DATE: 01/12/2021		
TO: City Clerk		
FROM: Peter Svarzbein Representative of Distr	ict 1	
ADDRESS: 8001 N. Mesa E-118	TELEPHONE	915-205-1469
Please place the following item on the (Check one):	CONSENT XXX	REGULAR
Agenda for the Council Meeting of <u>January 19, 2</u> Appointment of Lee C Item should read as follows: <u>Representative Peter S</u>	Chayes to the Foster Grandpa	arent Program Advisory Council by
BOARD COMMITTEE/COMMIS	SSION APPOINTMENT	/REAPPOINTMENT FORM
NAME OF BOARD/COMMITTEE/COMMISSION:	Foster Grandparent Progra	am Advisory
NOMINATED BY: Representative Peter Svarzbein	n	DISTRICT: 1
NAME OF APPOINTEE Lee Chayes		
E-MAIL ADDRESS: N/A	(Please verify correct spelling of name)	
		PHONE:
CITY: N/A ST: TX		
IF SO, PLEASE PROVIDE HIS OR HER NAME, APPOINTEE: HAS APPOINTEE BEEN A MEMBER OF OTHE PROVIDE NAMES AND DATES: NONE LIST ALL REAL ESTATE OWNED BY APPOIN	CR CITY BOARDS/COMM	IISSIONS/COMMITTES? IF SO, PLEASE
N/A		
WHO WAS THE LAST PERSON TO HAVE HELD NAME OF INCUMBENT:	Gloria Alva Boyer	II BECAME VACANI?
EXPIRATION DATE OF INCUMBENT:	06/19/2016	
REASON PERSON IS NO LONGER IN OFFICE (CI	RES	XPIRED: X SIGNED MOVED
	KLI	
DATE OF APPOINTMENT:	01/19/2021	
TERM BEGINS ON:	01/19/2021	
DATE OF APPOINTMENT: TERM BEGINS ON: EXPIRATION DATE OF NEW APPOINTEE: PLEASE CHECK ONE OF THE FOLLOWING:	01/19/2021	
TERM BEGINS ON: EXPIRATION DATE OF NEW APPOINTEE:	01/19/2021 01/19/2021 06/19/2022	

UNEXPIRED TERM:

LEE CHAYES

SUMMARY OF QUALIFICATIONS

Motivated professional administrator with over 30 years experience in post secondary proprietary education. Experience includes multi-campus creation, budget management, curriculum and program development, staff and faculty supervision and regulatory agency liaison. Extensive experience in creating allied health, nursing, business and computer programs. Team leader and member of numerous accreditation peer reviews with the Council on Occupational Education and the Accrediting Bureau of Health Education Schools

PROFESSIONAL EXPERIENCE

2013 – Present (retired 2019) CEO	International Business College	El Paso, TX			
Responsible for management, administration and supervision of a post secondary career training institution offering Associate Degrees in Business, Criminal Justice and Paralegal skill in addition to Diploma/Certificate programs in Allied Health, Construction Management with an emphasis on solar technology and Truck Driving.					
2010 – 2012 CEO/Founder	Axis Business Academy	El Paso, TX			

Responsible for management, administration and supervision of a post secondary career training institution offering massage therapy and orthopedic massage licensed by the Texas Department of State Health Services and pharmacy technician and professional truck driving programs licensed by the Texas Workforce Commission, Career Schools and Colleges.

2009 – Present	Innovative Education Solutions LLC	El Paso, TX
Consultant		

Provide objective advice, expertise and specialist skills with the aim of creating value, maximizing growth and improving the business performance of clients. Provide services to include:

- Assist institutions with the accreditation process; candidacy, initial and reaffirmation.
- Resource referral service for professionals and vendors
- Staffing assistance & professional development: Staff & Faculty
- Development of Catalogs, Policies & Procedures manuals, Business Plans, forms and documents
- Assistance with responses for Accrediting agency visits or reports
- Assistance with all deficiency and compliance issues
- School Operations & Management
- Independent Assessment & Performance Audits
- Curriculum and program development and approval from regulatory agencies.
- State Licensing Applications and/or Approvals
- Establishing New Schools or Branches

