

**MINUTES OF THE STATE BOARD OF CAREER  
COLLEGES AND SCHOOLS BOARD MEETING  
JULY 22, 2015**

PRESIDING: Dr. Kenneth Searfoss, Board Chairperson

PRESENT: Mr. Dennis Bartels, Board Secretary  
Dr. Jerome Brockway, Board Vice Chairperson  
Mr. William Bussey, Board Member  
Mr. Kenneth Miller, Board Member

ABSENT: Dr. Stephanie McCann, Board Member

STAFF: Mr. John Ware, Executive Director  
Ms. Ruth Myers, Assistant Director  
Mr. Tim Boylan, Consultant/Evaluator  
Dr. Richard Brubaker, Consultant/Evaluator  
Dr. Steven Puckett, Consultant/Evaluator  
Mr. Jim Zinsmeister, Consultant/Evaluator  
Mr. Jeff Knight, Assistant Attorney General

ABSENT: Mr. James Miller, Assistant Attorney General

GUESTS: Mr. Kent Trofholz, Ohio Association of Career Colleges and Schools  
Ms. Wendy Kandel, Ross Education LLC  
Mr. Scott Rogers, Ohio Valley College of Technology  
Mr. Joe DeLuca, American National University  
Mr. Brian Niedzwiecki, Stautzenberger College  
Ms. Wanda Curry-Shepard, Unique Services Logistics Career Academy  
Mr. Joe Barker, Miami-Jacobs Career College  
Mr. Mark Sullivan, A.I.A.M.  
Ms. Wendy Beahn, Hondros College  
Ms. Keiana Davis, American Healthcare Institute  
Ms. DJ Selph, Ultimate Healthcare Solutions

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**MEETING CALLED  
TO ORDER**

**Dr. Kenneth Searfoss, Board Chairperson  
called the meeting to order at 9:30 a.m.**

**ROLL CALL:**

**Mr. Bussey - Yes  
Dr. Brockway - Yes  
Dr. McCann - Absent  
Dr. Searfoss - Yes  
Mr. Bartels - Yes  
Mr. Miller - Yes**

**(16-001)Mr. Dennis Bartels moved** that the Board go into Executive Session at 9:32 a.m. for discussion of pending litigation, pending investigations, and personnel matters.

**Dr. Jerome Brockway seconded.    5 Ayes - 0 Nays.    Motion carried.**

**ROLL CALL:**

**Mr. Bussey - Yes  
Dr. Brockway - Yes  
Dr. McCann - Absent  
Dr. Searfoss - Yes  
Mr. Bartels - Yes  
Mr. Miller - Yes**

**(16-002)Mr. Dennis Bartels moved** to end Executive Session at 10:00 a.m. Public Session began at 10:05 a.m.

**Mr. Kenneth Miller seconded.    5 Ayes - 0 Nays.    Motion carried.**

**ROLL CALL:**

**Mr. Bussey - Yes  
Dr. Brockway - Yes  
Dr. McCann - Absent  
Dr. Searfoss - Yes  
Mr. Bartels - Yes  
Mr. Miller - Yes**

**INTRODUCTION OF GUESTS**

**(16-003)Mr. Dennis Bartels moved** for Approval of the Minutes of May 20, 2015

**Dr. Jerome Brockway seconded.    5 Ayes - 0 Nays.    Motion carried.**

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**Executive Director Mr. John Ware** reported on the following:

1. **State Budget Update:** The Board's operating budget request for the biennium that begins on July 1, 2015 was included in the state budget bill (House Bill 64) that was passed by the legislature and signed by the Governor at the end of June. The Board's operation budget for both years of the biennium (2016 & 2017) is \$579,328 which is the same amount as the Board's operation budget in FY 2014-2015.
2. **Agent (Admissions Rep) Changes:** Current Ohio law requires the Board to license all agents (admissions representatives) for a period of one-year. The recently passed state budget bill included a change to Ohio Revised Code section 3332.10, requested by the Board, that allows agent permits to be granted for a period not to exceed 24 months. This will allow the Board to sequence agent permit renewal cycles with a school's certificate of registration renewal. We expect to implement this change beginning in January 2016 along with the online agent registration process.

**Executive Director Mr. John Ware** reported on the **End-of-Year Financial Report FY15** (see attached).

**Ms. Laura Essman** reported on the following Compliance items:

Since the May 20, 2015 meeting, we have opened one (1) new case.  
Since the May 20, 2015 meeting, we have closed six (6) total cases.

**Below is a summary of investigative activity for FY15:**

<u>Total Number of Cases</u>	<u>Open/Active Cases</u>	<u>#Open 30 days/more</u>	<u>Closed Cases</u>
58	0	0	58

**Below is a summary of investigative activity for FY16:**

<u>Total Number of Cases</u>	<u>Open/Active Cases</u>	<u>#Open 30 days/more</u>	<u>Closed Cases</u>
1	0	0	1

**PUBLIC COMMENT**

There was no Public Comment.

