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Minutes

Board of Regents' Proprietary Schools Advisory Commission

January 31, 2024

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met Wednesday, January 31, 2024, in Room 153 in the Claiborne Building. Chair James Fontenot called the meeting to order at 1:06 p.m. The roll was then called by Ms. Courtney Britton and a quorum was established. There were no public comments to be read.

Commission Members Present

Melanie Amrhein, Vice Chair
Chris Broadwater
Sherrie Despino
James Fontenot, Chair
Carmen Million
Randy Plaisance

Staff Members Present

Courtney Britton
Dr. Susannah Craig
Chandra Cheatham
Brianna Golden
Mighan Johnson
Antonio Williams

Commission Members Absent

Benjamin Baudoin

Guests Present

(See Appendix)

The first item of business was the election of officers. 2023 Chair, James Fontenot, and 2023 Vice-Chair, Melanie Amrhein, indicated their willingness to continue to serve in their roles.

On motion of Chris Broadwater, seconded by Sherrie Despino, the Proprietary Schools Advisory Commission unanimously voted to move forward with the same slate of officers for 2024.

The first item of business was the approval of minutes from the Commission's meeting on November 14, 2023.

On motion of Chris Broadwater, seconded by Carmen Million, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the November 14, 2023, Proprietary Schools Advisory Commission meeting.

The next item considered by the Commission were initial applications for licensure. The first initial license application was from Feliciana Medical Training Academy, located in St. Francisville, LA. The school was represented by the owner, Rhonda Coats. Ms. Mighan Johnson reviewed the materials for the Commission members, informing them that

the institution had been previously licensed and was proposing to offer one program: Phlebotomy, 80 hour, 10-week program.

Discussion included the owner's inspiration behind reopening the school, the location of student records when the owner was previously licensed, and operational details when the school was previously licensed, the school's equipment, whether the owner will teach full time, and any payment options available.

On motion of James Fontenot, seconded by Sherrie Despino, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Feliciano Medical Training Academy, St. Francisville, Louisiana, on the condition that past student records are delivered prior to the next scheduled Board meeting.

The second initial license application was from Trinity Bay Vocational Institute, located in St. James, LA. The school was represented by the owner, Alfred Mitchell. Mr. Antonio Williams reviewed the materials for the Commission members, informing them that the institution was proposing to offer one program: Process Operator Tech, 144 hour, 48-week program.

Discussion included the owner's school in Texas, his motivation for opening a school in Louisiana, location of the school, the difference between process operator tech and other similar programs, plans for future programs, advertising, advantage of students completing his program compared to others, job opportunities and starting salary for students after completing program, instructors, maximum class size, financial projections included in business plan, and future equipment purchases or donations.

On motion of Melanie Amrhein, seconded by Carmen Million, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Trinity Bay Vocational Institute, St. James, Louisiana.

The third initial license application was from Royal Angels Anointed Hands, located in Greensburg, LA. The school was represented by owner, Shameka Royal. Ms. Mighan Johnson reviewed the materials for the Commission members, informing them that the institution had been previously licensed and was proposing to offer one program: CNA, 84 hour, 2-week program.

Discussion included motivation behind reopening the school and more information about the owner's background and their previously licensed school, the non-profit paying for scholarships, the school being a Prometric testing site, reason for the school's previous closure, number of students taught under previous license and the location of student

records not submitted to the office at time of closure, the school's financial resources, the lack of documentation for additional resources mentioned during the presentation, lack of proforma and financial projections in the submitted business plan and concern regarding the ability to maintain the school with the funds on hand. Further discussion included additional documents that need to be submitted to the Commission for demonstration of the owner's readiness to begin operation of the school. The requested items are an updated business plan, with additional financial information, a financial proforma, including a 2-year cost projection, financial resources available to support the business for at least one-year, greater detail regarding anticipated salary structure and copies of student records for students enrolled under the school's previous license.

On motion of James Fontenot, seconded by Sherrie Despino, the Proprietary Schools Advisory Commission unanimously voted to defer the application to the next meeting of the Commission after review of the additional materials requested.

The next agenda item considered by the Commission was operating license renewals. Over the previous two months, 15 schools submitted complete renewal applications.

On motion of Carmen Million, seconded by Chris Broadwater, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents renew the licenses of the following proprietary schools:

Academy of Acadiana - Lake Charles - License #2139
 Brow Design by Dina - License #2345
 Compass Career College - License #2327
 Infinity College, Inc. - License #2140
 Learning Bridge Career Institute - License #2141
 Melba Beauty - License #2311
 National Driving Academy, Inc. - License #978
 New Orleans Culinary & Hospitality Institute, Inc. (NOCHI) - License #2237
 SIHAF Career Institute - License #2347
 Southern Security School - License #2260
 The Laser and Medical Aesthetic Academy at ACWH - License #2346
 Tulsa Welding School - Tulsa Campus - License #2096
 Unitech Training Academy - Alexandria - License #2116
 Unitech Training Academy - New Orleans - License #2166
 Zollege Healthcare Career School-Gonzales (formerly Gonzales Medical Assistant School) - License #2164

The next agenda item was an update on program approvals. Chair Fontenot reminded the Commission that program approvals were being shared for informational purposes only. No questions were brought forward regarding the following program approvals.

Tender Love and Care Allied Health
 Gretna, LA
 Add - *Certified Clinical Medical Assistant – 720.0 clock hours*

The next agenda item was the Adjudicatory Hearing for the business, TDS Trucking and Technology in Patterson, LA. Mr. Broadwater served as hearing chair, and Ms. Britton served as the Commission's representative and its prosecuting attorney was Ms. Brianna Golden. Business owner, Ms. Tomika Willis executed a stipulation agreement in lieu of being present.

After a reading of charges and review of the stipulation agreement, the Commission discussed the possible penalties that could have been levied against the school versus the agreed upon amount, the current status of the business in relation to students and advertisements, whether the school plans on pursuing licensure in the future, and process of the stipulation agreement versus rejecting it.

On motion of Chris Broadwater, seconded by James Fontenot, the Proprietary Schools Advisory Commission unanimously voted to accept the charge letter and stipulation agreement as the necessary evidence.

On the motion of Chris Broadwater, seconded by Melanie Amrhein, the Proprietary Schools Advisory Commission unanimously voted to accept the stipulation agreement submitted by Tomika Willis and TDS Trucking and Technology in Patterson, LA and recommend the agreed upon penalty of fifteen hundred (\$1,500.00) for the following findings:

**TDS Trucking and Technology operated as a proprietary school without a valid license;
TDS Trucking and Technology provided courses of instruction without a valid license; and
TDS Trucking and Technology published advertisements without a valid license.**

The last item on the agenda was Other Business and Ms. Britton announced that all proprietary schools had submitted their student data for the previous year and provided updates on Commission membership.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for March 12, 2023, at 10:00 a.m., in Room 1-153 of the Claiborne Building. There being no further business, the meeting adjourned at 2:15 p.m.

APPENDIX A
GUESTS

Amanda LaGroue	LA Department of Justice
Rhonda Coats	Feliciana Medical Training Academy
Shameka Royal	Royal Angels Anointed Hands
Alfred Mitchell	Trinity Bay Vocational Institute