



*Approved
 by SAC
 on 9-12-24*

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
- *Carolyn Fries – Career Source EscaRosa
- *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

- *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
- Guest: Kevin K. Willis, Program Services Manager
 Workforce EscaRosa

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 last Locklin Technical College School Advisory Council meeting for the 2023 – 2024 school year. The members were then asked to enjoy the food catered by Panera Bread.

II. Review and Approval of March 7, 2024, Meeting Minutes

Mrs. Boomer reminded everyone present that she had previously sent via email to all members several attachments that would be covered in today’s meeting. The minutes of the last meeting held on March 7, 2024, being one of those attachments. It was her hope that everyone had had time to review them at that time and if not, please take the next few minutes to review them. She then presented the minutes for review and approval. A motion to approve and accept the minutes as written was made by Mr. Jonathan McCullough with a second by Mr. Brandon Bastendorf.

RECURRING BUSINESS

III. Grant Updates

Mrs. Boomer then turned the meeting over to Mr. Keith Hines who then updated the committee on the various grants that were available to Locklin Technical College for the 2023 – 2024 school year.

The first grant which Mr. Hines discussed was that of the **Pathways to Career Opportunities Grant**. Mr. Hines went on to say that this grant is an apprenticeship grant that we again wrote for in the 2023 – 2024 school year. Should we receive this grant, it will be utilized to start a Diesel Mechanic Apprenticeship Program. In the past, we have utilized the Pathways Grant to begin the Plumbing as well as Electrician Apprenticeship Programs. The importance in receiving this grant is to ensure that we have both the staff and marketing available to us to support these apprenticeship programs.

We successfully worked through the process to write the program standards and have them approved by the Department of Education. We then enrolled our first student in the Diesel Mechanic Apprenticeship Program. The grant was approved but we were late in receiving the funds supplied by this grant, December 2023. Mrs. Kristi Ford, Apprenticeship coordinator is working diligently to enroll more students in this program.

Pipeline: This is an allocation-based grant which reflects the performance of the Practical Nursing program and other nursing education programs at the Florida college institutions and school district postsecondary technical colleges.

Our Practical Nursing Program here at Locklin Technical College performs at a high level and because of this level of performance, we received \$653,292.00 for the 2023 – 2024 school year. This allocation was a 25% increase from what we received in the 2022 – 2023 school year. This allocation can be used not only for the Practical Nursing Program, but in the other programs throughout our campus. As an example: tuition, industry certifications, as well as equipment for the various programs. Due to this funding, no one seeking an industry certification in any program was required to pay. Of the amount received, \$235,000 in funding has been distributed at this time toward tuition. These funds were used to pay any tuition that was not covered by another means of financial aid. Again, it was a great year to be a student here at Locklin Technical College as students attended for free.

Perkins: This grant is utilized to pay a career specialist to market the programs here at Locklin Technical College to the community and surrounding areas. In the 2023 – 2024 school year, this money was also used to offer Entrepreneurship training to all high school students attending Locklin Tech. As a result of the Entrepreneurship training, students were able to take the ESB Certification test and with that, we earned an additional 42 certifications that will be funded in the 2024 – 2025 school year. With this in mind, we received approximately \$62,000.00 in funding and at this time, we have expended the total amount.

Open Door Grant: We began the 2023 – 2024 school year with \$170,000.00 with the State reallocating money that was not being used by other school and thus we received a second award. We distributed \$182,975.00 to assist in the payment of tuition and textbooks for students with our focus being on students who were returning. Our Financial Aid Department took on the responsibility of dispersing and tracking these funds and because of their efforts at this time, we have already been allocated \$50,000.00 in Open Door funding to start off the 2024 – 2025 school year.

EET (ENTREPRENEUR Education Training): This grant came as a late award allocation; however, we were able to do training and pay for ESB certifications where we earned an additional 42 certifications that will be funded in the 2024 – 2025 school year. This grant money also went to purchase welders as well as materials and supplies for Electricity and Welding.

IV. Capital Improvement

Mr. Hines then went on to discuss Capital Improvement. We had previously discussed and approved the sidewalks to three of five different classrooms. At this time, we are working with the contractor and still waiting for the work to be done. The estimate for this work is \$5,000.00. Mr. Hines will again bring this request before the school advisory council in the 2024 – 2025 school year.

The parking lot restriping has been completed. With this completion not only was the parking spaces re-striped but an additional 18 parking spaces were added. This process took a long time to complete as we were waiting for corrections to be made in a couple of the areas around campus, as well as the handicap parking spaces to be completed.

