MINUTES STATE BOARD OF PRIVATE CAREER EDUCATION TUESDAY, MARCH 3, 2015

OFFICIAL

BOARD MEMBERS

PRESENT: Josh Blevins Mary Harris Doug Carter

Christopher Comer Staci Croom-Raley Ann Thomas Danny Knight

OTHERS PRESENT: Julie Chavis, Attorney General's Office

Alana Boles, Arkansas Department of Higher Education

BOARD STAFF PRESENT: Brenda Germann Sara Hill Betty Mitchell Joyce Wilkerson

<u>MINUTES OF THE DECEMBER 16, 2014 BOARD MEETING</u> – Doug Carter moved, the motion was seconded, and the Board approved the Minutes of the December 16, 2014 Board Meeting.

MINUTES OF THE JANUARY 6, 2015 BOARD MEETING – Josh Blevins moved, the motion was seconded, and the Board approved the Minutes of the January 6, 2014 Board Meeting.

EXPENSE REIMBURSEMENT FOR BOARD MEMBERS: Ann Thomas moved, the motion was seconded, and the Board approved in accordance with the provisions of Arkansas Code Annotated § 25-16-901 authorizing reimbursements to each Board Member for expenses incurred in their performance of official board duties. The payment of per diem for Board Members at a rate of \$30 per day for telephone meetings and \$60 per day for in person meetings in accordance with Arkansas Code Annotated 25-16-903. This authorization shall cover January 1, 2015 through the first meeting in 2016.

RATIFICATION OF ADMISSIONS REPRESENTATIVES – Doug Carter moved, the motion was seconded, and the Board approved ratification of the following licenses issued by the Director for Admissions Representatives:

| FIRST NAME | LAST NAME | SCHOOL | CITY | STATE |
|------------|-----------|----------------------|-------------|-------|
| Michelle | Tolbert | Heritage College | Little Rock | AR |
| Samantha | Stroud | Bryan University | Rogers | AR |
| Nathan | Rice | Tulsa Welding School | Tulsa | OK |

<u>ORIGINAL SCHOOL LICENSE</u> – Mary Harris moved, the motion was seconded, and the Board approved two (2) Original School Licenses for the following school to expire on April 30, 2016.

InTec Certifications – Sherwood, AR Perm # 643

| PROGRAM TITLE | TOTAL HOURS | TOTAL TUITION |
|---------------|-------------|---------------|
| A+ | 40 CL | \$1219.00 |
| Security+ | 40 CL | \$1219.00 |
| Network+ | 40 CL | \$1219.00 |

COURSE EXTENSION SITE – Doug Carter moved, the motion was seconded, and the Board approved an extension

course site for: Petra Allied Health, Inc. Perm #4

2122 Malvern Avenue, Eastgate Plaza, Suite 2

Hot Springs, AR 71901

NEW PROGRAMS OF STUDY: – Staci Croom-Raley moved, the motion was seconded, and the Board approved one (1) new program of study:

Dental Assistant 264 CL \$2550.00

EXEMPTION FROM LICENSURE – Ann Thomas moved, the motion was seconded, and the Board approved one (1) request for Exemption from Licensure.

Above The Mark Veteran Network – **North Little Rock, AR** - The exemption is approved to offer training in the field of Personal Improvement; Communication Strategies Training. The school is exempt under Arkansas Code Annotated § 6-51-603 "(4) Programs of study offered by institutions or individuals for personal improvement, avocational or recreational, if designated through media or other sources, as not for the purpose of enhancing an occupational objective." Based on the information provided, the organization meets the requirements for exemption from licensure.

EXEMPTION RENEWAL FROM LICENSURE – Staci Croom-Raley moved, the motion was seconded, and the Board approved one (1) requests for Exemption Renewal from Licensure.

H&R Block Tax Service, Corning, AR - The exemption is renewed to offer training in the field of Basic Income Tax. The school is exempt under Arkansas Code Annotated § 6-51-603 "(6) A training program offered or sponsored by an employer for training and preparation of its own employees and for which no tuition fee is charged the employee." Based on the information provided, the organization meets the requirements for exemption from licensure.

