

**MINUTES
STATE BOARD OF PRIVATE CAREER EDUCATION
TUESDAY, DECEMBER 18, 2012**

OFFICIAL

BOARD MEMBERS

PRESENT: Josh Blevins Sue Buffalo Wayne Camp Doug Carter
Christopher Comer Mary Harris

ABSENT: None

OTHERS PRESENT: None

Mark Ohrenberger, Attorney General's Office was prepared to be on the call however, Brenda Germann wrote the phone number incorrectly so was unable to reach him.

BOARD STAFF: Brenda Germann Sara Hill Betty Mitchell Joyce Wilkerson

MINUTES OF THE OCTOBER 30, 2012 BOARD MEETING – Wayne Camp moved, the motion was seconded, and the Board approved the Minutes of the October 30, 2012 Board Meeting.

MINUTES OF THE NOVEMBER 27, 2012 BOARD MEETING – Doug Carter moved, the motion was seconded, and the Board approved the Minutes of the November 27, 2012 Board Meeting.

ORIGINAL SCHOOL LICENSE: Doug Carter moved, the motion was seconded, and the Board approved an Original School License for the following school to expire on April 30, 2013.

Little Rock School of Dental Assisting – Little Rock, AR Perm #560

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
Dental Assistant Education and Training	96 CL	\$3750.00

NEW PROGRAMS OF STUDY: – Mary Harris moved, the motion was seconded, and the Board approved two (2) new programs of study.

Bryan University – Rogers, AR Perm #343

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
GED Prep	25 CL	\$299.00

Relics School of Body Art & Piercing – Little Rock, AR Perm #539

<u>PROGRAM TITLE</u>	<u>TOTAL HOURS</u>	<u>TOTAL TUITION</u>
Body Piercing Program	377 CL	\$500.00

REAL ESTATE CONTINUING EDUCATION COURSE OUTLINES FOR 2013 – Doug Carter moved, the motion was seconded, and the Board approved twenty three (23) Real Estate Continuing Education (RECE) course outlines. The approval will expire as indicated. Wayne Camp abstained from the vote.

<u>SCHOOL</u>	<u>COURSE</u>	<u>EXPIRATION</u>	<u>CE HOURS</u>	<u>METHOD OF DELIVERY</u>
ARKANSAS REAL ESTATE TRAINING ACADEMY	AREC Supervising Broker Continuing Education	December 31, 2013	6	Classroom
ARKANSAS REAL ESTATE TRAINING ACADEMY	Employer Assisted Housing	December 31, 2013	6	Classroom

SCHOOL	COURSE	EXPIRATION	CE HOURS	METHOD OF DELIVERY
ARKANSAS REAL ESTATE TRAINING ACADEMY	Fair Housing	December 31, 2013	3	Classroom
ARKANSAS REAL ESTATE TRAINING ACADEMY	Finance	December 31, 2013	3	Classroom
ARKANSAS REAL ESTATE TRAINING ACADEMY	From Contracts to Closing	December 31, 2013	6	Classroom
ARKANSAS REAL ESTATE TRAINING ACADEMY	Introduction to RESPA	December 31, 2013	3	Classroom
ARKANSAS REAL ESTATE TRAINING ACADEMY	Practical Applications of Agency & Disclosure	December 31, 2013	6	Classroom
ARKANSAS REAL ESTATE TRAINING ACADEMY	Professional Standards (Ethics)	December 31, 2013	3	Classroom
ARKANSAS REAL ESTATE TRAINING ACADEMY	Real Estate Contracts	December 31, 2013	6	Classroom
ARKANSAS REAL ESTATE TRAINING ACADEMY	Short Sale	December 31, 2013	3	Classroom
PULASKI TECHNICAL COLLEGE Business and Industry Center	2009 IECC (Residential Energy Code)	December 31, 2013	3	Classroom
PULASKI TECHNICAL COLLEGE Business and Industry Center	Introduction to Building Science	December 31, 2013	3	Classroom
PULASKI TECHNICAL COLLEGE Business and Industry Center	Introduction to Green, Efficient, and Healthy Homes	December 31, 2013	3	Classroom
CAMP REAL ESTATE SCHOOL	Practical Knowledge of Marion and Baxter Counties	December 31, 2013	6	Classroom
LINDSEY SCHOOL OF REAL ESTATE	Managing the COOP Agent: Protect the buyer, the seller, & the public.	December 31, 2013	6	Classroom
LINDSEY SCHOOL OF REAL ESTATE	Effective Property Management: Enhancing the tenant relationship	December 31, 2013	6	Classroom
LINDSEY SCHOOL OF REAL ESTATE	Managing the COOP Agent: Protect the buyer, the seller, & the public.	December 31, 2013	6	Classroom
LINDSEY SCHOOL OF REAL ESTATE	Code of Ethics and How to stay out of trouble with the AREC	December 31, 2013	6	Classroom
LINDSEY SCHOOL OF REAL ESTATE	Building Buyer Relationships	December 31, 2013	6	Classroom
BUILDING OWNERS AND MANAGERS ASSOCIATION LR	BOMA Greater Little Rock Continuing Education Seminar	December 31, 2013	6	Classroom
BLACK RIVER TECHNICAL COLLEGE	Real Estate Contract and Forms	December 31, 2013	6	Classroom
BLACK RIVER TECHNICAL COLLEGE	Agency & Disclosure	December 31, 2013	6	Classroom
BLACK RIVER TECHNICAL COLLEGE	Closing Methods and Practice	December 31, 2013	6	Classroom

REQUEST FOR RENEWAL OF EXEMPTION FROM LICENSURE: Doug Carter moved, the motion was seconded, and the Board approved two (2) requests for Renewal of Exemption from Licensure.

Western Arkansas Human Resource Association – Fort Smith, AR. The exemption is granted to offer training in the field of Human Resource Association Certification. The school is exempt under Arkansas Code Annotated § 6-51-603 “(7) A program of study sponsored by a recognized trade, business, or professional organization for instruction of the members of the organization with a closed membership and for which no fee is charged the member;”

OTHER BUSINESS

Brenda Germann reported on her appearance before the Higher Education Subcommittee of the Arkansas Legislative Council/Joint Budget Committee. One of the questions asked was related to square footage in the office space. She explained that prior to receiving the request to appear before the committee the decision had already been made to amend the lease for a reduction of 828 square feet for an annual savings of \$10,888.20. She was also questioned about duplication of services between SBPCE and Arkansas Department of Higher Education and the ability to work together. Brenda explained that SBPCE deals with diploma and certificate programs while ADHE deals with degree programs. She further explained that working together was not an issue and was already being done.

The Board Members congratulated Brenda Germann on her accomplishment of being appointed to the Board of the National Association of State Administrators and Supervisors of Private Schools. They are proud of the knowledge she can share from Arkansas as well as the information she can gain for Arkansas.

A handwritten signature in black ink, appearing to read "Chris Comer", written over a horizontal line.

Chris Comer, Board Chair

The first part of the report deals with the general situation in the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results obtained. The report concludes with a summary of the work done and the plans for the future.

The second part of the report deals with the financial statement of the organization for the year. It shows the income and expenditure and the balance sheet at the end of the year. The report also contains a statement of the assets and liabilities of the organization.

[Handwritten signature]
Secretary