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***P. O. Box 3677***

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**Minutes**

**Board of Regents’ Proprietary Schools Advisory Commission**

**July 9, 2013**

The Louisiana Board of Regents’ Proprietary Schools Advisory Commission met on

Tuesday, July 9, 2013, at 10:10 a.m. in Room 1-190 of the Claiborne Building, Baton Rouge.

Chair Bender called the meeting to order and the roll was called.

**Commission Members Present**

Melanie Amrhein

Ralph Bender, Chair

Richard D’Aquin

James Dorris

James Fontenot

Raymond Lalonde

**Commission Members Absent**

Tina Begnaud

Keith Jones, Vice-Chair

Gloria Simmons

**Staff Members Present**

Nancy Beall

Chandra Cheatham

Kristi Kron

Carol Marabella

Larry Tremblay

 **Guests Present**

 (See Appendix A.)

**Proprietary Schools Advisory Commission July 9, 2013**

 Following a word of welcome from Chair Bender to new Proprietary Schools Advisory

Commission member Melanie Amrhein, an appointee of the Louisiana Board of Regents, the first

item of business was approval of the minutes from its meeting of March 12, 2013.

**On motion of Mr. Dorris, seconded by Mr. Lalonde, the Proprietary Schools Advisory Commission members unanimously adopted the minutes of the March 12, 2013 Proprietary Schools Advisory Commission meeting.**

The next agenda item considered by the Commission members was initial license

applications, the first which were scheduled to be considered by the Commission at its May 14, 2013

meeting. Since a quorum was not established at the May meeting, the applications were included

on the agenda for the July 9, 2013 meeting.

Ms. Marabella reviewed the application of D.D.C. School for Dental Assisting, LLC, for the

Commission members informing them that the institution would be offering one program of study,

Dental Assisting, which is a 75.0 clock hour program that will be offered for fifteen consecutive

Saturdays. The program will be housed after hours in the practicing dental office of Dr. Dwight

Landry, husband of the owner, Ms. Landry. D.D.C. School for Dental Assisting, LLC, had met all

the legal and administrative requirements to be approved for an initial license.

Following further discussion,

**On motion of Mr. Dorris, seconded by Mr. D’Aquin, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for D.D.C. School of Dental Assisting, LLC, located in Geismar, Louisiana.**

The second initial license application considered by the Commission members was from

Divine Touch Healthcare Training, LLC, located in New Orleans, Louisiana. Ms. Marabella

reviewed the materials for the Commission members, informing them that the institution would be

**Proprietary Schools Advisory Commission July 9, 2013**

offering one program of study, Certified Nursing Assistant, which is a four week, 80.0 clock hour

program (inclusive of both classroom and clinical experience). The school will be housed in the

Fellowship Hall of the Abundant Life Tabernacle Full Gospel Baptist Church. The program has

received the required approval from the Department of Health and Hospitals, Health Standards

Section. Divine Touch Healthcare Training, LLC, had met all the legal and administrative

requirements to be approved for an initial license.

Following further discussion,

**On motion of Mr. Lalonde, seconded by Mr. Dorris, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Divine Touch Healthcare Training, LLC, located in New Orleans, Louisiana.**

The next initial license application to be considered by the Commission was from Lafayette

General Medical Center School of Health Sciences, located in Lafayette, Louisiana, and represented

by Ms. Tricia Broussard, Education Coordinator and Ms. Judy Robichaux, Director of Clinical

Education. Ms. Kron reviewed the materials for the Commission members, informing them that the

institution would be offering one program of study, Certified Nursing Assistant, which is a three

week, 80.0 clock hour program (inclusive of both classroom and clinical experience). The program

has received the required approval from the Department of Health and Hospitals, Health Standards

Section. Lafayette General Medical Center School of Health Sciences had met all the legal and

administrative requirements to be approved for an initial license.

Following further discussion regarding the maximum number of students per class,

employment opportunities for CNAs, an option for tuition reimbursement for qualified

graduates who are hired by Lafayette General, and the average entry level salary of CNAs,

**Proprietary Schools Advisory Commission July 9, 2013**

**On motion of Mr. D’Aquin, seconded by Mr. Fontenot, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Lafayette General Medical Center School of Health Sciences, located in Lafayette, Louisiana.**

 The fourth initial license application to be considered by the Commission was from

Life Care, LLC, located in Marrero, Louisiana, and represented by Ms. Irene Magee, Owner and

School Director. Ms. Marabella reviewed the materials for the Commission members, informing

them that the institution would be offering one program of study, Certified Nursing Assistant, which

is a three week, 80.0 clock hour program (inclusive of both classroom and clinical experience).

