

Kentucky Commission on Proprietary Education

Meeting Minutes

June 22, 2016

A meeting of the Kentucky Commission on Proprietary Education (KCPE) was held at Capital Plaza Tower in Frankfort, KY on Wednesday, June 22, 2016.

COMMISSION MEMBERS PRESENT

Chairman Walter L. Lee, Vice-Chairman Jim Jackson, Andy Hightower, Debby Mobley, Sarah Levy, Cindy Landry, Stephanie Raglin, Brian Gupton, and Leonard Napolitano

STAFF PRESENT

Misty N. Edwards, Executive Director, Donna Ritchey, Administrative Assistant
Amy Howard - Legal Office
Stephanie Belt - Staff Assistant from Budget & Administration Office

GUESTS

Cindi Alexander, Lake Cumberland CDL Training School, Inc.
Candace Bensel and Bob Rowland, Kentucky Association of Career Colleges and Schools

CALL TO ORDER

Walter L. Lee, Commission Chairman, called the meeting to order at 1:30 p.m. Eastern Time.

MINUTES

A motion was made by Ms. Mobley to approve the minutes from the May 25, 2016 meeting. Ms. Landry seconded the motion. Motion carried.

EXECUTIVE DIRECTOR'S REPORT

- Awaiting the report from the external audit of the KCPE for FY15. We have provided all requested information.
- Presented to the Legislative Research Commission Licensing and Occupations Interim Committee on June 10, 2016.
- Two members of the Commission expire on July 21, 2016. They have been instructed to apply to the Governor's Office for consideration of reappointment.
- Job Placement - 100% of schools have reported.
- 151 schools have filed applications for renewal
- Certified letters were mailed to nine (9) unlicensed aviation schools on June 7, 2016.
- Action Items:
 1. Request a 60 day extension to the Life-Savers, Inc. conditional license. Ms. Mobley made a motion to approve the request for an extension. Ms. Raglin seconded the motion. Motion carried.
 2. The Kentucky State Police (KSP) requested an increase in their upcoming contract that will begin July 1, 2016 for CDL School inspections. A meeting was held with KSP on June 2, 2016 to negotiate the terms of the contract. It was agreed by all parties for a one year contract to be billed at an hourly rate of \$38.00, not to exceed

\$13,110.00 for the year. Mr. Jackson made a motion to approve the terms of the contract. Ms. Mobley seconded the motion. Motion carried.

FINANCIAL REPORT

A motion was made by Ms. Mobley to approve the financial report for May 2016. Mr. Napolitano seconded the motion. Motion carried.

APPLICATION FOR PERMIT TO ACT AS AN AGENT

The following applications were submitted for the Commission's review and approval:

New Horizons Computer Learning Center of Lexington, KY

- Amy Q. Perales

A motion was made by Mr. Napolitano to approve the agent applications as submitted. Ms. Raglin seconded the motion. Motion carried.

New Horizons Computer Learning Center of Louisville, KY

- Amy Q. Perales
- Rebecca C. Brent

A motion was made by Mr. Napolitano to approve the agent applications as submitted. Mr. Gupton seconded the motion. Motion carried.

Tulsa Welding School of Jacksonville, FL

- Lee M. Griffith

A motion was made by Ms. Mobley to approve the agent application as submitted. Ms. Raglin seconded the motion. Motion carried.

APPLICATION FOR LICENSURE AS A CDL TRAINING SCHOOL SKILLS INSTRUCTOR

The following applications were submitted for the Commission's review and approval:

Truck America Training, Shepherdsville, KY

- Shawn M. Dillon

A motion was made by Mr. Napolitano to approve the application as submitted. Ms. Raglin seconded the motion. Motion carried. Ms. Mobley recused herself from the vote.

CDL Training Services and Consulting, Inc. of Paducah, KY

- Barry R. Dublin

A motion was made by Mr. Gupton to approve the application as submitted. Mr. Napolitano seconded the motion. Motion carried.

NOTIFICATION TO REVISE AN EXISTING PROGRAM FOR 25% OR MORE

The following application was submitted for the Commission's review and approval:

Lincoln College of Technology of Indianapolis, IN

- Electronic Systems Technician – EST406D

A motion was made by Ms. Landry to approve the revision as submitted. The motion was seconded by Mr. Gupton. Motion carried.

APPLICATION TO TRANSFER OWNERSHIP OF A SCHOOL

The following applications were submitted for the Commission's review and approval:

- Louisville School of Massage, Louisville, KY

A motion was made by Mr. Gupton to approve the transfer as submitted. The motion was seconded by Ms. Landry. Motion carried.

- Knight School of Welding, Louisville, KY

A motion was made by Ms. Mobley to approve the transfer as submitted. The motion was seconded by Mr. Napolitano. Motion carried.

RECOMMENDATIONS FOR LICENSE RENEWAL

- Deposits to date for license renewal totaled \$214,459.06
- 151 schools have submitted renewal applications – 111 Resident, 40 Non-Resident
- 8 schools will not be renewing. Ms. Edwards is in the process of obtaining records.
- Workshops will be held in the fall to assist schools in the renewal process
- The renewal applications need additional information, most of which can be provided via email. A conditional license can be issued until the additional required information is provided.

A motion was made by Mr. Jackson to approve a 60-day conditional license for all schools and upon receipt of additional required information, KCPE can issue the license at the Executive Director's discretion. The motion was seconded by Ms. Mobley. Motion carried.

ELECTION OF CHAIR AND VICE-CHAIR

Ms. Landry nominated Mr. Napolitano as Chair. Mr. Napolitano accepted.

Ms. Mobley nominated Mr. Jackson as Vice-Chair. Mr. Jackson accepted.

DISCUSSION

- Discussion about CDL Instructor Applications and whether a copy of the background check can be shared with the school who requested it. Currently the background check is mailed from the KSP to KCPE per KRS 165A.465. Ms. Howard will research further to see if KCPE can legally send a copy to the school without violating the student's right to privacy. Ms. Howard will report at the next meeting.

- Questions were raised regarding schools “doing business as” verses operating under the name of the ownership entity. Ms. Howard will research and report at the next meeting.

NEXT MEETING

The next meeting is scheduled for Wednesday, July 27, 2016 at 1:30 p.m. Eastern Time at Capital Plaza Tower, Frankfort, KY

ADJOURN

A motion was made by Ms. Landry to adjourn the meeting at 2:50p.m. Eastern Time. The motion was seconded by Mr. Napolitano. Motion carried.