

Higher Education Coordinating Commission PRIVATE CAREER SCHOOLS ADVISORY COMMITTEE

December 10, 2019

9:00 AM-12:00 Noon

Public Service Building, 3rd Floor

Conference Room H301

255 Capitol St, NE, Salem, OR 97301

MEETING MINUTES

Members Present: Kevin Lambert, Kimberly Johnson, Martin Nelson, Wayne Matulich, Ronald Sutphin, Melissa Mason

1.0 Preliminary and Organizational Business

1.1 Chair Lambert called the meeting to order at 9:01am and called roll.

1.2 ACTION ITEM: Approve June meeting minutes

MOTION: Kimberly Johnson moved to approve the June 2019 minutes as presented; the motion was approved unanimously.

2.0 Directors Report

2.1 Sean Pollack, HECC Program Administrator, Private Postsecondary Education, briefed the committee on Private Career Schools (PCS) activity for the last quarter:

Applications Processed

- School Licensure: Reviewed and approved 43 school license renewals. There is a total of 181 licensed private career schools, comprised of 32 cosmetology schools and 149 non-cosmetology schools. 13 of these schools are out of state, 168 are in state.
- New School License Applications: 7 new schools we approved for licensure Advanced Tattoo, Platinum Professional Tax, Jackson Hewitt, Liberty Tax, H&R Block Albany, H&R Block McMinnville, and RRFC CASA School- Film, Music and recording school.

School Closures

- 10 schools have closed since the last advisory committee meeting, IBS School of Cosmetology, Betty's Pet Grooming School, LLC, Abdill Career College, Inc., The Wellspring School for Healing Arts, LLC, A1 Superior Schools – Eugene, A1 Superior Schools – Bend, A1 Superior Schools – Lake Oswego, A1 Superior Schools – Portland, United Bicycle Institute – Portland, and New Horizons Computer Learning Center of Portland

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 meeting with your request.

Registrations

- 86 applications for new registration or renewal of non-cosmetology teachers
- 28 applications for new registration or renewal cosmetology teacher registrations
- 94 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 no official complaints filed this quarter.
- Cease and Desists: Three cease and desists were 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, 2019. The estimated total payment due is 24,260.08. The current balance of the Tuition Protection Fund is 1,068,862.00. Discussion about a discrepancy in TPF reports between June 2019 and December 2019. Pollack will look into it and report back at the March meeting.

Other Updates

Tentative meeting dates for 2020 are as follows:

- Thursday, March 12
- Tuesday, June 04
- Thursday, September 10
- Tuesday, December 03

Committee members asked for total student enrollment data, Pollack to report back at next meeting.

3.0 Complaints/Cease and Desist Report

Tabatha Heater, HECC Compliance Specialist reported on complaints and cease and desists this quarter. There were three cease and desists issued, 2 trucking schools and 1 code school. Heater is currently pursuing two of them, one is cooperating and becoming new school. There have been no formal student complaints filed.

4.0 Online Theory for Cosmetology Schools

Karyn Chambers, HECC Education Specialist, gave a report on the increase in requests/inquiries from schools wanting to offer online cosmetology training. There is already one online advanced esthetics and electrology program (theory only). With the assumption that there will be more to come in the future, HECC staff would like input from committee. Discussion followed.

5.0 PCS Quarterly Budget Update

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

6.0 New School Application Process Update

Peter Gertenrich, HECC Education Specialist, introduced Davis Nafshun, HECC intern who is helping with the new school application update. Gertenrich then gave an overview of the current new school application process, as well as updates they hope to make. A workgroup will be formed in January or February of 2020, that will consist of HECC Staff as well as PCS school stakeholders.

8.0 Rules Advisory Committee: Proposed rule on Temporary School Closure

Pollack gave a brief overview of the current rule regarding school closures, then introduced the new proposed rule. A temporary rule will be brought to the full commission Thursday December 12th, then it will go through the full rule process, including public hearings, and hopefully be adopted by commission in February 2020.

ACTION ITEM: Wayne Matulich motioned to support the changes as proposed, Ronald Sutphin seconded, and motion was unanimously approved.

9.0 Committee Vacancies

Pollack briefed the committee on vacancies. There are currently two vacancies due to Wayne Matulich's term ending, Deborah Reasoner resigning. There will be two more vacancies in June 2020.

ACTION ITEM: Ronald Sutphin motioned to extend the term limit to three terms, Kimberly Johnson seconded, motion was approved unanimously.

New appointments will be made at the March 2020 meeting.

10.0 Recognized Wayne Matulich for his service to the Committee

11.0 Public Comment

Holly Camacho
Annette Brown Gaylord
Darci Hill
Michael Dixonberry
Mary Neilson
Alina Stewart

Chair Lambert adjourned the meeting at 11:27 AM.