The program has received the required approval from the Department of Health and Hospitals,

Health Standards Section. Life Care, LLC, had met all the legal and administrative requirements to

be approved for an initial license.

Following further discussion regarding the competition from area schools relative to

program cost and the length of the program, the projected enrollment necessary to maintain financial

solvency, and available financial resources to sustain the school, if necessary,

**On motion of Mr. D’Aquin, seconded by Mr. Fontenot, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Life Care, LLC, located in Marrero, Louisiana.**

The final initial license application to be considered by the Commission was from OnTrac

Academy, located in Ponchatoula, Louisiana, and represented by Ms. Ashley Williams, Owner/

Instructor. Ms. Kron reviewed the materials for the Commission members, informing them that the

institution would be offering one program of study, Pharmacy Technician, which is a six month,

915.0 clock hour program. The Pharmacy Technician program requires final approval from the

Board of Pharmacy after Board of Regents licensure approval. OnTrac Academy, LLC had met all

**Proprietary Schools Advisory Commission July 9, 2013**

the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding how the name of the school was chosen, duties of a

pharmacy technician, length of the program, payment plan options for students, competition from

area schools relative to program cost, and projected enrollment necessary to maintain financial

solvency, and available financial resources to sustain the school, if necessary,

**On motion of Mr. Fontenot, seconded by Mr. Dorris, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for OnTrac Academy, LLC, located in Ponchatoula, Louisiana.**

The next agenda item considered by the Commission members involved a change-of-

ownership license application from Louisiana Institute of Massage Therapy, located in Lake

Charles, Louisiana, which was previously scheduled to be considered by the Commission at its May

14, 2013 meeting. Ms. Kron reviewed the materials for the Commission members, informing

them that Louisiana Institute of Massage Therapy has been licensed under the ownership of Susan

and Michael Breaux since June 25, 1992. The institution will continue to offer the one program of

study, Massage Therapy, which is a 510.0 clock hour program designed to be completed in seven

months if enrolled in the weekday class and eleven months if enrolled in the weekend class. The

change of ownership of the school will be seamless for the students in that the curriculum,

instructors, and staff will remain the same. Louisiana Institute of Massage Therapy had met all the

legal and administrative requirements to be approved for the change of ownership license.

Following further discussion,

**On motion of Mr. Dorris, seconded by Mr. D’Aquin, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve the change-of-ownership license application for Louisiana Institute of Massage Therapy, located in Lake Charles, Louisiana.**

**Proprietary Schools Advisory Commission July 9, 2013**

The second change of ownership application considered by the Commission members

involved New Horizons Computer Learning Center of New Orleans, located in Metairie, Louisiana,

and represented by Mr. Robert Winker, Vice President of Sales. Ms. Kron reviewed the materials

for the Commission members, informing them that New Horizons Computer Learning Center of

New Orleans will continue to offer the programs approved prior to the change of ownership, various

computer courses and Healthcare Information Management programs with concentrations in

Medical Front Office Assistant, Physician and Hospital Billing & Coding, and Physician Billing.

The change of ownership of the school will be seamless for the students in that the curriculum,

instructors, and staff will remain the same. New Horizons Computer Learning Center of New

Orleans had met all the legal and administrative requirements to be approved for the change of

ownership license.

Following further discussion regarding the differences in ICD-9 and ICD-10 and

implementation of the new codes,

**On motion of Mr. Fontenot, seconded by Mr. Lalonde, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve the change-of-ownership license application for New Horizons Computer Learning Center of New Orleans, located in Metairie, Louisiana.**

The next agenda item considered by the Commission members was operating license

renewals. Ms. Marabella informed the Commission members that there were twenty-five (25)

schools seeking renewal that were previously scheduled for the May 14, 2013 meeting. These

schools scheduled for renewal were in complete compliance, having met all the legal and

administrative requirements to be re-licensed.

