

Meeting Minutes
Advisory Committee Meeting
10:00am, Thursday August 3rd
Southeastern Esthetics Institute
823 Gervais Street
Columbia, SC 29201

1. Meeting called to order

2. Introduction of Board Members and all other persons attending

Chief Administrative Officer Courtney Freeman called the meeting to order. Other board members participating in the meeting are as follows:

- Ruth Armistead
- Brandon Palekas
- Paula Wessinger
- Dedra Harvin

Employees/Monitors attending included:

- Erin Peters
- Tamara Palmer

3. Initial Topics Discussed

- New school year is July-June
- Attending Members Introduced
- Introduction of Courses
 - 20 Week Esthetics Licensure Course
 - 10 Week Advanced Training Course
- Introduction of Dr. Brenda Carroll; attending physician on staff for school
- Student Class Maximums
 - 15/start date for Licensure Course
 - 6/start date for 10wk advanced

4. Went over Standards for 20 Week Esthetics Licensure Course

- Standard 1: Mission Statement
 - mission statement is cohesive with outcomes
- Standard 2: Program/Instruction
 - addressed theft; installation of cameras on clinic floor and dispense
- Standard 3: Program Outcomes
 - Brazilian Wax improvement
 - 1 free day every 5 weeks
 - Incentives for getting waxes; \$10 off next booking of Brazilian wax
 - For future certifications, anyone taking class must bring their own model
- Standard 4: Strategic Planning

- Long Term- stand-alone building
- Adequate parking for students that is included in tuition
- More classrooms and offices
- Standard 5: Learning Resources/Media Center
 - Suggestion for locked Media Center
 - Suggestion for Computers and Printers for student use
- Standard 6: Resources/Technical Infrastructure
- Standard 7: Financial Resources
- Standard 8: Human Resources
- Standard 9: Organizational Structure
- Standard 10: Student Services/Activities
 - Community days suggestions
 - Nursing Homes
 - Military Wives
 - Food Drives; voucher for Clinic Services

5. 10 Week Course Notes

- Mission statement is also pertinent to this course
- Clinic days will rotate per doctor's schedule and availability

6. Other Topics Discussed

- Suggestion of a Disciplinary Board to make decisions based on student actions/hearings
 - To meet monthly to make decisions
 - Insubordination, attendance, handbook rules broken, etc. to be addressed at the hearings
 - Determine suspensions and expulsions
- Part time commitment upon enrollment
 - Certain days need to be promised to us
 - Schedule should be given the week before for optimum clinic scheduling
- Attendance
 - Every 4 tardy arrivals/absences per 10 week schedule block, you will get a 1 week suspension
 - Makeup hours
 - Students need to makeup hours either before/after class with an instructor present (8:30 start of 3:30 end)
 - Saturdays can also be attended to make up hours
 - We are no longer offering shadow days at Pura
 - Students who are suspended/take medical or personal leave will need to present a strategy plan to the board to show us how they intend to get caught back up with class work.

7. Closing statements