



Advisory Committee Meeting Minutes Wednesday, November 5, 2025

WebEx Meeting

Advisory Committee Members in Attendance

Robert Boykin
Kansen Chu
Melanie Delgado
Leigh Ferrin
Tess Kraiker
Robyn Smith

Committee Members Absent

Joseph Holt
Tracy Tambascia
Michael Zimmerman
Assemblymember Mike Fong
Senator Angelique Ashby

Bureau for Private Postsecondary Education (Bureau) and Department of Consumer Affairs (DCA) Staff in Attendance

Deborah Cochrane, Bureau Chief
Yan Cao, Office of Student Assistance and Relief Chief
Linh Nguyen, DCA Legal Counsel
Elizabeth Elias, Deputy Bureau Chief
Manila Vongmany, Deputy Bureau Chief
Nicole Dragoo, Bureau Licensing Chief
Daniel Rangel, Bureau Enforcement Chief
Ebony Santee, Bureau Education Administrator
Yvette Johnson, Bureau Administration Chief
Erik Casida, Bureau Compliance Chief
Renee Walters, Bureau Discipline Manager
Parker Strohmeyer, Bureau Legislative/Regulation Specialist
Lucy Saldivar, DCA Board and Bureau Relations Deputy Chief
Ryan Tacher, DCA Legislative Affairs

Agenda #1 - Welcome, Introductions, and Establishment of a Quorum

Committee Chair, Leigh Ferrin, called the meeting to order.

Agenda #2 - Public Comment on Items not on the Agenda

No public comment.

Agenda #3 - Review and Approval of August 27, 2025, Advisory Committee Meeting Minutes

Kansen Chu moved to approve the August 27, 2025, meeting minutes; Tess Kraiker seconded the motion.

Public Comment

No public comment.

Vote

(Robert Boykin: Aye; Kansen Chu: Aye; Melanie Delgado: Aye; Leigh Ferrin: Aye; Tess Kraiker: Aye; Robyn Smith: Aye)

The motion passed.

Agenda #4 - Remarks by Representative of the Department of Consumer Affairs

Lucy Saldivar, DCA Board and Bureau Relations Deputy Chief, provided an update on the Department of Consumer Affairs.

Public Comment

No public comment.

Agenda #5 – Bureau Operations Update and Discussion

Update on the Bureau’s IT System Project

Manila Vongmany, Deputy Bureau Chief, provided an update on the Bureau’s IT system project. She reported that the Bureau anticipates creating accounts for approved, and registered institutional representatives in early 2026, which will allow institutions to submit Student

Tuition Recovery Fund (STRF) assessment reports online, pay fees online, review profile details, and over time be able to submit all types of applications through Connect.

Public Comment

No public comment.

Licensing Report

Ms. Vongmany reported on the Licensing Unit. She outlined Attachment 5(b). She introduced Nicole Dragoo as the new Licensing Chief.

Ms. Kraiker asked to see a year-over-year comparison of the licensing statistics.

Public Comment

No public comment.

Quality of Education Report

Ebony Santee, Bureau Education Administrator, reported on the Quality of Education Unit (QEU). She outlined Attachment 5(c).

Public Comment

No public comment.

Compliance and Annual Report Update

Erik Casida, Bureau Compliance Chief, reported on the Annual Report Unit. He outlined Attachment 5(d).

Public Comment

No public comment.

Discipline Report

Renee Walters, Bureau Discipline Manager, reported on the Discipline Unit. She outlined Attachment 5(e).

Public Comment

No public comment.

Complaint and Investigation Report

Daniel Rangel, Bureau Enforcement Chief over complaints and investigations, reported on the Complaint and Investigation Unit. He outlined Attachment 5(f).

Public Comment

No public comment.

Office of Student Assistance and Relief (OSAR) Report

Yan Cao, OSAR Chief, reported on the OSAR Unit. She outlined Attachment 5(g).

Public Comment

No public comment.

Student Tuition Recovery Fund (STRF) Report

Yvette Johnson, Bureau Administration Chief, provided a report on the STRF Unit. She covered Attachment 5(h).

Public Comment

No public comment.

Agenda Item #6 - Status Updates and Discussion on Regulatory Proposals

Parker Strohmeyer, Bureau Legislative/Regulation Specialist, provided a status update on Bureau regulatory matters. He outlined the Bureau Regulations Tracker in the meeting materials.

6a. Unapproved Activity (California Education Code (CEC) sections 94886 and 94944; Title 5, California Code of Regulations (5 CCR) sections 75020 and 75030)

Mr. Strohmeyer outlined the proposed regulatory language for unapproved activity.

Public Comment

No public comment.

6b. Catalog Requirements (CEC section 94909; 5 CCR section 71810)

Mr. Strohmeier outlined the proposed regulatory language for catalog requirements.

Mr. Strohmeier asked the Committee for input on the term normal business hours in the proposed regulatory language. Ms. Kraiker stated that she has no concern with using the term normal in relation to business hours.

Mr. Strohmeier asked the Committee for input on policies juxtaposed to procedures in the context of a student catalog. Ms. Kraiker stated that she feels it's very important to clearly state in the catalog procedures on the things that can impact a student's ability to be successful.

Public Comment

No public comment.

6c. Approval by Means of Accreditation (ABMA) Applications (CEC section 94890; 5 CCR sections 71390 and 71480)

Mr. Strohmeier outlined the proposed regulatory language for ABMA applications.

Public Comment

One member of the public provided a comment.

Agenda #7 – Overview of the Sunset Review Process

Ryan Tacher, DCA Legislative Affairs, provided an overview of the sunset review process.

Ms. Ferrin asked what role the Committee would have in this process. Mr. Tacher stated that the Committee would not technically have a specific role other than providing advice as needed.

Public Comment

No public comment.

Agenda #8 – Future Meeting Dates

Ms. Ferrin listed off the following proposed meeting dates for 2026: February 4, 2026, May 6, 2026, August 19, 2026, and November 12, 2026.

Public Comment

No public comment.

Agenda #9 – Future Agenda Items

Ms. Kraiker suggested adding a follow-up to the sunset review at the next meeting.

Public Comment

No public comment.

Agenda #10 – Chair and Vice Chair Elections

Chair Election

Mr. Chu moved to nominate Ms. Kraiker as Chair; Ms. Delgado seconded the motion.

Public Comment

No public comment.

Vote

(Mr. Boykin: Aye; Mr. Chu: Aye; Ms. Delgado: Aye; Ms. Ferrin: Aye; Ms. Kraiker: Aye; Ms. Smith: Aye)

The motion passed.

Vice Chair Election

Mr. Chu moved to nominate Ms. Ferrin as Vice Chair; Ms. Kraiker seconded the motion.

Public Comment

No public comment.

Vote

(Mr. Boykin: Aye; Mr. Chu: Aye; Ms. Delgado: Aye; Ms. Ferrin: Aye; Ms. Kraiker: Aye; Ms. Smith: Aye)

The motion passed.

Agenda #11 – Adjournment

The meeting adjourned at 11:15 a.m.