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**OLD BUSINESS**

**Executive Director Mr. John Ware** reported on the Online Data Verification Process Update.

**Executive Director Mr. John Ware** reported on the Administrative Rule Update.

**NEW BUSINESS**

**(16-004)Mr. Kenneth Miller moved** that the Board approve a salary increase of 2.5% for the Executive Director effective July 1, 2015.

**Mr. Dennis Bartels seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-005)Mr. Kenneth Miller moved** for Approval of the following New Program(s):

A.      American National University  
         6871 Steger Drive  
         Cincinnati, OH 45237  
         Consultant: Dr. Puckett  
         **APPROVAL TO MAY 2017**

American National University  
1837 Woodman Center Drive  
Kettering, OH 45420  
Consultant: Dr. Puckett  
**APPROVAL TO JANUARY 2017**

1.      Phlebotomy and ECG Technician - Certificate  
         **(anticipated start date: 10/5/15)**

**Dr. Jerome Brockway seconded.      5Ayes - 0 Nays.      Motion carried.**

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**(16-006)Mr. Kenneth Miller moved** for Approval of the following New Program(s):

- B. National Institute of Massotherapy  
3681 Manchester Road  
Akron, OH 44319  
Consultant: Dr. Puckett/Mr. Zinsmeister  
**APPROVAL TO SEPTEMBER 2015**

1. Personal Training and Fitness - Diploma  
**(anticipated start date: 9/30/15)**

**Mr. Dennis Bartels seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-007)Mr. Kenneth Miller moved** for Approval of the following New Program(s):

- C. Ohio Technical College  
1374 East 51<sup>st</sup> Street  
Cleveland, OH 44103  
Consultant: Dr. Puckett  
**APPROVAL TO SEPTEMBER 2015**

1. Collision Repair and Refinishing Technology - Diploma  
**(anticipated start date: 1/1/16)**

**Mr. William Bussey seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-008)Dr. Jerome Brockway moved** for Approval of the following New Program(s):

- D. Stautzenberger College  
8001 Katherine Boulevard  
Brecksville, OH 44141  
Consultant: Dr. Puckett  
**APPROVAL TO MARCH 2016**

1. Hospitality Management- Diploma
  2. Central Sterile Processing Technology - Diploma
  3. Medical Assistant - Diploma
  4. Medical Office Billing and Coding - Diploma
  5. Heating, Ventilation, Air Conditioning, Refrigeration - Diploma
- (PENDING RECEIPT OF LEARNING CENTER PAPERWORK FOR HVAC PROGRAM)**  
**(anticipated start date: 10/16/15; 1/6/16)**

**Mr. Kenneth Miller seconded.      5 Ayes - 0 Nays.      Motion carried.**

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**(16-009)Mr. William Bussey moved** for Approval of the following New Program(s):

E. Stautzenberger College  
1796 Indian Wood Circle  
Maumee, OH 43537  
Consultant: Dr. Puckett  
**APPROVAL TO MARCH 2016**

1. Hospitality Management - Diploma
  2. Medical Office Billing and Coding (NEW) - Diploma
  3. Central Sterile Processing Technology - Diploma
- (anticipated start date: 10/16/15; 1/6/16)**

**Mr. Dennis Bartels seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-010)Mr. Kenneth Miller moved** for Approval of the following New Degree(s):

A. Brown Mackie College - Cincinnati  
1011 Glendale Milford Road  
Cincinnati, OH 45215  
Consultant: Dr. Puckett  
**AUTHORIZATION TO SEPTEMBER 2016**

Bachelor of Science in Human Resource Management  
**SUBJECT TO OHIO BOARD OF REGENTS APPROVAL (anticipated start  
date: 9/1/16)**

**Dr. Jerome Brockway seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-011)Mr. William Bussey moved** for Approval of the following New Degree(s):

B. National Institute of Massotherapy  
3681 Manchester Road  
Akron, OH 44319  
Consultant: Dr. Puckett/Mr. Zinsmeister  
**AUTHORIZATION TO SEPTEMBER 2017**

Associate of Applied Science in Personal Training and Fitness  
**(anticipated start date: 9/30/15)**

**Dr. Jerome Brockway seconded.      5 Ayes - 0 Nays.      Motion carried.**

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**(16-012)Dr. Jerome Brockway moved** for Approval of the following New Degree(s):

- C. Ohio Technical College  
1374 East 51<sup>st</sup> Street  
Cleveland, OH 44103  
Consultant: Dr. Puckett

**AUTHORIZATION TO SEPTEMBER 2019**

Associate of Applied Science in Collision Repair & Refinishing Technology  
(anticipated start date: 1/1/16)

**Mr. Dennis Bartels seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-013)Mr. Kenneth Miller moved** for Approval of the following New Degree(s):

- D. Stautzenberger College  
8001 Katherine Boulevard  
Brecksville, OH 44141  
Consultant: Dr. Puckett

**AUTHORIZATION TO MARCH 2018**

Associate of Applied Business in Business Administration  
Associate of Applied Science in Allied Health  
Associate of Applied Science in Surgical Technology  
(anticipated start date: 1/16/16)

