



SCHOOL ADVISORY COUNCIL

MINUTES

December 05, 2024
11:30 a.m.

*Approved
by SAC
on 3/6/25*

SAC COMMITTEE MEMBERS PRESENT/*ABSENT

Brandon Bastendorf, TA for Technology

Kevin Willis – Career Source EscaRosa Business Services Program Manager

Roni Boomer – Career Specialist

* Lumen Wilson – Wilson Services LLC/Owner

Richard (Riley) 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

****Also in attendance were:**

* Keith Hines – Director, Locklin Tech

Maggie Coate, Assistant 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

I. CALL TO ORDER AND WELCOME

The meeting was called to order by Mrs. Roni Boomer at 11:30 a.m. She began the meeting by welcoming everyone to the meeting and thanking them for taking time out of their busy schedules especially at this time of year.

RECURRING BUSINESS

II. Review and Approval of September 12, 2024, Meeting Minutes

On November 8, 2024, Mrs. Boomer sent to each of the committee members the minutes from the previous meeting on September 12, 2024, so that it would give everyone a chance to look them over before our meeting today. The minutes were also provided at today's meeting for those who did not have a chance to look at them closely prior to today's meeting. There were two changes that needed to be made, the first was in the title of Mr. Kevin Willis. It should have read "Kevin Willis – Career Sources EscaRosa Business Services Program Manager. The second correction was that of the title of Ms. Nancy Doran. Her title should have read, Nancy Doran – LifeView Group/Families First Network/GCE. These corrections have been made and filed with the September 12, 2024, Locklin Technical College School Advisory Council minutes as well as a corrected copy sent to Mrs. Boomer. A motion was made to accept the minutes with the corrections by Ms. Nancy Doran with a second by Mr. Brandon Bastendorf.

III. Program Advisory Updates

The first individual Program Advisory meeting was held on Tuesday, October 15, 2024. Heavy Hors d oeuvres were provided by our Locklin Technical College Culinary Program. The Program Advisory meetings are held once a year in accordance with COE. Each program was well represented, and we received a great deal of feedback from our industry leaders. There are several programs that will hold another individual Program Advisory meeting in the Spring in accordance with their individual program accreditation requirements.

IV. Expenditures/Safety Updates

Mrs. Boomer then turned the meeting over to Ms. Coate. Ms. Coate began by stating that at our last meeting, September 12, 2024, Mr. Hines had given the committee a detailed report in regard to the sources for which we here at Locklin Technical College have available to us. Two of those such sources, are the Pipeline Grant (based on the successful pass rate of our Practical Nursing Program and the Open Door Grant.

Recently, Mr. Hines had the opportunity to apply for the CAP Grant (Workforce Development Capitalization Incentive Grant). The programs need to serve secondary students or post-secondary students if the post-secondary and technical education program also serves secondary students.

The purpose of this program is to provide grants to school districts as well as the Florida College System to fund some or all of the costs that are associated with the creation or expansion of career and technical education workforce development programs such as ours that lead to industry certifications and are listed on the CAPE Industry Certification Funding list.

All programs that are funded by this grant, must serve secondary students, and be listed on the CAPE Industry Certification funding list. This has been a lengthy process.

In regard to safety, we are preparing for a large renovation of Building 1 as the building has not had an update in quite some time. The renovation will include a new HVAC system as the current system is old, and it has become difficult to get parts when needed. The renovation will also include new lighting, duct work, painting, and flooring. This renovation is slated to start sometime the middle of January 2025 and will take approximately 10 months. Access to the parking lot will be limited as there will be areas of the parking lot which are fenced off.

The offices currently housed in building one will be relocated. Administration will be moved to building five and Student Services will be relocating to building two. A storage container has been provided to us for anything not needed that can be stored in an unconditioned space. The addition of an entryway camera system has been added to building five so that employees will be able to use their badge for entry. As was in building one, students as well as visitors, will be monitored and allowed entry only with the proper identification. The camera entry system was already a part of building two so the only change to this building were the permissions given for employees to be able to enter the building via their badge. Signage has been ordered to assist students as well as visitors to our campus to the new location of these two departments. Safety updates in regard to this move will be made.

