

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

**APRIL 25, 2013 BOARD MEETING MINUTES**

Members present:                    Jason Pistillo, Chairman                    Dr. Gary Damore  
   KC Miller, Vice Chair                    Glen Tharp  
   Trish Leonard

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:** Ms. Stanfill noted some typos that will be corrected. Ms. Miller made a motion to approve the Minutes with corrections. Mr. Tharp seconded the motion and the motion carried. Dr. Damore abstained.

**III.      LICENSING:**

**A.        Conditional to Regular Vocational Program License Renewal and Update on the Status of Accreditation of the Degree-Granting License:** Western Career Institute. Representing the Institution: Dennis Willis

Ms. Stanfill summarized the Board Report that WCI is seeking renewal of the Conditional to Regular Vocational Program License Renewal and that the Board approved the Conditional Degree-Granting License in December 2012. Ms. Stanfill stated that WCI has submitted a revised timeline based upon attending the COE Candidate Academy in January 2013.

Mr. Willis addressed the Board and stated WCI's application will be considered by COE at its meeting in June to determine if the application has met the requirements for accreditation. Mr. Willis briefly explained the process and stated WCI anticipates receiving accreditation by June 2014.

**Action:** Ms. Miller made the motion to approve the Conditional to Regular Vocational Program License Renewal with the stipulation that the \$15,000 Surety Bond be maintained. Mr. Tharp seconded the motion and the motion carried. Mr. Willis agreed to the stipulation.

**B.        Regular Degree-Granting License Renewal/Complaint #11-S011:** Arizona School of Acupuncture and Oriental Medicine. No one was present to represent the institution.

Ms. Stanfill summarized the Report to the Board and Complaint #11-S011. Ms. Stanfill stated that on March 14, 2013 ACACOM accepted the monitoring report and determined that all of the areas of non-compliance had been addressed.

**Action:** After discussion, Mr. Tharp made the motion to renew the Regular Vocational and Degree-Granting License Renewal and to dismiss Complaint #11-NS011. Dr. Damore seconded the motion and the motion carried.

**C. Provisional Degree-Granting License Renewal: Chandler University.** Representing the institution: Steve Cooper

Ms. Stanfill summarized the Board Report and the recommendations from the Finance Committee.

Mr. Cooper addressed the Board and explained the progress towards accreditation had been on hold due to his illness. Mr. Cooper stated the parent company is financially healthy and currently has 3 students. Mr. Cooper stated they have been very selective in the enrollment of students. Ms. Miller stated Chandler will have difficulty with accreditation without enrollment of at least 50 – 75 students.

There was considerable discussion regarding the lack of progress of accreditation and the number of enrolled students.

**Action:** Mr. Pistillo made the motion to approve the Regular Vocational Program License Renewal and the Provisional Degree-Granting Program License Renewal with the following stipulations:

- \* The \$15,000 Cash Deposit is to be maintained;
- \* Continue quarterly financial and enrollment data reporting. The following must be submitted: quarterly report that includes projections vs. actuals for all entities consolidated and individually for CU, balance sheet and bank statements;
- \* Quarterly progress report on enrollment;
- \* Quarterly progress report on accreditation.

Further, the State Board cautioned that demonstrated and verified progress towards accreditation must be demonstrated in 2013. Ms. Miller seconded the motion and the motion carried.

**D.1. Conditional Vocational Program License Application: American Career Training.** Representing the Applicant: Jacqueline Berry-Fisher and Don Murrich

Ms. Stanfill summarized the Board Report and explained the applicant is seeking licensure to offer programs in permanent makeup, landscape essentials and forklift operator. Ms. Stanfill explained that American Career Training (ACT) also offers other programs not under the State Board's jurisdiction.

Ms. Miller was lead.

Ms. Fisher addressed the State Board and explained the planned operations.

Ms. Miller stated the applicant is seeking licensure for very different programs with very different markets. Ms. Miller also expressed her concern that the materials explaining the permanent makeup programs were not clear. Ms. Miller stated the programs are not clearly explained and is very concerned that the public will also be confused. Ms. Miller also noted other inconsistencies.

