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Minutes
Board of Regents' Proprietary Schools Advisory Commission
January 14, 2020

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met on Tuesday, January 14, 2020, at 10:00 a.m., in Room 1-190 of the Claiborne Building, Baton Rouge. Chair Fontenot called the meeting to order. Following an introduction and word of welcome from Chair Fontenot to new Commission member Jada Lewis, an appointee of the Commissioner of Higher Education, and the administering of the Oath of Office to Ms. Lewis by Assistant Attorney General Patricia Wilton, the roll was called.

Commission Members Present

Melanie Amrhein, Vice-Chair
Sherrie Despino
James Dorris
James Fontenot, Chair
Jada Lewis
Carmen Million

Staff Members Present

Nancy Beall
Dr. Randall Brumfield
Chandra Cheatham
Kristi Kron
Carol Marabella

Commission Members Absent

Raymond Lalonde
Mary Lou Potter

Guests Present

(See Appendix A)

The first item of business was the election of officers for the Commission for 2020. Chair Fontenot reminded the Commission members that state law requires the Commission to elect from its membership a chair and vice-chair annually, and the law does not restrict the number of terms an individual can serve.

Commission member Amrhein nominated Mr. Fontenot as Chair. There being no other nominations,

On motion of Ms. Million, seconded by Ms. Despino, the Proprietary Schools Advisory Commission unanimously elected Mr. Fontenot as Chair for 2020.

Commission member Despino nominated Ms. Amrhein as Vice-Chair. There being no other nominations,

On motion of Ms. Million, seconded by Ms. Lewis, the Proprietary Schools Advisory Commission unanimously elected Ms. Amrhein as Vice-Chair for 2020.

The next item of business was approval of the minutes from its meeting of November 12, 2019.

On motion of Ms. Despino, seconded by Ms. Million, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the November 12, 2019 Proprietary Schools Advisory Commission meeting.

The next agenda item considered by the Commission was four initial license applications, the first from Hospitality Opportunity and Service Training (HOST) Program, located in Baton Rouge, Louisiana, and represented by the school's Executive Director, Mr. Charles E. Robertson, and School Director, Ms. Angela Davis Robertson. Ms. Kron reviewed the materials of this non-profit corporation for the Commission members, informing them that

this institution was proposing to offer seven (7) programs in the hospitality and guest service areas: Guestroom Attendant (Hybrid) -- 27.0 clock hours, Restaurant Server (Hybrid) -- 26.0 clock hours, Kitchen Cook (Hybrid) -- 30.0 clock hours, Breakfast Attendant (Hybrid) -- 27.0 clock hours, Maintenance Employee (Hybrid) -- 30.0 clock hours, Front Desk Representative (Hybrid) -- 26.0 clock hours, and Guest Service Gold Tourism (Hybrid) -- 24.0 clock hours. Each program was designed to be completed in five weeks. The Hospitality Opportunity and Service Training (HOST) Program had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the reasons for opening a school and the administrators' backgrounds, the planned cultivation of industry-based partnerships to assist with job placement opportunities for graduates, the offering of entry-level training programs with the opportunity for career advancement, and the marketing strategies of the institution,

On motion of Ms. Million, seconded by Ms. Despino, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Hospitality Opportunity and Service Training (HOST) Program, located in Baton Rouge, Louisiana.

The second initial license application considered by the Commission was from LifeShare Phlebotomy School, located in Shreveport, Louisiana, and represented by Ms. Margaret M. Plunkett, Chief Administrative Officer, and Mr. Catalin Hrisafi-Josan, Director of Education and Training. The school is owned by the non-profit corporation, LifeShare Blood Center, that is located in Shreveport and has the distinction of being one the oldest blood banking facilities in the United States. Ms. Marabella reviewed the materials for the Commission,

informing it that this institution would be offering one program of study, Phlebotomy Technician, which is 120 clock hours in length with an anticipated completion time of six weeks. LifeShare Phlebotomy School had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the history of the parent company, the employment of instructors who are specialized in specific subject matter, the documented need of phlebotomists statewide, competition within the market area, and the reason for opening a school with a focus on job readiness for the graduate,

On motion of Ms. Amrhein, seconded by Mr. Dorris, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for LifeShare Phlebotomy School, located in Shreveport, Louisiana.