Education Futures Group, LLP

2006-2009 President

Responsible for management and operations of multi campuses in El Paso, TX, Las Cruces, New Mexico, Salt Lake City, Utah, Clearfield, Utah, Amarillo, TX and Lubbock, TX

- Revenue base of 15-25 million owned by Prospect Partners, LLP investment group
- 150 employees
- Created and developed 3 greenfield campuses within 3 years
- Oversee all marketing and production of hardcopy, collateral and multi-media commercials
- Developed and conducted training and professional development for employees.
- Curriculum and program development and approval from regulatory agencies.
- Developed new programs in allied health, nursing, computer applications and networking, international trade and business.

Dallas, TX

- Developed associate degrees for medical assistant, business management, international trade
- Liaison between accreditation bodies and state regulatory agencies (Texas Board of Nursing, Texas Workforce Commission Career Schools Council on Occupational Education, and the Veterans Administration).
- Annual reporting to regulatory agencies and corporate office: Completer/placement; IPED; retention, evaluation of enrollment.

1987-2006Computer Career CenterCEO/President/Founder

El Paso, TX

Responsible for operations, budget, management, accreditation, and supervision of all employees in a multi-campus environment in Texas and New Mexico:

- Revenue base of \$3 million in assets approximately 35 employees;
- Created and supervised marketing to include advertising budget, production of commercials, overseeing website development, creation of collateral;
- Heavy emphasis on admissions and admissions training
- Supervision and operations management of campus directors, admissions personnel, program coordinators, financial aid personnel, Student Services Director and faculty.
- Develop and conduct training and professional development for employees.

Accomplishments:

- 2008 Obtained approval from New Mexico Board of Nursing to offer Practical Nursing program
- 2008 Created and obtained State approval for two new programs (International Trade and Dental Assisting)
- 2007 Two branch campus acquisition and expansion; Amarillo, Texas and Lubbock, Texas. Obtained Texas State License, Accreditation and Federal Title IV funds.
- Vocational Nurse Program 2006/2007 NCLEX pass rate 96%.
- Nurse Assistant Program 2006/2007 Texas State Certification pass rate 95%
- 2007 Branch Campus start-up New Mexico; obtained State License and Accreditation
- 2007 Developed and implemented Bilingual Nurse Assistant program
- 2006 Completed Change of Ownership applications to Accrediting agencies and State regulatory agencies hosted four agency visits with no recommendations (Council on Occupational Education, Accrediting Bureau of Health Education Schools, and Commission on Accreditation of Health Education Programs and the Texas Workforce Commission Career Schools.
- 2006 Accreditation reaffirmation visit from the Council on Occupational Education; Institution received no recommendations and two commendations maximum accreditation of six years.
- 2006 Accreditation reaffirmation visit from the Commission on Accreditation of Health Education Programs – no recommendations, maximum accreditation of six years.
- 2004 Supervised and Assisted in Developing and implementation of two Associate of Applied Science Programs (AAS Business Management and AAS Medical Assistant). Obtained approval from Texas Higher Education Coordinating Board, Council on Occupational Education and the Texas Workforce Commission Career Schools.
- 2004 Supervised development of Vocational Nurse program. Obtained approval from Texas Workforce Commission Career Schools, Texas Board of Nursing and the Council on Occupational Education.
- 2002 Developed Network Administrator program.

AFFILIATIONS

Council Chairwoman – Texas Department of Assistive and Rehabilitative Services (DARS) Chairman of the Board – El Paso Better Business Bureau Board member – El Paso Chamber of Commerce Board member – USO El Paso Allocations committee member – United Way Board Member – United Blood Services

EDUCATION

Webster University

2005-2007 Masters of Arts - Counseling

University of Texas at El Paso

St. Louis, MO

1969-1971 Bachelor of Arts - Psychology

El Paso, TX