

DRAFT MINUTES
STATE OF NEVADA
EMPLOYMENT SECURITY DIVISION
COMMISSION ON POSTSECONDARY EDUCATION

NEVADA COMMISSION ON POSTSECONDARY EDUCATION MINUTES

THIS MEETING WAS HELD VIA VIDEOCONFERENCE AND IN PERSON

The public may observe this meeting and provide public comment during the public comment section on Zoom or in person at:

Live Meeting:

DETR – Job Connect
Conference Room
3405 S. Maryland Parkway
Las Vegas, NV 89169

Zoom Meeting:

Topic: CPE November Commission Meeting
Time: Feb 7, 2024, 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://nvdetr-org.zoom.us/j/89340606117?pwd=dFpQbmxUUHUrSIFhU2tLbm5vT0ZlZz09>

Meeting ID: 893 4060 6117

Passcode: 764030

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Staff Present during Video Conference

Kelly Wuest, CPE Administrator
Maricris Wu, CPE Postsecondary Education Specialist
Susan Bekett, Compliance Audit Investigator I
Kassondra Sott, CPE Administrative Assistant III

Members of the Public, Media, Educational Institutions and Other Agencies Present

Todd Weiss, Nevada Attorney General Office, Chief Deputy Attorney General
Alicia Coleman
Christina Smith
Deborah Staten
Eli Schwartz
Hannah Branch
Heather Allen
Joel Nelson
Josh Swayne
Keith Torres
Kevin Van Bell
Laurette Mormon
Marley Delgado
Matthew Pfau
Paula Dixon
Ryan Paulus
Y'Lonne Hodges
Cell Phone User

Member of the Commission on Postsecondary Education Present during Video Conference Meeting

Thomas Kenny, Chair
Sharon Frederick, Vice Chair
Nate Clark
Jon Ponder
Janiese Clyne

STATE OF NEVADA
EMPLOYMENT SECURITY DIVISION
COMMISSION ON POSTSECONDARY EDUCATION
MINUTES

February 7, 2024 – 9:00 A.M.

Call to Order

The meeting was held via Video Conference ZOOM and In Person, DETR – Job Connect Conference Room, 3405 S. Maryland Parkway, Las Vegas, Nevada 89169. The meeting was called to order by Chair Commissioner Thomas Kenny at approximately 9:39 AM.

Public Comment Phone Option Instructions

For members of the public please note the options for attending this zoom meeting are via web and phone:

Join Zoom Meeting

<https://nvdestrg.zoom.us/j/87433227226?pwd=S3VOMUp1K2lxb21vcIU1NEw3WTduUT09>

Meeting ID: 874 3322 7226

Passcode: 081726

877 853 5257 US Toll-free

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Public Comments

None

Written Comments

This is Susan Beckett, no written comments.

Confirmation of Posting

Susan Beckett, for the record, Commission on Postsecondary Education. Yes, proper notice was provided for this meeting pursuant to Nevada’s Open Meeting Law, NRS 241.020 and confirmation of posting was received. We are in compliance with the open meeting law.

Roll Call

- Commissioner Chair Kenny - Present
- Commissioner Vice-Chair Frederick - Present
- Commissioner Clark - Present
- Commissioner Ponder – Present
- Commissioner Clyne – Present

Administrator Kelly Wuest: took roll via verbal and video. Confirmation of a quorum.

Adoption of Agenda:

Motion: Commissioner Clark – Move to approve adoption of Agenda for February 7, 2024, with the change of Item F, Next Level Dental Assistant.
Second: Commissioner Ponder.
Discussion: None.
Results: Unanimous, agenda is adopted.

Approval of Minutes November 1, 2023, Meeting

Discussion: None.
Motion: Commissioner Clark – Motion to approve the minutes for November 1, 2023, meeting.
Second: Commissioner Frederick.
Discussion: None.
Results: Unanimous, motion carries.

Introduction of Kristine Nelson, ESD Administrator

Administrator Wuest for the record, she is not here today. We will put it on the agenda for our next meeting. She is the new ESD Administrator, with administrative power over the Commission. This includes financials and signatory on the State Budget.

Administrators Report

Administrator Wuest gave the Administrator's Report as submitted with the updated additions to the total student counts for Quarter 4. The student count is 7,613 with 28 unreported.

Applications for Added Program

National Technical Institute

Testified: Ryan Woodward, president and CEO of NTI, along with Matt Pfau gave background on the proposed paralegal program. Mr. Pfau is an attorney with prior experience updating and teaching the paralegal program at UNLV.

