



February 9, 2012

NOTICE OF 2012 ABHES COMMISSIONER ELECTIONS

Pursuant to Section 4.5.3 of the Bylaws of the Accrediting Bureau of Health Education Schools (ABHES), this notice from the Executive Director sets forth the time, date, place and procedures for election for Elected Seat 5.

In accordance with Section 4.5.3 of the Bylaws, the Commissioner Nominating Committee has considered nominations submitted in response to the published call for nominations for *Elected Seat 5 - Educator in Specialty Area*. Based on this consideration, the Committee has nominated Ms. Nancy Last and Ms. Melody Montano for Elected Seat 5 to begin a three year term of office on July 1, 2012. The biographies and personal statements of each of these candidates are provided for your consideration at the end of this notice.

ABHES-accredited institutions and programs are encouraged to take part in this important election by completing the ballot electronically. **On-site elections will NOT be held so this is your only opportunity to vote.** The results of the election will be presented at the ABHES Membership Meeting on **Thursday, February 23, 2012, 4:15pm – 5:30pm**, at the **Encore Resort, Las Vegas, Nevada**, during the National Conference on Allied Health Education.

The elector ID and password will be emailed to the primary contact of each accredited institution/program from info@simplyvoting.com (On Behalf of ABHES.) Please add info@simplyvoting.com to your safe recipients list so that the email does not end up in your SPAM folder. If you are unsure who the primary contact of your institution/program is please check the ABHES Directory of Institutions and Programs <https://ams.abhes.org/ams/onlineDirectory/pages/directory.aspx>. If you will not be casting the ballot for your institution/program, please forward the email to the designated person. ABHES will not be able to provide one person with all the Elector ID and passwords. It is up to the individuals listed as the primary contact to forward the information if necessary. We urge you to review the information on each candidate carefully and cast your vote timely. Once a ballot is cast, it cannot be changed.

Seat Available

The following seat is available for election in accordance with Section 4.5.1. of the ABHES Bylaws.

Elected Seat 5 - Educator in Specialty Area. Must be currently and primarily employed in an academic position at a postsecondary institution accredited by an agency recognized by the Secretary of the U.S. Department of Education in a health-care related field for which ABHES is recognized as a programmatic accreditor by the Secretary of the U.S. Department of Education.

Eligibility to Vote

The following requirements as outlined in **Section 4.5.2. Eligibility to Vote**. Only institutions and programs accredited by ABHES are eligible to vote for elected Commissioners. The number of votes that may be cast is as follows:

- (a) **Accredited Institutions.** Each main campus or non-main campus receives two (2) votes.
- (b) **Accredited Programs.** Each address identified on record as having one or more accredited programs receives one (1) vote.

Procedures for Voting Electronically

1. Review carefully all information provided by the candidates, included in this correspondence, prior to casting your vote.
2. You will receive an email from info@simplyvoting.com containing your Elector ID and password along with a link on voting procedures and two voting links. One voting link will direct you straight to the ballot and the other you will need to enter your Elector ID and Password.
3. Log in to one of the two links provided in the email from info@simplyvoting.com.
4. If your log in was successful, you will be shown a menu listing all current ballots in which you are eligible to vote. If you have not yet voted, you may click on the ballot titled "2012 Commissioner Election" and an electronic ballot will appear.
5. Select the candidate in which you choose to vote. If you are an institutional member your vote will automatically be weighted as two (2) and if you are a programmatic member your vote will automatically be weighted as one (1).
6. Once you submit a ballot, the results are encrypted and stored in a database and your name is crossed out of an electronic list of voters. You will not be able to vote in this ballot again.

For additional information on voting procedures or privacy/security please visit:

<https://abheselect.simplyvoting.com/index.php?mode=brochure>

The ballot must be completed no later than **Thursday, February 16, 2012**.

Results will remain confidential until all ballots are counted.

Procedures for Counting the Ballots

1. Upon receipt of a returned ballot, ABHES Legal Counsel will identify the school and ensure that the appropriate number of votes per institution or program is submitted.
2. Ballots will be counted by the Ballot Counting Committee during the Annual Membership Meeting on February 23, 2012, with the oversight of ABHES Legal Counsel. **All votes electronic/mail votes must be received by no later than Thursday, February 16, 2012.**

We anticipate announcing the outcome of the election during the reception following the Membership Meeting. The outcome of the election will also be posted on the ABHES website www.abhes.org following the conference.

Please review information included on each of the two candidates seeking election. Contact Carol Moneymaker, Executive Director, with any questions at cmoneymaker@abhes.org.

Candidate Overview

Summary of Background

NANCY LAST

Experience (most recent 10 years)

<i>AmeriTech College, Draper, Utah</i> Program Director – Medical Assisting Program Director – Medical Billing and Coding, Online	2009 – Present
<i>Eagle Gate College, Murray, Utah</i> Program Administrator – Medical Assisting Program Administrator – Medical Insurance Billing and Coding	2002 – 2009
<i>Utah State Government – USDC, American Fork, Utah</i> Staff Educator – Medical Division	2001 – 2002

Education

<i>Regents College</i> Registered Nursing University of the State of New York	1998 Graduate
<i>Utah Valley University</i> General Education	1995-1997
<i>Utah Technical College</i> Practical Nursing	1975 Graduate

Credential(s)

Registered Nurse under interstate compact – expires 01/31/2013
Certified Medical Assistant (AAMA) – expires 10/31/2016
Registered Medical Assistant (AMT) – expires 08/2012

STATEMENT OF INTENT

My name is Nancy Last and I have been involved in education for the past 22 years. My educational career began as a program developer for a Medical Assistant program. I was instrumental in developing the program through the accreditation application process with the Accrediting Commission for Career Schools and Colleges (ACCSC). As the program grew, additional programs including evening programs were added and I assisted with the original accreditation process and the re-evaluation of the institution's programs.

