The Commission on Proprietary School and College Registration (CPSCR) met on Thursday, August 20, 2015 at 1:00 p.m., Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi.

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

Staff Attending: Ms. Kim Verneuille, Dr. Joan Haynes, Ms. Deborah Gilbert 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. George Terry.

   B. Acknowledgments / Introductions
      All visitors present gave their names and the companies that they represent.

   C. Presentation of Resolution to Dr. Barry Mellinger
      Ms. Kim Verneuille presented a resolution to Dr. Barry Mellinger for his 13 years of service and dedication to the Commission on Proprietary Schools & College Registration. Dr. Mellinger thanked everyone with the Commission and stated that his time with CPSCR was very enjoyable and knew the Commission was in good hands with its new member Dr. Dean Belton. He recognized his wife Mrs. Dot Mellinger for her dedication in accompanying him with each meeting for all 13 years.

   D. Adjustments / Approval of Agenda
      On a motion by Mr. Otis Stanford to accept the agenda and second the motion by Ms. Esther Cash, the Commission voted unanimously to approve the agenda.

   E. 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. George Terry and a second by Mr. Otis Stanford, the Commission voted unanimously to approve the minutes of the June 15, 2015 meeting.
III. DIRECTOR’S REPORT

1. Ms. Kim Verneuille reported that since the April 18, 2015 meeting there have been two (2) request(s) for application packet. Ms. Verneuille discussed the registration of each request.
   - Glynn Standifer – CNA Training – Cleveland, MS
   - Dependable Source Training – CDL Training – Jackson, MS

2. Ms. Verneuille reported on five (5) schools that will be engaging in No Further Activities in regard to Federal State Authorization regulations.
   - Bescia University – Owensboro, KY
   - Escoffier School of Culinary Arts – Boulder, CO
   - University of St. Augustine for Health Sciences – St. Augustine, FL
   - Vatterott College-Sunset Hills – Olivette, MO
   - American Broadcasting School – Oklahoma City, OK

3. Antonelli College
   - Official notification that of Initial Accreditation for the Practical Nursing program in accordance with MCCB Accreditation Standards.
   - Next step of the process will be for Full accreditation upon graduation and pass rates of the NY-Clex by the PN graduates.
   - Request for extension on submission of GAT due to annual accounting not being completed until October 2015.

4. Concorde Career College/Memphis
   - Notification of a change in campus director – Lori Spencer

5. Infinity Career College
   - Notification by ACCSC of the closure of the Holly Springs campus for the school.
   - Verbally notified by the owner, Ricky Jones, he has sold the cosmetology portion of his school on all campuses.
   - He plans to keep the school operating with the commercial truck driving program only at this time out of Holly Springs.
   - He will no longer be accredited by ACCSC.
   - Full renewal for the school is due at the October meeting.

6. Healing Touch Career College
   - New Director for the Jackson Campus – Dr. Fran Sanders
   - Requesting approval for one new program at both campuses – Phlebotomy Technician

7. ITT Technical Institute/Madison
   - Official notification of new campus director for the Madison campus – Martin Dempsey

8. Medical Response Institute Closure
   - Mr. Jim Miller officially notified CPSCR that as of July 4, 2015, he closed his MS campuses due to low enrollments.
   - This school is the subject of a complaint that is set on the docket for discussion.
9. Miller Motte Technical College
   - Campus closing - Verbal notification from campus director
   - Teach-out is to take place for all currently enrolled students – two year time frame
   - No new enrollments as of August 2015
   - 95 students in 4 active programs

10. SEC Training Center
    - Request for extension on submission of GAT due to annual accounting not being completed until September 2015.

11. Virginia College/Program modifications five programs
    - Institution is updating the following programs to be more in line with industry standards to better educate the students for the workforce:
      - Medical Assistant diploma – Jackson & Biloxi
      - Medical Billing & Coding diploma – Jackson & Biloxi
      - Medical Assistant AS degree & Healthcare Reimbursement AS degree – Biloxi only
      - Pharmacy Technician diploma – Jackson & Biloxi

12. School Visits
    - United Truck Driving School – Hickory Flat, MS
      - Attended a ribbon cutting on Aug. 12th.
      - Reviewed the school facilities and met with staff.
      - School has a great deal of industry support as well as local politicians to support the success of the school.
    - Blue Cliff College – Renewal visits
      - Institution is growing and expanding
      - New bartending program hopes to have new classroom space ready for January enrollments
    - Miller Motte Technical College – moot at this point due to closure
      - Visited the CDL annex. Great location and building setup. However, with the notification of campus closing, the program is not enrolling new students and the annex will be closed after all students complete their training.

