

Radford M. Locklin Technical College

School Advisory Council

Minutes

September 12, 2024

11:30 AM

SAC COMMITTEE MEMBERS PRESENT/*ABSENT

Brandon Bastendorf, TA for Technology Kevin Willis — Career Source EscaRosa Business Service Program Manager

Roni Boomer — Career Specialist * Lumen Wilson — Wilson Services LLC/Owner

*Richard Cockrell (Student) — HVAC Program Andy Wingate — Santa Rosa Computer Care

Nancy Doran — LifeView Group/Families First Network/GCE

Sean Ham, HVAC Instructor — High School

Linnie Hamel — Fiscal Assistant II, Locklin Tech

Keith Hines — Director, Locklin Tech

Caitlyn Johnson (Student) Pharmacy Tech

Stephanie Jones — Santa Rosa Medical Center, Chief Nursing Officer

*Charlin Knight — Administrator, Workforce Ed., SRCSD

Katie Predmore — Guidance Counselor, Locklin Tech

Christine Sahlin — Artic Wolf Networks, Incident Response Engagement Manager

Brian Simmons (Student), Electricity

****Also in Attendance were:**

Maggie Coate, Assistant Director, Locklin

Tech/Ashley Lay, Career Specialist, LTC

*Approved
by SAC
on 12.5.24
[Signature]*

I. CALL TO ORDER AND WELCOME

The first meeting of Locklin Technical College School Advisory Council for the 2024 — 2025 school year was called to order at 11:30 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. Nomination/Election of the 2024 — 2025 SAC New Members and Officers

Mrs. Lin Hamel nominated Mrs. Roni Boomer to serve as the School Advisory Council Chairperson for the 2024 — 2025 school year with a second by Mr. Kevin Willis. Mrs. Katie Predmore was nominated by Mrs. Roni Boomer to serve as the 2024 — 2025 Co-Chairperson with a second by Christine Sahlin. Mr. Keith Hines nominated Mrs. Linnie Hamel as the Recording Secretary for the 2024 — 2025 school year and this was seconded by Mr. Kevin Willis. As you take a glance at the results, they are as follows:

Mrs. Roni Boomer — Chairperson

Mrs. Katie Predmore — Co-Chairperson

Mrs. Linnie Hamel — Recording Secretary

Listed here are the new members who were nominated and elected by their peers and who will be joining the 2024 - 2025 Locklin Technical College School Advisory Council:

Mr. Sean Ham, Instructor, HVAC-High School

Mr. Brian Simmons, Student, Electricity Program

Mr. Richard Cockrell, Student, HVAC/R II Program

Ms. Caitlyn Johnson, Student, Pharmacy Tech Program

There are also, several business and community leaders that will be joining the 2024 — 2025 Locklin Technical College School Advisory Council which we would like to recognize at this time, they are as follows:

Stephanie Jones, Santa Rosa Medical Center, Chief Nursing Officer
Christine Sahlin, Arctic Wolf Networks, Incident Response Engagement Manager
Kevin Willis, CareerSource EscaRosa, Business Services Program Manager
Lumen Wilson, Wilson Services LLC, Owner

III. Review and Approval of 2024 — 2025 School Advisory Council Bylaws

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

Prior to today's meeting, Mrs. Boomer sent a copy of the bylaws to each member so that they could when they had a chance, look them over. Mr. Hines asked if the members had had a chance to review the bylaws and if there were any questions concerning them or if the advisory council thought that there should be any changes made at this time.

There being no questions or changes to the current Locklin Technical College School Advisory Council bylaws at this time, a motion was made by Mr. Sean Ham to accept the Advisory Council bylaws as written with a second by Mrs. Christine Sahlin.

IV. Approval of Locklin Technical College School Advisory Council minutes from the June 20, 2024, Meeting

Mrs. Boomer then addressed the advisory council regarding the minutes from the June 20, 2024, meeting. These minutes were also sent out prior to today's meeting via email but she also provided a printed copy at today's meeting for those who had not had a chance to look them over. A motion was made by Mrs. Nancy Doran to accept the minutes as written with a second by Mr. Brandon Bastendorf.

V. Review of 2024 — 2025 Student Enrollment and Demographics

Mrs. Katie Predmore then discussed Locklin Technical College's student enrollment and demographics. It is the State of Florida's recommendation that Locklin Technical College have a nontraditional enrollment of 18%. We continue to work diligently to obtain this percentage as it will require a progressive improvement plan/plan of action to increase the numbers to the required percentage. Currently, the Practical Nursing Program has a great deal of non-traditional students. It is our hope that this will boost our numbers.

Locklin Technical College's current enrollment is as follows:

205 Adult students. This includes the adult students enrolled in our apprenticeship programs, i.e. Diesel Mechanic, Electrical, HVAC/R and Plumbing.

