The Commission on Proprietary School and College Registration (CPSCR) met on Thursday, February 20, 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, 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 Esther Cash.

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 Mr. Otis Stanford, the Commission voted unanimously to approve the minutes of the December 19, 2013 meeting with noted corrections.

III. DIRECTOR'S REPORT
I. Ms. Kim Verneuille reported that since the December 19, 2013 meeting there have been three (1) request(s) for application packet. Ms. Verneuille discussed the registration of each request.
   · Shirley Rich – CNA in North MS
2. Ms. Verneuille reported on eight schools that will be engaging in No Further Activities in regard to Federal State Authorization regulations.
   - Pittsburg Institute of Mortuary Science
   - Colorado Technical University
   - International Academy of Design & Technology
   - Le Cordon Bleu
   - Briarcliff College
   - American Intercontinental University
   - Ferris State University
   - Oregon Tech

3. Antonelli College
   - New program request Career Readiness Diploma
   - New Interim Director for Online Campus – Alex Brnilovich Jr.

4. Blue Cliff College
   - The institution has satisfactorily addressed the Corrective Action Plan and no further action is required by the school for the finding of calculation errors in of Title IV funding

5. Concorde Career College
   - Program changes to four programs on both MS and TN campuses
     - More externships hours – suggestion from externship sites
     - Increase in fees due to book costs and health screening costs
   - New Program Request to begin the Process to offer an accredited Practical Nursing program


7. ITT Technical Institute – Madison and Cordova campuses
   - New program in Accounting and adding four new courses

8. Southeastern Training Center – New Director Jonathan McCullars

9. Universal Technical Institute/TX, FL and NASCAR campuses
   - Tuition and fee increases to all programs - Averaging about $1500 per program

10. Virginia College Jackson and Biloxi Campuses
    - Network Technician Program modification – Split hands-on classes to make learning more conducive

11. Wyoming Technical Institute
    - Closing the Sacramento campus – C-667 – Due to low enrollments
    - Notification of all transcript information has been provided and all students completed their programs or transferred to another campus.

12. CPSCR Regulations – Ms. Verneuille proposed two amendments to CPSCR regulations:
    - The CPSCR shall have the discretion to grant exceptions to these regulations when it is determined that it is in the best interest of the State to do so.
The CPSCR may request an explanation by any individual or institution for a delinquency and/or suspend the institution’s certificate of registration until the delinquency is resolved. Chuck Rubisoff explained these proposals were being to if the Commission would be amenable to allowing the Director some limited authority to waive or postpone some deadlines set in the regulations. However, should the request go beyond that set timeframe, the Director would then come before the Commission to seek approval for the extension. This allows the Director to make certain allowances due to circumstances. At present, the regulations only allow for a suspension of an institution’s Certificate of Registration. This step may not be in the best interest to start that process when an allowed extension could give the time needed. Dr. Mellinger asked if all extension could be reported to the Commission by Ms. Verneuille and extended waivers would need approval from the Commission.

Upon a motion made by Dr. Barry Mellinger and a second by Esther Cash, the Commission voted unanimously to approve a request for a draft regulation on waivers to be written and presented for review by the Commission at the April 2014 meeting.

Upon a motion made by Mr. Otis Stanford and a second by Dr. Barry Mellinger, the Commission voted unanimously to approve a request to refund Midwest Technical Institute, Parent company of Delta Technical College $28,798 dollars from an overpayment of GAT funds from FY 2013.

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

IV. PUBLIC PARTICIPATION

Mr. Milton Anderson, Virginia College stated that the MS Association for Proprietary Schools met with some State Senators at Capital Day and will hold another meeting at the Creating Futures Conference for all members.

V. REPORTS

A. School List
   - 49 registered school total
     i. 47 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)
   - Alpha training Institute – Hattiesburg
     All Criteria Met – Staff Recommendations Approval
• **Keplere Training Institute – Indianola**  
  *All Criteria Met – Staff Recommendations Approval*

• **Systems IT**  
  *All Criteria Met – Staff Recommendations Approval*

Upon a motion made by Mr. Otis Stanford and a second by Dr. Barry Mellinger the Commission **voted unanimously** to approve the renewal certification.

