

MINUTES  
COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION  
June 15, 2017

The Commission on Proprietary School and College Registration (CPSCR) met on Thursday, June 15, 2017 at 1:00 p.m., Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi.

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

Staff Attending: Ms. Kim Verneuille, Audra Love Kimble, and Liz Bolin

Visitors Present: Andrienne Mikell – Healing Touch Allied Health Institute, Milton Anderson & Brock Haas – Virginia College/Jackson, and Bill Stanfill – Healing Touch Career College/Jackson, Shana Hansen – MCCB.

I. CALL TO ORDER

The meeting was called to order by Mr. Donald Benjamin at 1:01 p.m.

II. PRELIMINARIES

A. The invocation was given by Dr. Otis Stanford.

B. Adjustments / Approval of Agenda

On a motion by Mr. Otis Stanford to accept the agenda and second the motion by Dr. George Terry, the Commission voted unanimously to approve the agenda.

C. Acknowledgments / Introductions

All visitors present gave their names and the schools that they represent.

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 Dr. George Terry, and a second by Mr. Otis Stanford the Commission voted unanimously to approve the minutes of the April 17, 2016 meeting.

E. Oath of Office

Dr. George Terry took the oath of office to continue serving as a Commissioner from District 4. Mr. Benjamin thanked him for continuing to serve on the Commission.

F. Chairman Vote

Mr. Benjamin opened the floor for nominations as Chairman. On a motion by Dr. George Terry nominated Mr. Donald Benjamin to continue as Chairperson for CPSCR. A second the motion by Mr. Otis Stanford to close the nominations. The Commission voted unanimously to approve Mr. Donald Benjamin as Chairperson for CPSCR.

### III. DIRECTOR'S REPORT

- Since the last meeting, we have received six (6) request(s) for application packets.
  - Crystal Jordon – Saucier, MS – CNA
  - Freddie Robinson – Greenville, MS – Auto Body
  - Annie Matthews – Clinton, MS – CNA
- Concorde Career College has notified CPSCR of a new director for the Memphis, TN campus – Mr. Lee Jones
- Medical 2 Career College notified CPSCR of the closure of their Flowood annex due to low enrollments. All six students that were enrolled completed their program and graduated prior to May 13 closure date.
- SEC Training Center notified CPSCR of a new director, Lousita Johnson and requested an extension for the schools renewal due to this change in leadership to the June meeting.
- New program requests and modifications
  - Blue Cliff College is Gulfport is requesting approval for a diploma program for Medical Office Administration at both the Gulfport and Online campus.
  - Delta Technical College is requesting approval to offer the Journeyman Welding II program at the Ridgeland campus. This program is already approved at the Horn Lake campus.
    - Also requesting approval of modifications to two existing programs:
      - Industrial, Commercial, & Residential Electrician diploma – shortening the program from 48 weeks to 30 weeks and lowering the cost of the program from \$17,590 to \$14,900.
      - Professional Truck Driving Course – converting from clock hours to credit hours
  - NASCAR Technical Institute requesting approval of two new programs:
    - Automotive Technology & Mopar TEC w/ NASCAR Engines I & II
    - Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew
  - Virginia College – notified CPSCR of program changes:
    - Clarification mistake made in the Medical Assisting AAS degree program. The program was submitted as being 88 weeks in length. Now have determined the correct length is shorter by 11 weeks to being only 77 weeks (8 months, not 20 months).
    - Change in the Network Support Technician program

