



*Approved by SAC
 on 3/20/2024*

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. Mrs. Boomer thanked the members present for their commitment and continuing efforts to enhance the educational experience of our students. The members were then asked to make their way to the smorgasbord that was provided today by the Locklin Technical College Professional Culinary Arts & Hospitality program.

II. Review and Approval of December 7, 2023, Meeting Minutes

Mrs. Boomer reminded everyone present that she had previously sent via email to all members several attachments that pertained to today’s meeting. The minutes of the last meeting held on December 7, 2023, being one of those attachments. It was her hope that everyone had time to review them at that time and if not, please take a few minutes to review those minutes at this 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. Brandon Bastendorf to accept the minutes as written with a second by Mr. Jonathan McCullough.

RECURRING BUSINESS

III. Program Advisory Updates

Mrs. Boomer then went on to address the next item on the agenda, Program Advisory updates. She started this portion of the meeting by stating that the annual Program Advisory meeting was held in the Fall, November 2, 2023, and that we would be hosting a Spring Program Advisory meeting for our automotive programs as ASE requires that they meet twice a year. It will be held on Thursday, April 4, 2024, at 6 p.m. in Building #7 here on the Locklin Tech campus. Other programs which will be hosting a Spring Program Advisory meeting are Plumbing, which will be held on Thursday, March 14, 2024, at 5 p.m. in conference room C in building #1 and Pharmacy Tech which will be hosting their Spring Advisory meeting sometime before we Spring Break at the end March 2024.

Mrs. Boomer then asked Ms. Madison Cooper, welding student, for updates on her time here at Locklin Technical College as a student. She specifically asked Madison how her Program/Class training was progressing. Madison stated that she soon would be completing Welding Technology (mid-April) and hoped to continue by going on to Advanced Welding. State SKILLSUSA competition will take place in Jacksonville, FL on April 14, 2024 – April 17, 2024, where Madison will be a welding competitor.

IV. Grant and Program Updates

At this time, Mr. Keith Hines, Director of Locklin Technical College was scheduled to update the committee on the various grants. Mr. Hines is not in attendance today as he is at a principal's meeting so therefore, Ms. Coate will be addressing the committee on the grants.

The first grant that Ms. Coate discussed was the Pathway's (apprenticeship) Grant. This grant is used for the expansion of our various apprenticeship programs. At this time, we are looking to add the Diesel Mechanic program. We have received the funds as well as the standards in regard to the program but are currently waiting for approval. It is our goal to start enrolling students in this apprenticeship program before the end of this semester. Mr. Michael Castleberry will be the instructor for this apprenticeship program.

The next grant to be discussed is the Pipeline Grant. This grant is utilized for most all of our programs to aid in the payment of student tuition and fees as well as the various industry certifications of each of the programs offered here at Locklin Technical College.

The Open Door Grant is based on Locklin Technical College's overall performance and is a grant that 100% is used toward payment of a student's Tuition and Fees.

New to the grants which we have here at Locklin Technical College is the EET Grant. This grant is to be used for entrepreneurship in Career and Technical Education. At this time, we are currently waiting for approval from the Florida Department of Education. Once received, this grant will be used to purchase equipment for both the Welding and Electricity programs.

Program Updates: It was brought to the committees' attention that beginning with the start of school in the Fall, Locklin Technical College will begin a Welding program at Navarre High School.

Here on the Locklin Tech campus with the start of the new school year in the Fall, we will begin an Emergency Medical Responder program. Students who successfully complete this course will be able to earn certification as a Certified Nursing Assistant as well as that of an Emergency Medical Responder. Should a high school student decide to enter and complete this program, it will earn them a science credit.

V. Student Services Update

Mrs. Katie Predmore addressed the next item on the agenda, Student Services updates. Ms. Predmore brought to the attention of the committee the various documents which were provided earlier by Mrs. Boomer prior to the meeting so that each committee member would be able to look them over prior to today's meeting and express any suggestions or concerns. The various documents provided were Admissions: Eligibility, Prospective Students, Career Pathways Ability to Benefit and the steps which must be completed to enroll here at Locklin Technical College. She also brought to the committees' attention the other documents provided which were the Placement Services Plan, Work-Based Activities Plan, Program Outcomes Follow-up Plan, Admission by Exception which covers the Apprenticeship Program Admissions and Registration processes. Also provided were the Student Grievances Policy as well as the Grievance procedure, the Student Retention Plan, and the Effectiveness of Student Services Plan. Each of these plans are topics which we feel the public should be aware of. Mrs. Predmore stated that these documents are all posted and available on our website. She also stated that various portions of the Safety Plan could not be disclosed due to security concerns.

