The Commission on Proprietary School and College Registration (CPSCR) met on Tuesday, June 26, at 1:00 p.m., Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi.

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

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

Visitors Present: Fiona Qualls with Delta Technical College/Ridgeland Campus, Milton Anderson of Virginia College Jackson campus, Audra Kimble and Debbie Moore of Antonelli College, Dr. John Peterson of Miller Motte Technical College, Courtney Choi and Whitney Barkley of MS Center for Justice, and Dr. Fran Sanders of Healing Touch Career College.

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 Stan Sullivan.

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 Dr. Barry Mellinger and a second by Mr. Stan Sullivan, the Commission voted unanimously to approve the minutes of the April 19, 2012.

III. DIRECTOR’S REPORT
1. Ms. Kim Verneuille reported that since the April 19, 2012 meeting there have been seven (7) request(s) for application packet.

2. Ms. Verneuille reported on four (4) schools that will be engaging in No Further Activities.
   - Central Michigan University
3. Miller Motte Technical College – has submitted approval for six (6) new certificate programs. All would be non-title IV, cash only programs.
   - Accounting Clerk
   - Microsoft Windows 7
   - Microsoft Office Specialist
   - Office Applications Specialist
   - Quickbooks 2010
   - CPR Certification

   Also MMTC has submitted to add one additional course for the Medical Billing and Coding program of a four (4) credit practicum course.

4. Virginia College – Program Modifications submitted:
   - Course Prefix numbering change
   - Program name change from Culinary Arts to Culinary & Pastry Arts
   - Contact hour change in CISCO program from 176 to 160

5. ACCSC National Accreditor has renewed Infinity Career College for four years.

6. DeVry University submitted course numbering changes to clarify between their undergraduate and graduate level courses. Also the school has submitted a request for approval of a tuition increase. Part-time student tuition will increase from $597/credit to $609/credit. And Full-time tuition will increase from $360/credit to $365/credit.

7. Wyoming Technical Institute is changing the school day attending hours from 6.25/day to 8.30/day. This will decrease length of the program from 12 to 9 months.

8. Antonelli College:
   - US DOE performed a financial audit with two (2) findings. Both findings have been resolved to the satisfaction of the auditor.
   - Antonelli has also submitted a program restricting of all programs offered at the Mississippi campuses. This restructuring has the programs requiring an average of about 36 general education (non-technical) credits per degree program. Under the guidelines of ACCSC (their accreditor), this would classify their programs as academic. Since the regulations for CPSCR state that schools offering academic credits do not fall under CPSCR, we have asked for a clarification on the jurisdiction from the Attorney General as to which office (CPSCR or MCCA) would review these changes. Thus, we have put the Antonelli request as pending until we receive the response from the AG.

9. SkillMasters, Inc.:
   - Last renewal October 2010
   - Insurance cancelled bond for school as of April 2012
Email from agent states a conversation with owner Johnnie Twiner that he would not seek to renew his bond due to low enrollments and the inability to secure additional financing options for students.

Gatherings Insurance has cancelled all bonds for Skill Masters, Inc.

All calls to Mr. Twiner were not returned.

Dr. Barry Mellinger asked if we had notified Mr. Twiner about the suspension of his certificate. Ms. Kim Verneuille stated she had attempted to contact Mr. Twiner but that as of Tuesday, he had not returned any calls or messages left for him. Dr. Mellinger suggested that we send a certified letter to Mr. Twiner prior to voting on the suspension. Chuck Rubisoff asked when SkillsMasters was to renew. Ms. Verneuille stated it would be in October of 2012. Mr. Benjamin asked if there were any students enrolled. Ms. Verneuille stated she did not believe any students were presently enrolled that she was aware of. Chuck Rubisoff stated that we need to provide written notice to Mr. Twiner of the intended action to be taken and provide him with a date to provide the required documentation.

Upon a motion made by Dr. Barry Mellinger and a second by Dr. George Terry, the Commission voted unanimously to approve the Director’s Report with the amendment to notify SkillsMasters, Inc. of intended actions.

IV. PUBLIC PARTICIPATION

Dr. Fran Sanders took the opportunity to state the intentions of Healing Touch Career College for renewal with the addition of an Annex in Jackson. They are planning to increase hours and time of their Massage Therapy and Medical Assisting program with hands-on lab experience and change from clock to credit hours.

V. REPORTS

A. School List
B. Financial Report

- Dr. Joan Haynes reviewed the reports and report fees collected. Dr. Haynes did point out the fee submitted by Antonelli College was the amount pending on the Attorney’s General response. That fee might change should the fee need to be refunded to the institution.

VI. DOCKET ACTION

A. Registrations: Certification of Registration (Initial)

None

Registrations: Certification of Registration (Renewal)

Upon the staff’s recommendation pending approval of financial reports, Healing Touch Career College. (C-654) submitted their renewal.