- Removal on a course and an increase of 2 hours in three existing courses.
  - This change will increase the contact hours from 600 to 720 and credit hours from 42 to 48.
  - However, the tuition will not increase.
- Notification from ACICS that the following programs have been approved for Virginia College:
  - Biloxi Campus
    - Medical Billing & Coding Specialist Diploma Proposed start August 2017
    - Medical Assistant Diploma Proposed start August 2017
    - Business Administration Certificate Proposed start August 2017
    - Medical Office Specialist Diploma Proposed start August 2017
  - Jackson campus
    - HVAC-R Diploma Proposed start August 2017
  - Biloxi & Jackson Campuses
    - Business Administration AAS degree Proposed start June 2017
    - Medical Assistant AAS degree Proposed start August 2017
- ACICS Notifications:
  - Program level show cause warning for Virginia College/Jackson campus:
    - On their Pharmacy Technician program due to low student achievement levels. Standard is 60%, campus reported 46% on their last accountability report.
    - School must respond to ACICS by June 30, 2017.
  - Accreditation Standard Compliance Warning on student achievement for the Jackson campus:
    - On their Medical Assistant program due to lower student achievement. Standard is 60%, campus reported 59% on their latest accountability report.
    - Campus is to submit an improvement plan.
  - Accreditation Standard Compliance Warning on student achievement for the Biloxi campus:
    - On their Surgical Technology program due to lower student achievement. Standard is 60%, campus reported 55% on their latest accountability report.
    - Campus is to submit an improvement plan
- US Department of Education:
  - A letter was sent to all ACICS schools of an extension of the timeframe for continuing their PPA agreement in offering Title IV funds. The letter makes an allowance for more time to schedule a site visit in regard to obtaining a new accreditor. USDOE had place a short turn around for schools to show they had received a site visit

within 300 days of the Secretary's withdrawal of recognition which was on December 12, 2016.

- The Department is relaxing this condition to allow more time as long as the school is still on track that the site visit timeframe is extended through February 28, 2018.
- Notification of the closure of Miller Motte Technical College's Gulfport Campus from the US Department of Education.
- Received approval to start a one-year test pilot of an online registration system from Dr. Andrea Mayfield, MCCB Executive Director. We will be starting the approval process this month.

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

#### IV. PUBLIC PARTICIPATION

Milton Anderson explained that they show cause will be resolved by surrendering the program and beginning the newly approved program. He also stated the US DOE will be returning to negotiated rulemaking on Gainful Employment and Borrower Defense to Repayment. The rules may be rolled back but for now states need to be prepared to more oversight on schools. ACICS has begun to be stricter in their review of the schools. Other Virginia College campuses have experienced more in depth reviews by their accreditor (ACICS) at every visit. Mr. Anderson believes that Cosmetology may be a topic of conversation in regard to CPSCR and regulation.

Mr. Verneuille stated she would have more details soon. She did a quick summary of the Gainful Employment and Borrower Defense. GE Rules established in 2010 are in effect and schools must still follow those regulations.

#### V. REPORTS

- A. School List
  - 50 registered schools total
    - 47 Traditional campuses
    - 3 online schools
- B. Financial Report
  - Ms. Kim Verneuille reviewed the report.

#### VI. DOCKET ACTION

- A. Registrations:

Upon a motion made by Dr. George Terry and a second by Mr. Otis Stanford the Commission voted unanimously to approve the initial certification:

- Healing Touch Allied Health Institute – Biloxi, MS

Upon a motion made by Mr. Otis Stanford and a second by Ms. Esther Cash the Commission voted unanimously to approve the renewal certification:

- Access Training Inc. – Jackson, MS
- CRW Truck Driving School – Jackson, MS
- Lincoln College of Technology – Nashville, TN

- Tulsa Welding School – Tulsa, OK
- Tulsa Welding School – Jacksonville, FL
- Jackson Medical Mall Foundation – Jackson, MS

Upon a motion made by Dr. George Terry and a second by Mr. Otis Stanford, the Commission voted unanimously to postpone certification until the August 2017 meeting:

- Southeastern Career Training Center – Flowood, MS
- Creations CNA Training School – Greenville, MS

B. Agent Permit Application

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

Agent Permit Application (Initial)

- Delta Technical College/Ridgeland – Quentessa Thompson
- Delta Technical College/Horn Lake – Carmel Sykes
- Healing Touch Allied Health Institute – Adrienne Mikell
- Tulsa Welding School/OK & FL – Gustavo Velez
- Tulsa Welding School/FL – Lorea Feldman

