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**Minutes**  
**Board of Regents' Proprietary Schools Advisory Commission**  
**March 8, 2016**

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met on Tuesday, March 8, 2016, at 10:12 a.m. in Room 1-190 of the Claiborne Building, Baton Rouge. Acting Chair Lalonde called the meeting to order and the roll was called.

**Commission Members Present**

Melanie Amrhein  
Richard D'Aquin  
Sherrie Despino  
James Dorris  
James Fontenot  
Theresa Hay  
Raymond Lalonde

**Staff Members Present**

Nancy Beall  
Chandra Cheatham  
Kristi Kron  
Carol Marabella

**Commission Members Absent**

Ralph Bender, Vice-Chair  
Keith Jones, Chair

**Guests Present**

(See Appendix A.)

The first item of business was approval of the minutes from its meeting of January 12, 2016.

**On motion of Ms. Hay, seconded by Ms. Amrhein, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the January 12, 2016 Proprietary Schools Advisory Commission meeting.**

The next agenda item considered by the Commission was four initial license applications, the first from Aesthetic Laser Institute, LLC, located in Metairie, Louisiana, and represented by the school's owner, Ms. Sherril L. Monson. Ms. Marabella reviewed the materials for the Commission, informing it that this institution would be offering two programs in medical aesthetic procedures--Basic Laser Course (7 days/56.0 clock hours) and Master Laser Course (10 days/80.0 clock hours). The Aesthetic Laser Institute had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the prerequisites for program enrollment, the owner's professional background in medical aesthetic procedures, the financial projections contained in the school's business plan, the marketing plan for recruitment, the rationale for offering the short term programs, and tuition payment options available to students,

**On motion of Mr. Fontenot, seconded by Ms. Despino, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for the Aesthetic Laser Institute, LLC, located in Metairie, Louisiana.**

The second initial license application considered by the Commission was from Louisiana Medical Certifications, LLC, located in New Roads, Louisiana, and represented by the school's owner, Ms. Lisa A. Gunnells. Ms. Marabella reviewed the materials for the Commission, informing it that this institution would be 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 program has received the required approval from the LA Department of Health and Hospitals, Health Standards Section. Louisiana Medical Certifications, LLC, had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the owner's experience in the allied health field and her reason for opening a proprietary school, length of program, maximum class size, the secured contracts with the clinical sites, and the school's competitive pricing and payment options for students,

**On motion of Ms. Hay, seconded by Mr. Fontenot, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Louisiana Medical Certifications, LLC, located in New Roads, Louisiana.**

The third initial license application considered by the Commission was from New Horizons Computer Learning Center of Shreveport, located in Shreveport, Louisiana, and represented by the corporate administrators, Mr. James Cox and Mr. Frank Petty. Ms. Kron reviewed the materials for the Commission, informing it that this institution would be offering multiple programs in Business Administration, Medical Office Administration, and IT certification preparation with program lengths ranging from 165.5 clock hours to 561.0 clock hours and 8.25 weeks to 27.0 weeks. New Horizons Computer Learning Center of Shreveport had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the utilization of the corporate model for programs that will be offered at the Shreveport campus, programs are scheduled according to need, the reason for opening a location in Shreveport, and the anticipated competition with similar training programs,

**On motion of Ms. Amrhein, seconded by Mr. Fontenot, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for New Horizons Computer Learning Center of Shreveport, located in Shreveport, Louisiana.**

The fourth and final initial license application considered by the Commission was from Workforce Career & Technical College, located in New Orleans, Louisiana, and represented by the school's President/CEO, Ms. Denise Smith. Ms. Cheatham reviewed the materials for the Commission, informing it that this institution would be offering three programs of study--Dietary Manager--Healthcare (570.0 clock hours/6.0 months day & 12.0 months evening), Medical Administrative Assistant (360.0 clock hours/4.0 months day & 8.0 months evening), and Medical Clinical Assistant (485.0 clock hours/5.0 months day & 10.0 months evening). The Workforce Career & Technical College had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the owner's professional background, reason for opening a school, the potential employment opportunities for graduates, the owner's financial backing for the school, and area market competition,

**On motion of Mr. Fontenot, seconded by Ms. Despino, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Workforce Career & Technical College, located in New Orleans, Louisiana.**

The next agenda item considered by the Commission was operating license renewals. Ms. Marabella informed the Commission members that there were eleven (11) 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. D'Aquin, 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).**

- Baton Rouge School of Court Reporting (01/26/06)**
- Blue Cliff College--Lafayette (01/27/00)**
- Coastal College--Hammond (02/23/89)**
- Dryades YMCA School of Commerce (02/27/97)**
- Feliciana Medical Training Academy (02/23/15)**
- Griff's Marine Training, Inc. (01/27/10)**
- ITI Technical College (01/27/00)**
- Louisiana Dental Assistant School, LLC (01/27/05)**
- Moore Career College, Inc. (01/27/10)**
- Southwest Dental Academy, LLC (01/25/12)**
- Tulsa Welding School--Jacksonville Campus (01/27/10)**

Ms. Marabella informed the Commission that there were two institutions that chose not to renew their licenses this renewal cycle: Dental Assistant School of Baton Rouge, LLC (formerly Baton Rouge Dental Assistant School, LLC ) (02/23/15) and Fortress Consulting and Education, LLC (02/23/15). Staff will follow through to secure the student records from each school for safekeeping.

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

Under Report from Staff, Ms. Marabella informed the Commission members that all is progressing well within the Proprietary Schools Section. Staff was busy this cycle with the review of initial applications (several of which were incomplete and were unable to be referred to the Commission for this meeting), renewal applications, and applications to add or amend programs of study. In addition, staff continues to investigate the best options for the anticipated scanning project to digitalize the student records from closed proprietary schools.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for Tuesday, May 10, 2016, at 10:00 a.m., in Room 1-190 of the Claiborne Building. There being no further business, the meeting adjourned at 11:07 a.m.

APPENDIX A  
GUESTS

|                 |  |
|-----------------|--|
| James Cox       | New Horizons Computer Learning<br>Center of Shreveport |
| Lisa Gunnells   | Louisiana Medical Certifications, LLC                  |
| Robert Monson   | Aesthetic Laser Institute, LLC                         |
| Sherril Monson  | Aesthetic Laser Institute, LLC                         |
| Frank Petty     | New Horizons Computer Learning<br>Center of Shreveport |
| Denise Smith    | Workforce Career & Technical College                   |
| Patricia Wilton | LA Department of Justice                               |