

## BOARD MEETING MINUTES

<b>DATE</b>	Monday, February 26, 2024
<b>TIME</b>	1:00 PM
<b>LOCATION</b>	February 26, 2024
<b>PURPOSE</b>	Quarterly Commission Meeting
<b>Public Call-In Instructions</b>	Dial-in Number: (646) 558-8656 Meeting ID: 831 4209 3002 Passcode: 874155



Georgia Nonpublic Postsecondary  
Education Commission

<b>Meeting Chair</b>	Dr. Drew Van Horn
<b>Meeting Title</b>	NPEC Board of Commissioners
<b>Members Present</b>	<ol style="list-style-type: none"> <li>1. Dr. Drew Van Horn, <b>Chairman</b>, <i>Exempt Institution Representative</i></li> <li>2. P.K. Martin, <b>Vice Chairman</b>, <i>At-Large Post #3</i></li> <li>3. Kate Patterson, <b>Secretary</b>, <i>At-Large Post #8</i></li> <li>4. Toby Hinton, <i>Degree-Granting Institution Representative</i></li> <li>5. Ryan Blythe, <i>Certificate-Granting Institution Representative</i></li> <li>6. Pranay Udutha, <i>At-Large Post #1</i></li> <li>7. Holly Kirbo, <i>At-Large Post #5</i></li> <li>8. Dr. Norma Nunez-Cortes, <i>At-Large Post #6</i></li> <li>9. Jim Squire, <i>At-Large Post #7</i></li> </ol>
<b>Members Absent</b>	<ol style="list-style-type: none"> <li>1. Amanda Shailendra, <i>At-Large Post #4</i></li> <li>2. Doug Roper, <i>At-Large Post #2</i></li> </ol>
<b>Staff Present</b>	<ol style="list-style-type: none"> <li>1. Kirk Shook, Executive Director</li> <li>2. Maggie Rivers, Deputy Director</li> <li>3. Pat Neri, Program Manager-Compliance</li> <li>4. James Cheek, Program Manager-Authorization</li> <li>5. Michael Kaiser, Program Manager-Exemptions &amp; Initials</li> <li>6. Phil Embry, External Auditor</li> <li>7. Michelle Williams, Regulatory Specialist</li> <li>8. Warren Albert, Regulatory Specialist</li> </ol>
<b>Visitors</b>	<ol style="list-style-type: none"> <li>1. Isabelle Keenum, OPB Analyst</li> <li>2. Stephen Debaun, GSFC General Counsel</li> <li>3. Kristen Settlemire, Assistant AG</li> </ol>

### 1. CALL TO ORDER AND INVOCATION

Chairman Van Horn called the meeting to order at 1:05pm and gave the invocation. Chairman Van Horn called the roll, and a quorum was declared.

### 2. WELCOME/INTRODUCTION OF VISITORS

Chairman Van Horn welcomed all the guests and visitors in attendance.

### 3. PRESENTATION OF GOVERNOR'S COMMENDATION

Adam Hawk

### 4. APPROVAL OF AGENDA

Commissioner Kirbo moved to adopt the Agenda for the February 26, 2024, Quarterly Commission Meeting of the Georgia Nonpublic Postsecondary Education Commission. Secretary Patterson seconded the motion. There was no discussion.

Upon unanimous vote, it was **RESOLVED** that the Agenda for the February 26, 2024, Quarterly Commission Meeting of the Georgia Nonpublic Postsecondary Education Commission be adopted.

## 5. APPROVAL OF MINUTES

Commissioner Udutha moved to adopt the Minutes from the November 27, 2023, Quarterly Meeting of the Georgia Nonpublic Postsecondary Education Commission with changes. Commissioner Kirbo seconded the motion. There was no discussion.

Upon a unanimous vote, it was **RESOLVED** that the Minutes from the November 27, 2023, Quarterly Meeting of the Georgia Nonpublic Postsecondary Education Commission be adopted.