Staff Recommendation: 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 renew agent permits for the following:

Agent Permit Application (Renewal)

- Access Training Inc. – George Jones (C-1996)
- Antonelli College/Flowood – Lesa Morris (C-2849)
- Blue Cliff College – Becky Hanzalik (C-3147)
- Concorde Career College/TN – April Hudson (C-3149), Tammy Robinson (C-2894) & Sybil Hawkins (C-3249)
- Creations CNA Training School – LaMonica Hodges (C-2953)
- CRW Truck Driver Training School – J.T. Robinson (C-2846)
- Delta Technical College/Ridgeland – Kyemanie Johnson (C-2954)
- Friends of Children of MS – Shirley Walker-McGee (C-2629)
- Healing Touch Career College/HAT – Ibrahima Sidibe (C-2851)
- Truck Driver Institute/Saucier – Andrea Bradford (C-3245) & Aubrey Brewer (C-3056)
- Virginia College/Online – Sara Agee (2933), Kelsey Blalock (C-2934), Maria Cameron (C-2935), Joshua Caleb Franks (C-2940), Leslie Ann Hayes-Yow (C-2941), Kenneth Howard (C-2942), Alvin Randolph (C-2947), Donald Simmons (C-2948), & Ray Smith (C-2950)

Staff Recommendation: Approval

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:

- Blue Cliff College/Gulfport & Online

- Medical Office Administration Diploma
- Eleven New Courses
- Delta Technical Institute/Ridgeland
  - Journeyman Welding II diploma
- NASCAR Technical Institute – Mooresville, NC
  - Automotive Technology & MOPAR TEC w/ NASCAR Engines I & II diploma
  - Automotive Technology & NASCAR w/ MOPAR TEC + Pit Crew diploma

Staff Recommendation: Approval

D. Program Modifications

Upon the Staff's recommendation, a motion made by Mr. Otis Stanford and a second by Dr. George Terry, the Commission voted unanimously to approve program modifications for the following:

- Delta Technical Institute/Horn Lake & Ridgeland – 2 program modifications
  - Industrial, Commercial & Residential Electrician program revision
    - Program length reduce from 48 weeks to 30 weeks
    - Cost reduced from \$17,950 to \$14,900
  - Professional Truck Driving program
    - Converting from clock hour to credit hour
- Virginia College/Biloxi & Jackson - Network Support Technician program
  - Change to program courses, contact & credit hours – no increase in costs
  - Dropping one 4 credit course and increase 2 hours to 3 core courses each
  - Increase contact hours from 600 to 720
  - Increase in credit hours from 42 to 48

Staff Recommendation: Approval

E. Exemptions

None

F. Instructor Approval

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

- Accelerated Dental Assisting School/Madison
  - Jessica Tew Dental Assisting(Teaching Assistant)
- Healing Touch Career College/Jackson
  - Katrina Thigpen Medical
  - Dr. Lorrie Anderson Medical
  - LaTeasha Finch Medical
  - Zacharia Varughese Medical
- Lincoln College of Technology/Nashville
  - Dawn d'Ambros Psychology
- NASCAR Technical Institute/NC
  - John Monsam Automotive

- Scott Palmer Automotive
- New Horizons Computer Learning Center of Biloxi
  - Tony Granger Computer Security
  - Edgar Mills II Computer security
  - George Rutherford Computers
- Tulsa Welding School/Tulsa, OK
  - Holly Wilson Gen Ed/Basic Math
- Virginia College/Jackson
  - Sean McDavid HVAC-R
  - Latanglia Evans Patient Care Techcian
- Wyoming Technical Institute/PA
  - Matthew Younkin Automotive

Staff Recommendation: Approval

G. Other

Ms. Verneuille presented the final draft proposal for new regulations for CPSCR:

As the proprietary sector grows, regulations are consistently reviewed and updated to meet the needs for state oversight. The following revisions are implemented for August 2017.