172 High School Students. There are a total of 85 high school students on the campus. There are 36 high school students enrolled in our program in the morning and 49 high school students enrolled in the afternoon. Included as well in the 172 high school students is our dual-enrolled high school students. There are 42 dual enrolled students in the morning and 45 dual enrolled students in the afternoon. Also, included in our number of students are the 107 off campus dual enrolled students.

VI. School Improvement Plan Approval for the 2024 — 2025 School Year

At the Locklin Technical College School Advisory Council meeting held on June 20, 2024, there was discussion of the 2024 — 2025 Locklin Technical College School Improvement Plan. The main topic of discussion of the school improvement plan, was can we reach these goals which we have set in place.

Mr. Hines stated that since that meeting that there had been only one change made in the plan and asked that the members of committee look at the plan and after doing so, were there any comments.

There being no comments at this time, Mr. Hines then asked for approval of the Locklin Technical College 2024 — 2025 School Improvement Plan. A motion was made by Mr. Brandon Bastendorf to accept the plan as written with a second by Ms. Caitlyn Johnson.

VII. Review of School Based Budgets/Grants

Mr. Hines began this portion of the meeting by stating that there were no new budget items at this time. He then began discussion concerning the various grants available to us here at Locklin Technical College.

Pathways to Career Opportunities Grant: This grant is written with our apprenticeship programs in mind, i.e. Diesel Mechanic, Electrical, HVAC and Plumbing. This grant is still in progress as you must state how the \$104,000.00 that would be awarded would be used and then be invited to complete the application. Currently, we are the only school in the state to get this grant for the last five years.

With this grant, it is our hope to increase the admissions for both the Diesel Mechanic and HVAC apprenticeship programs as currently we only have two students in the Diesel Mechanic apprenticeship program and 14 in the HVAC. Kristi Ford, our Apprenticeship Coordinator has worked tirelessly to promote these apprenticeship programs and because of her efforts, with the start of the school year, we did begin to see an increase in both apprenticeship programs.

Open Door Grant: This is not a grant in which we must apply or write for. We received approximately \$171,000.00. This money goes directly to the student to pay their tuition and fees. We have also covered the certifications in which a student may be applying to test for in their individual program of study. In 2021, no student was required to pay tuition and fees as this was covered via the grant. This grant continues to help our students with tuition, fees and certifications.

PELL Grant: This grant is available to students who have completed a Free Application for Federal Student Aid (FAFSA) and were found eligible to receive this grant based on the information which they provided on their application. In the 2023 — 2024 school year, almost a half a million dollars was awarded to students to cover their tuition & fees as well as textbooks. Should there be a balance remaining, this money is paid directly to the student.

FSAG-CE: (Florida Public Postsecondary Career Education) This is a student assistance Grant program which is a need-based grant program available to Florida residents enrolled in a certificate program of 450 or more clock hours at a participating Florida College System institution or career center operated by a district school board. To be eligible, you must have submitted a Free Application for Federal Student Aid (FAFSA) and from this information been awarded a PELL Grant as well as meet the requirements to receive this funding. For the 2024 — 2025 school year, we will receive \$12,000.00 that will be awarded directly to the students which meet the requirements. This is a decline in what we have received in years previous.

PERKINS (Title I) GRANT: In 2024 — 2025 we again have written for the Perkins Grant. These are funds that the State of Florida has set aside for the development and implementation of CTE programs for both postsecondary and secondary students.

This year, the amount in which we qualified for in the way of the Perkins Grant was \$48,066.00. This is under the \$50,000.00 allocation that is required. Since we were \$1,934.00 short of the needed \$50,000.00, it would be necessary for us to join a consortium that qualifies for that amount. Because the qualifying agency has control over how the money is spent, it was our decision not to join the consortium. Therefore, Mr. Hines petitioned the state for additional funding available through Perkins which will bring it to the \$50,000.00. This was submitted on September 10, 2024.

PIPELINE Grant: The purpose of the Pipeline Grant established by Governor DeSantis, is to reward performance and excellence among the nursing education programs at Florida College System institutions. The Locklin Technical College Nursing Program meets those criteria.

With the 2024 — 2025 school year however, the amount awarded was cut in half with the award being \$294,000.00. This cut was made even though the number of students completing the nursing program and those passing their nursing boards remained the same.

This money is paid directly to the school and does not necessarily have to be allocated only to the nursing program. It may be used across all the programs offered here at Locklin Technical College for various purchases, including industry certification cost.

Mr. Hines then went on to discuss the budget monies which are collected and then sent to Santa Rosa County School District Accounts Payable Department at the end of the school year to cover various areas of the school-based budget for the following school year. The balances at the beginning of the 2024 — 2025 school year are as follows:

Scholarship	\$107,000.00
Technology	\$61,000.00
Capital Improvement	\$46,000.00

Triumph Grant	\$85,000.00
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The reason that the scholarship balance is high is because we have not had to use many of these funds as we are able to cover the student's tuition and fees through other grants available to us, i.e. Open Door and Pipeline. However, eventually, we will have to begin to use the scholarship money.