## 6. APPROVAL OF QUARTERLY REPORT: TUITION GUARANTY TRUST FUND (unaudited)

External Auditor Phil Embry reported on the following:

- FY24 2nd Quarter Report (Oct – Dec 2023)

NONPUBLIC POSTSECONDARY EDUCATION COMMISSION TUITION GUARANTY TRUST FUND				
CURRENT YEAR				
SECOND QUARTER REPORT - FISCAL YEAR 2024 QUARTER ENDING DECEMBER 31, 2023 (UNAUDITED)				
Assets				
	Deposited in Custodial TGTF Account TRUIST Bank	Invested in Local Government Investment Pool Office of Treasury State of Georgia		Total Fund Assets
Revised (Unaudited) Fund Balance (Cash Basis) June 30, 2023	\$ 711,312.95	\$ 4,062,405.26	\$	4,773,718.21
<b>Receipts to Fund</b>				
Deposits/Fees from Schools	\$ 78,895.31	\$ 0.00	\$	78,895.31
Deposits/Bond Proceeds	\$ -	\$ -	\$	-
Transfer Between Accounts	\$ (500,000.00)	\$ 500,000.00	\$	-
Interest Earned on Accounts	\$ 8,830.71	\$ 114,310.92		123,141.63
Total Receipts to Fund	\$ (412,273.98)	\$ 614,310.92	\$	202,036.94
Total Income Available	\$ 299,038.97	\$ 4,676,716.18	\$	4,975,755.15
<b>Payments from Fund</b>				
Administrative Expense	\$ 4,332.98	\$ 0.00	\$	4,332.98
<b>Expense Related to School Closing</b>				
Refund of Tuition	\$ 3,950.00	\$ 0.00	\$	3,950.00
Reimbursement TO	\$ -	\$ 0.00	\$	-
Teach Out	\$ -	\$ -	\$	-
Storage of Records	\$ 2,611.79	\$ 0.00		2,611.79
Total Payments from Fund	\$ 10,894.77	\$ -	\$	10,894.77
Fund Balance (Cash Basis) December 31, 2023	\$ 288,144.20	\$ 4,676,716.18	\$	4,964,860.38
<b>Note:</b> All Truist Bank Statements from July 2023 thru Dec 2023 received. Interest earned on bank account is final. The transfer of \$500K from TGTF to LGIP was made in Nov 2023. The refund of tuition represented the final Argosy University reimbursement.				
Prepared By: Phil Embry Print Date: 30-Jan-24				

Commissioner Blythe moved to adopt the Quarterly Report of the Tuition Guaranty Trust Fund for October - December 2023 period, as presented. Commissioner Kirbo seconded the motion. There was no discussion.

Upon unanimous vote, it was **RESOLVED** that the Quarterly Report of the Tuition Guaranty Trust Fund for October - December 2023, as approved by the Board of Trustees of the Tuition Guaranty Trust Fund, **be adopted**.

## 7. EXECUTIVE DIRECTOR REPORT

*Presented by Kirk Shook, Executive Director*

- NPEC FY24 Operations Budget (2<sup>nd</sup> Quarter)
- Quarterly Budget Comparison (FY23 Q2 v. FY24 Q2)
- Update from the Legislature
  - Legislation
  - Budget
- Agency Updates
  - Precipitous Closures
  - Revision of Agency Performance Review Instrument
  - Teaching Site Changes
- Marketing/Business Plan Information

## 8. AGENCY OPERATIONS REPORT

*Presented by Maggie Rivers, Deputy Director*

- FY24 1<sup>st</sup> Quarter Staff Actions

### Staff Actions\* by the GNPEC During the Second Quarter of Fiscal Year 2024 (October 1, 2023 – December 31, 2023)

No.	Action	Date	Institution	Resolution
1.	Notification of Unauthorized Advertising	October 23, 2023	Tab Lab Institute	Agency Review
2	Notification of Unauthorized Advertising	November 21, 2023	A Breath of Fresh Air	Agency Review
3	Notification of Unauthorized Advertising	December 4, 2023	Med Care Pro	Agency Review

\*Staff actions include warning letters, cease & desist letters, cease & desist emails, student record demand letters, request for AG representation, consumer alerts, legal actions, hearing referral to OSAH, etc.

