**BOARD MEETING MINUTES**

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| **DATE** | Monday, January 25, 2021 |
| **TIME** | 1:00 PM |
| **LOCATION** | Via Zoom Teleconference |
| **PURPOSE** | Quarterly Commission Meeting |



 **Georgia Nonpublic Postsecondary**

 **Education Commission**

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| **Meeting Chair** | Karen Gilbert |
| **Meeting Title** | Board of Commissioners |
| **Members Present** | 1. Karen Gilbert, **Chair,** *Exempt Institution Representative*
2. Toby Hinton, **Vice Chair**, *Degree-Granting Institution Representative*
3. Ryan Blythe, **Secretary**, *Certificate-Granting Institution Representative*
4. Victoria Agyekum, *At-Large Post #1*
5. Mollie Cohen, *At-Large Post #2*
6. Lee Todd, *At-Large Post #3*
7. Amanda Shailendra, *At-Large Post #4*
8. Holly Kirbo, *At-Large Post #5*
9. Dr. Norma Nunez-Cortes, *At-Large Post #6*
10. Dr. Arthur Vaughn, *At-Large Post #7*
11. Kate Patterson, *At-Large Post #8*
 |
| **Members Absent** | None |
| **Staff Present** | Kirk Shook, Executive DirectorDr. Laura Vieth, Deputy DirectorAdam Hawk, GA-SARA Coordinator Pat Neri, Program ManagerMaggie Rivers, Program ManagerPhil Embry, External Auditor  |
| **Visitors** | Kristen Settlemire, Office of the Attorney GeneralBrian Annino, GSFC General CounselEmily Jones, Governor’s Office of Planning and BudgetJet Toney, Georgia Independent College Association |

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1. **CALL TO ORDER AND INVOCATION**Chair Gilbert called the meeting to order at 1:02 PM. Chair Gilbert gave the invocation called the roll. All members were present and a quorum was declared.
2. **WELCOME/INTRODUCTION OF VISITORS**Chair Gilbert welcome all the guests and visitors on the teleconference.
3. **APPROVAL OF AGENDA**

Commissioner Todd moved to adopt the Agenda for the January 25, 2021 Quarterly Commission Meeting of the Georgia Nonpublic Postsecondary Education Commission. Commissioner Kirbo seconded the motion.

Upon unanimous vote, it was **RESOLVED** thatthe Agenda for the January 25, 2021 Quarterly Commission Meeting of the Georgia Nonpublic Postsecondary Education Commission be adopted.

1. **APPROVAL OF MINUTES**Vice Chair Hinton moved to adopt the Minutes from the October 26, 2020 Quarterly Meeting of the Georgia Nonpublic Postsecondary Education Commission. Commissioner Cortes seconded the motion. Upon a unanimous vote, it was **RESOLVED** thatthe Minutes from the October 26, 2020 Meeting of the Georgia Nonpublic Postsecondary Education Commission be adopted.

Commissioner Cohen moved to adopt the Minutes from the December 15, 2020 Special Called Meeting of the Georgia Nonpublic Postsecondary Education Commission. Commissioner Todd seconded the motion. Upon unanimous vote, it was **RESOLVED** thatthe Minutes from the December 15, 2020 Special Called Meeting of the Georgia Nonpublic Postsecondary Education Commission be adopted.

1. **QUARTERLY REPORT (unaudited): TUITION GUARANTY TRUST FUND**

Executive Director Shook presented information on the TGTF Quarterly Report.

Commissioner Vaughn moved to adopt the Quarterly Report of the Tuition Guaranty Trust Fund for the six-month period ending December 31, 2020, as presented. Vice Chair Hinton seconded the motion.

Upon unanimous vote, it was **RESOLVED** that the Quarterly Report of the Tuition Guaranty Trust Fund for the six-month period ending December 31, 2020, as approved by the Board of Trustees of the Tuition Guaranty Trust Fund, **be adopted**.

1. **APPROVAL OF COMMISSION BYLAW CHANGES**

Updates to the Board of Commissioners Bylaws was presented by Executive Director Shook. Changes reflect a move of Board elections from a calendar year cycle to a fiscal year cycle. Additionally, changes were made to the bylaws to reflect current Georgia code, specifically bringing the bylaws into compliance with Georgia’s Open Meetings Act.

Commissioner Kirbo moved to adopt the Commission Bylaw changes as presented. Commissioner Vaughn seconded the motion.

Upon unanimous vote, it was **RESOLVED** that the Commission Bylaw changes **be adopted**.

1. **EXECUTIVE DIRECTOR REPORT**

*Presented by Kirk Shook, Executive Director*

* GNPEC FY21 Operations Budget (2nd Quarter, ending December 31, 2020)
* Quarterly Budget Comparison (FY20 Q2 v. FY21 Q2)
* Permanent Remote Work Transition, *Adam Hawk*
* New Minimum Standards Criteria Implementation, *Laura Vieth*
* Annual Commission/Executive Director filings (Affidavit of Public Official due by January 31, 2021)
* U.S. Department of Education Updates
* Agency Legislation
* FY20 Annual Report
* FY20 Complaint Chart, *Pat Neri*
* Student File Digitization Project, *Pat Neri*
* Internship Report, *Laura Vieth*

No approval required for this report.