B. **Agent Permit Application**

Upon the Staff’s recommendation, a motion made by Otis Stanford and a second by Ms. Esther Cash, the Commission **voted unanimously** issue agent permits for the following:

**Agent Permit Application (Initial)**

- Antonelli College/Online - Andre Newson
- Concorde Career College/MS – Tracey Evans
- ITT Technical Institute/TN – Takevia Palmore, Laquanda Good, & Cherron Bachus
  - ITT Technical Institute/MS – Kimberly Bell
- Keplere Institute of Technology – Mary Scales
- Miller Motte Technical College – Lydia Leggett, Marcella Felder, & Cynthia Lamb
- Virginia College/Jackson – Teva Thomas & Shelia Brown
- WyoTech/FL – Patricia Kasper
  - WyoTech/PA – Robert Korrell

**Approval Pending submission of additional items:**

- Blue Cliff College - Benny Villarreal
- Healing Touch Career College – Hattiesburg & Jackson - Cathy Salazar
  - Healing Touch Career College – Jackson – David Redd

Upon the Staff’s recommendation, a motion made by Mr. Otis Stanford and a second by Esther Cash, the Commission **voted unanimously** to renew agent permits for the following:

**Agent Permit Application (Renewal)**

- Antonelli College/Jackson – Elaine Nash (2919)
- CNA Training Center – Maxine Lindsay (C-2412)
- Concorde Career College/MS – Crystal Collier (C-2902) & Ruby Hall (C-2901)
  - Concorde Career College/TN – Williard Wilks (C-2903)
- Delta Technical College – Lashundra Ball (C-2803)
- Lincoln College of Technology – Robert Black (C-2528)
- North Mississippi Training Center – George Marquis (C-2917) & Doris Marquis (C-2918)
- ITT Technical Institute/TN – Stephen Carroll (C-2271), Fred Mooney (C-2799), Eric Keys (C-2905) & Donna Brown (C-2725)
  - ITT Technical Institute/MS – Carla Waller (C-2733), Artavis Kelly (C-2908), LaRanda Ducksworth (C-2911), & Jermaine Kirkland (C-2906)
- System IT, Inc. – Danielle Calhoun (C-2485)
- Truck Driver Institute – Donnie Sartin (C-2257)
Universal Technical Institute/FL, TX & Nascar – Larry Hibben (C-2912) & Phillip Litteral
Universal Technical Institute/TX – Fabian Diaz (C-2597)
Virginia College/Jackson – Karen Farr (C-2800), Hope McCraw (C-2931), Raylana Williams (C-2930) & Vincent Milton, II (C-2366)
WyoTech/FL – Vincent Raubaugh (C2916), Agnieszka Nogradi (C-2914), Marion Beal (C-2807) & Amy Workman (C-2808)
WyoTech/WY, PA & FL – James Willoughby (C-2913)
WyoTech/PA – Wendy Hauser (C-2806)

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 new programs for the following:

- Antonelli College/Hattiesburg & Jackson – Career Readiness diploma
- Concorde Career College – Practical Nursing Program request
- ITT Technical Institute/TN & MS – Accounting Program

Dr. Mellinger asked if all programs were diploma programs. Ms. Verneuille explained that ITT’s Accounting programs were degree programs but the others were diploma programs.

Mr. Benjamin asked the next step in the PN program acceptance. Ms. Verneuille explained the schools would now request an application from MCCB and eventually go through five steps to final accreditation by the MS Community college board.

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

- Concorde Career College/TN & MS- modifications to four programs
  a. Medical Assistant diploma
  b. Medical Assistant degree
  c. Medical Office Professional diploma
  d. Medical Office Professional degree

E. Virginia College/Jackson & Biloxi – Network Technician Program revision

F. Exemptions
None

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

- Antonelli College – Online
  a. Kelly Haas     Art
  b. Torri Grace   Coding
  c. Sharina Smith Marketing
d. Yvette Jimmerson Coding
   e. Eleanor Armand Coding
   f. Donna Larner Accounting

- Crescent Schools
  a. Jonathan Thompson Bartending
- Delta Technical College/Horn Lake
  a. James Smith Electrical
  b. Wesley Warner Electrical
  c. Melissa Dogan Coding Teaching Assistant
- ITT Technical Institute/MS
  a. Anthony Wells Computers
- Miller Motte Technical College
  a. Angela Vogt Medical

H. 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 1:29 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