



SCHOOL ADVISORY COUNCIL

MINUTES

September 14, 2023

11:30 a.m.

Approved by SAC on 12-7-2023

SAC COMMITTEE MEMBERS PRESENT/* ABSENT

- Brandon Bastendorf, TA for Technology
- Roni Boomer – Career Specialist
- Madison Cooper (Student) – Welding Program
- Nancy Doran – Baptist Health Care – Lakeview Center
- Alan Galindo – Career Source EscaRosa
- Linnie Hamel – Fiscal Assistant II, Locklin Tech
- Keith Hines – Director, Locklin Tech
- *Charlin Knight – Administrator, Workforce Ed., SRCSD
- Jonathan McCullough, Electrical Instructor, Locklin Tech
- Katie Predmore – Guidance Counselor, Locklin Tech
- Robert “Jake” Ragland – CSA Associates
- Steve Samaha – GBSI
- *Mel Stinson – GBSI

- Morgan Talley, HCA Healthcare
- Alexandra Walls (Student) - Automotive
- Dylan Webb (Student) - Welding
- *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

The first meeting of the Locklin Tech School Advisory Committee for the 2023 – 2024 school year was called to order at 11:20 a.m. by Mrs. Roni Boomer. Mrs. Boomer began by welcoming everyone to the meeting, previous members as well as the new members of the committee.

II. Nominations/Election of SAC New Members and Officers

Mrs. Lin Hamel nominated Mrs. Roni Boomer to serve as SAC Committee Chairperson for the 2023 – 2024 school year with a second by Mr. Brandon Bastendorf. Mrs. Katie Predmore was nominated by Mrs. Roni Boomer to serve as the 2023 – 2024 Co-Chairperson with a second by Mr. Jonathan McCullough. Mr. Keith Hines nominated Mrs. Linnie Hamel as Recording Secretary for the 2023 – 2024 school year and this was seconded by Mrs. Katie Predmore. At a glance, here are the 2023 – 2024 SAC Committee Members:

- Mrs. Roni Boomer – Chair
- Mrs. Katie Predmore – Co-Chair
- Mrs. Linnie Hamel – Recording Secretary

Here are the new members who were nominated and elected by their peers and who will be joining the 2023 – 2024 SAC Committee:

- Mr. Jonathan McCullough, Instructor, Electrical Program
- Ms. Madison Cooper, Student, Welding Program
- Ms. Alexandra Walls, Student, Automotive Program
- Mr. Dylan Webb, Student, Welding Program

Also, we have a couple of business and community leaders that will be joining the 2023 – 2024 Locklin Technical College School Advisory Committee whom we would like to recognize at this time, they are:

Mr. Morgan Talley, Assistant Chief Nursing Officer, HCA Healthcare
Mr. Robert "Jake" Ragland, Business Leader, CSA Associates.

III. Review/Approval of 2023 – 2024 School Advisory Committee Bylaws

Council Bylaws are established by the Advisory Council and each year they are reviewed and approved by the current advisory council. They are then sent to the Santa Rosa County School Board for approval.

Mrs. Boomer sent the bylaws electronically to each member prior to today's meeting so that they might have a chance to look them over beforehand. Mr. Hines then asked if each member had had a chance to review the bylaws. He then asked if any of the members present had any questions regarding the bylaws or if they felt any changes that they felt were necessary at this time.

There being no questions or changes to the current Locklin Technical College School Advisory Council bylaws, a motion was made by Mr. Alan Galindo with a second by Mr. Jake Ragland.

IV. Approval of School Advisory Committee Minutes from the July 13, 2023, School Advisory Committee Meeting

Mrs. Boomer asked that those present take a few minutes and look over the minutes from the prior meeting on July 13, 2023. A motion was made by Mr. Jonathan McCullough to accept the minutes as written with a second by Mr. Brandon Bastendorf.

