**BOARD MEETING MINUTES**

|  |  |
| --- | --- |
|  **DATE:** | Monday, October 15, 2018 |
|  **TIME:** | 10:15 AM |
| **LOCATION:** | Via Teleconference, Tucker, GA |



 **Georgia Nonpublic Postsecondary**

 **Education Commission**

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING CHAIR:** | Dr. Arthur Vaughn |  |  |
|  |  |  |  |
| **MEETING TITLE:** | Board of Commissioners |

**MEMBERS PRESENT:**

Dr. Arthur Vaughn, **Chair**

Holly Kirbo, **Vice Chair**

Mollie Cohen, **Secretary**

Amanda Shailendra

Toby Hinton

Ryan Blythe

Karen Gilbert

**MEMBERS ABSENT:**

Norma Nunez-Cortes

Victoria Agyekum

Lee Todd

**VISITORS:**

None

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

1. **CALL TO ORDER AND INVOCATION**Chair, Arthur Vaughn called the meeting to order at 10:13AM
2. **Executive Director’s Report (partial report)**

Executive Director Robinson wanted to conduct some of her report prior to the actual allotted time on the agenda. The following was discussed:

1. Previous plans to have the Commission Meeting in Savannah fell through due to Hurricane Michael
2. Extended sympathy to the Commissioners whose property & businesses were affected by Hurricane Michael
3. Agency legislation to downsize the board of commissioners is now in effect and the following apply:
* Operating with 11 board positions; however there is currently one vacancy due to Commissioner Ryan Worsley resigning to take a job out of state
* Congressional districts have been eliminated
* Most commissioners were re-appointed
* Pleased to introduce new board member, Ryan Blythe, Founder of Georgia Trade School
1. **APPROVAL OF AGENDA**

Karen Gilbert made a motion to adopt the Agenda for the October 15, 2018 Quarterly Commission Meeting of the Georgia Nonpublic Postsecondary Education Commission. Holly Kirbo seconded the motion.

1. **APPROVAL OF MINUTES**Holly Kirbo made a motion to adopt the Minutes from July 23, 2018 Quarterly Meeting of the Georgia Nonpublic Postsecondary Education Commission. Toby Hinton seconded the motion.

Upon unanimous vote it was **RESOLVED** thatthe Minutes from the July 23, 2018 Meeting of the Georgia Nonpublic Postsecondary Education Commission be adopted.

1. **APPROVAL OF MINUTES FOR AUGUST 20, 2018 SPECIAL CALLED MEETING**

Karen Gilbert made a motion to adopt the Minutes from August 20, 2018 Special Called Meeting of the Georgia Nonpublic Postsecondary Education Commission. Toby Hinton seconded the motion.

Upon unanimous vote it was **RESOLVED** that the Minutes from August 20, 2018 Special Called Meeting of the Georgia Nonpublic Postsecondary Education Commission be adopted.

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

Chair Vaughn acknowledged that all commissioners were present for the previous Tuition Guaranty Trust Fund meeting and that he entertains the motion that the TGTF Quarterly Report be adopted respectfully.

Holly Kirbo made a motion to adopt the Quarterly Report of the Tuition Guaranty Trust Fund for the three-month period ending September 30, 2018. Toby Hinton seconded the motion.

Upon unanimous vote it was **RESOLVED** that the Quarterly Report of the Tuition Guaranty Trust Fund for the three-month period ending September 30, 2018, as approved by the Board of Trustees of the Tuition Guaranty Trust Fund, be adopted.

1. **APPROVAL OF REVISED EXEMPTION GUIDELINES GIVEN PASSAGE OF HB448**

Presented by Pat Neri, GNPEC staff

The Commissioners received the revised exemption guidelines for review, the week prior to the commission meeting.

Commissioner Gilbert asked about the notification and timing process of informing the exempted institutions of the revisions.

Pat Neri answered that she had no effective date yet, however hopefully during first quarter. Ms. Neri said her plans were to first prepare a draft document for Executive Director Robinson’s approval. Ms. Neri also stated her plans were to send letter notification as well as email notification to the schools that she works with on a regular basis. Ms. Neri is aware of the challenge to make sure institutional contacts are accurate and will make sure schools are given ample time for responses during this initial year.

Chair, Arthur Vaughn asked for a motion to **ACCEPT** revisions to GNPEC’s Exemption Guidelines given passage of HB448 as presented. Mollie Cohen motioned. Karen Gilbert seconded the motion.

