MINUTES
COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION
October 16, 2014

The Commission on Proprietary School and College Registration (CPSCR) met on Thursday, October 16, 2014 at 1:00 p.m., Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi.

Members Present: Mr. Donald Benjamin, Ms. Esther Cash, Dr. Barry Mellinger, Dr. George Terry 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. George Terry.

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

C. Adjustments / Approval of Agenda
On a motion by Dr. Barry Mellinger made a motion to accept the agenda and Dr. George Terry second the motion. The Commission voted unanimously to approve the amended 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 Ms. Esther Cash, the Commission voted unanimously to approve the minutes of the August 21, 2014 meeting.

III. DIRECTOR’S REPORT
1. Ms. Kim Verneuille reported that since the August 21, 2014 meeting there have been one (1) request(s) for application packet. Ms. Verneuille discussed the registration of each request.
   - R & N Adult & Youth Center – Hollandale, MS

2. Ms. Verneuille reported on 4 schools that will be engaging in No Further Activities in regard to Federal State Authorization regulations.
   - Emory University – Atlanta, GA
   - St. Mary’s University of Minnesota – Minneapolis, MN
   - Blackstone Career Institute – Allentown, PA
   - Pinnacle Career College – Kansas City, MO
3. Hearts In Training
   - Extension request to postpone renewal until December meeting
   - Did not have enough time to complete all the paperwork

4. Coastal College – Hammond, LA
   - Extension request to postpone renewal until December meeting
   - Contact at the school changed and they were unaware the renewal was due until last week.

5. Antonelli College
   - Requested an extension on submission of their Gross Annual Tuition payment
   - Still waiting on audited financials to be completed
   - Payment will be made by the end of October 2014.

6. Virginia College Jackson
   - Requesting removal of Office Administration (AAS) degree program
   - No students enrolled in the program at present

7. Virginia College Online
   - Consolidating the online operation with the Birmingham Ground campus
   - Online office is being moved to share space with the ground campus in Birmingham

8. Healing Touch Career College Hattiesburg Campus
   - Moving locations from Hardy Street to Mamie Street
   - Still located in the City of Hattiesburg

9. Southeastern Training Center
   - Requested an extension on submission of their Gross Annual Tuition payment
   - Still waiting on audited financials to be completed
   - Payment will be made by the end of October 2014.

10. New Programs
    - Universal Technical Institute/Texas Campus
        - Seeking approval for three (3) new programs - Core Collision Repair & Refinish Technology, Core Collision Repair & Refinish Technology with Estimating, & Collision Repair & Refinish Technology with Estimating
    - Virginia College/Online campus
        - Seeking approval to offer the Network Technician Diploma
        - Same program approved on the Jackson & Biloxi campuses
    - Virginia College/Jackson Campus
        - Seeking approval for one new program – Patient Care Technician
    - ITT Technical Institute/MS & TN Campuses
        - Seeking approval for three (3) new degree programs - Drafting & Design-Architectural & Civil (AAS), Computer & Electronic Systems Technology (AAS), & Computer Systems & Support Administration (AAS)
11. Program Modification
   - Virginia College/Online – Network Engineering Program – three (3) new courses created out of separating the curriculum of specific courses to allow for better teaching.

12. Tulsa Welding School
   - Requesting an exemption to regulation 3.17 Student to Instructor Ratio for two programs – Refrigeration Technologies & Electro-Mechanical Technologies.
   - CPSCR Regulation states for technical courses the ratio “shall not exceed 15:1.
   - At present, they are teaching at 34:1 student to teach ratio. Their graduation rate is above 60%.
   - Each program also has teaching assistants to help students in all aspects of projects and assignments during classtime.
   - Willing to add team teaching to these programs should the Commission not approve the exemption or the graduations rates fall.

13. ITT Technical Institute US Department of Ed Update
   - ITT Educational Services, parent company of ITT Technical Institutes, was notified by the USDOE of a violation of 34 C.F.R. 688.17(a)(3) for not submitted audited financials for Fiscal Year 2013 which resulted in a provisional certification, a posting of a letter of credit, and place on heightened cash monitoring of Title IV funds for 5 years.
   - Notified September 19th, that the audited financials should be completed and submitted to US Dept. of Ed by the end of September.
   - The institutions will be publicly disclosing ED sanctions and their provisional certifications.

14. Request for Exemption from Registration
   - Total Change of Heart Ministries
     - Tuition free programs for non-vocational & personal improvement.

15. Late Gross Annual Tuition Payments
   - 12 campuses from 9 companies that are late reporting GAT.
   - Will be notifying them via certified mail of:
     - Additional late charge of $500
     - And possible cancellation of registration if fees are not paid by December 1, 2014

16. WyoTech
   - No GAT payments made on any of the three campus registered
   - No agent renewals have been submitted
     - 91 registered agents
     - 8 expired last meeting
     - 26 to expire this meeting
     - Leaving 57 still active
17. **Education Achievement Council**

- The council was established by the Mississippi Legislature during the 2010 regular session to establish education achievement goals for the state, monitor and report on the state’s progress toward these goals and prepare an annual report card compiled from the annual reports submitted by each state institution of higher learning and community and junior college in the state.