V. Review of 2023 – 2024 Student Enrollment and Demographics

Mr. Hines shared with the committee the importance of Student Enrollment and Demographics. Locklin Technical College implements an open enrollment plan which we view both as a challenge and an opportunity. Open enrollment allows a student to be enrolled in a program at the end of each nine-week period provided that the program has an opening. Currently, we have a total of 436 students. We have 212 adult students on the Locklin Tech campus, 139 high school students of which 81 are dualled enrolled students in our adult programs and 58 students in our high school programs. There are also 85 students that are enrolled off campus and attending Locklin Tech programs at the various high schools in the district. There are also dual enrollment programs at both Navarre and Pace High Schools. These students are attending our Computer Systems and Information Technology program and are working toward a completion certificate from Locklin Tech.

Mr. Hines then asked if the members had any questions in regard to our enrollment numbers or the process for our dual enrollment programs. We are constantly looking for ways to support or reinforce our enrollment. With this in mind, we have selected marketing campaigns that target student groups that will ensure that our demographic of students is diverse and offers opportunities to everyone. These marketing campaigns include but are not limited to billboards, and individual program brochures. He went on to say that there had been little change in our demographics.

VI. Approval of 2023 – 2024 Locklin Technical College School Improvement Plan

Mr. Hines then moved on to discuss the 2023 – 2024 School Improvement Plan. Mrs. Boomer shared the plan via email prior to today's meeting. The Locklin Technical College School Improvement Plan is currently in draft form. This being said, at our July 2023 School Advisory Council meeting, the committee made recommendations in the school improvement plan writing workshop. As the School Advisory Council is the driving force behind the school improvement plan, we utilized these recommendations to get us to where we are today. At the conclusion of today's meeting, the committee list will be updated, and any final revisions will be made. Once this has been completed, the 2023 – 2024 Locklin Technical College School Improvement Plan will be submitted to the Santa Rosa County School Board for approval. Our goal is for the plan to be submitted for approval by the end of next week.

Mr. Hines then went on to discuss the ranking of our priorities. He guided the committee to page seven of the school improvement plan where they would find the rankings of our priorities. Student Performance is our number one priority with career and education being ranked number two. Workforce Education is our number three priority. He then went on to explain why we felt that Workforce Education should be our number three priority. He then explained that student performance should be number one at any level and needs to be the primary concern. This should be the case, whether a student is enrolled in our programs to further their education or to earn a high school credit, we want them to be

successful. In order for this to happen, career and education development and planning needs to be one of our top priorities and because of this, we ranked it #2 ahead of workforce education because it is our goal to make sure that students are making educated decisions when it comes to their future and that they are taking into consideration, all of their options. Here at Locklin Technical College, we feel like we are the best option; however, sometimes this does not fit the individual need of the student. Workforce education is what we do and because of this, we want to make sure that students have success in whatever program they may choose. In looking at the new global economy, we feel that workforce education programs are the key to preparing students.

Mr. Hines then asked if there were any questions about the targets and goals that we are hoping to meet this year. There being no questions or concerns at this time, he asked for a motion to accept the Locklin Technical College School Improvement Plan as written. A motion to accept the school improvement plan as written was made by Mr. Brandon Bastendorf with a second by Mr. Morgan Talley.

VII. Review of School Based Budgets/Grants

Mr. Hines then went on to review and discuss the school-based budgets and well as the specific grants that we have in the 2023 – 2024 school year.

He began by saying that for the 2023 – 2024 school year, Santa Rosa County received 2.46 million for workforce education. This is a 9.2% increase from the 2022 – 2023 school year. Locklin Technical College received 1.99 million of that money to our 1101 budget for the 2023 – 2024 school year. The 1101 budget is primarily used for salaries, benefits, and retirement for both instructors and Educational Support.

Our operating budget, project 9321 was then discussed. The beginning balance of this project was \$626,934.30. These funds are used to run the day-to-day operation of the college (i.e., to purchase equipment, parts, and materials).

Project 91600: This is our scholarship fund. The beginning balance of this project is \$77,283.73. The vast majority of this money has already been allocated to students for the 2023 – 2024 school year in way of 65 scholarships that went to high school seniors. This money is used to pay for the students' tuition, books, and lab fees.

Project 91601: This is our Technology fund. The beginning balance of this fund was \$61,494.89. This is a relatively high balance as not all of the technology fund was spent in the 2022 – 2023 school year and the 5% collected earmarked for technology for the 2023 – 2024 was then added to that balance.