13. Alpha Training Institute – Hattiesburg
    - A meeting with FEMA scheduled for July 15, 2015 did not produce the results hoped for by the school.
    - However, the school is discussing a partnership with another CPSCR registered school in Hattiesburg to share facilities and allow for a temporary site to begin classes.
    - I have this on the docket to discuss.

Upon a motion made by Dr. Dean Belton and a second by Dr. George Terry, the Commission voted unanimously to approve the Director’s Report.
IV. PUBLIC PARTICIPATION
Mr. Milton Anderson stated that he reached out help staff at the Miller Motte Gulfport campus in finding employment within his organization and other areas. He also reached out to Alpha Training Institute. He is planning a trip to Hattiesburg to see if he can be of any further assistance. Mr. Anderson stated he would be forwarding some information he has on new proposals in Congress.

V. REPORTS
A. School List
   - 49 registered school total
     i. 47 Traditional campuses
     ii. 2 online schools

B. Financial Report
   - Ms. Kim Verneuil stated that most schools have submitted the Gross Annual Tuition payments and reviewed all reports.

VI. DOCKET ACTION
A. Registrations:
   Upon a motion made by Ms. Esther Cash and a second by Dr. Dean Belton, the Commission voted unanimously to approve the renewal certification:
   Certification of Registration (Renewal)
   - Creations CNA Training School – Greenville, MS
   - CRW Truck Driving School – Jackson, MS
   All Criteria Met – Staff Recommends Approval
   Upon a motion made by Mr. Otis Stanford and a second by Dr. George Terry, the Commission voted unanimously to approve the renewal with the pending submission of all financial documents:
   - Access Training Institute – Jackson, MS
   Need income statement from the last four months

B. Agent Permit Application
   Upon the Staff’s recommendation, a motion made by Dr. George Terry and a second by Ms. Esther Cash, the Commission voted unanimously issue agent permits for the following:
   Agent Permit Application (Initial)
   - Concorde Career College/MS – Kaycee Lemmons, Myra Stewart & Shequetta Sayli
   - Delta Technical College/Ridgeland – Janice Foster
   - Healing Touch Career College – Dr. Fran Sanders
   - ITT Technical Institute/MS – Briana Thompson, Hailey Cain, & Rafel Jackson
   - Tulsa Welding School/FL – Scott Westbrook
   Upon the Staff’s recommendation, a motion made by Dr. Dean Belton and a second by Mr. Otis Stanford, the Commission voted unanimously to renew agent permits for the following:
   Agent Permit Application (Renewal)
   - Access Training Inc. – George Jones (C-1996)
   - Antonelli College/Jackson – Terri Griffin (C-2861)
   - Antonelli College/Hattiesburg – Angela Brown (C-2661)
• Ace Training Center, Inc. – Carl Ferguson (C-2023) & Doris Ferguson (C-2179)  
• Blue Cliff College/Gulfport – Denise Crouse (C-2571)  
• Delta Technical College/Horn Lake – Eric Johnson (C-3066) & Samantha Moore (C-2759)  
• Delta Technical College/Ridgeland – Kyemanie Johnson (C-2954)  
• ITT Technical Institute/MS – Kristal McWilliams (C-3075)  
• ITT Technical Institute/TN – Hillary Jackson (C-3074)  
• Lincoln College of Technology/Nashville – Cynthia Whitley (C-2431) & Kelsea Bright-Olivier (C-3080)  
• Miller-Motte Technical College/Gulfport – Scott Smith (C-3064)  
• Saad CNA School of MS/D’Iberville – Dorothy Saad-Dunning (C-3063)  
• SEC Training Centers/Flowood – Fletcher Hawkins (C-2208)  
• Taylor Dental Assisting School/Pascagoula – Austin Taylor (C-2408) & Ariel Taylor (C-2409)  
• Truck Driver Institute/Tupelo – Kristi Lynn Bell (C-2639)  
• Tulsa Welding School/OK & FL – Joe McKinney (C-3090)  
• Virginia College/Online – Cecelia McWhorter (C-2958), Michael Miller (C-2959), Carrie Salamone (C-2960), Brittni Tucker (C-3072), & Charles Collier (C-3071)  
• Virginia College/Jackson – Brystal Ransom (C-2865), Diana Bass (C-2866), & Frankie Williams (C-3067)

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

• Healing Touch Career College – Jackson & Hattiesburg – Phlebotomy Technician  
  All Criteria Met – Staff Recommends Approval

Program Modifications
Upon the Staff’s recommendation, a motion made by Mr. Otis Stanford and a second by Dr. Dean Belton, the Commission voted unanimously to approve programs modifications for the following:

• Virginia College/Jackson – Medical Billing & Coding & Medical Assistant Diploma  
  o Updates to program and courses objectives to better meet industry standards

• Virginia College/Biloxi – Medical Assistant AS degree and diploma, Medical Billing & Coding diploma, & Healthcare reimbursement AS degree  
  o Updates to program and course objectives to better meet industry standards

• Virginia College/Biloxi and Jackson – Pharmacy Technician diploma  
  o Updates to program and course objectives  
  o Two new courses added to curriculum  
  ▪ Pharmacy Terminology  
  ▪ Pharmacy Operations Management
Instructor Approval

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

- Delta Technical College/Horn Lake
  - Melonie Johnson Medical
  - Debra Peurson Medical
- Delta Technical College/Ridgeland
  - Henry Jordon CDL
  - Latasha Green Medical
  - Curtis Wells Jr. Welding Teaching Assistant
  - Michael Patrick CDL
- Medical 2 Training Institute
  - Vicky Gunter Medical
- Tulsa Welding School/FL
  - James Murphy HVAC
  - Luis Colomba Electromechanical
- Tulsa Welding School/OK
  - Eugene Conrad, III Welding
  - Kenneth Bilby Welding
- ITT Technical Institute/MS
  - Lorenzo Bridgewater Computers
- Universal Technical Institute/FL
  - George Sadowski Automotive
  - Richard Stein Motorcycles
  - Justin Tollsup Automotive
  - Charles Warren Automotive
  - Samuel Skipworth Automotive
  - David Gadacz Automotive
- Universal Technical Institute/TX
  - Edwin Elliott Jr. Automotive
  - Charles Golding Automotive
  - James TenBrook Automotive
  - Eric Girocco Automotive
- Virginia College/Jackson
  - Tamala Jones Medical
  - Jamie Williams Surgical Tech

Other

Alpha Training Institute – Mr. Chuck Rubisoff stated that with Alpha Training Institute’s attempt to resolve their problems has not resulted in any tangible solution. He suggested a possible solution for the Commission to consider in an attempt to come to a resolution. This suggestion would have the Director to schedule a meeting with the Alpha Training Institute staff to present a voluntary suspension to state the school is not participating in any educational activities and will notify the Commission when they are capable to beginning again. If an
agreement is not agreed upon, the director would bring alternatives to the Commission for consideration consistent with due process requirements.

Upon review, Ms. Esther Cash made a motion for the director to contact the representatives of Alpha Training Institute and come to an agreement in writing to a voluntary suspension of its certificate of registration and related permits issued by the Commission until such time as Alpha Training Institute notifies the Commission and the Commission finds that Alpha is able to commence operations in compliance with all laws and regulations applicable to proprietary schools and colleges. This agreement should be presented at the October meeting for Commission approval. Further, in the absence of such an agreement and approval by the Commission at the October meeting, that the director be prepared to present appropriate requests to the Commission necessary to initiate the consideration of the suspension, revocation or cancellation of Alpha’s certificate of registration and related permits.

Dr. George Terry asked if the motion would allow for any extension should more time be needed to continue their certificate. Mr. Rubisoff stated that the motion does allow the time necessary for them to start operations with a proper facility and staff to commence operations. He also stated that with their present status allows Alpha to enroll and charge tuition where they do not have the proper facilities and staffing in place to provide proper education to any students.

On a motion made by Ms. Esther Cash on Alpha Training Institute and second by Dr. George Terry, the Commission voted unanimously to have the director contact Alpha Training Institute and present a resolution or alternatives at the October meeting.

The Commission had not further questions on the institutions listed.

VII. COMPLAINTS

Ms. Verneuille stated that CPSCR has received a complaint.

Upon a motion made by Ms. Esther Cash and a second by Dr. Dean Belton, the Commission voted unanimously to close the meeting to investigate if an Executive Session was necessary.

Mr. Benjamin asked the visitors to please step outside the room.

Mr. Benjamin explained that the Executive Session would be for the discussion of a complaint on Medical Response Institute and the actions that have taken place.

Upon a motion made by Dr. George Terry and a second by Dr. Dean Belton, the Commission voted unanimously to close the meeting and go into Executive Session.

Mr. Benjamin announced to all visitors that the meeting would reopen after Executive Session.

VIII. Executive Session

Ms. Verneuille explained the complaint received and the resolution: The school provided restitution of all tuition to all students in the complaint. The Commission took no action since the students were happy with the resolution and the school announced closure of all MS campuses.
IX. ADJOURNMENT
Upon a motion made by Dr. Dean Belton and a second by Dr. George Terry, the Commission voted unanimously to approve adjournment.

The meeting adjourned at 1:57 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