Mrs. Predmore then went on to discuss the COE Annual Report. At this time, COE is updating their software as well as the format of their data collection platform and at this time it has not been released. For this reason, we do not have access to be able to complete our COE Annual Report, but we will be reporting for the 2020 – 2021 school year. This report documents our completers, placements, and licensures. Mrs. Boomer and I have been working on obtaining the information/data that we will need to complete this report and are on track to complete it once it becomes available to us. We hope to have the report complete sometime this month. Once the report is "official" we will share that information with you.

VI. Safety/Other Updates

Mrs. Boomer then turned the meeting over to Ms. Coate to discuss safety and other updates.

Ms. Coate brought to the attention of the committee that Locklin Technical College had just undergone our annual safety inspection by Mr. Tobin Faciane. Overall, the inspection went well as there were only a few items that were documented. As you know, building recently underwent renovation. While the renovation has been completed and classes have returned to their classrooms, the room numbers located above the individual classroom doors are missing. Also, there are multiple ceiling tiles in various buildings around the campus that missing or that need to be replaced. The hood system in culinary has been on the list and will continue to be on the list at this time.

Other updates: Building #1 needs a new HVAC system. Currently, the HVAC system for building #1 is housed on the roof. The plan is to move the system indoors which will require new duct work, etc. The plan is to do this equipment replacement/move from roof top to inside during the summer months. During the time that the HVAC is being replaced, those working in building #1 during the summer will utilize the offices/space in building #2.

The last item under other updates is that of the parking lots. Currently, the lines for parking are being painted as the current lines have drastically faded over time. This work has begun and will continue through Spring Break.

NEW BUSINESS

VII. Review of Plans/New Budget

Mrs. Boomer provided the committee members present with the current balances of the 2023 -2024 budget for Locklin Technical College. Ms. Coate then went over these budgets and the various ways that they were being utilized, i.e. industry certifications for students in their respective programs being paid for either by performance funding or the Pipeline Grant. Ms. Coate asked if there were any questions or concerns regarding the budget balances in which she had just reviewed. There were no questions at this time.

VIII. Other Business

The first item under other business was that of Graduation/Awards Ceremony. This will be held at First Baptist Church of Milton on Thursday, May 16, 2024, at 7 p.m.

Pinning Ceremony for the Locklin Technical College Practical Nursing program will be held at Pine Terrace Baptist Church on Thursday, July 15, 2024, at 6 p.m.

Mrs. Boomer encouraged and invited all members to attend these upcoming special events.

Mrs. Boomer brought to the attention of the committee members the "Exit Interviews." These interviews take place when a student nears completion of their respective program. She suggested to the committee that of an informative interview. This is where the student will ask various businesses related to their program of study questions. Is this something you as a business/participant would be willing to do. If so, please mail Mrs. Boomer @ BoomerR@santarosa.k12.fl.us.

Ms. Carolyn Fries, Director Workforce Development, Career Source EscaRosa then address the committee in regard to sev upcoming events as well as opportunities:

Hospitality Industry –

April 23, 2024

To be held at Holiday Inn, Pensacola Beach

Looking to hire – come with resume' in hand

HOT JOBS –

Has started this again for individuals/students currently looking for employment.

Internships –

Career ESCAROSA may be able to help our instructors with finding placement for internships.

Mrs. Boomer then addressed the committee in regard to the last meeting of the Locklin Technical College School Advisory Council which will be held on Thursday, June 20, 2024. This meeting is currently to be held via ZOOM, but Mrs. Boomer asked the members at this time to vote as to whether they would like it to remain a ZOOM meeting or be held in person. Members voted to meet in person.

IX. Closing Comments

With the meeting drawing to a close, Mrs. Boomer wanted to express her appreciation to all committee members present for their willingness to serve and be a very important part of the Locklin Technical College School Advisory Council. She also thanked them for their contributions and support throughout the 2023 – 2024 school year.

Again, the next/last meeting of the Locklin Technical College School Advisory Council will be held on Thursday, June 20, 2024 (in person meeting) at 11 a.m. in Locklin Technical College building #1, conference room C.

IX. Adjournment

There being no further business, Mrs. Boomer made a motion to adjourn the Locklin Technical College School Advisory Council meeting with a second by Mr. Brandon Bastendorf. The meeting was adjourned at 11:55 a.m.

Respectfully Submitted,

Lin Hamel

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council