**Proprietary Schools Advisory Commission July 9, 2013**

**A & W Healthcare Educators, LLC (03/25/04)**

**Academy of Acadiana, Inc. (03/22/06)**

**At-Home Professions (04/22/99)**

**Blue Cliff College--Houma (03/24/05)**

**Blue Cliff College--Metairie (03/23/00)**

**Blue Cliff College--Metairie, Satellite Campus (03/23/11)**

**Blue Cliff College--Shreveport (03/23/00)**

**Coastal College--Lafayette (04/23/98)**

**Coastal College--Monroe (03/28/96)**

**Delta College of Arts & Technology--Lafayette Branch (03/24/05)**

**Delta School of Business and Technology (05/06/80)**

**Healthcare & More (03/21/12)**

**J W Training Center, LLC (03/25/10)**

**Lenora School of Phlebotomy (04/28/94)**

**Louisiana Culinary Institute (03/27/03)**

**Medical Careers College (04/23/98)**

**Pet Grooming Academy of Louisiana (03/21/12)**

**The Ruth Cook Computer and Medical Schools (04/27/95)**

**Sclafani’s Cooking School (04/28/94)**

**Unitech Training Academy (04/24/97)**

**Unitech Training Academy--Houma (03/22/06)**

**Universal Technical Institute--Florida Branch (04/23/98)**

**Universal Technical Institute of Texas, Inc. (04/03/85)**

**WyoTech--Pennsylvania Campus (03/27/03)**

**WyoTech--Wyoming Campus (03/27/03)**

Following further discussion,

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

 And, there were twenty (20) school seeking license renewal for this cycle. These schools scheduled for renewal were in complete compliance, having met all the legal and administrative requirements to be re-licensed.

**Advance Healthcare Institute, LLC (05/26/11)**

**BAR/BRI (Baton Rouge) (05/23/12)**

**BAR/BRI (New Orleans) (05/23/12)**

**Blue Cliff College--Alexandria (05/25/06)**

**Cameron College (06/29/83)**

**Proprietary Schools Advisory Commission July 9, 2013**

 **Central Louisiana Medical Academy (06/24/99)**

 **Delta College of Arts & Technology (06/25/92)**

 **Dental Careers Institute, LLC (05/26/11)**

 **Diesel Driving Academy (Baton Rouge) (06/25/87)**

 **Eastern College of Health Vocations--Shreveport (05/27/04 )**

 **God’s Way--Project Excel, Inc. (05/26/11 )**

 **Lincoln College (05/22/03)**

 **Oak Park School of Dental Assisting (05/28/09)**

 **Ouachita Truck Driving Academy, LLC (05/22/03)**

 **Remington College--Baton Rouge Campus (05/26/11)**

 **Remington College--Lafayette Campus (05/26/11)**

 **Remington College--Shreveport Campus (05/26/11)**

 **Southern Medical Corporation School of Ultrasound (06/26/97)**

 **Virginia College (05/27/10)**

 **Virginia College (Shreveport) (05/26/11)**

Following further discussion,

**On motion of Mr. Fontenot, seconded by Mr. D’Aquin, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents renew the licenses of the above listed proprietary schools (initial license date in parentheses).**

 Ms. Marabella informed the Commission members that there were two institutions that

chose not to renew their licenses this renewal cycle. They were Cyber Academy (05/25/00) and

Promise Pride Career College (05/26/11). Staff will follow through to secure the student records

from these closed schools.

 The next item on the agenda was an update on program approvals. Chair Bender

reminded the members that staff approved these updates administratively and course

approvals were being shared with the Commission for information purposes only.

Under Report from Staff, Dr. Tremblay welcomed Ms. Amrhein to the Commission and

reported that staff was continuing to perform their duties in an exceptional manner. Future plans

include preparing an RFP for the digitalization of student records from closed schools that are

currently housed in an off-site storage unit.

**Proprietary Schools Advisory Commission July 9, 2013**

The next meeting of the Proprietary Schools Advisory Commission is scheduled for

Tuesday, September 10, 2013, at 10:00 a.m., in Room 1-190 of the Claiborne Building. There

being no further business, the meeting adjourned at 11:00 a.m.

APPENDIX A

GUESTS

Tricia Broussard Lafayette General Medical Center

 School of Allied Health

Bruce Busada Diesel Driving Academy, Inc.

Vincent Femia Virginia College

Danny Head Unitech Training Academy, Inc.

Irene Magee Life Care, LLC

Judy Robichaux Lafayette General Medical Center

 School of Allied Health

Ashley Williams OnTrac Academy, LLC

Patricia Wilton LA Department of Justice

Bob Winker New Horizons Computer Learning

 Center of New Orleans