

*Approved by
SAC on
3.7.2024*

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 meeting was called to order at 11:00 a.m. by Mrs. Roni Boomer. Mrs. Boomer began by welcoming everyone to the meeting. This meeting was held via ZOOM. Mrs. Boomer asked since the meeting was being held via ZOOM if you made a motion to make sure that you spoke your name clearly and to please give her a minute to write it down so that it is correct in the minutes. She also asked that this be done when making a second to a motion as well.

RECURRING BUSINESS

II. Review and Approval of September 14, 2023, Meeting Minutes

Mrs. Boomer reminded everyone present that at the end of November 2023 she sent out an email to all members with several attachments. The minutes of the last meeting held on September 14, 2023, being one of those attachments. It was her hope that everyone had time to review them at that time. She then presented the minutes for review and approval as well as asked for a motion to approve and accept the minutes as written. A motion was made by Mr. Andy Wingate to accept the minutes as written with a second by Mr. Brandon Bastendorf.

III. Program Advisory Updates

Mrs. Boomer then went on to address the next item on the agenda, which was Program Advisory updates. She started this portion of the meeting by stating that the annual Program Advisory meeting was held on November 2, 2023. It started with a meet and greet in the Russell Center located on the Locklin Technical College campus. She stated that it was a great success and commended the culinary program/students as well as Chef Hall for the tasty appetizers for all to enjoy.

IV. Expenditure/Safety Update

At this time, Mr. Keith Hines, Director of Locklin Technical College addressed the school advisory council members present as Ms. Coate was out of the office.

The only update which he had at this time was in the way of capital improvement. He then went on to say that in the September 14, 2023, meeting we talked about the fencing that had been installed around the entire campus and that we were waiting for the front gates to be installed. That project has now been completed 100%. Having the fencing installed is working out great as we have an excellent schedule to open and close the back gate of the campus. Mr. Hines reminded the committee that the State set aside and sent out safety money to be able to enclose the campus with the fence. We are utilizing that to #1 keep the campus safe from individuals being able to enter the campus but also, we are on the corner lot of Berryhill Road and Anderson Lane and being to close the gate at the back of the campus allows us to keep a lot of that traffic from driving through the campus with individuals trying to dodge the red light. Having an SRO on campus curtails that a little but we still have quite a bit of it out there and now that the back gate is installed, it is not even an option for individuals to drive through the campus. Also, with fencing, should an emergency occur, we have the ability to lock the entire campus down.

Mr. Hines continued, stating that we had gotten approval to pour sidewalks around campus. We have three different areas that are in need of sidewalks. We are still working with the district to find a contractor to be able to do that. This has proven to be quite a task due to the fact that a lot of concrete contractors do not carry the necessary insurance to meet the stipulations for the district. The district does not have a particular contract with a concrete company. Mr. Hines received an email this morning, 12/7/2023, stating that there are several different companies that have not put in for that contract and we are hoping that they can get their contract issues settled so that we can get a contract established.

V. COE Update

Mrs. Boomer addressed the next item on the agenda, the COE update. She began by informing those present that the week before Thanksgiving Ms. Maggie Coate, Mrs. Katie Predmore as well as herself attended the November 2023 Annual COE meeting. This meeting was held in Atlanta, GA. Throughout the course of the week, we attended multiple workshops. Those workshops will aide us in staying in compliance with the COE requirements for the college.

VI. ASE Update

Mrs. Boomer then turned the meeting over to Mrs. Katie Predmore to discuss the ASE updates. Mrs. Predmore began by reminding those present that at our last meeting we talked about the ASE team coming to perform the evaluation of our Automotive program. The team was established and made their visit on October 13, 2023. The Evaluation Team Leader (ETL) recommended that our programs be re-accredited through ASE and that the process has been completed. We have been officially re-accredited for the next five years.

With the evaluation of the instruction standard, the ETL said it is obvious that great instruction is going on in these programs.

Mrs. Predmore also addressed some of the things which the team leader had to say about our program:

- Great Instructors
- Students are very engaged.
- Students work independently.
- The shop and classroom areas were very clean and well organized.
- The advisory minutes and the advisory committees were excellent.
- Instructors and students are doing a great job of taking the responsibility of learning and getting jobs when they exit the program.

NEW BUSINESS

VII. Recommendations/Updates of Expenditures

Ms. Coate was out of the office so Mr. Hines addressed this portion of the meeting.

At this time, there are no recommendations or updates. Mr. Hines stated that there were a couple of items that are working on campus, but it will not be brought to fruition until the next meeting so we will hold off on that until the next meeting.

Mrs. Boomer then asked Mr. Hines if there were any other items which he would like to address at this time.

Mr. Hines then went on to say that Mrs. Boomer had sent out several different plans, The Health and Safety Plan, Plant Operations, Purchasing & Property Control Plan as well as the Technical Infrastructure Plan. Mr. Hines then gave the committee an opportunity to ask any questions about any of those plans.

As there were no questions, Mr. Hines brought everyone's attention to the Technical Infrastructure Plan. In reviewing these plans, at our last meeting closer to the first of the year, I made some updates to them but now there has been another change that he would like to make the committee aware of at this time. Mr. Hines asked that everyone look at the Technical Infrastructure Plan on page three. On this page there is a contact list and there are several contacts which have changed, changed positions, or have left the district. One of the changes is that Mr. David Hicks, Assistant Superintendent, has since retired. Mr. Hines will make these updates and have Mrs. Boomer send the corrected plan to you for your review. I will get those changes made as soon as structure changes and individuals are hired for those positions. This was just an update so there was no motion for approval needed at this time.

There were no changes made to the other documents which were provided to the advisory committee from the last time they were presented to the committee. Mr. Hines stated that he just wanted to give the committee a chance to review them and make sure that there were no additional questions.

VIII. Closing Comments

With the meeting coming to a close, Mrs. Boomer wanted to make mention of the next meeting which is scheduled for March 7, 2024. That meeting will be held in person here at Locklin Technical College. Invites for that meeting will be sent out about a month in advance. Last but not least the last meeting of the year will be held on June 20, 2024. The June 2024 meeting will be a ZOOM meeting.

Thank you everyone for taking time out of your busy schedule to attend our ZOOM meeting.

IX. Adjournment

There being no further business, the meeting was adjourned at 11:17 a.m.

Respectfully Submitted,

Lin Hamel

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council