

Higher Education Coordinating Commission Private Career School Advisory Committee

Kevin Lambert
Chair

Kimberly Johnson
Vice-Chair

Melissa Mason

Marty Nelson

Ron Sutphin

Mary Nielsen

Chris Rohaley

HECC Staff

Pete Gertenrich

Karyn Chambers

Tiffany Caldwell

Director
Veronica Dujon

December 16, 2021

9:00 AM – 10:00 AM

VIDEOCONFERENCE

MEETING MINUTES

Members Present: Chair Kevin Lambert, Vice-Chair Kimberly Johnson, Ron Sutphin, Marty Nelson, Chris Rohaley, Melissa Mason and Mary Nielsen

Preliminary and Organizational Business

Chair Lambert called the meeting to order at 9:03 and welcomed participants.

Chair Lambert called Roll.

Approve September 16 meeting minutes

ACTION ITEM

Chair Lambert called for a motion to approve the September 16, 2021, meeting minutes
The motion to approve the minutes passed unanimously.

Veronica Dujon welcome remarks

Veronica, HECC Director of APA welcomes the committee and callers to the meeting.

Discusses the open invitation from the HECC to participate in our development in legislative initiatives.

Announces the Governor's plan and investment of 200 million dollars for Future Ready Oregon that was presented at The Oregon Business Summit.

Introduction of Matthew Altman, HECC's new Compliance specialist

Directors Report

Pete Gertenrich, HECC Education Specialist briefed the committee on Private Career Schools (PCS) activity for the last quarter:

Application Processed:

- School Licensure: Reviewed and approved 18 school license renewals. There is a total of 209 licensed private career schools, comprised of 34 cosmetology schools and 175 non-cosmetology schools. 14 of these are out of state, 195 are in state.

New School License applications approved for licensure since June 2021:

- Wyotech-Automotive/Diesel Technology
- Hillsboro Aero Academy/Helicopter Flight Training (4 Locations)
- Liberty Tax School-Medford
- Rogue Phlebotomy-Southern Oregon
- I & H Trucking-Portland

Kevin Lambert
Chair

Kimberly Johnson
Vice-Chair

Melissa Mason

Marty Nelson

Ron Sutphin

Mary Nielsen

Chris Rohaley

School Closures: Northwest School of Animal
Massage

Cease & Desist: 1

Registrations:

44 applications for new registration or
renewal of teachers

107 transcript requests for students of closed schools.

HECC Staff

Pete Gertenrich

Karyn Chambers

Tiffany Caldwell

**Annual HECC Referrals up-date (Non-Credentialed Pathway to Cosmetology
Licensure)**

- ✓ This data is for the Period of January 1, 2021-December 10, 2021:
- ✓ HECC worked with 54 individuals and 7 individuals were disqualified from the process.
- ✓ Issued 31 referrals to HLO for cosmetology licensing exams.

Director

Veronica Dujon

The tentative meeting dates for 2021/2022 are as follows:

- March 17, 2022
- June 16, 2022
- September 15, 2022
- December 16, 2022

New PCS updates

Pete Gertenrich provides Student Completion Data Collection update:

Fall Submittal

ODA fall 86%

PCS 66 %

Annual Student Data collection

ODA stayed the same at 86%

PCS went up to 71%

Finger print criminal background process

Has been stalled, goal is to have it presented at the next commission meeting.

School Renewal Reminder

There is now the option of submitting application online

PCS Fiscal Update

Marron Easley-Holmes, HECC Budget Analyst and Monique Murphy HECC Program Accountant gave the committee an overview of the current PCS budget.

Tuition Protection Fund:

The current balance of the Tuition Protection Fund is \$1,307,604.

PCS New Advisory Committee Chair update/Per Diem update

Karyn Chambers, HECC Education Specialist announces Chair Lamberts retirement and discusses how bylaws work, explains how the vice chair in this case Kimberly Johnson shall perform the duties of the chair in the absence of the chair. In this interim time we will look to Kimberly to run things upon Kevin's departure.

On behalf of PCS, Karyn suggested to the committee that we take the time to go through the bylaws in regard to emergency action for replacing the chair before our September meeting and reconvene on this matter in March. We encourage nominations for replacements be submitted. Keep in mind that is a public position not related to a school.

Kimberly Johnson vice Chair makes a suggestion to look at our board membership as to what schools are being represented and what public positions are open so that everyone can see where the largest needs are. Kimberly also request that we take a look at the current terms and when board members will be terming out.

The APA/PCS Team gives recognition to Kevin Lamberts years of service of Chair.

Kevin Lambert adjourns meeting at 9:49am

Kevin Lambert
Chair

Kimberly Johnson
Vice-Chair

Melissa Mason

Marty Nelson

Ron Sutphin

Mary Nielsen

Chris Rohaley

HECC Staff

Pete Gertenrich

Karyn Chambers

Tabatha Heater

Tiffany Caldwell

Director

Veronica Dujon

