

Kentucky Commission on Proprietary Education

Meeting Minutes

A regular meeting of the Kentucky State Commission on Proprietary Education was conducted on December 6, 2012 at the Capitol Plaza Tower in Frankfort, KY.

Members Present

Deborah Carter, Brian Gupton, Monica Hall, Jim Jackson, Cindy Landry (Official Designee of President King), Walter Lee, Sarah Levy, Secretary Joseph U. Meyer, Len "Nappi" Napolitano, Glen Wilham

Staff Present

Steve Wilborn, Elizabeth Hack, Steve Rosenberg

Meeting Minutes

After review of the minutes Motion was made by Cindy Landry and seconded by Deborah Carter to approve the October 30, 2012 meeting minutes as distributed with the following correction: *motion by Glen Wilham to accept the recommendation of Chairman Meyer to appoint Steve Wilborn Interim Executive Director was seconded by Cindy Landry rather Cindy Carter.* Motion to approve minutes carried.

Courtney Bourne Presentation

Courtney Bourne, Executive Director of the Office of Occupations and Professions discussed the Auditor's Report and the response to same undertaken by the Board of Proprietary Education, the Office of Occupations and Professions, and the Public Protection Cabinet.

Fred Williams Presentation

Captain Fred Williams of the Kentucky State Police (KSP) gave an overview of the work the KSP does for the Commission in the Commercial Driver's License (CDL) field including CDL school inspections, Sergeant Mike Ross, Kentucky's CDL Coordinator was introduced by Williams as the new point of contact within the KSP for the Commission. The Captain indicated only completed packets, with all paperwork finalized, would be submitted to the Commission and requested the designation of one person to receive/review/approve inspection packets from the KSP and for communication regarding fingerprinting. Steve Wilborn, Interim Executive Director was so designated.

Interim Executive Director's Report

Steve Wilborn submitted a written report to the Commission and followed up with a brief oral presentation.

Jim Jackson requested clarification of how the Commission deals with schools found to be advertising in Kentucky but not licensed and further asked who monitors for that type of activity. When discovered does the Attorney General start proceedings or does that fall to the Commission? In response Wilborn stated there are no developed guidelines with the old Board having sent letters directing the schools to either apply or cease advertising.

Applications

The following Application for New Programs was approved unanimously on Motion of Glenn Wilham, with second by Jim Jackson: Knight Welding School, Louisville, KY; Advanced Welding Technology Course.

Future Applications

Internet Access – A secure site is being developed for distribution to the Commission members of meeting minutes, agenda, and applications. Once operational it is envisioned all items should be available for review 10 days prior to meeting.

Policy is now in place: no application will be submitted to the Commission that is not complete.

Appointment of Ad Hoc Committees

Budget Committee – Debby Carter, Jim Jackson, Cindy Landry, Walter Lee

Process Committee – Brian Gupton, Monica Hall, Sarah Levy, Mary Ann Miller, Nappy Napolitano, Glen Wilham

Chainman Meyer will serve on both Committees.

2013 Meeting Schedule

The Commission established the 4th Wednesday of each month as its meeting date for the six months: January 23, 2013; February 27, 2013; March 27, 2013; April 24, 2013; May 22, 2013; and June 26, 2013.

ADJOURN

The Meeting of the Commission Adjourned at 11:55am

As Approved – January 23, 2013