Commissioner Kenny asked about plans to place graduates. Mr. Pfau described a round robin format speed interviewing session that allows paralegals to get hired and placed into jobs. Prospective employers come from the connections Mr. Pfau has made over his career as a Las Vegas attorney and instructor.

Commissioner Kenny, clarifying question – is there a placement person who is helping students with that process? Mr. Woodward, we don't have career services per se, we work to bring employers on campus during the program to meet students.

Commissioner Clyne asked about the pay rate of an entry level paralegal? Mr. Pfau responded; it will range between \$20-\$25 an hour for an entry level paralegal.

Commissioner Frederick, will you be establishing a relationship with UNLV Boyd School of Law? Mr. Pfau, no, the current UNLV paralegal certificate program is not related to the law school.

Motion: Commissioner Ponder – That National Technical Institute be granted approval to offer the proposed paralegal program contingent upon personnel information and a bond in the amount of \$94,000.
Second: Commissioner Clyne.
Discussion: None.
Results: Unanimous, motion carries.

Applications for Full Term License

Accelerated Dental Assisting Academy

Testified: Keith Torres, representing the Academy, gave background on the school and stated that they're in their first semester. They were initially granted provisional licensure in June 2023 for Sparks, NV and the next semester was going to start September 2023 but experienced delays. They have 7 students enrolled, not enough for full licensure audit, and requested a 9-month extension of the provisional licensure.

Commissioner Ponder asked about recruiting students. Mr. Torres responded that most of the marketing is digital, Facebook, social media, things like that; their team has mainly marketed to a demographic of high school graduates, mostly via Facebook and word of mouth. Dental partners share posts.

Motion: Commissioner Frederick – The provisional license for Accelerated Dental Assisting Academy be extended for an additional nine months.
Second: Commissioner Clark.
Discussion: None.
Results: Unanimous, motion carries.

Hawaii Pacific University

Testified: Tricia Catalina, Dean of the Graduate College of Health Sciences, and Robyn Otty, OT Doctorate Program Director, stated they have secured the property, have the architectural plan and contractors for the buildout with expected completion in June 2024. The first cohort of students is expected to begin August 2024. They requested a 12- month extension.

Motion: Commissioner Frederic – The provisional license for Hawaii Pacific University be extended for an additional twelve months.
Second: Commissioner Clyne.
Discussion: None.
Results: Unanimous, motion carries.

NCLAB, Inc.

Testified: No representative from NCLab was present at the meeting. Commissioner Kenny summarized that the institution has not reported any enrollments, and so staff has

been unable to conduct a provisional audit. There is a request on the floor for the provisional license to be extended.

Motion: Commissioner Clark – The provisional license for NCLAB be extended for an additional nine months.
Second: Commissioner Clyne.
Discussion: None.
Results: Unanimous, motion carries.

PDH Academy

Testified: Y'Lonne Hodges, school representative, stated that they are working with Susan to correct the findings from the audit. PDH needs additional time and requested an extension.

Motion: Commissioner Frederic – The provisional license for PDH Academy be extended for an additional nine months.
Second: Commissioner Ponder.
Discussion: None.
Results: Unanimous, motion carries.

Shiloh CNA School

Testified: Paula Dixon, Program Coordinator, stated that the school has had 70 students complete their program with a 95% passing rate of the nursing board exam since they were first granted a provisional license.

Motion: Commissioner Frederic – Shiloh CNA School be granted a full-term license.
Second: Commissioner Clyne.
Discussion: None.
Results: Unanimous, motion carries.

Sierra Mountain Education, LLC

Testified: Christina Smith, Owner and School Director, stated demand is high; the institution has employers waiting on students to graduate. They have been doing outreach at high schools and senior career fairs.

Motion: Commissioner Ponder – Sierra Mountain Education be granted a full-term license.
Second: Commissioner Clyne.
Discussion: None.
Results: Unanimous, motion carries.

Applications for Initial Provisional Licensure

Charter College

Testified: Commissioner Clark recused himself from voting on the Charter College licensing application.

Josh Swayne, CEO of Charter College, provided a background of the College and desire to offer healthcare programs in Reno, Nevada.

Commissioner Kenny noted that financials that were submitted to the commission indicated an operating loss of \$5.2 million in 2022 and requested an update on the institution's current financial status. Mr. Swayne explained that the College made some operational changes at the end of 2022. The 2022 financials reflect coming out of the COVID era and planned objectives that didn't pan out and led to the loss. The financial outcome in 2023 finished with a net profit of just over 3 million and the College is on track to maintain that profit level.

