



# Higher Education Coordinating Commission PRIVATE CAREER SCHOOLS ADVISORY COMMITTEE

**March 12, 2020**

9:00 AM-12:00 Noon

Public Service Building, 3<sup>rd</sup> Floor

Conference Room H301

255 Capitol St, NE, Salem, OR 97301

## **MEETING MINUTES**

**Members Present: Kevin Lambert, Mary Nielsen, Erika Baern, Chris Rohaley, Kimberly Johnson, Martin Nelson, Melissa Mason, Ronald Sutphin**

### **1.0 Preliminary and Organizational Business**

**1.1** Chair Lambert called the meeting to order at 9:04am and called roll.

### **1.2 ACTION ITEM: Approve December meeting minutes**

MOTION: Melissa Mason moved to approve the December 2019 minutes as presented; the motion was seconded by Mary Nielsen and the Chair moved forward.

### **2.0 Directors Report**

**2.1** Sean Pollack, HECC Program Administrator, Private Postsecondary Education, Introduced and welcomed Mary Nielsen from Spectrum Advanced Aesthetics and Chris Rohaley of Area 51 as our two new members of the committee. He then briefed the committee on Private Career Schools (PCS) activity for the last quarter:

#### Applications Processed

- School Licensure: Reviewed and approved 40 school license renewals. There is a total of 183 licensed private career schools, compromised of 32 cosmetology schools and 151 non-cosmetology schools. 14 of these schools are out of state, 170 are in state.
- New School License Applications: 5 new schools we approved for licensure. Baker Technical Institute, Montessori of Alameda, Portland Jewelry Academy, Thinkful Code School.

#### School Closures

- There have been no schools closures since the last advisory committee meeting

**Notice to those members of the public attending today's meeting:** Metered parking is available in the streets around the building. Please sign the attendance sheet when you arrive. If you would like to discuss an issue of interest with the committee, please sign the public comment registration sheet. You are requested to limit your comments to a maximum of five minutes. Private Career School Advisory Committee meetings are held in accordance with open meeting laws and accessibility requirements. If special accommodations are needed for you to attend or participate in this meeting, please contact the PCS Unit at (503) 947-5716 at least 24 hours before the

### Registrations

- 22 applications for new registration or renewal of non-cosmetology teachers
- 16 applications for new registration or renewal cosmetology teacher registrations
- 48 transcript requests for students that attended closed private career schools.

### Regulatory Actions

- Penalty Fees: Three schools were assessed penalty fees for submission of late renewal.
- Complaints: There were 3 official complaints filed this quarter.
- Cease and Desists: There were no cease and desists issued this quarter.

### Tuition Protection Fund

Statement letters were sent out to 55 schools to submit their semi-annual TPF payment before the deadline of January 31, 2020. The estimated total payment due is 24,260.08. The current balance of the Tuition Protection Fund is 1,068,483.96.

### Other Updates

Tentative meeting dates for 2020 are as follows:

- Thursday, June 04
- Thursday, September 10
- Tuesday, December 03

Sean Pollack asked that the committee review the contact information roster and advised that the information only be used for Committee contact purposes and not be shared with the public.

#### **3.0 Complaints/Cease and Desist Report**

Tabatha Heater, HECC Compliance Specialist reported on complaints and cease and desists this quarter. There were no cease and desists issued. Heater is currently pursuing two of them, there have been 3 formal student complaints filed. Tabatha Heater explained that she has started tracking informal complaints and inquiries.

#### **4.0 Orientation to HECC, Private Career Schools licensing Unit and the role of the committee**

Sean presented power point presentation. Discussion followed.

#### **5.0 PCS Quarterly Budget Update**

Maja Munson, HECC Budget Analyst, gave the committee an overview of the current PCS budget.

#### **6.0 Vote: Adopt proposed changes to Committee Bylaws: membership term.**

#### **ACTION ITEM: New Language for student member section 2**

Erica Baern motioned to adopt the changes as proposed, Mary Nielsen seconded, Chair carries motion and was unanimously approved.

#### **7.0 New School Application process**

Peter Gertenrich gave an update on the New School Application process which is to include the elimination of application steps and creation of flow chart that will help potential schools in the application process. Peter plans to hold a workgroup.

**8.0** MOU: HECC, HLO, DOC, PCC for Coffee Creek Correctional Facility

Sean Pollack briefed the legal status of Coffee Creek Correctional Facility and clarified that it is regulated by Portland Community College, Department of Corrections and HLO.

**9.0** Legislative Update

Sean Pollack briefed the Veterans focus bill requiring HECC to adopt rules of change to the 9010 rule.

**10.0** Summary Enrollment Data 2018-2019

Dr. Elizabeth Martinez with the HECC office of research and data briefed the Postsecondary Student snap shot. Discussion followed.

**Public Comment**

Cindy Long  
Kerri Weed

Chair Lambert adjourned the meeting at 11:53 AM.