The Commission on Proprietary School and College Registration (CPSCR) met on Thursday, December 15, 2011, at 1:00 p.m., State Board for Community and Junior Colleges, 3825 Ridgewood Road, Jackson, Mississippi.

Members Present: Mr. Donald Benjamin, Mr. Stan Sullivan, Dr. George Terry and Mr. Otis Stanford

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

Visitors Present: Debbie Moore and Audra Kimble of Antonelli College/Jackson campus, Dr. John Peterson of Miller-Motte Technical College, Edna Higgins of Virginia college/Biloxi, Milton Anderson of Virginia College/Jackson, JT Robinson, Andre Curry, & Katherine Windom of CRW Truck Driving School.

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 Otis Stanford.
   
   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 Mr. Stan Sullivan 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 minutes. On a motion made by Mr. Otis Stanford and a second by Mr. Stan Sullivan, the Commission voted unanimously to approve the minutes of the December 15, 2011, meeting.

III. DIRECTOR’S REPORT

   1. Ms. Kim Verneuille reported that since the December 15, 2011 meeting there have been one (1) request for application packet and one (1) request for a school list from National Accreditation for Colleges & Schools. Ms. Verneuille stated that NACS was not recognized by the US Department of Education.
2. Ms. Verneuille reported that Antonelli College has submitted a tuition increase for new students starting February 2012 and continuing students July 2012. The increase will affect 18 programs with an increase of about 3.5% across the board.

3. Ms. Verneuille reported that the Us Department of Education submitted findings on a financial audit performed at Blue Cliff College in July of 2011. All findings have been addressed by the school and considered closed.

4. CRW Truck Driving School has submitted a Change of Owner request. Mr. Andre Curry asked to be heard on the matter. Mr. Benjamin stated that he would recognize Mr. Curry at the Public Participation section on the agenda and that this matter could also be addressed during the Docket Actions.

5. J & J Career College has requested a name change to Infinity Career College.

6. Miller-Motte Technical College submitted two (2) new programs of study - HVAC/Refrigeration Technician Diploma and Commercial & Industrial Maintenance Technician Associate Degree. The school also submitted 27 new courses in relation to these new programs.

7. Nashville Auto Diesel College submitted a tuition increase affecting five (5) diploma programs and four (4) degree programs. Ms. Verneuille reported that the diploma programs would increase by $800 and the degree programs by about $1000. The school also requested the discontinuation of 6 diploma programs and 1 degree program:
   - Automotive and Diesel Undercar Specialty
   - Master Automotive & Diesel Technology (Diploma)
   - Automotive & Diesel Technology High Performance (Diploma)
   - Automotive & Diesel Technology High Performance Fabrication (Diploma)
   - Automotive & Diesel High Performance & Fabrication (Diploma)
   - Collision Repair and Refinishing (Diploma)
   - Master Automotive & Diesel Technology (Degree)

8. Southeast Culinary & Hospitality College in Biloxi has submitted a closure notice. All students have been addressed. Ms. Verneuille stated she was waiting on official notification from the school as to the location and contact information on transcripts in regard to future student requests.

9. Virginia College/Jackson submitted program modification for the Cisco Network Diploma. A combination of six (6) course objectives is being combined into three (3) courses. There is no change in the credit hours. Virginia College also submitted a change in the contact hours for the
Medical Office Administration Associate Degree. The contact hours will be increasing from 40 to 60 for one (1) course; MED1200 Medical Office Transcription.

10. Wyoming Technical has reported a change in administrative staff for their California campus. The following positions have new staff members:
   - Campus Director - Kurt Schake
   - Director of Finance - California campus
   - Director of Career Services - Christen Rodriguez
   - Director of Student Accounts - Wendy Felish
   - Director of Education - Kenneth Beish Jr.
   - Director of Student Services - Kongpheng Yang

11. Ms. Verneuille reported on four (4) schools that will be engaging in No Further Activities.
   b. ITT Technical Institute Online
   c. Penn State
   d. Bay State College
   e. Stratford Career College

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

A. **In State Distance Learning Criteria** - Ms. Kim Verneuille explained the purpose of establishing a criteria for in-state distance learning schools. A definition of online verses correspondence courses was read along with a stipulation for student verification by online schools to authenticate student identity, and a discussed on the purpose. Presently, online schools were being recognized as exempt. Dr. Joan Haynes explained further that in 15 years ago, the Commission established their online as correspondence schools which are exempt under present statute (75-60-5; Item E) and that it is necessary to update the definition and distinction of the two types of delivery. Ms. Verneuille stated that if approved, the criteria would be sent to the Secretary of State’s office to be published on their website for public comment for 30 days, comments would then be reviewed and adopted if necessary, another 30 days of public comments before official adoption into the regulations.