- The Mississippi Education Achievement Council consists of representatives of the Mississippi Legislature, the Governor’s Office, the State Institutions of Higher Learning, Mississippi’s Community and Junior Colleges, the Mississippi State Board of Education, the Mississippi Department of Mental Health and the Mississippi Economic Council.

- Dr. Jim Borsig, President at MS University for Women and Dr. Jesse Smith, President of Jones County Junior College will be here for our December meeting to talk with the Commission and CPSCR Schools on EAC and participating in their mission.

Dr. George Terry asked if CPSCR had ever made an exception for Student Teacher ratios before. Ms. Verneuille replied that to her knowledge, CPSCR had never gotten this request on the ratio regulation before. Dr. Mellinger asked if regulations knowledge the Commission’s ability to waive the regulation. Ms. Verneuille replied that the regulation did allow the Commission to make an exception should they approve a request. Ms. Verneuille stated her main concern was that of a safety issue with that high of a ratio of student to teacher. While, teaching assistants where available, they are not official teachers. Mr. Benjamin pointed out that the ratio more than doubles our regulation allowable numbers. Mr. Rubisoff asked what team teaching was. Ms. Verneuille explained that the school has two or more official teachers teaching in the same class at the same time. In lab courses along with teaching assistants, this could put the school in compliance with the regulation. Dr. Mellinger asked to have this added to be a separate action on the docket.

**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**

Brock Haas of ITT Technical Institute in Madison, MS stated that for the school’s December 2014 graduation, Delbert Hoseman was going to be their guest speaker on December 18 at the Jackson Convention Center.

V. **REPORTS**

A. **School List**

- 48 registered school total
  - 46 Traditional campuses
ii. 2 online schools

B. Financial Report
   • Ms. Kim Verneuille reviewed the reports.

VI. DOCKET ACTION

A. Registrations:
   Certification of Registration (Initial)
   • Concorde Career College – Southaven, MS
     *All Criteria Met – Staff Recommendations Approval*
   Upon a motion made by Dr. George Terry and a second by Mr. Otis Stanford, the Commission voted unanimously to approve the initial certification.

   Certification of Registration (Renewal)
   • Concorde Career College - Memphis
   • Crescent School of Gaming & Bartending – Gulfport & Robinsonville, MS
   • ITT Technical Institute – Cordova, TN
   • CNA Training Center, Inc. – Jackson, MS
   • Antonelli College – Jackson & Hattiesburg, MS
   • Miller Motte Technical College – Gulfport, MS
     *All Criteria Met – Staff Recommendations Approval*
   Upon a motion made by Ms. Esther Cash and a second by Dr. Barry Mellinger, the Commission voted unanimously to approve the renewal certification.

   Certification of Registration Renewal Postpone until December 2014 meeting
   • Coastal Truck Driving School – Hammond, LA
   • Hearts in Training CNA School – Rosedale, MS
   Upon a motion made by Dr. Barry Mellinger and a second by Mr. Otis Stanford, the Commission voted unanimously to approve postponement of renewals until the December 2014 meeting.

B. Agent Permit Application

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

   Agent Permit Application (Initial)
   • Antonelli College/HAT – Barbara Stephens
   • ITT Technical Institute/TN – Ebony Nicole Campbell, Jessica Plunkett, Tabetha Massey, Christopher Whitfield & Karen Grimes Rucker
   • ITT Technical Institute/MS – Jimmie N. Saucier
   • Lincoln College of Technology/TN – Kelsea Bright-Oliver
   • Miller Motte Technical College – Keith Cullen & Monica Wise
   • National College of Business & Technology – Shelly Lynn Burrow (C-3076)
   • Truck Driver Institute – John Jeffrey Mitchell
   • Universal Technical Institute/TX, FL & NASCAR Technical Institute – Scott Gallup
   • Tulsa Welding School/FL – John Swierec & Joe McKinney
• Tulsa Welding School/OK – Joe McKinney

**Agent Permit to approve pending bond confirmation:**

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

• Concorde Career College/TN – Megan Smith

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

**Agent Permit Application (Renewal)**

• Antonelli College/HAT – Tamieka Bynum (C-2519), Lee Ann McRaney (C-2976), Jonathan Williams (C-2874), & Carstel Felder (C-2520)

• Antonelli College/JKN – Jerad Held (C-2862), Terri Griffin (C-2861)

• CNA Training Center Inc. – Maxine Lindsay (C-2412)

• Crescent School of Gaming & Bartending/Gulfport – Darrell Washington (C-2778)

• Delta Technical College/Horn Lake – Ashley Bible (C-2775)

