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## **Minutes**

### **Board of Regents' Proprietary Schools Advisory Commission**

### **March 14, 2023**

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met Tuesday, March 14, 2023, in Room 155 in the Claiborne Building. Chair James Fontenot called the meeting to order at 10:05 a.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 Dorris  
James Fontenot, Chair  
Carmen Million  
Randy Plaisance  
Susana Schowen

#### **Staff Members Present**

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

#### **Guests Present**

(See Appendix)

#### **Commission Members Absent**

Jada Lewis

The first item of business was the approval of minutes from the Commission's meeting on January 31, 2023.

**On motion of Chris Broadwater, seconded by Susana Schowen, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the January 31, 2023, Proprietary Schools Advisory Commission meeting.**

The next item considered by the Commission was initial license applications. The first initial license application was from AAA Crane and Rigging, LLC and had been deferred by the Commission at their previous meeting. The school will be located in Addis, Louisiana. The school was represented by Mandy Colson and AAA's CPA, Mr. Ted Solieau. Mr. Antonio Williams reviewed the materials for the Commission members, informing them that the institution was proposing to offer six programs: Signperson & Rigger Level One NOVICE (48 clock hours), Signperson, Rigger Level One & Rigger Level Two NOVICE (80 clock hours), Telescopic Boom Fixed Cab (TSS) NOVICE (80 clock hours), Telescopic

Boom Fixed Cab (TSS) & Telescopic Boom Swing Cab (TLL) NOVICE (160 clock hours), Telescopic Boom Swing Cab (TLL) & Lattice Boom Crawler Crane (LBC) NOVICE (160 clock hours), and Telescopic Boom Fixed Cab (TSS), Telescopic Boom Swing Cab (TLL), Lattice Boom Crawler (LBC) NOVICE (240 clock hours). After the deferment by the Commission, the school submitted additional financial materials. Mr. Williams invited the Commission to discuss the initial application in addition to the new materials.

Discussion included reference to the previous questions regarding payroll tax concerns, more in-depth information regarding what caused the tax issues, that the payroll issues have been corrected and that all information regarding the unpaid balance, and the projected fees had been provided to the IRS for review, but payment cannot be made until the IRS completes their review. Additional discussion confirmed that steps had been taken to prevent these types of errors in the future. Staff confirmed that the school had provided copies of the IRS communication and timeline and the school representatives confirmed they had liquidated two equipment assets to cover the amount owed and projected fees and penalties.

**On motion of James Dorris, seconded by Randy Plaisance, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for AAA Crane and Rigging LLC, Addis, Louisiana.**

The second initial license application was from Coastal Truck Driving School of Lake Charles. The school will be located in Lake Charles, Louisiana. The school was represented by Mr. Richard Scott. Mr. Williams reviewed the materials for the Commission members, informing them that the institution was proposing to offer 4 programs: Class A CDL Truck Driver Training - 160 hours (4 weeks), Truck Driving Training Refresher - 40 hours (1 week), Class B CDL Truck Driver Training - 80 hours (2 weeks), and Class B Bus Course - 48 hours (1 week). Coastal has several other licensed campuses across the state. The application met all legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the other locations throughout the state, the fact that the company had been in business for 36 years in other locations, the need for additional training in Lake Charles as there is only one other proprietary driving school in the area, providing third-party testing, and the Federal Motor Carrier's recent training requirement changes for Entry Level Driver Training (ELDT) programs,

**On motion of Sherrie Despino seconded by Chris Broadwater, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Coastal Truck Driving School of Lake Charles, Louisiana.**

The third initial license application was from ABCDL Truck Driving Academy. The school will be located in Hammond, Louisiana and the school was represented by Mr. Christopher Burns and Ms. Crystal Burns. Mr. Williams reviewed the materials for the Commission members, informing them that the institution was proposing to offer 1 program: Class A CDL - 120 hours (4 weeks). The application met all legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the owners' reasons for opening a CDL school in Hammond, the ELDT requirements, their third-party testing history, proposed curriculum, the school's resources for training and record keeping, and future growth strategies,

**On motion of Melanie Amrhein, seconded by James Dorris, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for ABCDL Truck Driving Academy of Hammond, Louisiana.**

The final initial license application was from Tech Hub Institute. The school will be located in Shreveport, Louisiana and the school was represented by Mr. Raynard French and Mr. James Thrower. Ms. Britton reviewed the materials for the Commission members, informing them that the institution was proposing to offer 2 programs: Data Analytics - 440 hours (20 weeks) and Software Development - 440 hours (20 weeks). The application met the minimum administrative requirements to be approved for an initial license.

