MINUTES
COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE
REGISTRATION
April 17, 2014

The Commission on Proprietary School and College Registration (CPSCR) met on Thursday, April 17, 2014 at 1:00 p.m., Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi.

Members Present: Mr. Donald Benjamin, Dr. Barry Mellinger, Ms. Esther Cash, Dr. George Terry and Mr. Otis Stanford

Staff Attending: Ms. Kim Verneuille, Chuck Rubisoff and Dr. Joan Haynes


I. CALL TO ORDER
The meeting was called to order by Mr. Donald Benjamin at 1:00 p.m.

II. PRELIMINARIES
A. The invocation was given by Dr. Barry Mellinger.

B. Acknowledgments / Introductions
Mr. Donald Benjamin offered visitors present the opportunity to make a brief introduction.

All visitors present gave their names and the companies that they represent.

C. Adjustments / Approval of Agenda
Mr. Donald Benjamin asked if there were any adjustments that needed to be made to the agenda. On a motion made by Dr. Barry Mellinger and a second by Otis Stanford, the Commission voted unanimously to approve the agenda.

D. Approval of Minutes
Mr. Donald Benjamin asked if there were any adjustments that needed to be made to the agenda. On a motion made by Dr. Barry Mellinger and a second by Dr. George Terry, the Commission voted unanimously to approve the minutes of the February 20, 2014 meeting with noted corrections.
III. DIRECTOR’S REPORT

1. Ms. Kim Verneuille reported that since the February 20, 2014 meeting there have been two (2) request(s) for application packet. Ms. Verneuille discussed the registration of each request.
   - Elizabeth Brown – Brookhaven, MS
   - DeShon Polk – Coffeville, MS

2. Ms. Verneuille reported on two schools that will be engaging in No Further Activities in regard to Federal State Authorization regulations.
   - Our Lady of the Lake College
   - New Mexico State University

3. Antonelli College
   - New program request for three new diploma programs
     - Medical Assisting
     - Medical Coding
     - Information Technology
   - New Director for Online Campus – Stacie Hendrickson
   - PN Program at the Hattiesburg campus will have their follow-up preliminary accreditation visit from MCCB on April 29, 2014

4. Carrington College- Sacramento, CA campus submitted official notification for non-renewal of the certificate of registration.
   - The institution will no longer being recruiting from Mississippi for their diploma programs here.

5. Concorde Career College
   - Program changes to the Dental Assisting program in Memphis to meet CODA standards, but request permission to leave the Southaven’s Dental Assisting program unchanged as the industry in that area is not in need of the additional hours being added for students to be employable.
   - The institution will apply for a separate certificate of registration that their renewal in October 2014.

6. Delta Technical College – teaching out their Medical Coding program due to low enrollments. Ask the program stay approved by the Commission show the needs change in the area to begin the program again.
   - Three currently enrolled students will be commuting to Horn Lake to complete their program and the school will be reimbursing the student’s entire tuition. So the students will be receiving a free education.
   - The institution’s accreditor, ACCSC, visited the campus April 9 & 10, 2014 and suggested the institution also offer to reimburse the students for the gas to attend the classes in Horn Lake. Corporate officers present during the visit thought that would be very possible to accomplish.
7. Healing Touch Career College
   - New Director for Jackson & Hattiesburg campuses – Cathy Salazar
   - Tuition Increase for the Medical Assisting program from $10,900 to $14,500

8. Lincoln College of Technology – Annual Increase in Tuition request


10. Southeastern Training Center
    - Wants to initiate a CDL Training program targeting companies that wish to train their employees as CDL drivers. No tuition is being charged to students. Payment is coming directly from the companies.

11. Universal Technical Institute/FL - Adding nine new diploma programs
    - Automotive Technology II
    - Auto Tech II w/ Industry Emphasis BMW Fast Track
    - Auto Tech II w/ Industry Emphasis Ford FACT
    - Auto Tech II w/ Industry Emphasis Nissan NATT
    - Diesel Technology II
    - Automotive & Diesel Technology II
    - Auto & Diesel Tech II w/ Industry Emphasis BMW Fast Track
    - Auto & Diesel Tech II w/ Industry Emphasis Ford FACT
    - Auto & Diesel Tech II w/ Industry Emphasis Nissan NATT