APPROVAL FOR FOOD ASSOCIATED WITH MEETINGS AND TRAINING: - Ann Thomas moved, the motion was seconded, and the Board grants approval to the Director regarding the purchase of food for meetings and training sessions. This authorization shall cover expenditures for period January 1, 2015 through the first Board meeting in 2016.

ZWARRANTS: - Mary Harris moved, the motion was seconded, and the Board approved the Z Warrants for October 1, 2014 – December 31, 2014 as submitted. Z Warrants report is attached.

2015 BOARD MEETING DATES: - Josh Blevins moved, the motion was seconded, and the Board approved the following meeting dates as amended for April through December 2015.

PROPOSED 2015 MEETING DATES FOR THE STATE BOARD OF PRIVATE CAREER EDUCATION

DATE INFORMATION MUST BE COMPLETED TO BE CONSIDERED FOR THE CURRENT MONTHS AGENDA

| CONSIDERED FOR THE CURRENT MONTHS AGENDA | BOARD MEETING | TYPE OF MEETING |
|---|-------------------|--------------------|
| MARCH 2, 2015 | APRIL 21, 2015 | LITTLE ROCK |
| MAY 1, 2015 | JUNE 30. 2015 | TELEPHONE |
| JULY 1, 2015 | AUGUST 25, 2015 | LITTLE ROCK |
| SEPTEMBER 1, 2015 | OCTOBER 27, 2015 | TELEPHONE |
| NOVEMBER 2, 2015 | DECEMBER 15, 2015 | LITTLE ROCK |

APPROVAL FOR REFUND OF FEES AND RETURN OF YOGA SCHOOL APPLICATIONS FOR

LICENSURE: - Josh Blevins moved, the motion was seconded, and the Board grants approval to the Director regarding the refund fees and return of Yoga School applications for:

Perma School of Yoga #637 - Hot Springs, AR Balance Yoga & Wellness #638 - North Little Rock, AR Circle Yoga Shala #640 - Jasper, AR

OTHER BUSINESS

Brenda Germann told the Board about the development of a brochure explaining what SBPCE does. We determined the need for the brochure after Chris Comer and Brenda Germann appeared before the House Education Committee. These brochures will be provided to Senators, Representatives and other organizations that need to understand more about SBPCE. The brochure is also available on the website for SBPCE.

Board Staff is working on the branding project with Arkansas Press Association and will have information ready for review at the June Board meeting.

Chris Comer, Board Chair

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| 0/4/2010 | | 1 | 0007776076 | Pavroll | 01248 | _ |
| 3/4/2015 | \$ 1,243.79 | 502:00:03 | 1003687155 | DEPARTMENT OF INFORMATION SYSTEMS | | 4 |
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| | | | 0007764250 | Payroll | | 1 |
| | \$ 8,884.29 | | 0007764250 | Payroll | ARKPR01365 | |
| 2/4/2015 | \$ 372.26 | | 1003669246 | DEPARTMENT OF INFORMATION SYSTEMS | | ١٠. |
| 2/24/2015 | | | 0051455931 | MODUS EDISCOVERY INC | 15-025 | 1/27/2015 |
| 2/24/2015 | 7 5 | | 0051455931 | MODUS EDISCOVERY INC | 15-025 | 1/27/2015 |
| 2/9/2015 | | | 1003669245 | INFORMATION NETWORK OF ARKANSAS | 15-023 | 1/27/2015 |
| | 1 | | 0007758269 | Payroll | ARKPR01301 | 1/23/2015 |
| | | | 0007758269 | Payroll | ARKPR01301 | 1/23/2015 |
| | | | 0007758269 | Payroll | ARKPR01301 | 1/23/2015 |
| | 8.88 | | 0007758269 | Payroll | | 1/23/2015 |
| | \$ 0.97 | | 0006136844 | | ACA 11-9-307 | 1/20/2015 |
| 1/28/2015 | | | 8030027656 | US BANK CPS | 0216011520150001 | 1/15/2015 |
| 1/28/2015 | \$ | 502:00:02 | 8030027656 | US BANK CPS | 0216011520150001 | 1/15/2015 |
| 1/28/2015 | | | 8030027656 | US BANK CPS | 0216011520150001 | 1/15/2015 |
| 1/28/2015 | 321 | | 8030027656 | US BANK CPS | 0216011520150001 | 1/15/2015 |
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| | \$ 8884 26 | | 0007752463 | Payroll | ARKPR00997 | 1/9/2015 |
| | | _ | 1003658527 | MID-AMERICA TRUCK DRIVING SCHOOL IN | 15-019 | 1/8/2015 |
| | ١ | 1 | 1003657314 | DFA-DISBURSING OFFICER | 15-021 | 1/6/2015 |
| | ادد | 1 | 1003657139 | DFA-DISBURSING OFFICER | 15-022 | 1/6/2015 |
| | | 502:00:02 | 1003657050 | DEPARTMENT OF INFORMATION SYSTEMS | 15-017 | 1/6/2015 |
| 1 | \$ 3.932.50 | | 1003657041 | INFORMATION NETWORK OF ARKANSAS | 15-017 | 1/6/2015 |
| 1/21/2015 | \$ 19.20 | 502:00:02 | 1003657045 | SARA E HILL | 15-018 | 1/6/2015 |
| Warrant Amount Cleared Treasurer's Office | Warrant Amoun | Commitment Item | Source Document Commitment Item | Vendor Name | Kererence | Posting Date |
| | | REPORT. | - MARCH 31, 2015 REPORT | Z WARRANTS JANUARY 1, 2015 | | 7 |
| | | NICATION | VATE CAREER ED | ARKANSAS STATE BOARD OF PRIVATE CAREER EDUCATION | | |