Discussion included the purpose and reasoning for opening a technology school in the Shreveport community, competition from similar programs at community colleges and four-year colleges, that the programs are not industry-based credentials, the difference between the two programs, job training and possible careers for graduates, the modality of the programs, and how students will receive support from instructors and the proposed interview skills.

**On motion of James Dorris, seconded by Carmen Million, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Tech Hub Institute of Shreveport, Louisiana.**

The next agenda item considered by the Commission was operating license renewals. Over the previous two months, 20 schools submitted complete renewal applications.

Two school licenses would not be renewed this cycle:

License #2265 SNAP Medical Assistant School  
License #2310 TruCare Medical Training Center

As for collecting student records, SNAP never enrolled any students and staff have contacted TruCare regarding the process.

**On motion of Melanie Amrhein, seconded by Susana Schowen, the Proprietary Schools Advisory Commission unanimously voted the Board of Regents renew the licenses of the following proprietary schools:**

Baton Rouge School of Court Reporting - License #2083  
 Beso Beauty - Metairie - License #2264  
 Brow Design By Dina - Hammond - License #2345  
 Burks Medical Training - Rosepine - License #2296  
 Carter's Career Center - Monroe - License #2286  
 Coastal College - Hammond License #791  
 Hospitality Opportunity and Service Training (HOST) Program - Baton Rouge - License #2312  
 ITI Technical College - Baton Rouge - License #2007  
 LifeShare Phlebotomy School - Shreveport - License #2313  
 Louisiana Dental Assistant School - Zachary - License #2073  
 Louisiana Dental Institute - Monroe - License #2287  
 Moore Career College - Baton Rouge - License #2298  
 Next Level Educational Services - LaPlace - License #2331  
 Professional Laser Training - Covington - License #2297  
 Remington College - Knoxville - License #2314  
 The H.E.A.R.T. Academy - Baton Rouge - License #2348  
 Tulsa Welding School - Jacksonville Campus - License #2123  
 United Dental Institute- Baton Rouge - License #2328  
 United Dental Institute - Lafayette - License #2329  
 United Dental Institute - New Orleans - License #2330

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.

#### **Joshua Career Institute**

Baton Rouge, LA

- Amend

*Account Clerk (Online) – 450.0 clock hours*

*Accounting Specialist (Online) – 450.0 clock hours*

*Administrative Assistant (Online)– 450.0 clock hours*

*Bookkeeping Specialist (Online)– 450.0 clock hours*

*Cisco Networking Associate (Online) – 546.0 clock hours*

*CompTIA Specialist (Online)– 546.0 clock hours*

*Customer Service Specialist (Online)– 450.0 clock hours*

*Executive Administrative Assistant (Online)– 450.0 clock hours*

*Healthcare Information Technician (Online)– 450.0 clock hours*

*Legal Assistant (Online)– 450.0 clock hours*

*Medical Office Assistant (Online)– 450.0 clock hours*

*Medical Record Technician (Online) – 450.0 clock hours*

*Office Management (Online)– 450.0 clock hours*

For the other business items Ms. Britton proposed a discussion regarding Christine Ardoin, the only student enrolled in the former proprietary school doing business as CDL Louisiana. As part of the student complaint hearing in May 2022, the Commission voted she was owed \$2,000 in restitution. The school owner did not pay Ms. Ardoin, or the other imposed fine and has withdrawn their new application for licensure. As such Ms. Christine Ardoin can request funds against a closed school as outlined in state law and rule. After discussion of possible payment options,

**On motion of James Fontenot, seconded by James Dorris, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the repayment to Ms. Christine Ardoin her full tuition, less the non-refundable application fee.**

Additional discussion was had on what provisions the Commission and staff have to pursue financial restitution against school owners who do not pay their fines and fees. Additional research into the topic will be investigated. The next meeting of the Proprietary Schools Advisory Commission is scheduled for May 8, 2023, at 10:00 a.m., in Room 1-155 of the Claiborne Building. There being no further business, the meeting adjourned at 11:12 a.m.

APPENDIX A  
GUESTS

Christopher Burns	ABCDDL Truck Driving Academy
Crystle Burns	ABCDDL Truck Driving Academy
Mandy Colson	AAA Crane & Rigging
Raynard French	Tech Hub Institute
Amanda LaGroue	LA Department of Justice
Richard Scott	Coastal Truck Driving
Ted Solieau	AAA Crane & Rigging
James Thrower	Tech Hub Institute