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. 2023 -2024 School Improvement Plan End of Year Report

Mr. Hines began this portion of the school advisory meeting by stating that overall, the school improvement plan was a success with only 5 of the areas not being met. Mr. Hines then began to cover the areas where progress had been lacking. They are as follows:

A.1.2: Felt that this objective was not at 100%. It is felt that another way of tracking this information is needed and for this reason, it will again be addressed in the 2024 – 2025 School Improvement Plan. Xello, a college and career readiness

software which helps students discover relevant college, university, trade, military, and career options based on their personality, skills and knowledge is being considered as way of tracking to improve this objective. One of the advisory members suggested that we could email the students the links. Also, it is felt that Xello has more content for the secondary student than it did previously.

B.1.1: Was the next activity that was discussed in the school improvement plan. This activity deals with the program instructor reviewing the individual course assignment sheets with each individual student on a monthly basis. It was felt that this did not occur. The course assignment sheet if used properly would let the student know where they were in the scheme of things and what to expect in the future.

The plan is to use some type of Professional Development for the instructors to keep them on track in reviewing the course assignment sheets.

B.1.3: This section of the school improvement plan dealt with the creation of a new rigorous (extremely thorough or more accurate) lesson plan where the instructor will integrate academics and differentiate their instruction with assessment materials based on the course. It is felt that we have made great strides in this area but still have not reached a 100%.

F.1.1: Continuing with the discussion of the activities in the school improvement plan which were not met, we discussed that of instructor participation in the data review and completion of program evaluations. The data has been completed; however, we did not include the data in a PLC. We did not reach 100% in this activity.

H.1.4: It is the recommendation of the state that Locklin Technical College have a nontraditional enrollment of 18%. Even with a huge marketing campaign, we still fell short with only 9.2% in our nontraditional enrollment. This will not be a part of next year's School Improvement Plan.

VI. 2024 – 2025 School Improvement Writing Workshop/Planning

The workshop/planning for the 2024 – 2025 School Improvement Plan was held on Tuesday, May 21, 2024. One topic of discussion during this workshop and planning meeting was to ask, can we reach these goals which we have set.

Mr. McCullough as a member of the school improvement planning committee then gave his thoughts on the planning meeting. He felt that we were moving in the right direction for the future of Locklin Technical College.

Mr. Hines then asked if there was any input from the advisory council. There being no input at this time, we moved on to the next order business on the agenda.

VII. Proposed Curriculum Changes for the 2024 – 2025 School Year

Mrs. Katie Predmore lead this portion of the school advisory meeting. She stated that there had not been many changes to our current curriculum. The only one at this time, was the removal of Applied CyberSecurity from our program offerings.

At this time, the Department of Education has not yet sent out their official cost of attendance letter. We are still waiting on those updates, if any. However, Mrs. Predmore did state that she felt that tuition and fees would remain the same. At this time, Mrs. Predmore provided the advisory council with Locklin Technical College's current cost of attendance. She explained that anything written in "red" denoted a change. Some of the changes include additional tools and equipment for the HVAC/R 1 and 2 programs, a name change for the automotive program, it will now be called, "Master Automotive Service Technology 1 and 2 instead of Automotive Service Technology 1 and 2 and a price increase in the Practical Nursing textbooks. There has been a decrease in the cost of uniforms for the Professional Culinary Arts & Hospitality program while the Welding Program has had an increase to their AWS exams. Also, NCCER has been reinstated in some of the program areas as it better tracks student progress.

With the implementation of the VECTOR training, each program saw a \$15 increase in their curriculum. This training is offered online which makes it a more useful and efficient tool.

There has been a change in the programs offered for our high school population. The Emergency Medical Responder (EMR) has now been added to the CNA program. Students attending this program will have the opportunity to be dually certified as both a Certified Nursing Assistant and Emergency Medical Responder.

VIII. Review and Approval of the 2024 – 2025 Curriculum Guide and Student Handbook

Mrs. Predmore also lead this portion of the school advisory council meeting. There have been no major changes to the 2024 – 2025 Curriculum Guide and Student Handbook at this time. There were some grammatical updates, but the policies will remain the same. It is our hope that we will have an official copy online soon for all to access as well as be able to print the final copy. This cannot be done until we receive the updates for tuition and fees from the Department of Education.

Mr. Kevin Willis made a motion to accept the Curriculum Guide and Student Handbook as written with a second by Mr. Brandon Bastendorf. (Copies of the proposed Curriculum Guide and Student Handbook were electronically sent to each school advisory council member prior to today's meeting). A hard copy was also made available at today's meeting for all to see and review..

IX. Appreciation and Closing Comments

At this time, Mr. Kevin Willis, Career EscaRosa, discussed the assistance of transportation and childcare for our students needing those services. He also shared, that the guidelines for qualifying for this assistance is not as strict as those of WIOA. It is his plan to attending the Practical Nursing orientation being held in July to discuss this assistance with our incoming Practical Nursing students.

X. Adjournment

There being no further business the last meeting of the Locklin Technical College School Advisory Council for the 2023 – 2024 school year was adjourned at 11:45 am.

Respectfully Submitted,

Lin Hamel

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council