**Upon a motion made by Dr. George Terry and a second by Mr. Otis Stanford, the Commission voted unanimously to approve the Distance Learning Education Criteria.**

B. **Student Complaints** - Ms. Verneuille reviewed the findings of a federal survey done in 2011 of State website offerings in regard to student’s access of information for proprietary schools. The survey found that the State of Mississippi’s website was lacking in access to a procedure and form for proprietary students to be able to report complaints on registered schools and/or agents. The procedure established in the regulations and statute needs to be placed out on the Office of Proprietary Schools website for accessibility to student and to meet federal regulations.
Upon a motion made by Mr. Otis Stanford and a second Mr. Stan Sullivan by the Commission voted unanimously to approve placement of the Student Complaints procedure and form on the website for the Office of Proprietary Schools.

C. Fee Adjustment - Ms. Verneuille explained that in an effort to assist all schools in complying with the new rules and regulations, a change to the fee structure for Program Modification and New Program should include the submission of one new course. This change was in fairest to the schools since most changes would include at least one course.

Upon a motion made by Mr. Stan Sullivan and a second Mr. Otis Stanford by the Commission voted unanimously to approve placement of the Student Complaints procedure and form on the website for the Office of Proprietary Schools.

D. Commission Minutes - In an effort to assist proprietary school administration, a proposal to placed a PDF copy of approved Commission minutes on the Office of Proprietary School’s website was discussed. This would allow those schools that cannot attend Commission meetings to know the actions of the Commission.

Upon a motion made by Mr. Otis Stanford and a second Mr. Stan Sullivan by the Commission voted unanimously to approve placement of the Student Complaints procedure and form on the website for the Office of Proprietary Schools.

IV. PUBLIC PARTICIPATION

Mr. Milton Anderson, President of Virginia College/Biloxi complimented the leadership of Ms. Verneuille and stated she was a good choice for the job and that the placement of the meetings on the website was appreciated.

Mr. Andre Curry of CRW Truck Driving School expressed his concerns on the proposed change in ownership for CRW Truck Driving. Mr. Curry stated he had not relinquished any of his ownership in the company to Mr. JT Robinson. That he still owned 35% of the company. Ms. Katherine Windom of CRW Truck Driving School also stated she had not signed over her 30% of the company and also asked for a reconsideration of the change in ownership request.

Mr. Benjamin then asked Mr. JT Robinson if he wanted to make a statement in regard to Mr. Curry and Ms. Windom’s statements. Mr. Robinson stated he had been instructed by his attorney to not say anything. Mr. Benjamin then verified with Ms. Verneuille that there would another opportunity to vote on this matter at the “Other” section of the docket actions. Ms. Verneuille confirmed that there was. Mr. Benjamin then moved on to the Docket Action section stating to those involved it would discussed by the Commission members.

V. REPORTS

A. School List
B. Financial Report
VI. DOCKET ACTION

A. Registrations: Certification of Registration (Initial)

Upon the staff’s recommendation, Grand Canyon University was asked to be deferred indefinitely due to missing information in the application. Grand canyon University is in agreement to the postponement.

Registrations: Certification of Registration (Renewal)

Upon the staff’s recommendation, Systems, IT, Inc. (C-634) submitted their renewal on February 3, 2011. Dr. Haynes reminded the Commission that our regulations state that renewals are due 30 calendar days prior to the Commission meeting. The application was asked to be postponed until the April meeting for proper time for review could be done.

Upon a motion made by Mr. Stan Sullivan and a second Mr. Otis Stanford by the Commission voted unanimously to approve the recommendation.

