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**BOARD OF REGENTS**

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**Minutes**  
**Board of Regents' Proprietary Schools Advisory Commission**  
**January 9, 2018**

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met on Tuesday, January 9, 2018, at 10:04 a.m., in the Board Conference Room on the sixth floor of the Claiborne Building, Baton Rouge. Chair Jones called the meeting to order and the roll was called.

**Commission Members Present**

Melanie Amrhein  
Sherrie Despino  
James Dorris  
James Fontenot, Vice Chair  
Theresa Hay  
Keith Jones, Chair  
Raymond Lalonde

**Staff Members Present**

Chandra Cheatham  
Kristi Kron  
Carol Marabella  
Larry Tremblay

**Commission Members Absent**

Richard D'Aquin

**Guests Present**

(See Appendix A.)

The first item of business was the election of officers for the Commission for 2018. Chair Jones 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.

Commission member Lalonde nominated Mr. Jones as Chair. There being no other nominations,

**On motion of Ms. Hay, seconded by Ms. Amrhein, the Proprietary Schools Advisory Commission unanimously elected Mr. Jones as Chair for 2018.**

Commission member Hay nominated Mr. Fontenot as Vice-Chair. There being no other nominations,

**On motion of Ms. Despino, seconded by Mr. Lalonde, the Proprietary Schools Advisory Commission unanimously elected Mr. Fontenot as Vice-Chair for 2018.**

The next item of business was approval of the minutes from its meeting of November 28, 2017.

**On motion of Ms. Hay, seconded by Mr. Fontenot, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the November 28, 2017 Proprietary Schools Advisory Commission meeting.**

The next agenda item considered by the Commission was two initial license applications, the first from Carter's Career Center, LLC, located in Monroe, Louisiana, and represented by the school's owner, Ms. Shanedra M. Carter. Ms. Marabella reviewed the materials for the Commission members, informing them that the institution would be offering one program of study, Medical Assisting, which is a 76.0 clock hour program with an anticipated

completion time of eight weeks. Carter's Career Center, LLC, had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the offering of weekend classes, competition within market area and with Title IV schools, the availability of tuition payment plans for students, anticipated student population, maximum class size, and average job placement rate for Phlebotomists,

**On motion of Ms. Amrhein, seconded by Ms. Hay, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Carter's Career Center, LLC, located in Monroe, Louisiana.**

The second initial license application considered by the Commission was from Louisiana Dental Institute, LLC, located in Monroe, Louisiana, and represented by the school's instructor, Ms. Joanna Peters. Ms. Marabella reviewed the materials for the Commission, informing it that this institution would be offering one program of study, Dental Assisting, which is a 96.0 clock hour program offered on Saturdays for 12 weeks. Louisiana Dental Institute, LLC, had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding the representative's Dental Hygienist professional background, the need for Dental Assistant training programs in the Monroe area, owner's motivation for opening school, classes offered on Saturdays, maximum class size, average turn-over rate for Dental Assistants, and the representative's belief that the Dental Assistant field is not saturated in the anticipated market area,

**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 Louisiana Dental Institute, 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 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 Mr. Fontenot, 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)  
Accelerated Dental Assisting Academy (Hammond) (12/10/15)  
Alexandria Dental Assistant School (12/08/11)  
Allied Prep Technical Institute, LLC (12/11/14)  
ECO Training Center, LLC (12/08/05)  
Grade A Health Solutions, LLC (12/07/16)  
Healthcare Management Professionals, LLC (12/07/16)  
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--Metairie (12/08/11)**

Ms. Marabella informed the Commission that there were three institutions that chose not to renew their licenses this renewal cycle: Assist to Succeed (12/10/15), Herzing University

(12/07/95), and Medical Careers College (12/07/16). 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 all is well within the Proprietary Schools Section. Ms. Marabella shared with the Commission that staff collaboration with Regents' IT staff has resulted in the commencement of the digitalization of the student records from closed proprietary schools. This in-house project, projected to last a year, utilizes a part-time employee. Staff extends its appreciation to the IT staff for their valuable assistance with this project.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for Tuesday, March 13, 2018, at 10:00 a.m., in Room 1-190 of the Claiborne Building. There being no further business, the meeting adjourned at 10:53 a.m.

APPENDIX A  
GUESTS

Shanendra Carter

Carter's Career Center, LLC

Joshua Obinwa

Carter's Career Center, LLC

Joanna Peters

Louisiana Dental Institute, LLC

Patricia Wilton

LA Department of Justice