No approval required for this report.

## 9. AUTHORIZATION COMPLIANCE REPORT

*Presented by Maggie Rivers, Deputy Director*

- Division Reports
  - FY23 4<sup>th</sup> Quarter Newly Authorized Schools Report

**Institutions Initially GNPEC Authorized During the Second Quarter of  
Fiscal Year 2024**

**(October 1, 2023 – December 31, 2023)**

	<b>First Date of Authorization</b>	<b>Institution Name</b>	<b>Accreditation Status</b>	<b>Profit Type</b>
1	10/11/2023	<b>Campus, Inc.</b>	Accredited	For Profit
Notes:	Online instruction out of California accredited by WASC that offers associate degrees in paralegal studies and business administration.			
2	11/16/2023	<b>C.A.R.E. INSTITUTE</b>	Unaccredited	For Profit
Notes:	Located in Albany, GA offering a phlebotomy and medical assistant program.			
3	10/02/2023	<b>OceanPointe Dental Assisting Academy of Duluth</b>	Unaccredited	For Profit
Notes:	Located in Lawrenceville, GA offering a dental assisting program.			

No approval required for this report.

**10. EXECUTIVE SESSION**

There was no need for the Commission to enter into Executive Session.

**11. SCHOOL SPOTLIGHT**

Kirk Shook, Executive Director

- Survival Kit of Phlebotomy Training

Student Success Story:

“Abby Greer took this phlebotomy program to start her career path not knowing she was going to complete, as she never had any medical experience. Once she graduated, she enrolled at Georgia College and State University. She continued her career path by pursuing her nursing degree in the R.N. program. She graduated in December 2023 and is now working as Registered Nurse. We are so proud of her accomplishment! All because she wanted to try and see if she could achieve it and she did!”



**12. OTHER BUSINESS**

*Presented by Dr. Drew Van Horn, Chairman*

13. The next Quarterly Commission Meeting is May 20, 2024, at 1pm (Covenant College, 14049 Scenic Hwy., Lookout Mountain, GA)
14. Board officer elections at May Quarterly Meeting


**15. PUBLIC COMMENTS**

(No public comments)

**16. ADJOURN**

Commissioner Blythe moved to adjourn the meeting. Commissioner Squire seconded the motion. There being no further business, the meeting adjourned at 1:51pm, All approved.

**COMMISSION CHAIR APPROVAL:**

  
Drew Van Horn (May 30, 2024 07:56 EDT)

*Signature*

05/25/24

*Date*

**COMMISSION SECRETARY APPROVAL:**

  
Kate Patterson (May 23, 2024 15:37 EDT)

*Signature*

5/23/2024

*Date*











# 2. February 26 2024 Commission Minutes

Final Audit Report

2024-05-30

Created:	2024-05-23
By:	Kirk Shook (kshook@gnpec.ga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9f5vFvxndbQjPLzjipAwMZ_wWZPFypvI

## "2. February 26 2024 Commission Minutes" History

-  Document created by Kirk Shook (kshook@gnpec.ga.gov)  
2024-05-23 - 6:52:42 PM GMT
-  Document emailed to Drew Van Horn (dlvanhorn@yhc.edu) for signature  
2024-05-23 - 6:52:49 PM GMT
-  Document emailed to katemeyerpatterson@gmail.com for signature  
2024-05-23 - 6:52:49 PM GMT
-  Email viewed by katemeyerpatterson@gmail.com  
2024-05-23 - 7:35:56 PM GMT
-  Signer katemeyerpatterson@gmail.com entered name at signing as Kate Patterson  
2024-05-23 - 7:37:01 PM GMT
-  Document e-signed by Kate Patterson (katemeyerpatterson@gmail.com)  
Signature Date: 2024-05-23 - 7:37:03 PM GMT - Time Source: server
-  Email viewed by Drew Van Horn (dlvanhorn@yhc.edu)  
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-  Document e-signed by Drew Van Horn (dlvanhorn@yhc.edu)  
Signature Date: 2024-05-30 - 11:56:38 AM GMT - Time Source: server
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