B. Agent Permit Application (Initial)

Upon the staff’s recommendation, a motion made by Dr. George Terry and a second by Mr. Otis Stanford, the Commission voted unanimously to issue agent permits for the following:

- Garradise Hinton & Kendrick Morgan of Antonelli College/Hattiesburg
- Erick Coffelt, Teneshia Smith, & Michael Jones, Jonathan Todd Clark, Brystal Stanfield, & Shemeka Anderson of Antonelli College Jackson & Online
- Jabiana Bolden & Freddie Mooney of ITT Technical Institute/Cordova
- Martez Washington & Adrianne Alexander of ITT Technical Institute/Madison
- Karen Farr of Virginia College/Jackson
- Lashundra Ball, Kristie Anderson, & Ashleigh Graves of Delta Technical College/Madison
- Wendy Hauser of WyoTech/PA
- Amy Kelly, Joseph Foreman & Laurie Holtzendorf of WyoTech/FL
- Marion Beal Pending receipt of approved reference letter of WyoTech/FL

Agent Permit Application (Renewal)

Upon the Director’s recommendation, a motion made by Mr. Otis Stanford and a second by Mr. Stan Sullivan, the Commission voted to issue agent permits for the following:

- Thomas Davis (C-2722) & Philip Litteral (C-2604) of Universal Technical Institute/TX, FL, & NASCAR
- Fabian Diaz (C-2597) of Universal Technical Institute/FL
- Jarita Large (C-2600) of Antonelli College/Hattiesburg
C. **New Program of Studies**

Upon the staff’s recommendation, a motion made by Dr. George Terry and a second by Mr. Otis Stanford, the Commission **unanimously voted** to approve the two (2) programs (HVAC/Refrigeration Technician Diploma & Commercial & Industrial Maintenance Technician Associate Degree) and 27 new courses for **Miller-Motte Technical College**.

Upon the staff’s recommendation, a motion made by Dr. George Terry and a second by Mr. Otis Stanford, the Commission **unanimously voted** to approve the program modifications for **Virginia College/ Jackson and Biloxi**.

D. **Exemptions**

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 Instructor’s list for the following schools:

- Wyoming Technical
- Miller-Motte Technical College
- Nashville Auto Diesel
- ITT Technical Institute
- CRW Truck Driving School
- Universal Technical Institute - NASCAR
- Universal Technical Institute - Motorcycle/ Marine
- Universal Technical Institute - Texas
- Virginia College - Biloxi

F. **Other**

CRW Trucking Driving School, LLC -
Mr. Andre Curry addressed his concerns as the correct owner of CRW Truck Driving School, LLC. He stated the history of the school with himself as registered agent, filing for dissolution of the company in December of 2011 due to low enrollments, his receipt of public documents from the CPSCR and Secretary of State’s office, his interest’s of 35%, Ms. Windom’s interest’s at 30%, and Mr. Robinson’s interest’s at 35% of stake in the company, and that neither had he nor Ms. Katherine Windom signed over any of the ownership over to Mr. JT Robinson. He asked that the Commission reconsider the vote as to change of ownership for CRW Truck Driving School.
Ms. Katherine Windom also spoke to her concerns on the manner of ownership. She confirmed that she had not signed over any of her ownership in the company and disputed the legitimacy of Mr. JT Robinson’s change of ownership.

Mr. Stan Sullivan then stated “That as a businessman…” he did not feel comfortable in voting on this matter. Mr. Stan Sullivan proposed a motion to table the vote indefinitely until the litigation as to the owner of the company could be resolved. There was no second on Mr. Sullivan’s motion.

Dr. Haynes asked when the renewal for the Certificate of Registration was due. Ms. Verneuille stated it was July of 2013. Dr. Haynes then stated it might be a problem for the registration renewal and the students to table the vote indefinitely.

Dr. George Terry then asked if this would be a problem in regard to the students enrolled in the school? Mr. JT Robinson asked as long as he could do business, the students would continue in their programs.

Chuck Rudisoff then addressed the motion by Mr. Sullivan to looking at setting a date to review the issue of ownership for CRW Truck Driving in the April meeting and if necessary, it could be continued on to the next meeting in June.

Mr. Donald Benjamin then asked for Mr. Sullivan to make another motion on the issue. Mr. Sullivan that proposed a motion to table the vote on the ownership change for CRW Truck Driving School, LLC until the April meeting and see if the parties involved could come to a resolution. Mr. Otis Stanford second the motion and it was unanimously approved to table the vote on CRW Truck Driving School’s ownership until the April 19, 2012 meeting of the CPSCR.

VII. COMPLAINTS

None.

VIII. ADJOURNMENT

The meeting adjourned at 2:40 p.m.

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

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