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Minutes
Board of Regents' Proprietary Schools Advisory Commission
January 12, 2016

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met on Tuesday, January 12, 2016, at 10:07 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
Sherrie Despino
James Dorris
Theresa Hay
Keith Jones, Vice-Chair
Raymond Lalonde

Staff Members Present

Chandra Cheatham
Kristi Kron
Carol Marabella
Larry Tremblay

Commission Members Absent

Richard D'Aquin
James Fontenot

Guests Present

(See Appendix A.)

The first item of business was the election of 2016 officers for the Commission. Chair Bender reminded the Commission 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.

Chair Bender nominated Mr. Jones as Chair. There being no other nominations,

On motion of Mr. Dorris, seconded by Mr. Lalonde, the Proprietary Schools Advisory Commission unanimously elected Mr. Keith Jones as Chair for 2016.

Commission member Jones nominated Mr. Bender as Vice-Chair. There being no other nominations,

On motion of Ms. Amrhein, seconded by Ms. Hay, the Proprietary Schools Advisory Commission unanimously elected Mr. Ralph Bender as Vice-Chair for 2016.

The next item of business was approval of the minutes from its meeting of November 10, 2015.

On motion of Vice-Chair Bender, seconded by Ms. Amrhein, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the November 10, 2015 Proprietary Schools Advisory Commission meeting.

The next agenda item considered by the Commission was three initial license applications, the first from Louisiana Healthcare Institute located in Baton Rouge, Louisiana, and represented by the school's President, Ms. Sherie K. Phillips. Ms. Kron reviewed the materials for the Commission, informing it that this institution would be offering three programs of study in Professional Coding: the classroom-based AAPC Certified Professional Coding Certification program (8.0 months and 303.0 clock hours); the self-paced AAPC Certified Professional Coding

Certification program (12.0 months and 199.0 clock hours); and the one week (32.0 clock hours) Coding Boot Camp. Louisiana Healthcare Institute had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the differences between each program offering, the owner's reasons for offering the three programs, qualifications of owner/instructor, the owner's utilization of a professional curriculum, competition within the geographical location of the school, and marketing strategies,

On motion of Mr. Lalonde, seconded by Ms. Amrhein, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Louisiana Healthcare Institute, located in Baton Rouge, Louisiana.

The second initial license application considered by the Commission was from Rosemond School of Phlebotomy located in Gonzales, Louisiana, and represented by the school's President/Owner, Ms. Ora J. Jones. Ms. Marabella reviewed the materials for the Commission, informing it that this institution would be offering one program of study, Phlebotomy Technician, which is a four month, 62.5 clock hour program. Rosemond School of Phlebotomy had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the professional background of the owner/instructor, the owner's philosophy of training individuals to become Phlebotomy Technicians, the maximum class size, the school's contracting with clinical sites for the externship component of the program, and the pay scale for phlebotomists,

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

The third and final initial license application considered by the Commission was from Rosepine Louisiana Medical Training, LLC, located in Rosepine, Louisiana, and represented by the school's Owner/Instructor, Ms. Robin L. Spence. Ms. Marabella reviewed the materials for the Commission, informing it that this institution would be offering one program of study, Phlebotomy Technician, which is a ten week, 45.0 clock hour program. Rosepine Louisiana Medical Training, LLC, had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the location of the proposed school, the professional background of the owner and her reasons for opening a school, the maximum class size, marketing area, the requirements to become a phlebotomist, and the school's policy regarding re-entry upon unsuccessful completion of program,

On motion of Mr. Lalonde, seconded by Ms. Despino, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Rosepine Louisiana Medical Training, LLC, located in Rosepine, Louisiana.

The next agenda item considered by the Commission was operating license renewals. Ms. Marabella informed the Commission members that there were seventeen (17) 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 Vice-Chair Bender, seconded by Ms. Amrhein, 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)
Alexandria Dental Assistant School (12/08/11)
Allied Prep Technical Institute, LLC (12/11/14)
Divine Touch Healthcare Training, LLC (12/11/14)
ECO Training Center, LLC (12/08/05)
Fleur de'Lis Healthcare Institute (12/05/13)
Herzing University (12/07/95)
Infinity College, Inc. (12/02/10)
Learning Bridge Career Institute (12/02/10)
Legally Speaking (12/06/01)
Martin International, Inc., of Louisiana (12/16/82)
NASCAR Technical Institute (12/05/02)
National Driving Academy, Inc. (12/05/96)
Pelican Training Institution (12/08/11)
Tulsa Welding School (12/07/06)
Unitech Training Academy--Alexandria (12/04/08)
Unitech Training Academy--Metairie (12/08/11)

Ms. Marabella informed the Commission that there were two institutions that chose not to renew their licenses this renewal cycle: Becker Professional Education--Lafayette (12/09/04) and Kenner Health Careers Institute, LLC (12/11/03). 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. Chair Jones reminded the Commission that staff approved these updates administratively and course approvals were being shared for informational purposes only.

Under Report from Staff, Dr. Tremblay informed the Commission that with the agency's recent IT upgrades, staff was researching vendors to digitalize student records from closed proprietary schools currently stored in-house and at an off-site facility.

Ms. Marabella discussed with the Commission its preferred method to receive communication (agendas, back-up information to agendas, minutes, etc.) from this office. The Commission's unanimous preference was for communications, going forward, to be sent

exclusively via e-mail.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for Tuesday, March 8, 2016, at 10:00 a.m., in Room 1-190 of the Claiborne Building. There being no further business, the meeting adjourned at 10:57 a.m.

APPENDIX A
GUESTS

Carolyn Huggins	Rosemond School of Phlebotomy
Kimberly Jones	Rosemond School of Phlebotomy
Ora Jones	Rosemond School of Phlebotomy
Sherie Phillips	Louisiana Healthcare Institute
Robin Spence	Rosepine Louisiana Medical Training
Ronise Steech	Rosepine Louisiana Medical Training
Patricia Wilton	LA Department of Justice