The addition of the camera system to building five for entry has also been added to building 11 (Media Center) so that we are able to monitor those entering the Media Center. We have had issues in the past with parents/individuals entering the Media Center to wait on their child/children to complete testing.

Mr. Kevin Willis asked about the official date regarding building one being shut down. Ms. Coate replied that we should be officially moved to the respective new buildings by Christmas break.

Safety Report: Ms. Coate then went on to discuss the safety report that had to be submitted by October 1, 2024. This is completed every year and is connected to The Jeanne Clery Act. The Clery Act is a federal law that requires colleges and universities to disclose campus crime statistics and security information. It was enacted in 1990 and renamed in 1998 in memory of 18-year-old Lehigh University student named Jeanne Clery.

In completing this report, Ms. Coate found that there were four instances that happened in or around the Locklin Technical College campus. Most of these instances were after hours and involved Santa Rosa High School/Santa Rosa Adult School but Locklin Technical College is required to report them as we are a shared campus. Three of the instances were drug related while the fourth involved a weapon found in a vehicle on campus in which nothing occurred.

V. COE Updates

Mrs. Katie Predmore was unable to attend the current Locklin Technical College Student Advisory Council meeting. Mrs. Boomer had previously spoken with her and covered any COE updates. There have been no changes to the accrediting body. However, it is the goal of Locklin Technical College to better educate our instructors as to what COE is and how it affects our college.

VI. ASE Updates

This portion of the meeting was also to be addressed by Mrs. Predmore who was unable to attend. Our Automotive programs, taught by Mr. Joe Peirce (Post-Secondary students) and Mr. Michael Castleberry (Secondary students)

underwent re-certification through ASE (Automotive Service Excellence) two years ago. As previously stated, there are programs which are required to hold two Program Advisory Committee meetings per year, our Automotive Program is one of those programs. They will hold another Program Advisory Committee meeting in the Spring.

NEW BUSINESS

VII. Recommendations/Updates of Expenditures

On November 18, 2024, an Open House was held for the Practical Nursing Program for enrollment in the class of 2025 – 2026. There were twenty-five or more individuals in attendance and from these twenty-five, we have already received twelve applications for the 2025 – 2026 school year. There has been low enrollment in this program. This is not just in our program here at Locklin Technical College but all across all of Florida. It is hopeful that with the turnout of the recent Open House, that we will see an upswing in enrollment of qualified applicants. If necessary, we may hold another Open House in the Spring.

A recruitment meeting will be held next week (sometime the week of December 9th – 13th). It is our hope that with what seemed to be a success of the Practical Nursing Open House, that if we continue to hold open house meetings for the various programs that have a low enrollment, it may boost enrollment for those programs as well i.e., Culinary and CSIT).

Ms. Coate then went on to discuss the Bridge “Pilot” Program that the State of Florida has approved for students who have received their licensure as an LPN in a technical program to be able to bridge from LPN to RN. If this pilot is a success, we are hopeful that Locklin Technical College will consider beginning the program in the future. The nursing staff were also mentioned at this time as we have a new instructor, Mrs. Stacey Peaden.

VII. Closing Comments

Ms. Coate mentioned also that we were able to successfully market our Open House for the Practical Nursing Program and with that statement, Mr. Kevin Willis mentioned he would be happy to assist via EscaRosa to assist with promotion as well.

Mr. Willis brought up several points of interest in regard to several of the programs here at Locklin Technical College. The first was the participation of our Culinary Program their quarterly luncheon in March 2025. He is hoping to have schools in the surrounding area participate.

He also went on to suggest an internship for CSIT. He will discuss the possibility of this with Mrs. Kristi Ford, Internship/Apprenticeship Coordinator.

Ms. Nancy Doran asked for Mrs. Teresa Peirce to reach out to her regarding a date to come out and speak to the nursing programs about LifeView.

The next meeting of the Locklin Technical College School Advisory Council will be in March 2025.

IX. Adjournment

There being no further business the December 5, 2024, meeting of the Locklin Technical College School Advisory Council was adjourned at 12:05 pm.

Respectfully Submitted,

Lin Hamel

Lin Hamel
Secretary
Locklin Technical College
School Advisory Council