Commissioner Kenny asked when the College is scheduled to complete hearings with the Nevada State Board of Nursing regarding their programs. Mr. Swayne stated that the College has not yet applied with the NSBN; they want to secure this provisional approval and then strategically plan for the best time to approach the state board for approval.

Motion: Commissioner Frederic – A 12-month provisional license be granted to Charter College to offer Associate of Applied Science degrees in Diagnostic Medical Sonography, Nursing, and Radiologic Technology and certificate programs in Certified Nursing Assistant and Medical Assistant contingent upon approval of curriculum, staffing, facility approval for nursing programs and surety in the amount of \$991,000.

Second: Commissioner Clyne.

Discussion: None.

Results: Unanimous, motion carries. Recusal from Commissioner Clark.

Next Level Dental Assistant

Testified: Marleny Delgado, school representative, provided a background on the school and described the 13-week program. The program will include online lecture instructions, reading material, as well as in office labs that students will have complete once a week along with a 50-hour externship. She indicated that Next Level Dental Assistant was previously granted a provisional license that expired while waiting for a special use permit.

Commissioner Kenny asked about progress made regarding arrangements for hosting those externs in offices. Ms. Delgado stated she was looking for general offices along with a good variety of different specialties offices to provide students with different experiences.

Commissioner Kenny asked about the plan for addressing employment and placement support for students. Ms. Delgado stated that many will find employment on externship sites, but they will also assist the students with the interviewing process and the writing of their resumes.

Motion: Commissioner Clyne – A twelve-month provisional license be granted to Next Level Dental Assistant to offer a Dental Assisting program.

Second: Commissioner Frederick.
Discussion: None.
Results: Unanimous, motion carries.

Savvy Needle Phlebotomy Training

Testified: Alicia Coleman, Owner, provided a background on herself and the program. She described the ten-week course totaling 200 clock hours to include a 72-hour externship. She described plans to implement a mobile phlebotomy that will also provide students with the opportunity for jobs. She described her connections with different temporary agencies.

Commissioner Clark expressed concern about Ms. Coleman's ability to administer a school. He questioned why she decided to hire a consultant with the application process rather than learn the regulations. Ms. Coleman stated they helped her along with the process, but she did learn the regulations. Commissioner Clark asked if the consultant advised Ms. Coleman to advertise training workshops as continuing education units, as the report indicated that CPE staff discovered advertisements on the business website. Ms. Coleman replied that she did that herself, but the website was posted on accident.

Commissioner Clark asked about the balance sheet indicating the net worth appears to be a little over inflated. He expressed concern about the financial status; opening and running the school is going to be a bit of a challenge based on those financials. Ms. Coleman stated that she has money in the business account for that.

Commissioner Clark asked about the advertising plans and how that will result in the expected 50 enrollments. Ms. Coleman stated she plans on hosting open houses and career fairs, going to career events, and social media. She indicated she has a family member who created marketing material and has developed flyers, posters and car magnets for the business.

Commissioner Clyne requested information about the number of instructors for this school. Ms. Coleman indicated that there will be two, herself and another instructor identified as Vanessa Pacheco.

Commissioner Ponder asked how many other people were on the Savvy Needle team altogether. Ms. Coleman stated that there are just two for now.

Commissioner Ponder asked Ms. Coleman to provide more information about the mobile unit that she'll be implementing. Ms. Coleman stated that she plans to run a mobile phlebotomy company concurrently with her school, where you can go to the patient's home, and draw their blood, and drop it off wherever the patient goes to for labs. The lab does the processing and we're just the collectors.

Commissioner Frederic asked if there's a story behind the name of the school. Ms. Coleman stated that she wants students to excel in the community; she wants to help them be knowledgeable and be proficient and savvy phlebotomists.

Commissioner Kenny mentioned the requirement – in order to obtain a license from the state of Nevada – that you have to have a certification from an organization approved by the Division of Healthcare Quality and Compliance. What is your plan related to certification for your students? Ms. Coleman stated that students will be qualified to sit for the national test with the National Phlebotomy Association and the National Health Care Career Association.

- Motion: Commissioner Ponder - A twelve-month provisional license be granted to Savvy Needle Phlebotomy Training to offer a phlebotomy technician certification program contingent upon receipt of a surety bond in an amount of \$15,000, facility, personnel information, externship site agreement, and curriculum approval.
- Second: Commissioner Frederick.
- Discussion: None.
- Results: Unanimous, motion carries.

Public Comment
None

The meeting was adjourned by Commissioner Kenny. Time: 10:17