• ITT Technical Institute/TN – Mika Housley (C-2705), Sandra Winfrey (C-2579), Lawrence Hawkins (C-2580), Andria Ivory (C-2689), Charlotte Goodner (C-2581) & Joshua Williams (C-2992)

• ITT Technical Institute/MS – Lawrence Dillon, Jr. (C-2973) & LaToya Jackson (C-2993)

• Miller Motte Technical College – Becky Hanzalik (C-2996) & Moshe Hawthorne (C-2997)

• NASCAR Technical Institute/SC – Ryan Daily (C-2774), Marion Graettinger (C-2584) & Robert Dale (C-2745)

• Stepping Stones Career College – Safronia Knowles (C-2947)

• Truck Driver Institute – Chad McPheeters (C-2701)

**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 **voted unanimously** to approve new programs for the following:


• Virginia College/Online – one new program - Network Technician Diploma

• Virginia College/Jackson – one new program - Patient Care Technician

• ITT Technical Institute/MS – three new programs & 16 new courses - Drafting & Design-Architectural & Civil (AAS), Computer & Electronic Systems Technology (AAS), & Computer Systems & Support Administration (AAS)

• ITT Technical Institute/TN – three new programs & 15 new courses - Drafting & Design-Architectural & Civil (AAS), Computer & Electronic Systems Technology (AAS) & Computer Systems & Support Administration (AAS)
D. **Program Modifications**
Upon the Staff’s recommendation, a motion made by Ms. Esther Cash and a second by Dr. George Terry, the Commission *voted unanimously* to approve new programs for the following:
- Virginia College/Online – modification of courses to Network Engineering program

E. **Exemptions**
Upon the Staff’s recommendation, a motion made by Mr. Otis Stanford and a second by Ms. Esther Cash, the Commission *voted unanimously* to approve an exemption for the following:
- Total Change of Heart Ministries
Dr. Terry asked for Total Change of Heart Ministries to send an outline of courses they will be teaching.

F. **Instructor Approval**
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 Instructors as listed for the following schools:
- Concorde Career College/MS
  - Pamela Ford Dental Assisting
  - Tamekka Burnett Medical Assisting
  - Veronica Davis Dental Assisting
  - Tracy Winters Medical Billing
  - Lashunketia Tate Medical Assisting
  - Cynthia Moore Medical Assisting
  - Farlisha McChriston Medical Assisting
  - Simone Thomas Medical Assisting
- Delta Technical College/Ridgeland
  - Jocelyn Seawood Medical Assisting
- Delta Technical College/Horn Lake
  - Samantha Spencer Medical Assisting
- ITT Technical Institute/MS
  - Patricia Wilson Criminal Justice
  - Latasha Easterling IT
  - Whitney McMillan Electrical Engineering/Business
- Lincoln College of Technology
  - Scott Melograna Math
  - Evelyn Apgar Math/Psychology
- Miller Motte Technical College
  - Douglas Knapp Career Development/Career Management
  - Keith Cullen Career Development/Communications
  - Veronica McCord Computer Software
  - Melanie Finson CDL
  - April Edwards Medical Billing
- NASCAR Technical Institute/SC
  - Daniel W. Jones Automotive
- Tulsa Welding School/OK
  - Jamie Brice Welding
  - Casey Conrad Welding
G. Other

Tulsa Welding School – Student to Teacher Ratio Regulation 3.17

Ms. Verneuille explained in more detail the situation with Tulsa Welding School’s student teacher ratio. Ms. Pam Oliver from Tulsa Welding School explained the success of the programs and the higher teacher ratio in the institutions and her willingness to do what is necessary to meet regulations. Staff recommends team teaching at the minimum for all lab classes. Dr. Mellinger asked that the Commission make a request of Tulsa Welding School on the steps the school will take to meet the regulation. Mr. Benjamin asked what the Accreditor (ACCSC) had in their regulations for student/teacher ratio. Ms. Verneuille asked Mrs. Debbie Moore of Antonelli College (an ACCSC accredited institution) if she knew the specifics of the regulation. Mrs. Moore stated that ACCSC requires the institution to state their ratio and show success in through their graduation and placement percentages in the programs. Mr. Benjamin stated that CPSCR regulations must have come from some research or other area and was not just arbitrary numbers. He expressed his concern with setting a precedent without more evidence. Dr. Barry Mellinger made a motion to ask Tulsa Welding School to provide the Commission with a detailed analysis of how the school expects to meet the regulation and to include a detailed description of why they feel they should be provided with an exemption.

A motion made by Dr. Barry Mellinger and a second by Ms. Esther Cash, the Commission voted unanimously to table the Tulsa Welding School’s Student Teacher Ratio request until more information can be obtained.

VII. COMPLAINTS

None

VIII. Executive Session

None

IX. ADJOURNMENT

Upon a motion made by Dr. Barry Mellinger and a second by Ms. Esther Cash, the Commission voted unanimously to approve adjournment.

The meeting adjourned at 1:48 p.m.