Ms. Fisher explained that there has been a big demand from DES to provide these programs. Ms. Miller asked for clarification. Mr. Murrich responds that he was spoken with DES and that both he and Ms. Fisher have worked with DES in the past and that DES has expressed to them their desire for them provide these programs that also helps in providing jobs.

Mr. Tharp expresses his concern that ACT may be guaranteeing jobs based upon Mr. Murrich comments. There was also discussion if the programs were entry level or continuing education. Ms. Fisher stated there were no prerequisites. Ms. Fisher explained that they do teach advanced aesthetics through the Salon which is licensed by the Arizona Board of Cosmetology. Ms. Miller again expressed her concern regarding the "configuration" of the programs. There was considerable discussion between Ms. Miller and Ms. Fisher regarding the programs.

Ms. Fisher responded to Mr. Pistillo's questions regarding the Business Plan and cautioned Ms. Fisher regarding the expectations and projections. Ms. Fisher also responded to Mr. Pistillo's questions regarding the financial statements. Concern was also expressed the financial statements are almost a year old.

Mr. Tharp cautioned Ms. Fisher regarding the marketing advertisements.

**Action:** Ms. Miller made the motion to approve the Conditional Vocational Program License with the following stipulations: 1) Maintain the \$15,000 Surety Bond and 2) provide 2012 Compiled Financial Statements. Ms. Leonard seconded the motion.

Discussion ensued regarding the programs and marketing. Mr. Tharp cautioned Ms. Fisher regarding marketing advertisements and statements. Board members concurred that the programs should be clarified to avoid confusion by the public.

The motion carried. Ms. Fisher agreed to the stipulations.

**D.2. Conditional Vocational Program License Application: Arizona Vocational Training Institute. Representing the Applicant: Marco Reguerin and Sandra Sheridan**

Ms. Stanfill introduced this agenda item. Mr. Tharp was lead.

Mr. Reguerin addressed the Board and explained the planned operations for the institution. Mr. Reguerin stated the program is delivered both in English and in Spanish.

Mr. Tharp questioned the admissions test and stated the catalog did not include the statement "no guarantee of employment". Mr. Reguerin responded the admissions test is a proprietary test.

Mr. Pistillo stated the projections seemed aggressive and asked if the existing business would be able to fund the operations of the school if the projections were not met. Mr. Reguerin responded yes.

**Action:** Mr. Tharp made the motion to approve the Conditional Vocational Program License Application with the following stipulations: 1.) Maintain the \$25,000 Surety Bond, 2) add the statement "no guarantee of employment" in the catalog; 3) submit a copy of the test for Staff's review. Ms. Miller seconded the motion and the motion carried. Mr. Reguerin agreed to the stipulations.

**IV. CALL TO THE PUBLIC** – Tom Gazda, Consultant, asked the Board's clarification on the Business Plan that is now required for new applications. Mr. Gazda was asked to contact Ms. Stanfill for clarification.

**V. BOARD BUSINESS**

Ms. Stanfill summarized the Executive Director's Report. Ms. Stanfill and Mr. Blanchard briefed the Board regarding the national conference that Mr. Blanchard attended in Indianapolis regarding the concept and implementation of "SARA". Ms. Stanfill explained the concept of SARA, the "State Authorization Reciprocity Agreement" that was released and discussed at the conference by the newly formed Commission on Regulation of Postsecondary Distance Education ("CRPDE").

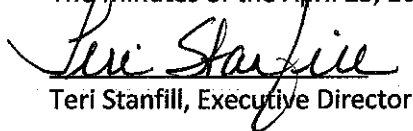
Ms. Stanfill also briefed the State Board regarding the NASASPS conference, whose focus was on the state authorization issue and SARA.

**Action:** After discussion, Ms. Miller made the motion that the State Board direct Ms. Stanfill to make the necessary contacts and inform them of the State Board's interest as the agency that would administer the possible State Authorization Reciprocity Agreement. Ms. Leonard seconded the motion and the motion carried.

**VI. ADJOURNMENT**

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

The Minutes of the April 25, 2013 meeting were approved at the June 27, 2013 meeting.

  
Teri Stanfill, Executive Director