- Section 1.1 – Commission Purpose
  - Clarification CPSCR processes apply to “schools offering vocational training for a fee”.
- Section 2.1.4 – Called Meetings
  - Remove specific requirement of only “Tuesday” for called meetings and change to when necessary.
- Section 2.15 – Application Review
  - Item A – technical clarification - Add “Postponement” to Commission Action options on new applications.
  - Item F – technical clarification – add “unencumbered” specification on requirement of proof of accreditation.
- Section 2.16 – Online/Out-of-State DE Requirements
  - Item C – technical clarification – remove “which originates” on the marketing and recruitment to read “any means of media in Mississippi”.
- Section 3.3 - Issuance of Certificates
  - Item C - Add “deny” to Commission options for initial applications for certificates.
- Section 3.8 – Disclosures

- Technical clarification – Items A-N (including the refund policy) must be included in the schools catalog.
- Section 3.9.2 – Recruitment
  - Item D (c) (iv) - Addition to recruiters/agents to abstain from:
    - Discrediting other schools, making false representations, falsely disparaging the character, nature, quality or scope of another’s school program of instruction or services, or demeaning another school’s students.
- Section 3.10 – Advertisement
  - Add language to clarify licensure by CPSCR:
    - *"Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. (insert number). **Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.**"*
- Section 3.11 – Records
  - Item B – Constancy – addition of language of 10 year timeframe for maintaining records of students from last date of attendance.
  - Item D - Technical Clarification – Arbitration clause needs to be acknowledged by student’s initials or signature.
  - Item F – add requirement of 60 day notice prior to closure for notification to CPSCR.
- Section 3.12 – Certificates or Diplomas
  - Additional language to clarify specific award language for degrees
    - Associate degree programs designed primarily for immediate employment must be designated as an Associate in Applied Science degree, or other appropriate title, and identified with a specialty designation on degrees and transcripts. This identification of a specialty or major implies relevant preparation for employment in a specific area of work and should be specified on the student’s document of completion.
- Section 3.13 – Instructional Resources
  - Item E – technical clarification – allows schools to have digital libraries available via online access for students.
- Section 3.18 – Educational Standards



- Item C- technical clarification – deletion of duplicate language in standards.
- Item D – additional language on an institution’s loss of accreditation due to no fault of the institution to continue offering degree programs and clarify institutions responsibilities to CPSCR.
- Section 3.27 – Closing of a Registered Institution
  - Item A – Consistency – notification is required 60 days prior to closure.
  - Item B- addition of language to allow CPSCR to deny an application should the owner, senior administrator or governing board member previously closed an institution without providing prior teach-out or refunds at the time of closure.
- Section 3.29.1 – Initial Certificate
  - Require a completed background check from institution owners on all new applications.
- Section 3.29.6 – Initial Agent Permits
  - Remove the section on out-of-state agents – language implied that agents should register with CPSCR on their own if they represented out-of-state schools. All agents’ registration is coordinated through the institution, not the agent.
- Section 3.30 – Annual Enrollment
  - All new language to require schools to report enrollments & graduations yearly on the same timeframe as Gross Annual Tuition.
- Glossary Section Update
  - Occupational degree – additional language to affirm section 3.12 of an occupational degree from an academic degree.
  - Gross Annual Tuition & Application for Renewal – clear up the language and add the increase in delinquent fee.

Ms. Verneuille stated that the MCCB Board approved the increase in fees at their May board meeting and the Commission need to take action to approve submission to APA for 30 comment period before the rules are official. 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 proposed regulations to be submitted to the Secretary of State’s office for APA submission for 30 day comment.

## VII. COMPLAINTS

None

VIII. EXECUTIVE SESSION

Not needed

IX. ADJOURNMENT

Upon a motion made by Dr. George Terry and a second by Mr. Otis Stanford, the Commission voted unanimously to approve adjournment.

The meeting adjourned at 2:02 p.m.



Ms. Audra Love Kimble  
Associate Executive Director  
Commission on Proprietary School  
& College Registration



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