those goals and that list of priorities is on page seven of the document with the number one priority always being student performance. These goals have not changed from last year and the committee felt that the prioritization should stay the same since nothing had changed. Civic Literacy is our last and bottom goal. We are not saying that Civic Literacy is not taught in our programs, but we felt with the specific goals that we have listed, Civic Literacy should be last on the prioritization list. Student performance is listed as our number one priority with Comprehensive K-20 Career and Education being listed as our second priority and then Workforce Education listed as the third. As you can see, these are our top three goals. We have highlighted a couple of the changes that we have made to the school improvement plan if you are wondering what the highlighted areas represent. As a whole, Mr. Hines stated that he believes that will give us a good direction for the 2023 – 2024 school year.

Mr. Hines then asked if there were any questions, discussion, or comments concerning the 2023 – 2024 proposed school improvement plan. There being no questions, Mr. Hines called for a motion and a second for the plan to move forward. Mr. McCullough made a motion to approve the 2023 – 2024 school improvement plan with a second by Mr. Strain.

VII. **Proposed Curriculum Changes to the 2023 – 2024 School Year**

Mrs. Predmore opened this portion of the meeting by reviewing the programs that we will be offering for the 2023 – 2024 school year along with our three apprenticeship programs. We are currently still looking at adding some apprenticeship programs, but we are still in the beginning stages, and you will not find them listed in our curriculum guide.

At this time, the only change is that of Applied CyberSecurity. It is still listed in all of our documentation as it is a COE approved program that we offer but we do not have enough students to make a class. The decision was just recently made to cut that class for the 2023 – 2024 school year. The enrollment has been low since the beginning. COVID provided us with the extra money in the way of grants that allowed us some time to hopefully build the enrollment base. We have had only seven students apply both returning and new and for this reason we cannot run a whole program with only seven students as it is not cost effective. Unfortunately, we are putting that one on hold for the 2023 – 2024 school year with the hopes that we will get more interest. We have 180 days with COE that we can leave it on our approved program list before we have to remove it. We waited as long as we could to make that decision but unfortunately, we will have to make those calls today to the students applying for the Applied CyberSecurity program.

VIII. **Review and Approval of 2023 – 2024 Curriculum Guide and Student Handbook**

The Curriculum Guide and Student Handbook is used campus wide to communicate all of our policies and procedures. Ms. Lay does a great job in editing that for us each year along with Mrs. Predmore and Ms. Coate. We try each year to make sure that every "I" is dotted, and every "T" crossed. Students are required to follow through to read and understand all of these policies and procedures. Instructors then test their students on the Curriculum Guide and Student Handbook and the results of those tests are kept as documentation that the student was presented all of this information upon entering the program.

Mr. Hines then asked the committee if there were any questions or editing that they discovered while reviewing the document. The Curriculum Guide and Student Handbook is currently in DRAFT mode. It is our intention to get that to the printer later this week.

There being no changes, Mr. Hines called for a motion to accept the 2023 – 2024 Curriculum Guide and student Handbook as well as a second. Mr. Larry Strain moved to accept the 2023 – 2024 Curriculum Guide and Student Handbook with a second by Mr. Alan Galindo.

IX. Recap of COE Visit May 2023 and Upcoming ASE Audit

The last meeting for the Locklin Technical College School Advisory Council was May 2, 2023, with our COE accreditation being May 4, 2023. Mrs. Predmore then addressed the committee on how that accreditation visit unfolded. There were many, many standards that were reviewed. There are ten different standards, and each standard has anywhere from 10 – 30 benchmarks that we must meet. The COE team reviewed all of our documentation. At the last meeting, we had you the school advisory council review our entire narrative. The team reviewed our narrative and then set to work to see the proof that we are doing what we say we are doing. We unfortunately had two findings through the COE process. The findings were found in the Employee Verification forms that we must have with each of our programs. We were missing one employment verification from the Pharmacy Tech program as well as one from the Professional Culinary Arts and Hospitality program. These were missing from the 2020 2021 school year. This is when the COVID-19 pandemic was taking place, so it was hard to have meetings. It was a very difficult time. We were not in the classroom, were not having the personal meetings so we missed obtaining this documentation. We knew that they were missing but since that point, we have instituted a check list and a double-checking process that hopefully will prevent this from happening in the future.

Mrs. Predmore then went on to explain that the Automotive program has its certification process coming up. This process is very similar to that of COE. At this time, the application has been submitted and accepted and we are just waiting on the team leader to reach out with a date, probably sometime in September or October.

X. Appreciation and Closing Remarks

A safety update was presented at this time by Mr. Hines. Due to safety concerns, this district provided us with funds in order to have fencing placed around the entire campus. At this time, the campus is now gaited and enclosed with chain link fencing except for the front of the campus. The front entrance will be gaited with decorative fencing, but this will take place later on in the school year.

Mr. Hines asked if there were any closing remarks from the committee at this time. Mr. McCullough thanked the committee from an instructor's perspective on their willingness to help us achieve our goals for each of the programs with the purchases that are made.

Ms. Coate then took the opportunity to thank everyone for their willingness to serve as this was her first official school advisory meeting for Locklin Technical College.

She then brought to the attention that at our Awards Ceremony on May 16, 2023, we had a total of 170 program completers with 570 industry recognized certifications.

The nursing pinning ceremony will be held on July 27, 2023, at Pine Terrace Baptist Church and is open to the public.

XI. Mr. Hines then thanked everyone for their attendance at the last Locklin Technical College School Advisory meeting held via ZOOM. The next meeting of the school advisory council will be held in late September or October. There being no further business, The Locklin Technical College School Advisory Council meeting was adjourned at 10:42 a.m.

Respectfully Submitted,

Lin Hamel

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council