12. Virginia College Jackson and Biloxi Campuses
    - Three new diploma programs
      - Business Office Specialist
      - Customer Service Professional
      - Sales Professional
    - Program modification to Network Program – splitting of certification courses to allow for better learning and testing environment – no changes in credit hours
    - New director for Biloxi campus – Veronica Cram

13. Request to move the June 19, 2014 meeting of CPSCR to June 24, 2014 in order for Ms. Verneuille to attend the APSCU Conference

Mr. Benjamin asked if staff recommended the institution’s request to delay the CPSCR requirement of new certificate of registration. Ms. Verneuille stated that yes; it would help her in reviewing application’s to have them submit both applications in October at the proper renewal time. It was helpful to have institutions with multiple certificates to renew all certificates on the same schedule.

Upon a motion made by Dr. Barry Mellinger and a second by Otis Stanford, the Commission voted unanimously to approve the Director’s Report.

IV. PUBLIC PARTICIPATION
Brock Haas, ITT Technical Institute, invited everyone to attend his Career Fair on April 22, 2014 from 2:30pm to 6:00pm.
V. REPORTS
A. School List
    47 registered school total
      i. 45 Traditional campuses
      ii. 2 online schools
B. Financial Report
    Ms. Kim Verneuille reviewed the reports.

VI. DOCKET ACTION
A. Registrations:
   Certification of Registration (Initial)
   None
   Certification of Registration (Renewal)
    Delta Technical College – Horn Lake & Ridgeland
     All Criteria Met – Staff Recommendations Approval
   Upon a motion made by Dr. George Terry and a second by Ms. Esther Cash, the Commission voted unanimously to approve the renewal certification.
   Certification of Registration Renewal Postpone until June 2014 meeting
    CompuSystems – Greenville, MS
    Friends of Children, Inc. – Jackson, MS
    The Allied Health Institute – Byram, MS
   Upon a motion made by Mr. Otis Stanford and a second by Ms. Esther Cash, the Commission voted unanimously to approve postponement of renewals until June 2014 meeting.

B. Agent Permit Application
   Upon the Staff’s recommendation, a motion made by Dr. Barry Mellinger and a second by Ms. Esther Cash, the Commission voted unanimously issue agent permits for the following:
   Agent Permit Application (Initial)
    Antonelli College/Jackson - Patricia Ruha, Dennis Carrado, Julius Cage, & Monica Hunt
    Antonelli College/Online – Alan Young
    Blue Cliff College – Veronica Davis
    Delta Technical College/Ridgeland – Louis McGowan & Jade Rauls
    ITT Technical Institute/MS – Amos Hamlin Jr., Tramell Weeks, & Jenene Konx
    Miller Motte Technical College – Jeffery Massien & Carol Chavez
    Virginia College/Online – Karmen Charley, Robert Rogers & Angie Ward
    Virginia College/Biloxi – Robin Gray
    WyoTech/FL – Larry Lightburne
    WyoTech/WY – Kathryn Goetz
   Upon the Staff’s recommendation, a motion made by Dr. Barry Mellinger and a second by Dr. George Terry, the Commission voted unanimously to renew agent permits for the following:
   Agent Permit Application (Renewal)
    Crescent Schools/Robinsonville – Marla Crumpler-Sparks (C-2728)
• ITT Technical Institute/TN – Timesha Sampson (C-2738)
• Miller Motte Technical College – Eileen Southam (C-2824) & Kateria Wilson (C2742)
• Truck Driver Institute – Will Robinson (C-2559)
• Universal Technical Institute/FL – Marissa Williams (C-2743)
• Virginia College/Biloxi – Sarah Jones (C-2929)
• Virginia College/Jackson – Raylanakeish Williams (C-2930) & Misty Hope McCraw (C-2931)
• WyoTech/FL – Christopher Lee (C-2819)
• WyoTech/WY – Jadeem Mathis (C-2817) & Gregory Taylor (C-2816)

C. New Program of Studies
Upon the Staff’s recommendation, a motion made by Mr. Otis Stanford and a second by Dr. George Terry, the Commission voted unanimously to approve new programs for the following:

• Antonelli College/Hattiesburg & Jackson – Medical Assisting diploma, Medical Coding diploma, & IT diploma
• Virginia College/Biloxi & Jackson – Sales Professional diploma & three new courses, Customer Service diploma & two new courses, & Business Office Specialist diploma

Dr. Barry Mellinger asked if all new programs were diploma programs. Ms. Verneuille stated they were all diploma programs.