I have worked in private postsecondary education for the majority of my educational career, although I have worked in the public sector for several years developing a medical assistant program for an Applied Technology College (ATC). The ATC worked not only with adult populations but also in the high schools for students who wanted to begin their college experience in their senior year and were approved to do so by the State Board of Education. Moreover, I assisted with setting benchmarks that the Board of Education required for students to achieve in preparation for regional accreditation and student certification.

I have worked with a number of institutions developing many allied health programs which have included Medical Assisting, Pharmacy Technician, Medical Administrative Assistant, Dental Assisting, and Medical Billing and Coding programs.

Additionally, I have been an evaluator for the Accrediting Commission for Independent Colleges and Schools (ACICS) for the past 9 years and have been an evaluator for ABHES for the past 6 years. I have had the opportunity to serve on the Preliminary Review Committee for ABHES; a precursor and wonderful training opportunity to potential service on the Commission.

Since 2009 I have worked for Ameritech College in Draper, Utah, which is a privately owned college where, as Medical Assistant Program Director, for the last year and a half I had the opportunity to serve as program director of an on-line Medical Billing and Coding program. This latest venture allowed me to embrace the growing and challenging direction of on-line learning. As a result, I am very familiar with different Learning Management Systems and working with different populations of students and the challenges they face.

As I look back at my many career experiences as a medical assistant, registered nurse and health care educator, it becomes clear that education has been my passion, especially in the health care field. Filling the need for exceptional and quality health care providers will always be a priority. Educational institutions, including those smaller, privately run schools, have provided me with the privileged to work for them and, I hope, will be on the forefront of providing education for our future health care providers. I believe the accreditation process is instrumental in achieving the high quality of education that the student and public deserve. I love the opportunity of being part of that process!

The dynamics of education is ever changing. Once, the only opportunity to receive an education was to live close to a college or university. Now, with the advent of on-line learning, a quality education can be found anywhere that a student has a computer, access to the internet and the desire to learn. What a marvelous time we live in which everyone has access to an education. I hope to assist ABHES as it grows in evaluating this mode of delivery.

As an ABHES Commissioner, I feel I can bring not only the traditional educational perspective but also one of someone who is familiar with on-line education. I look forward to being able to serve as an ABHES Commissioner.

Thank you for this consideration.

Summary of Background

MELODY C. MONTANO

Experience (most recent 10 years)

Brown Mackie College, Phoenix, Arizona June 2011 – present
Surgical Technology Program Manager

Anthem Education Group, Phoenix, Arizona June 2007 – June 2011
Home Office Surgical Technology Program Manager

Cambridge College, Aurora, Colorado February 2006 – June 2007
Surgical Technology Program Manager
Surgical Technology Extern Coordinator/Evaluator August 2003 – February 2006
Surgical Technology Instructor October 2002 – August 2003

Education

Western Governors University, MBA 2008-present

Anthem College, Phoenix, AZ
Bachelors of Science in Business Management 2004 – 2007

High Tech Institute, Phoenix, AZ
Associate of Applied Science, Surgical Technology 2004

Concorde Career Institute, Denver, Colorado
Surgical Technologist Program - Graduated August 1999 received certification December 1999

Credential(s)

Certified Surgical Technologist (NBSTSA) - Expires 12/1/13

What Motivates You to Be an ABHES Commissioner?

During the past 10 years that I have been in education I have seen many changes in requirements both from licensing/certifying bodies and also accrediting agencies. As the Corporate Director of Surgical Technology it was my job to ensure that I was always on the front lines of ongoing changes whether that be at a State or National level, in doing this I was ensuring that our students were being offered the best education possible in a healthcare industry that is forever moving towards tighter more stringent regulations.

As a Manager I was granted the opportunity to co-lead a DACUM process, this allowed us to create a new program from the ground up, ensuring we were meeting all the guidelines while still meeting accreditation standards. During this process it was very important to take into account each State requirement for the program, as that would affect the overall effectiveness of the program, while still ensuring we were providing a program that was well taught for our future healthcare providers.

As an ABHES Evaluator, ACICS Evaluator and ACICS Team Leader, I have had the opportunity to be involved in visits to various campuses; this has allowed me to understand and clarify how accreditation works to improve programs and helps them to maintain a consistency for our students. It has allowed me to see the various ways that campuses function and how the day to day operations are handled. This is a valuable tool to have as you can look at a campus from many different aspects and understand why the accreditation standards are in place and how these are helping the various schools in the healthcare sector to provide a better educational process.

I have always been interested in serving and helping others to make their programs the best they can be for the students that are seeking careers in healthcare. The sense of responsibility that we have to ensure that we are accrediting schools that are providing safe, knowledgeable and well trained healthcare providers is immeasurable. As the baby boomers move into their golden years, the need for quality, well trained healthcare providers is continuing to grow, I believe that ABHES plays a major roll in ensuring schools are providing these quality trained healthcare providers that is why I choose to dedicate my time and knowledge to ensure we meet those standards. I believe in the ABHES process and requirements and am proud to say I am an ABHES evaluator.

I feel that the knowledge that I possess in both education and hands on experience in the healthcare field allow me to be a candidate that can lead by example. If I am allowed the opportunity to site on the Board as an ABHES commissioner I will continue to strive to help private postsecondary healthcare programs to continue to provide the level of education in the healthcare field that is expected of healthcare providers. I will serve with pride in my profession and pride in being a graduate of a private postsecondary institution that allowed me to pay it forward with my education and knowledge. I would like to use my experience and knowledge to allow anyone to have the opportunity to “change their lives” if they choose to do so.