| | \$ 94,693.87 | | | | | |
|---|----------------|-----------------|-----------------|-----------------------------------|--|--------------|
| | \$ 1,243.79 | 501:00:03 | 0007782017 | Payroll | ARKPR01342 Pa | 3/20/2015 |
| | \$ 29.19 | 501:00:03 | 0007782017 | Payroll | ARKPR01342 Pa | 3/20/2015 |
| | \$ 650.58 | 501:00:03 | 0007782017 | Payroll | ARKPR01342 Pa | 3/20/2015 |
| | \$ 8,884.23 | 501:00:00 | 0007782017 | Payroll | ARKPR01342 Pa | 3/20/2015 |
| 3/25/2015 | \$ 1,275.00 | 502:00:02 | 1003701728 | KAREN REEVES PERMA SCHOOL OF YOGA | 15-030 K | 3/19/2015 |
| 3/26/2015 | \$ 1,225.00 | 502:00:02 | 1003701711 | COURTNEY BUTLER | 15-029 C | 3/19/2015 |
| 3/27/2015 | σ | 502:00:02 | 8030776242 | S BANK CPS | 0216031620150001 US BANK CPS | 3/16/2015 |
| 3/27/2015 | ٠ | 502:00:02 | 8030776242 | S BANK CPS | 0216031620150001 US BANK CPS | 3/16/2015 |
| 3/27/2015 | \$ 1,359.53 | 502:00:02 | 8030776242 | S BANK CPS | 3/16/2015 0216031620150001 US BANK CPS | 3/16/2015 |
| 3/27/2015 | \$ | 502:00:02 | 0051473849 | ARKANSAS BUILDING AUTHORITY | 15-028 AI | 3/9/2015 |
| 3/27/2015 | \$ 4,617.30 | 502:00:02 | 0051473849 | ARKANSAS BUILDING AUTHORITY | 15-028 A | 3/9/2015 |
| 3/23/2015 | \$ 1,750.00 | 502:00:02 | 0051473850 | MODUS EDISCOVERY INC | 15-027 M | 3/9/2015 |
| 3/11/2015 | \$ 427.36 | 502:00:02 | 1003693148 | DEPARTMENT OF INFORMATION SYSTEMS | 15-026 D | 3/9/2015 |
| | \$ 1,243.79 | 501:00:03 | 0007776076 | Payroll | ARKPR01248 P | 3/6/2015 |
| | \$ 29.19 | 501:00:03 | 0007776076 | Payroll | ARKPR01248 Pa | 3/6/2015 |
| Source Document Commitment Item Warrant Amount Cleared Treasurer's Office | Warrant Amount | Commitment Item | Source Document | Vendor Name | Reference | Posting Date |
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SBPCE Z Warrants 1967, January 1, 2915, - March 31, 2015 as approved by the Board on April 21, 2015.

Chris Comer, Board Chair