

MINUTES

NONPUBLIC POSTSECONDARY EDUCATION COMMISSION

October 16, 2017

12:49 P.M.

Pursuant to notice, the Quarterly Meeting of the Nonpublic Postsecondary Education Commission convened at Georgia Trade School, 4231 Southside Drive, Acworth, Georgia, 30101.

MEMBERS PRESENT:	Clinton Hobbs, Chair	AT LARGE
	Dr. Arthur Vaughn, Vice Chair	11 th Congressional District
	Holly Kirbo, Secretary	8 th Congressional District
	Victoria M. Agyekum	1 st Congressional District
	Mollie Cohen	2 nd Congressional District
	Lee Todd	3 rd Congressional District
	Deb Wade	4 th Congressional District
(Via teleconference)	Shelley Nickel	6 th Congressional District
	Toby Hinton	7 th Congressional District
	Dr. Martha Nesbitt	9 th Congressional District
	Ryan Worsley	10 th Congressional District
	Karen Gilbert	13 th Congressional District
	VACANT	14 th Congressional District

MEMBERS ABSENT:	Amanda Shailendra	5 th Congressional District
	Norma Nunez-Cortes	12 th Congressional District

STAFF PRESENT:	Corinna M. Robinson	Executive Director
	Shirlene Mitchell	Office Manager
	Laura Vieth	Deputy Director
	Kimberly Searcy	Standards Administrator
	Magda Rivers	Standards Administrator
	Phil Embry	External Auditor

VISITORS:	None
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CALL TO ORDER

Chair Clinton Hobbs called the meeting to order at 12:49pm.

1. APPROVAL OF AGENDA

Ryan Worsley made a motion to adopt the Agenda for the October 16, 2017 Quarterly Commission Meeting of the Nonpublic Postsecondary Education Commission. Dr. Martha Nesbitt seconded the motion.

Upon unanimous vote it was **RESOLVED** that the Agenda for the October 16, 2017 meeting be adopted.

2. APPROVAL OF MINUTES

Chair Hobbs asked the Commission to review the Minutes and if there were any noted corrections. There was none.

Holly Kirbo made a motion to adopt the Minutes from the April 18, 2017 Quarterly Commission Meeting of the Nonpublic Postsecondary Education Commission. Karen Gilbert seconded the motion.

Holly Kirbo made a motion to adopt the Minutes from the July 17, 2017 Quarterly Commission Meeting of the Nonpublic Postsecondary Education Commission. Karen Gilbert seconded the motion.

Upon unanimous vote it was **RESOLVED** that the Minutes from the April 18, 2017 and July 17, 2017 Quarterly Commission Meeting of the Nonpublic Postsecondary Education Commission be adopted.

3. QUARTERLY REPORT (Unaudited): TUITION GUARANTY TRUST FUND

Executive Director Corinna Robinson reported the following:

- Fiscal Year 2017 Tuition Guaranty Trust Fund Fourth Quarter Report ending June 30, 2017, as approved by the Board of Trustees of the Tuition Guaranty Trust Fund.
- Fiscal Year 2018 Tuition Guaranty Trust Fund First Quarter Report ending September 30, 2017, as approved by the Board of Trustees of the Tuition Guaranty Trust Fund.

Chair Hobbs asked the commissioners if they had any questions or comments relating to the Tuition Guaranty Trust Fund reports.

There was none.

Dr. Martha Nesbitt made a motion to adopt the Quarterly Report of the Tuition Guaranty Trust Fund for the twelve-month period ending June 30, 2017 **as approved** by the Board of Trustees of the Tuition Guaranty Trust Fund. Ryan Worsley seconded the motion.

Holly Kirbo made a motion to adopt the Quarterly Report of the Tuition Guaranty Trust Fund for the three-month period ending September 30, 2017 **as approved** by the Board of Trustees of the Tuition Guaranty Trust Fund. Dr. Arthur Vaughn seconded the motion.

Upon unanimous vote it was **RESOLVED** that the Quarterly Report of the Tuition Guaranty Trust Fund for the twelve-month period ending June 30, 2017 and the three-month period ending September 30, 2017 as **approved** by the Board of Trustees of the Tuition Guaranty Trust Fund, be adopted.

4. NPEC FY18 Operating Budget Quarterly Report, ending September 30, 2017

Executive Director Corinna Robinson discussed the following:

- Overall the budget is in “great shape” this quarter
- “Personal Services” will continue to be closely monitored. Third quarter report will better determine the outcome of the “Personal Services” budget for fiscal year end.

Dr. Martha Nesbitt confirmed that the \$31,900 budget designated for “Rent” is contingent. Executive Director Robinson confirmed that this is true for at least another two years. This amount will be used to help balance NPEC’s budget at fiscal year end.

Executive Robinson asked the commissioners if they had any additional questions.

There was none.

No approval required.

5. EXECUTIVE DIRECTOR’S REPORT

Executive Director Corinna Robinson discussed the following:

- **Introduction of new staff members**
 - a. Kimberly Searcy (Standards Administrator) began with NPEC on October 16, 2017. Kimberly comes to NPEC from Georgia Student Finance Commission with compliance and public institution experience.
 - b. Chad Woodard (Standards Administrator) starts on November 1, 2017 and brings with him a strong background in financial aid. Chad will attend the upcoming January 2018 meeting.
- **Financial Viability Assessment/FY2017 Annual Report – Presented by Phil Embry, External Auditor**

The objective of the Financial Viability Assessment is to ensure that NPEC institutions are financially sound and capable of fulfilling its commitments to its students.

