

**ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION  
1400 W. WASHINGTON STREET, CONFERENCE ROOM B1  
PHOENIX, AZ 85007**

**FEBRUARY 28, 2013 BOARD MEETING MINUTES**

Members present:                    Jason Pistillo, Chairman                    Dr. Henry Radda  
   KC Miller, Vice Chair                    Glen Tharp  
   Trish Leonard                                David Walser

Also present:                            Teri Stanfill, Executive Director  
   Keith Blanchard, Deputy Director  
   Cassandra Pinon, Program Specialist  
   Jeanne Galvin, Assistant Attorney General

**I.        CALL TO ORDER**

Chairman Pistillo called the meeting of the Arizona State Board for Private Postsecondary Education to order at 10:00 a.m.

**II.        JANUARY 24, 2013 BOARD MEETING MINUTES:** Mr. Walser made a motion to approved the Minutes as submitted. Mr. Tharp seconded the motion and the motion carried. Mr. Pistillo abstained.

**III.        Agenda item postponed until the end of the meeting.**

**IV.        CLASSIC COOKING ACADEMY: Discussion and action on Complaint #13-NS500.**  
Representing the Institution: Donna Dionot

Ms. Miller recused herself.

Ms. Stanfill summarized the Report to the Board and explained that the State Board renewed the 2013 License Renewal for Classic Cooking Academy (CCA), but opened Complaint #13-NS500 at the October 15, 2012 meeting based upon the ACCET Show Cause Directive. The State Board required CCA to make the following significant revisions to policy's and the Catalog to include: required US DE policies to ensure compliance; Leave of Absence policy, Satisfactory Academic Progress policy, Return of Title IV policy, clarification of program hours (clock, term).

Ms. Stanfill stated that on December 18, 2012 ACCET vacated the Show Cause Directive but required a follow-up report for review to include revisions to the Catalog (revised cancellation and refund policy) and updated completion and placement data. As required, CCA submitted the Interim Report to ACCET. CCA provided the State Board a copy of the Report and a "revised" Enrollment Agreement and Catalog on February 15, 2013. Ms. Stanfill also noted additional revisions that were required.

Ms. Stanfill reported that ACCET has not yet reviewed CCA's Interim Report.

Ms. Leonard stated the revised Enrollment Agreement and Catalog did not incorporate the revisions that the Board had previously requested and asked Ms. Dionot to respond. Ms. Dionot explained the revisions that CCA had made but agreed that many of the revisions that the State Board had required had not been done.

Ms. Leonard noted the following additional concerns: Page 6 of the catalog statement referencing Title IV is insufficient with additional information should be provided; SAP policy does not meet current Title IV requirements; Page 10, statement "...CCA reserves the right to withdraw them from their program, which may disqualified them for Financial Aid" is not true as the student would be disqualified for Financial Aid; Page 10 Probation policy needs revision. The Board expressed concerns that the previous revisions that were required have not been made.

**Action:** Mr. Walser made a motion that Complaint #13-NS500 remain open; all revisions noted in the policies, Enrollment Agreement and Catalog are made and the outcome from the review by ACCET is received. Ms. Leonard seconded the motion and the motion carried.

Ms. Miller returned to the meeting.

**V. PERFORMANCE TRAINING INSTITUTE:** Update on the Closure and Teach-Out, Discussion and Action on Complaint #13-NS501. Representing PTI: John Kirsten with Global Management

Ms. Stanfill summarized the Report to the Board and explained that PTI ceased offering the online instruction on February 10, 2013. Ms. Stanfill also stated that on February 22, 2013, ACCSC approved the Teach-out Plan for the PTI students with Daytona College.

Mr. Kirsten addressed the Board and explained the closure and teach-out of PTI. Mr. Kirsten stated that there were approximately 226 students at the time of the closure; 56 students have chosen the teach-out option (based upon students expected completion date in April/May), 13 "in process", 73 students have chosen the transfer option and 29 have declined either option. Mr. Kirsten stated those students eligible for Title IV refunds have been processed and the refunds were paid by PTI.

The Board expressed concern regarding the 29 students who declined and the potential claims that may be filed.

**Action:** Mr. Tharp made a motion that Complaint #13-NS501 remain open until further information is available regarding the status of the 29 students who have declined the Teach-out/Transfer option to Daytona College. Ms. Miller seconded the motion and the motion carried.

**VI. LICENSING:**

**A. CONDITIONAL VOCATIONAL PROGRAM LICENSE APPLICATION:** East Valley Medical College. Represented by Jenifer Brumbach

Ms. Stanfill introduced the agenda item and Mr. Tharp was lead.

Chairman Pistillo asked Ms. Brumbach to explain the planned operations for the institution. Ms. Brumbach responded and summarized their plans.

Mr. Tharp noted the many questions and required revisions that were required. Mr. Tharp asked Ms. Brumbach regarding the clinical sites to which Ms. Brumbach explained the plans regarding the externships. Ms. Leonard also noted the Ability to Benefit policy was not clear.

**Action:** Mr. Tharp made a motion to approve the Conditional Vocational Program License Application for East Valley Medical College with the following stipulations: 1. The \$15,000 Cash Deposit is to be maintained with the State Treasurer; 2. Revise Admission requirements; 3. Revise the Refund Policy; 4. Revise the Transfer of Credit policy; 5. Clarify student materials that are included in the tuition; 6. Include the Board of Directors and ownership percentage in the Catalog. Dr. Radda seconded the motion and the motion carried.

**VII. CALL TO THE PUBLIC –** No one came forward.

**II. RECOGNITION OF FORMER BOARD MEMBER DR. LAURA PALMER NOON.**

Ms. Miller acknowledged the 14 years of Dr. Noone's service and thanked her on behalf on the Board members and staff for her tireless hours and dedication.

**VIII. BOARD BUSINESS**

Ms. Stanfill summarized the Executive Director's Report. Ms. Stanfill then explained the proposed budget recommendation. Ms. Stanfill stated that insufficient funding has been proposed and that corrections may be necessary for the 2014 budget.

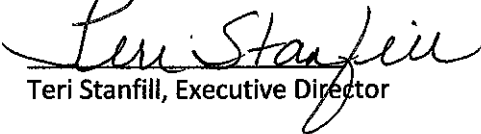
Ms. Stanfill explained that there has been on-going and extensive discussions to develop an effective and practical framework to develop interstate reciprocity agreements and that a draft by the President's Forum, the Council of State Governments, the Commission on Regulation of Postsecondary Distance Education SHEEO has been released. Additionally, the states have been requested to put together a "team" to attend a national conference to discuss implementation of the recommendations in April and Mr. Blanchard will be attending the meeting representing this Board.

Many of the members were in the audience during the Rules Committee meeting so an update was not necessary.

**IX. ADJOURNMENT**

Chairman Pistillo adjourned the meeting at 10:44 a.m.

The Minutes of the February 24, 2013 meeting were approved at the April 25, 2013 meeting.

  
Teri Stanfill, Executive Director