MINUTES
COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE
REGISTRATION
April 18, 2013

The Commission on Proprietary School and College Registration (CPSCR) met on Thursday, April 18, at 1:00 p.m., Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi.

Members Present: Mr. Donald Benjamin, Dr. Barry Mellinger and Mr. Otis Stanford

Staff Attending: Ms. Kim Verneuille and Chuck Rubisoff


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. 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 Mr. 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 Mr. Otis Stanford and a second by Dr. Barry Mellinger, the Commission voted unanimously to approve the minutes of the December 20, 2012 meeting.

III. DIRECTOR'S REPORT

1. Ms. Kim Verneuille reported that since the February 18, 2013 meeting there have been three (3) request(s) for application packet.

2. Ms. Verneuille reported on eight (8) schools that will be engaging in No Further Activities.
   - Bryan University
• Santa Barbara City College
• Stevens-Henager College
• University of New Haven
• Bescia University
• Am. Acad. Of McAllister Institute of Funeral Services
• East Carolina University
• Spring Harbor University

3. Delta Technical College
   • Submitting a new program for approval for Commercial Truck Driving
     o Theory taught on Main campus
     o Hands-on taught in CDL Yard 8 miles from main campus

4. Concorde Career College
   • Program Modifications – Adding Courses
     o Professionalism for Allied Health Careers
     o Externship to Medical Office Professional and Medical Assisting Program

5. Lincoln College of Technology
   • Two new certificate programs submitted for approval
     o Diesel and Truck Mechanics
     o Automotive Mechanics
   • Modifications to nine programs by adding a course on professionalism in the workforce and minor program name changes

6. ITT Technical Institute/MS & TN
   • Two new programs and 21 new courses submitted for approval
     o Industrial Software Technology
     o Software Development

7. Universal Technical Institute/TX, FL & NASCAR
   • Lowering registration fee from $75 to $25
   • Annual Tuition Increase of $150 per program

8. Staffing Changes
   • Miller Motte Technical College - New Campus Director – Cheryl Lokey
   • Antonelli College Online – New Campus Director – Bettyjo Bouchey

9. Southeastern Training Center has been sold to Technology Training Systems, Inc. DBA Antonelli College. They will be submitting a new application of certification at the June meeting.

10. Legislative Update – Ms. Verneuille informed the Commission on the current status of SB2786. Ms. Verneuille stated the Governor Phil Bryant has signed the bill and it would be effective July 1, 2013. Ms. Verneuille also informed the Commission that new regulations would be ready for
submission with the Secretary of State’s office for Administrative Procedures. They would be available for 25 days for the public to submit any comments on the proposed new regulations.

- Dr. Mellinger asked for a summary of the new regulations. Ms. Verneuille explained that new definition of an agent had been clarified to included individuals that directly and indirect influence enrollment, new faculty qualification for instructors teaching academic courses to carry a minimum of a bachelor degree, new clarification of language in proof of education that is provided to the state, definitions clarification between CPSCR and MCCCA on regulatory agencies, new definitions for Occupational degree, technical and non-technical courses, new definition for the Commission to include an individual that is retired from the proprietary industry to be able to serve on the Commission for Proprietary Schools.

11. Access Training Center has asked for an extension on their renewal application due to illness within the administration, Mr. Jones is behind in completing the application but would have it done for the next Commission meeting in June 2013.

- The school will also be using a temporary location while renovations are taking place at the main campus on Ellis Avenue.

12. Ms. Verneuille reminded the Commissioners that they would need to vote on a Chairperson for CPSCR at the next meeting.

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

IV. PUBLIC PARTICIPATION
Milton Anderson, Virginia College, invited everyone to attend the Virginia College Jackson Grand Opening on May 2, 2013. Mr. Anderson thanked Ms. Verneuille for participating in the campuses ABHES visit for their medical assisting program. Dr. Fran Sanders from Healing Touch Career College thank Ms. Verneuille for also helping out with their ABHES visit and the accredditor mentioned this was the first time a staff member from the state had made themselves available during a visit to a school.

V. REPORTS
A. School List
- 46 registered school total

B. Financial Report
- Ms. Kim Verneuille reviewed the reports explaining each section’s content and report fees collected.
- Gross Annual Tuition payments will due date will change from being on the anniversary of the institutions to being at the end of the Fiscal year to give the institutions the proper calculation of GAT based on fiscal year and not calendar year.
• All GAT payments from the schools will be due by the August or October Commission meetings.