1. **FY21 2nd QUARTER NEWLY AUTHORIZED SCHOOLS**

*Presented by Dr. Laura Vieth, Deputy Director*

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| No. | First Date of Authorization | Institution | Fiscal Type | Bond Amount |
| 1 | October 10, 2020 | Georgia School of Phlebotomy, LLC (Atlanta, GA)* Unaccredited
* Offers certificate in phlebotomy
 | For-profit | $30k |
| 2 | October 26, 2020 | Arise Health Institute LLC (Villa Rica, GA)* Unaccredited
* Offers certificates in allied health
 | For-profit | $50k |
| 3 | November 2, 2020 | Tweed Recording- Audio Production School (Athens, GA)* Unaccredited
* Offers certificates in audio producetion
 | For-profit | $150k |
| 4 | November 3, 2020 | Le Fashion Lab (Atlanta, GA) * Unaccredited
* Offers a certificate in fashion
 | For-profit | $50k |
| 5 | November 17, 2020 | Community Christian College (Redlands, CA)* Accredited by y Transnational Association Of Christian Colleges and Schools (TRACS)
* Offers degree in liberal arts
 | Nonprofit | $20k |
| 6 | December 3, 2020 | Nritya Natya Kala Bharti (NNKB Academy) (Norcross, GA)* Unaccredited
* Offers certificates in dance
 | For-profit | $75k |
| 7 | December 4, 2020 | Oconee School of Therapeutic Massage (Watkinsville, GA)* Unaccredited
* Offers certificate in massage
 | For-profit | $30k |
| 8 | December 15, 2020 | Holistic Information Security Practitioner Institute (Atlanta, GA)* Unaccredited
* Offers certificates in information security
 | Nonprofit | $30k |
| 9 | December 17, 2020 | William Jessup University (Rocklin, CA)* Accredited by Western Association of Schools and Colleges (WASC)
* Offers degrees in business, liberal arts and religious studies
 | Nonprofit | $30k |
| 10 | December 30, 2020 | Alpha Health Institute (Marietta, GA)* Unaccredited
* Offers certificates in allied health
 | For-profit | $20k |

No approval required for this report.

1. **FY21 2nd QUARTER STAFF ACTIONS**

*Presented by Dr. Laura Vieth, Deputy Director*

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| **No.** | **Action** | **Date** | **Institution** | **Resolution** |
| 1. | Cease and Desist Letter | 10/13/2020 | Healthcareer Group3040 Holcomb Bridge RdNorcross, GA 30071 |  |
| 2. | Cease and Desist Letter | 10/14/2020 | Allied Medical Training Center – Vidalia 305 B. Slayton DriveVidalia, GA 30474 | Letter returned unsigned and undeliverable |
| 3. | Cease and Desist Letter | 10/14/2020 | Allied Medical Training Center – Savannah 121 Oglethorpe Professional Ct., Ste. BSavannah, GA 31406 | Letter returned unsigned and undeliverable |
| 4. | Cease and Desist Letter | 10/14/2020 | Allied Medical Training Center – Savannah 9100 White Bluff Rd., Suite 106Savannah, GA 31406 | Letter returned unsigned and undeliverable |
| 5. | Cease and Desist Letter | 10/14/2020 | Allied Medical Training445 Elma G Miles Parkway, Suite #104 Hinesville, GA 31313 | Revised letter, initial C&D sent in July 2020; returned signed but institution still active |
|  | Lawsuit |  | Terry University(Multiple Addresses) | Ongoing |

No approval required for this report.

1. **EXECUTIVE SESSION**

Vice Chair Hinton moved to for the Board of Commissioners to go into Executive Session to discuss pending agency litigation. Commissioner Kirbo seconded the motion. The Commission voted unanimously to enter into Executive Session.

After discussing legal matters, Commissioner Ageykum moved to close the Executive Session. Commissioner Cohen seconded the motion. Upon a unanimous vote, the Executive Session was closed.

1. **OTHER BUSINESS**

The next Quarterly Commission Meeting is scheduled for April 26, 2021 at 1pm at Brenau University. However, it was noted that due to COVID-19, this meeting could be moved to a virtual meeting.

1. **PUBLIC COMMENTS**

Chair Gilbert opened the floor for public comments. No public comments were made.

1. **ADJOURN**

Commissioner Vaughn moved to adjourn the meeting. Commissioner Ageykum seconded the motion.

 There being no further business, the meeting adjourned at 1:59 PM.

**COMMISSION CHAIR APPROVAL: COMMISSION SECRETARY APPROVAL:**

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*Signature Signature*

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 *Date Date*