Project 91602: This is our Capital Improvement fund. The beginning balance of this fund was \$31,758.03. While this balance is somewhat high, most if not all of the money allocated for the 2022 – 2023 for capital improvement was spent and we are starting with the money that was earmarked for capital improvement (5% that was collected in the 2022 – 2023 school year).

These are relatively high balances as we have had grant money that we could spend in these areas as well. Mr. Brandon Bastendorf and Ms. Maggie Coate will further discuss the technology and capital improvement budgets a little later in the meeting.

Mr. Hines then asked if there were any questions at this time about these projects before we moved on to the grants available to the college for the 2023 – 2024 school year. There were no questions at this time.

PATHWAYS GRANT (APPRENTICESHIP):

We will be writing for this grant again this year. This will be our fourth consecutive year should we receive this grant. The 52 students enrolled in our apprenticeship programs work all day for the various employers that are a part of our apprenticeship programs and attend class one night a week. If we receive this award, it is our hope to start a diesel mechanic apprenticeship program. In prior years, this money has been used to start both a Plumbing and Electrician apprenticeship program. This grant is important as we use it to ensure that we have both the staff and marketing available to support these apprenticeship programs.

PIPELINE GRANT:

This grant was established last year by Governor Ron DeSantis as a way to reward the performance and excellence among nursing education programs at the Florida college system institutions as well as the school district post-secondary technical colleges.

The Practical Nursing program here at Locklin Technical College performs at a high level and for this reason, we received \$653,292.00 for the 2023 – 2024 school year. We have again been fortunate to receive these funds. The funds are a 25.8% increase over what we received for the 2022 – 2023 school year and we are grateful that Governor DeSantis chose to allocate this money to reward schools for their high-performance levels. This money will be used to pay students' tuition and fees as well as buy technology and equipment for the various program areas.

PERKINS GRANT:

Locklin Technical College has again been fortunate to receive the PERKINS Grant for the 2023 – 2024 school year. This funding, once received, will be utilized to pay a career specialist to market our programs throughout the tri-county area. This individual is and will be in a position to create marketing materials, (i.e., brochures, billboards). The amount to be received for the 2023 – 2024 Perkins Grant is \$62,000.00.

OPEN DOOR GRANT:

The last of the grants obtained for the 2023 – 2024 school year is that of the Open Door Grant, we just received the notification. Mr. Hines went on to say that we are still waiting for an official award letter but are hoping to receive it soon. This grant will equal about \$189,000.00 and will be used to pay tuition and fees as well as industry certifications for our students. As there were new guidelines, and a set of prioritizations that are quite different than in previous years, for the Open Door Grant, our financial aid department is working diligently through the updated eligibility requirements to make sure that each student that is awarded meets these new set of conditions as the awards to students this year will be based on those new eligibility requirements. It is our hope that we will be able to issue checks to students that will reimburse the expenses that they have incurred thus far before the end of the semester.

VIII. Recommendations/Approval of Capital Improvement and Technology Expenditures

TECHNOLOGY:

Mr. Hines turned this portion of the meeting over to Mr. Brandon Bastendorf to discuss technology and any recommendations that we might have for the 2023 – 2024 school year.

Mr. Bastendorf stated that currently there are not many updates for the 2023 – 2024 school year. We have received new projectors for the school year, and many have been replaced throughout the campus. With the completion of the recently remodeled building #13, it now contains the technology updates needed. As stated previously, there are not many new technology updates needed and at this time, no big purchases.

Ms. Coate then went on to discuss capital improvement for the 2023 – 2024 school year. The renovation of building #13 is now complete. It is our hope that we will soon receive our final certificate of occupancy and that the students will be able to return to their newly renovated classrooms.

Ms. Coate stated that we are currently working on adding sidewalks. These sidewalks will be added to the existing footpath of building #5 and #13. Currently, there is no connecting sidewalk to building #5. Building #13 has a similar situation when it comes to sidewalks. The entrances and exits will need connecting sidewalks to the existing sidewalk footprint. With the addition of sidewalks, this will aid in the safety of our students. Also, the driveway going into automotive washes out when a large rain occurs, with this in mind, it is our goal to address this issue as well. The expenditure for this will be around \$5,000.00. We are hoping that concrete will resolve this issue.