VI. DOCKET ACTION
Upon a motion made by Mr. Otis Stanford and a second Dr. Barry Mellinger by the Commission voted unanimously to approve the Renewal Certifications for:

A. Registrations:
   Certification of Registration (Initial)
   • None
   Certification of Registration (Renewal)
   • Truck Driver Institute, Inc. C-578
   • Virginia College Biloxi Campus C-628
   • Virginia College Jackson Campus C-126
   • Virginia College Online Campus C-658

   Upon a motion made by Mr. Otis Stanford and a second Dr. Barry Mellinger by the Commission voted unanimously to approve the postponement of Renewal Certifications for:

   Postpone until June Meeting
   • Access Training Institute & Wyoming Technical Institute/Florida Campus

B. Agent Permit Application
   Upon the Staff’s recommendation, a motion made by Mr. Otis Stanford and a second by Dr. Barry Mellinger, the Commission voted unanimously to issue agent permits for the following:

   Agent Permit Application (Initial)
   • Antonelli College/Hattiesburg – Sheryl Busby & Barbara Jean Stephens
   • Antonelli College/Online – Michelle Dean, Rabia Mirza, & Colleen Guerra
   • Blue Cliff College – Rebecca Hanzalik
   • Delta Technical Institute/Ridgeland – Howard Gehrett
   • Virginia College/Biloxi – Sarah Jones
   • Virginia College/Jackson – Raylanakiesh Williams & Misty Hope WyoTech/WY – Whitney Mueller

   Agent Permit Application (Renewal)
   • Antonelli College/Online – Jameel Robinson (C-2737)
   • Crescent Gaming & Bartending – Marla (Grewe) Crumpler (C-2728)
   • ITT Technical Institute/TN – Timesha Sampson (C-2738)
   • ITT Technical Institute/MS – Marcus Jamison (C-2812) & John Holmes (C-2616)
   • Miller Motte Technical College – Rosalia Villard Lee (C-2739), Katreia Wilson (C-2743), Brandy Dunmeyer (C-2741), Hildie Katherine Flynt (C-2823), & Eileen Southam (C-2824)
• Truck Driver Institute – Will Robinson (C-2559)
• Universal Technical Institute/FL – Marissa (Kersh) Williams (C-2743)
• Virginia College/Jackson – Karen Farr (C-2800)
• WyoTech/FL – Randi Parker (C-2817) & Christopher Lee (C-2819)
• WyoTech/WY – Gregory Taylor (C-2816) & Jadeen Mathis (C-2815)

C. **New Program of Studies**

Upon the Staff’s recommendation, a motion made by Dr. Barry Mellinger and a second by Mr. Otis Stanford, the Commission **voted unanimously** to approve the following:

**New Programs and Courses**

- Delta Technical College
  - Commercial Driving Program
- Concorde Career College
  - Two new Courses
- ITT Technical Institute
  - Software Development & Industrial Software Technology
  - Two new courses
- Lincoln College of Technology
  - Diesel & Truck Mechanics & Automotive Mechanics

**Program Modifications**

- Lincoln College of Technology
  - Modifications, course renumbering and added courses on professionalism

D. **Exemptions**

None

E. **Instructor Approval**

Upon the staff’s recommendation, a motion made by Dr. George Terry and a second by Mr. Otis Stanford, the Commission **voted unanimously** to approve the Instructors as listed for the following schools:

- **Antonelli College/Online**
  - Sarrah Parish - Legal
  - Mikki Tatum - English
  - Kelly Weaver - Medical
  - Patricia Jones - Medical Coding
  - BettyJo Bouchey - Business/Psychology
  - Joleen Button - Art
  - Regina Audio - Business
  - Terri Grace - Medical Coding
  - Jean Insinga - Math/Accounting
  - Laura Lofton - Business
  - Amy Tabak - Medical Coding

- **Delta Technical College/Ridgeland**
  - Akimmie Lewis - Medical (Teaching Assistant)
  - John Cerami - HVAC
  - Stacy Prewitt - Medical Coding
F. Other

VII. COMPLAINTS
None

VIII. 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 1:28 p.m.

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Dr. Joan Davis Haynes,                  Mr. Donald Benjamin, Chairman of
Associate Executive Director          the Commission on Proprietary
Commission on Proprietary School       & College Registration
& College Registration