We received \$85,000.00 in Triumph Grant money. These funds were used for the Rapid Response Training. Should any of these funds not be used, they will roll over to the following year.

Performance Funds: These funds are provided to the school based on the various industry certifications earned by our students. In the 2023 — 2024 school year, \$238,691.00 was earned in industry certifications by our adult students in our various programs here at Locklin Technical College. Our secondary students (HS Students) earned \$135,000.00 for their industry certifications in their various programs.

Mr. Hines then went on to say, as you see from the grants available to us as well as the other avenues of funding, it is a good time to be in CTE.

Mr. Hines then asked if there were any questions or concerns. There were no questions or concerns at this time.

VIII. Recommendations/Approval — Capital Improvement

Mr. Hines then went on to the next item on the agenda which was the recommendation/approval for Capital Improvement. In the 2024 — 2025 school year, we would like to add an additional electronic entry system to the Media Center. The addition of this system would help us to distinguish between our students and those that have not taken the proper steps to be on our campus and could create unsafe conditions for both our students and staff. Just as those who would like entry onto our campus, individuals wishing to enter the Media Center would have to show their student ID or their Santa Rosa County School District staff ID. The expense of adding this electronic entry system is around \$12,000.

With school safety in mind, the State allotted \$10,000 per school for an electronic entry system. However, thought was not considered that there may be more than one entry way that would require an electronic entry system.

Mr. Hines then asked for questions or concerns.

There being no questions or concerns at this time, a motion was made by the Locklin Technical College Advisory Council as whole to purchase a second electronic entry system for the Media Center with a second was made by Mr. Brandon Bastendorf.

IX. Technology Expenditures

Mr. Hines then went on to the subject of technology expenditures. He stated that there were no technology expenditures that needed to be brought to the attention of the committee for a vote at this time.

Mr. Hines then asked Mr. Brandon Bastendorf if there were any expenditures related to technology or items that needed to be brought to the committee's attention at this time. Mr. Bastendorf stated that at this time there were no expenditures.

However, he did express to the committee that the district was in the process of switching from DELL laptops to Lenovo Laptops. Also, we are in the process of switching from DELL printers to the EPSON Echo tank printers which have been found to be more reliable and less expensive to use.

Mr. Kevin Willis then asked what we do with our old computers we are no longer using. Mr. Bastendorf referred him back to the district to inquire about their policies in this regard.

X. School Safety Updates

At this time Ms. Maggie Coate, Assistant Director of Locklin Technical College addressed the committee regarding Safety. She stated that on August 9, 2024, our campus went through a school safety check. This is conducted both with Santa Rosa County School District safety officials (Mr. Daniel Hahn) as well as our local Santa Rosa County safety representatives. Locklin Technical College "passed with flying colors."

Ms. Coate then went on to say that Locklin Technical College holds safety very high regarding priority. For safety reasons, Locklin Technical College is completely fenced with two gated entrances. The back gate is opened on a schedule with it being opened at various times during the day to let buses drop off and pick up students from the various high schools in the district as well as to let our adult students enter and leave the campus. Because we have a variance with the school district, the front gate remains always opened. However, the opening of the gates continues to be a concern in the overall safety of our campus.

The instructors do a phenomenal job at keeping their doors closed/locked.

With both safety features in place, it helps Locklin Technical College to monitor who is coming and going on our campus.

It is very important that we also extend our safety practices to the classroom/lab areas. For this reason, we have chosen to have our students go through the VECTOR safety videos. There was some difficulty with the firewall for the district slowing down the process but overall, we feel that everything has gone well. A student must complete and pass this video safety program to be allowed in their respective program shop/lab area.

Currently, Ms. Coate is also in the process of update our crime survey.

Ms. Stephanie Jones, Chief Nursing Officer at Santa Rosa Medical Center then asked if we ever practice drills on our campus. Ms. Coate stated that we do conduct various drills on our campus, i.e. AED, active shooter but nothing to the level at which other larger facilities/campuses do. These drills are scheduled and placed on our Locklin Technical College calendar and then dispersed to both the faculty and staff.

XI. Other New Business

Caitlyn Johnson, Pharmacy Tech student, mentioned the possibility of bake sales being offered by the culinary students.

XII. Closing Comments

Mrs. Boomer asked the committee to reach out in the form of a phone call or email should they have any ideas or suggestions for improvement.

Mrs. Boomer also thanked everyone for taking the time out of their busy schedules to attend this first meeting of the Locklin Technical College School Advisory Committee. She also went on to thank Chef Billings and his students for the delicious meal that they prepared for the meeting.

XIII. Adjournment

There being no further business the first meeting of the Locklin Technical College School Advisory Council for the 2024 — 2025 school year was adjourned at 12:35 pm.

Respectfully Submitted,

Lin Hamel

Lin Hamel

Secretary

Locklin Technical College

School Advisory Council