Painting or repainting the current parking lots are also a concern. Most of the parking lots located on the campus need restriping of the parking spaces as they are barely recognizable. We are currently waiting for a quote for the redesign and markings.

With both the technology and capital improvement needs taken into consideration, Mr. Hines then called for a motion to approve the capital improvement requests. A motion was made by Mr. Brandon Bastendorf with a second by Mr. Steve Samaha.

IX. School Safety Updates

Ms. Coate discussed the current safety updates. If you noticed when you entered the campus today, a fence has been placed around the entire campus. The front fence is more decorative while the fence on the sides and back are chain link. With the addition of the fence, it allows a more secure campus as well as a better flow to traffic. The back gate at the Anderson Lane entrance is opened several times a day to allow for students entering/leaving the campus as well as buses.

The back gate also allows easy access for emergency personnel. We learned recently that the fire station near the campus is fully manned during the week so should the need arise, the response time would be less.

At this time, we are still waiting on the gates for the front entrance as there was a manufacturing backlog. Once the front gates are in place, they will remain primarily open. The only time that they will be closed, is should Locklin Technical College be under a full-scale lockdown.

The camera system is now fully operational. Additional cameras were added to alleviate several blind spots on campus. There has been some discussion concerning adding an additional camera to cover the front entrance to the media center as well as a push button entry system.

The Santa Rosa County School District has hired several "Guardians" which will be assigned to the various schools around the district. They are not on campus all the time but when on campus do add additional safety coverage to the campus in addition to the SRO. Administration will be informed when they are on campus while the faculty and staff will not. This allows them to observe and monitor daily activities.

On August 4, 2023, our annual safety walk through was performed by Mr. Daniel Hahn and local emergency personnel. At this time, there were no safety concerns.

X. New Business

Mrs. Predmore discussed the upcoming ASE (Automotive Service Excellence) Accreditation for our automotive programs here at Locklin Technical College which will take place on October 13, 2023. This accreditation process takes place every 5 years and any school who wishes to have an automotive program must complete this process. Mrs. Predmore stated that we are in the final stages of preparation for this visit. There are 10 standards that must be filled for accreditation, 6-10 for re-accreditation.

Mr. Hines then drew everyone's attention to the Mission and Vision statement for Locklin Technical College at the bottom of today's agenda. He asked that everyone take a moment to look them over and make any recommendations at this time for additions or deletions. There being no changes at this time, a motion was made by Mr. Jonathan McCullough to accept Locklin Technical Colleges Mission and Vision statements as written. A second was made by Mr. Alan Gilando.

Mr. Alan Gilando then brought to the attention of the advisory council a couple of events that are taking place in the Pensacola area.

The first event is the Manufacturing and Skilled Trades Career Fair that will be taking place on Thursday, October 5, 2023, from 10 a.m. until 2 p.m. at the Ellyson Industrial Park – National Guard Armory.

The second event is that of ITEN Wired Career Evolution Expo that will take place on Wednesday, October 18, 2023, from 10 a.m. until 2 p.m. at the Pensacola Beach Hilton.

Ms. Ashley Lay then presented the proposed meeting dates for the Locklin Technical College School Advisory council for the remainder of the 2023 -- 2024 school year (every other meeting with be held via ZOOM).

- Thursday, December 7, 2023 @ 11 a.m. (ZOOM)
- Thursday, March 7, 2024 @ 11 a.m.
- Thursday, June 20, 24 @ 11 a.m. (ZOOM)

Mrs. Boomer mentioned the pamphlets provided that showed the Locklin Technical College cost of Attendance. She also mentioned the 2023 – 2024 Curriculum Handbook that was available for everyone to view.

XI. Closing Comments

Mrs. Boomer expressed appreciation to our new committee members for their willingness to serve and be a part of the Locklin Technical College School Advisory Council. She also thanked the returning members for their continued contribution and support.

The next meeting will be held on Thursday, December 7, 2023, at 11 a.m. This meeting will be via ZOOM.

XI. **Adjournment**

A motion to adjourn was made by Mrs. Roni Boomer with a second by Mrs. Lin Hamel. 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