Upon the staff’s recommendation, ITT Technical Institute (C-643) and DSC Training (C-614) postpone until August meeting as they had not yet been received.
Upon a motion made by Dr. George Terry and a second Dr. Barry Mellinger by the Commission voted unanimously to approve the recommendation.

B. **Agent Permit Application (Initial)**

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 the recommendation:

- WyoTech/FL - Charissa Forgie, Amanda Currin, Garrett Troup, Ulysees Gilbert, Stephanie Shepherd, Theresa Casey, Terry Kalal, Adrian Brooks, Jacqueline Bassell, Barbara Stavely-Schoener, & Derek Reyes
- WyoTech/FL, WY, PA, & CA – Apolinar Portugal
- WyoTech/PA – Patrick Thomas
- Delta Technical Institute – Horn Lake – Keymanie Johnson
- ITT Technical Institute – MS – Chaid Thomas, Shawn Gillis, Kim Richardson, & Jessica Ayivor
- Virginia College – Jackson – Tiffany Mobley
- CRW Truck Driving School – J.T. Robinson
- Miller Motte Technical College – Charjuanita Rogers & Tataneka Moore
- Antonelli College – Jackson – Lesa Morris & Andrae Donerson
- Healing Touch Career College – Fran Sanders Pending bond approval

**Agent Permit Application (Renewal)**

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

- WyoTech/FL, WY, PA, & CA – Robert Mitchel (C-2757)
- Delta Technical Institute – Horn Lake – Tiffany Hemphill (C-2565)
- ITT Technical Institute/TN – Turner Holland (C-2619)
- ITT Technical Institute/Madison – Tracey Wright Miller (C-2628)
- Virginia College – Jackson – Sophia Fairley (C-2617)
- Universal Technical Institute – TX & NASCAR – Jeffery Howland (C-2626), Robert Dale (C-2745), Darion Casas (C-2627), & Craig Martin (C-2625)

Dr. Mellinger asked what information we received on individuals applying for admission agent. Ms. Verneuille stated that the application included all education, work history and question if the individual had been convicted or accused of a felony. The initial application must also include a letter of reference from a previous employer.

C. **New Program of Studies**

Upon the Staff’s recommendation, a motion made by Dr. Barry Mellinger and a second by Dr. George Terry, the Commission voted unanimously to issue agent permits for the following:

- Miller Motte Technical College –
  - Six New Certificates with New Courses - None Title IV Programs
• New Course for Coding Program Practicum Added
• Virginia College
  • Contact Change to CISCO program from 170 to 160 – No Credit
  • Program Name Change – from Culinary Arts to Culinary & Pastry
  • Course Prefix changes on three courses
• Antonelli College
  • Restructure of all programs and new courses – Status pending
  • Requested clarification from Attorney General on jurisdiction due
to the academic structuring of the program credits – Review once
  response is received.

D. Exemptions
   None

E. Instructor Approval
   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 the Instructors as listed for the following
   schools:
   • Antonelli College - Hattiesburg
   • Miller-Motte Technical College
   • Delta Technical College – Ridgeland
   • Delta Technical College – Horn Lake
   • Virginia College – Biloxi
   • Universal Technical Institute
   • Wyoming Technical Institute

F. Other
   SkillsMasters, Inc. recommendation to notify Mr. Twiner of intended
   action of certificate suspension via certified letter.

VII. COMPLAINTS
   Dr. Haynes stated that CPSCR had received a complaint letter regarding
   Antonelli College from a time in which Ms. Verneuille was still employed
   with the institution. To make sure there was no conflict on interest, Dr.
   Haynes took over the investigation of this complaint.

   Dr. Haynes contacted Antonelli College’s campus director, Audra Kimble.
   Mr. Benjamin asked if this was something that needed to be reviewed in
   Executive Session. Dr. Mellinger asked if the complaint had been
   resolved. Dr. Haynes stated that it had and that the school administration
   should be commended on their solution and willingness to make the
   student whole. The institution went over and above what was required of
   them.

   Dr. Mellinger asked if we need to take action. Mr. Rubisoff stated that
   there may not be any action to take. Dr. Haynes restated that the student
   had been made whole. Mr. Rubisoff stated the Commission had the ability
   to address the complaint in closed or open session and if no action was
   being taken, the Commission could just move forward. Dr. George Terry
asked if the student was satisfied with the solution. Ms. Verneuille stated she had attempted to contact the student, but had not heard back as of the meeting time. Dr. Haynes stated the evidence from the school showed that the student’s account balance was now zero. Dr. Terry asked if the student need to notify in writing or perhaps just verbally, that the matter was resolved to the complainant’s satisfaction. Mr. Rubisoff stated that the Commission might want to know that information.

Ms. Verneuille stated she would contact the student for confirmation of the solution. Dr. Haynes confirmed that the school had not violated any Commission rules and went over and above the Commission’s requirements. Mr. Benjamin asked if the discussion satisfied the Commission’s questions on the complaint. Dr. Barry Mellinger suggested that the Commission move forward without any action at this time.

VIII. Executive Session
a. None

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 1:31 p.m.

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