- a. Evaluated 89 institutions resulting in 114 outcomes
- b. Approved 60 institutions
- c. Approved Conditionally 51 institutions
- d. Denied three institutions

- **FY2018 First Quarter Report of Initially Authorized Schools – Presented by Laura Vieth, Deputy Director**

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| a. Belhaven University/Dalton, Dalton, GA | Authorized July 24, 2017 |
| b. Paramount Code School, Atlanta, GA | Authorized August 16, 2017 |
| c. Academy of Art University, San Francisco, CA(Online) | Authorized September 16, 2017 |
| d. Simmons College, Boston, MA(Online) | Authorized September 21, 2017 |
| e. Pleasant Paws, Snellville, GA | Authorized September 26, 2017 |

- **Fiscal Year 2018 Agency Strategic Plan**

- **Commission Bylaws**

Due to recent events, Executive Director Robinson recognized that the commission had no Bylaws in place to assist with determining a special occurrence. With assistance from GSFC's General Counsel, Executive Director Robinson is currently working on a draft of bylaws for NPEC's Commission.

Executive Director Robinson expects to have a draft of bylaws ready to present to the commissioners for review by January commission meeting. These bylaws will define each officer's role and how this commission should be governed.

No approval required.

6. ELECTION OF BOARD OF COMMISSIONERS OFFICERS

Holly Kirbo nominated Dr. Arthur Vaughn for position of Chair of the Nonpublic Postsecondary Education Commission for FY2018.

Chair Clinton Hobbs made a motion to elect Dr. Arthur Vaughn for Chair of the Nonpublic Postsecondary Education Commission for FY2018. Karen Gilbert seconded the motion.

Dr. Arthur Vaughn accepted the position as Chair.

Upon unanimous vote, it was **RESOLVED** that Dr. Arthur Vaughn serve as Chair of the Nonpublic Postsecondary Education Commission for FY2018.

Dr. Arthur Vaughn nominated Holly Kirbo for position of Vice Chair of the Nonpublic Postsecondary Education Commission for FY2018.

Chair Clinton Hobbs made a motion to elect Holly Kirbo for Vice Chair of the Nonpublic Postsecondary Education Commission for FY2018. Deb Wade seconded the motion.

Holly Kirbo accepted the position as Vice Chair.

Upon unanimous vote, it was **RESOLVED** that Holly Kirbo serve as Vice Chair of the Nonpublic Postsecondary Education Commission for FY2018.

Dr. Arthur Vaughn nominated Deb Wade for position of Secretary for the Nonpublic Postsecondary Education Commission for FY2018.

Deb Wade respectfully **DECLINED**.

Dr. Martha Nesbitt nominated Mollie Cohen for position of Secretary for the Nonpublic Postsecondary Education Commission for FY2018.

Chair Clinton Hobbs made a motion to elect Mollie Cohen for position of Secretary for the Nonpublic Postsecondary Education Commission for FY2018.

Mollie Cohen accepted the position as Secretary.

Upon unanimous vote, it was **RESOLVED** that Mollie Cohen serve as Secretary of the Nonpublic Postsecondary Education Commission for FY2018.

7. ELECTION OF TUITION GUARANTY TRUST FUND BOARD OF TRUSTEES

Prior to the TGTF election of officers, Executive Director Robinson presented the Commission with official code information concerning elected officers. The code states there should only be five members for the Tuition Guaranty Trust Fund Board of Trustees. The Board of Trustees was currently operating with six officers (which included the Secretary's position). Technically the Commission Secretary has no official role in the TGTF Board of Trustees as code stipulates the Executive Director serves as secretary.

If the Commission allows for the Chair, Vice Chair and Secretary too automatically serve on the Board of Trustees, this only leaves two trustee vacancies for election.

Current members can serve again; therefore, current members can be re-elected.

The two trustees elected must represent a nonpublic-degree granting institution and a nonpublic non-degree granting institution.

Executive Director Robinson asked the commission what they would like to do at this time. The Commission decided to keep the Secretary position as a TGTF Board of Trustees position. Executive Director Robinson informed the commission that she will include this change as part of the commission Bylaws that are being drafted.

The positions of Chair, Vice Chair, and Secretary for FY2018 were elected during the election of officers during the Commission election. Dr. Arthur Vaughn (**representing a nonpublic degree-granting institution**) will serve as Chair for the TGTF Board of Trustees for FY2018. Holly Kirbo will serve as Vice Chair for the TGTF Board of Trustees for FY2018 and Molly Cohen will serve as Secretary for the TGTF Board of Trustees for FY2018.

Ryan Worsley nominated Toby Hinton and Dr. Arthur Vaughn nominated Victoria Agyekum (**representing a nonpublic non-degree granting institution**) to serve as TGTF Board of Trustees for FY2018.

Toby Hinton and Victoria Agyekum accepted their position to serve as TGTF Board of Trustees for FY2018.

Upon unanimous vote, it was **RESOLVED** that Toby Hinton and Victoria Agyekum serve as TGTF Board of Trustee officers for FY2018.

8. OTHER BUSINESS

On behalf of the Commission members of the Nonpublic Postsecondary Education Commission and the staff of the Nonpublic Postsecondary Education Commission, Vice Chair Dr. Arthur Vaughn presented Chair Clinton Hobbs with a proclamation of faithful service as a long-standing commission member of the Nonpublic Postsecondary Education Commission.

No approval required.

9. SET DATES FOR 2018 COMMISSION MEETINGS

Executive Director Robinson and newly elected Chair, Dr. Arthur Vaughn will get together later and set dates for 2018 commission meetings to be held in January, April, July and October.

10. ADJOURNMENT

Holly Kirbo made a motion to adjourn meeting. Karen Gilbert seconded the motion.

Meeting adjourned at 1:47 P.M.

Clinton Hobbs, Chair
Holly Kirbo, Secretary