Upon unanimous vote it was **RESOLVED** that the revisions to GNPEC’s Exemption Guidelines given passage of HB448 be adopted

1. **ELECTION OF OFFICERS: CHAIR, VICE CHAIR AND SECRETARY**

Chair Vaughn nominated Holly Kirbo for position of **Chair** of the Georgia Nonpublic Postsecondary Education Commission for FY2019.

Commissioner Kirbo **ACCEPTED** the position as Chair.

ALL were in favor of Holly Kirbo for Chair of the Georgia Nonpublic Postsecondary Education Commission for FY2019. There were NO opposed.

Upon unanimous vote, it was **RESOLVED** that Holly Kirbo serve as Chair of the Georgia Nonpublic Postsecondary Education Commission for FY2019.

Chair Vaughn nominated Mollie Cohen for position of **Vice Chair** of the Georgia Nonpublic Postsecondary Education Commission for FY2019.

Commissioner Cohen **ACCEPTED** the position as Vice Chair.

ALL were in favor of Mollie Cohen for Vice Chair of the Georgia Nonpublic Postsecondary Education Commission for FY2019. There were NO opposed.

Upon unanimous vote, it was **RESOLVED** that Mollie Cohen serve as Vice Chair of the Georgia Nonpublic Postsecondary Education Commission for FY2019.

Chair Vaughn nominated Karen Gilbert for position of **Secretary** of the Georgia Nonpublic Postsecondary Education Commission for FY2019.

Commissioner Gilbert **ACCEPTED** the position as Secretary.

ALL were in favor of Karen Gilbert for Secretary of the Georgia Nonpublic Postsecondary Education Commission for FY2019. There were NO opposed.

Upon unanimous vote, it was **RESOLVED** that Karen Gilbert serve as Secretary of the Georgia Nonpublic Postsecondary Education Commission for FY2019.

1. **ELECTION OF TUITION GUARANTY TRUST FUND BOARD OF TRUSTEES**

Mollie Cohen nominated Karen Gilbert, Arthur Vaughn nominated Toby Hinton and Mollie Cohen nominated Arthur Vaughn to serve as TGTF Board of Trustees for FY2019.

Commissioners Gilbert, Hinton and Vaughn **ACCEPTED** the positions of Board of Trustees for the Tuition Guaranty Trust Fund for FY2019.

ALL were in favor of Karen Gilbert, Toby Hinton and Arthur Vaughn as Board of Trustees for the Tuition Guaranty Trust Fund, for FY2019. There were NO opposed.

1. **REPORT ON GNPEC FY19 OPERATIONS BUDGET, Ending September 30, 2018**

Executive Director, Corinna Robinson discussed the following:

* Rent to Georgia Student Finance Commission has been reinstated
* No computer charges thus far
* Telecommunications up 45%
* Budget projection on target for the year

Chair Vaughn asked the Commission if there were any questions.

There was none.

No approval required.

1. **Executive Director’s Report**

Executive Director Robinson presented the following:

* Introduction of new board members (Introduction occurred earlier in meeting)
* FY19 First Quarter Report of New Authorized Schools – presented by

Deputy Director, Dr. Laura Vieth

Dr. Vieth acknowledged correction to the report. South College (Knoxville, GA) should be **South College (Knoxville, TN).** Correction noted.

1. Flatiron School (Atlanta, GA)
2. ZOE Med-Tech (Barnesville, GA)
3. Cyberworks Academy (Augusta, GA)
4. Philadelphia College of Osteopathic Medicine (Moultrie, GA)
5. South College (Knoxville, TN)
6. Los Angeles Film School (Los Angeles, CA)
7. Pediatric Dental Assistant School (Marietta, GA)
8. Santa Clara University (Santa Clara, CA)
9. The Training Expo (Riverdale, GA)

In Addition, Executive Director Robinson informed the commissioners that the board bylaws will need to be updated to reflect the current board membership and the new law concerning TGTF Board of Trustees. The update should be available by the January 2019 Commission Meeting.

 No approval required for the Executive Director’s Report.

1. **OTHER BUSINESS**

Chair Arthur Vaughn thanked all the commissioners for electing him to serve as Chair during the fiscal year 2018 and congratulated the newly elect officers for fiscal year 2019.

1. **2018 Meeting Dates**
* January 2019 – date and time to be determined
* 2019 meetings dates will be coordinated with new Chair, Holly Kirbo and announced later
1. **ADJOURN**

Toby Hinton made a motion to adjourn the commission meeting. Holly Kirbo seconded the motion.

 There being no further business, the meeting adjourned at 10:56 A.M.

|  |  |
| --- | --- |
| **BOARD CHAIR APPROVAL:***(Signature & Date)* |  |
| **BOARD SECRETARY APPROVAL:***(Signature & Date)* |  |