The third initial license application considered by the Commission was from Remington College, Inc., located in Knoxville, Tennessee, and represented by Ms. JoAnn Boudreaux, the Director of Campus Administration, Lafayette Campus. This proposed location in Knoxville will be Remington College's fourth licensed school in Louisiana, joining locations in Baton Rouge, Lafayette, and Shreveport. Remington College's Knoxville Campus is required to be licensed in Louisiana since the institution will have a physical presence in Louisiana supported by a recruiter and potential clinical sites. Ms. Marabella reviewed the materials for the Commission members, relating that the three proposed programs of study are Computer-Aided Design and Drafting (Online) -- 59.0 quarter credit hours/960.0 clock hours/48.0 weeks; Medical Assisting (Hybrid) -- 43.0 quarter credit hours/760.0 clock hours/9.0 months; and

Medical Office Administration (Online) -- 48.0 quarter credit hours/720.0 clock hours/32.0 weeks. Remington College (Knoxville Campus) had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding delivery methods of the program offerings, salary expectations for graduates, the costs of the programs and the financing opportunities available to students, and the availability of statewide externship sites,

On motion of Mr. Dorris, seconded by Ms. Despino, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Remington College, located in Knoxville, Tennessee.

The fourth and final initial license application considered by the Commission was from Success Prep, LLC, located in Monroe, Louisiana, and represented by the school's Co-Owner/President/Campus Director, Mr. Anthony L. Allen, and Ms. Adrienne Jackson, Co-Owner/Program Director/Instructor. Ms. Marabella reviewed the materials for the Commission, informing it that this institution would be offering the Medical Billing and Coding program in three separate methods of delivery--onsite, online, and hybrid. The length of the program is 1,400.0 clock hours with an anticipated completion time of 12.0 months. Success Prep, LLC, had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the professional background of the owners, the educational philosophy reflected in the development of the curriculum, enrollment criteria, marketing strategies, the minimum tuition revenue necessary for solvency, competition within the school's geographical area, and the opportunity for graduates to test for professional certification upon successful completion of the program.

On motion of Mr. Dorris, seconded by Ms. Amrhein, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Success Prep, LLC, located in Monroe, Louisiana.

The next agenda item considered by the Commission was operating license renewals.

Ms. Marabella informed the Commission members that there were fourteen (14) schools seeking renewal. These schools scheduled for renewal were in complete compliance, having met all the legal and administrative requirements to be re-licensed.

Following further discussion,

On motion of Ms. Amrhein, seconded by Mr. Dorris, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents renew the licenses of the following proprietary schools (initial license date in parentheses).

Academy of Acadiana--Lake Charles (12/02/10)
Accelerated Dental Assisting Academy (Hammond) (12/10/15)
Advanced Welding School, LLC (12/11/17)
Alexandria Dental Assistant School (12/08/11)
Infinity College, Inc. (12/02/10)
Learning Bridge Career Institute (12/02/10)
Martin International, Inc., of Louisiana (12/16/82)
NASCAR Technical Institute (12/05/02)
National Driving Academy, Inc. (12/05/96)
New Orleans Culinary and Hospitality Institute, Inc. (12/10/15)
Southern Security School, Inc. (12/07/16)
Tulsa Welding School (12/07/06)
Unitech Training Academy--Alexandria (12/04/08)
Unitech Training Academy--New Orleans (12/08/11)

Ms. Marabella informed the Commission that there was one institution that did not renew its license this renewal cycle: Grade A Health Solutions, LLC (12/07/16). Staff will follow through to secure the student records for permanent storage by the Board of Regents.

The next item on the agenda was an update on program approvals. Chair Fontenot reminded the Commission that staff approved these updates administratively and program approvals were being shared for informational purposes only.

Under Report from Staff, Ms. Marabella provided a progress report to the Commission on the ongoing project of the digitalization of the student records from closed schools. To date, more than 563,000 documents have been scanned into an electronic format from 25 closed proprietary schools. She also noted that there remains one vacancy on the Commission, that being an appointment from the LA Association of Private Colleges and Schools. Ms. Marabella also related that staff anticipates a busy next two months as six initial applications have been submitted for review for potential consideration by the Commission at its March meeting.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for Tuesday, March 10, 2020, at 10:00 a.m., in Room 1-190 of the Claiborne Building. There being no further business, the meeting adjourned at 11:04 a.m.

APPENDIX A
GUESTS

Anthony Allen	Success Prep, LLC
JoAnn Boudreaux	Remington College (Knoxville Campus)
Catalin Hrisafi-Josan	LifeShare Phlebotomy School
Adrienne Jackson	Success Prep, LLC
Margaret Plunkett	LifeShare Phlebotomy School
Angela Davis Robertson	HOST
Charles Robertson	HOST
Patricia Wilton	LA Department of Justice