D. Program Modifications
Upon the Staff’s recommendation, a motion made by Ms. Esther Cash and a second by Dr. George Terry, the Commission voted unanimously to approve program modifications for the following:

• Virginia College/Jackson & Biloxi – Network Technician Program revision

E. Exemptions
Upon the Staff’s recommendation, a motion made by Dr. Barry Mellinger and a second by Dr. George Terry, the Commission voted unanimously to approve exemption for the following:

• Coastal Dealing Academy – Strictly a gaming school which is overseen by the MS Gaming Commission.

Mr. Benjamin asked if the institution were to expand their offerings to other programs, they would possibly need to seek approval. Ms. Verneuille stated that would be in the letter to the institution.

F. Instructor Approval
Upon the staff’s recommendation, a motion made by Dr. George Terry and a second by Esther Cash, the Commission voted unanimously to approve the Instructors as listed for the following schools:

- **Antonelli College – Online**
  a. Aaron Dotson Medical
  b. Anna Morrison English
  c. Jenna Giancaterino General Business
  d. Deborah Merry Medical

- **Blue Cliff College**
  a. Cheryl Strang Medical
  b. Sharon Lourenseu Medical
  c. Mirren Harris Medical
  d. Amanda Harris Dialysis/Medical
  e. Lacie Gilman Phelebotomy/Medical
  f. Deborah Gainey Dialysis
  g. Tonya Davis Medical
  h. Jerry Cade Medical

- **Delta Technical College/Ridgeland**
  a. Gail Baker CDL
  b. Darryl Broome CDL
  c. Brandy Saxton Dental
  d. Robert Bell HVAC

- **Delta Technical College/Horn Lake**
  a. James Holtz CDL

- **ITT Technical Institute/MS**
  a. Autherine McNeil Business
  b. Aig Ohimali Accounting
  c. James Schultz Electrical
  d. Muriel Reid Business & IT Management
  e. Melvin Robinson Computers
  f. James Phipps Computers & Electronics

- **Miller Motte Technical College**
  a. Melissa Lynch English & Law
  b. Jane Christina Medical

- **Virginia College/Jackson**
  a. Kayla Paul-Lindsey Business
  b. Jerome Cooper Business
  c. Camilla McCullough Medical Coding
  d. Mark McNeil English
  e. Rolanda Anderson Math
  f. Vicky Curtis Medical
  g. Henrietta Williams Medical

- **WyoTech/WY, PA & FL**
  a. John Wright/WY Automotive
  b. William Smith/PA Automotive
  c. James Thomas/FL Automotive
  d. Charles Sikes/FL Automotive

**G. Other**
VII. COMPLAINTS
No new complaints. However, Ms. Verneuille stated she had new information on a former complaint. Dr. Mellinger moved to close the meeting for a determination of the need for an executive session. By unanimous vote the Commission closed the meeting to determine the need for an executive session. All visitors exited the meeting room.

VIII. Executive Session
In closed session, Ms. Kim Verneuille explained that the Commission had requested a follow-up visit received on two complaints on Miller Motte Technical College back in August 2013. Upon motion made by Dr. Barry Mellinger, seconded by Mr. Otis Stanford, the Commission voted unanimously to go into Executive Session for the purpose of considering the additional information.

Mr. Benjamin reopened the meeting and announced to the public that the Commission had voted to go into Executive Session to discuss a previous complaint regarding Miller Motte Technical College and to hear from Ms. Verneuille regarding her inquiry into the matter. The meeting was again closed.

During the Executive Session, the Commission heard from Ms. Verneuille regarding her inquiry. Ms. Verneuille responded to questions presented by the Commission.

Upon motion made by Dr. Mellinger, second by Mr. Stanford, the Commission voted unanimously to end the Executive Session and reopen the meeting.

Mr. Benjamin reopened the meeting to the public. The Commission took no formal action at this time.

IX. ADJOURNMENT
Upon a motion made by Dr. Barry Mellinger and a second by Mr. Otis Stanford, the Commission voted unanimously to approve adjournment.

The meeting adjourned at 1:49 p.m.

Dr. Joan Davis Haynes,  
Associate Executive Director  
Commission on Proprietary School & College Registration

Mr. Donald Benjamin, Chairman of the Commission on Proprietary & College Registration