**Dr. Jerome Brockway seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-014)Mr. William Bussey moved** for Approval of the following New Degree(s):

- E. Stautzenberger College  
1796 Indian Wood Circle, Maumee, OH 43537  
Consultant: Dr. Puckett

**AUTHORIZATION TO MARCH 2018**

Associate of Applied Science in:  
Diagnostic Medical Sonography  
Diagnostic Cardiovascular Sonography  
Allied Health

Associate of Applied Business in Business Administration  
(anticipated start date: 8/1/15; 1/6/16)

**Dr. Jerome Brockway seconded.      5 Ayes - 0 Nays.      Motion carried.**

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**(16-015)Dr. Jerome Brockway moved** for Approval of the following New School(s):

- A. American Healthcare Institute, LLC - NEW SCHOOL  
6029 Cleveland Avenue, Columbus, OH 43229  
Consultant: Dr. Puckett  
**APPROVAL TO JULY 2016**

1. Phlebotomy Technician - Certificate
2. Medical Assistant - Certificate
3. EKG - Certificate

**PENDING RECEIPT OF FEES AND APPROVED CONSULTANT  
REPORT/SITE VISIT (anticipated start date: 8/4/15)**

**Mr. William Bussey seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-016)Mr. Kenneth Miller moved** for Approval of the following New School(s):

- B. Ross Medical Education Center, Elyria - NEW SCHOOL  
120 Market Drive, Elyria, OH 44035  
Consultant: Dr. Puckett/Mr. Boylan  
**APPROVAL TO JULY 2016**

Associate of Applied Science in:  
Medical Assistant Specialist  
Medical Insurance Billing and Office Administration Specialist  
Dental Assistant Specialist

Diplomas in:  
Dental Assistant  
Medical Assistant  
Medical Insurance Billing and Office Administration  
**(anticipated start date: 9/1/15)**

Request for approval of the following New Scholarship/Grant(s):

**Ross Education Payment Forgiveness Plan Grant  
(PENDING CLARIFICATION OF THIS GRANT - REQUESTED BY THE BOARD)**

**Ross Education Alumni Grant  
Ross Education Institutional Grant**

**Dr. Jerome Brockway seconded.      5 Ayes - 0 Nays.      Motion carried.**

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**(16-017)Mr. Dennis Bartels moved** for Approval of the following New School(s):

C. Ultimate Healthcare Solutions - NEW SCHOOL  
5105 E. Main Street  
Columbus, OH 43213  
Consultant: Dr. Puckett  
**APPROVAL TO JULY 2016**

1. Phlebotomy - Certificate
  2. STNA - Certificate
- (anticipated start date: 8/17/15)**

**Dr. Jerome Brockway seconded.    5 Ayes - 0 Nays.    Motion carried.**

**(16-018)Dr. Jerome Brockway moved** for Approval of the following Schools Ready for Board Action:

**Renewals:**

Cleveland Bartending School, South Euclid  
Toledo Bartending School - LEARNING CENTER  
Plontzie's Grooming Academy, Perrysburg  
Precision Machining Institute, Willoughby  
Ross College, Sylvania  
Vocational Guidance Services, Cleveland  
Vocational Guidance Services, Painesville - LEARNING CENTER  
DATS Dental Assistant School - Springfield  
KMR Training Center LLC, Cincinnati  
Ohio Medical Career College, Dayton  
Ross Medical Education Center, Cincinnati  
Felbry College - School of Nursing, Columbus  
Groove U, Columbus  
Ohio Business College, Hilliard  
Ohio Business College, Middletown - LEARNING CENTER  
Ohio Valley College of Technology, East Liverpool  
Ohio Valley College of Technology, Boardman - LEARNING CENTER  
Ross Medical Education Center, Niles

**Mr. William Bussey seconded.    5Ayes - 0 Nays.    Motion carried.**

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**(16-019)Dr. Jerome Brockway moved** for Approval of the following Conditional Schools Ready for Board Action:

Unique Services Logistics Career Academy 1561 Old Leonard Avenue Columbus, OH 43219	(Certificates) CDL Class A/B Program Entrepreneurship Program Logistics Broker Agent Program Logistics Dispatching Program Logistics Warehouse Operations Associate Program Warehouse/Office Management Program	Puckett
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**PENDING RECEIPT OF FINANCIAL STATEMENT AND CLARIFICATION OF PROGRAMS**

**Mr. William Bussey seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-020)Mr. William Bussey moved** for Approval of the following previously approved out-of-state schools recommended to receive Board Approval:

American National University 1813 East Main Street Salem, VA 24153	ACICS	2 New Programs
Daniel Webster College 20 University Drive Nashua, NH 03063	NEASC	9 Program Renewals <b>(PENDING CLARIFICATION OF APPROVAL BY THE OHIO BOARD OF REGENTS FOR HIGHER DEGREES)</b>
Laurel Technical Institute 847 N. Main Street, Suite 202 Meadville, PA 16335	ACICS	7 Program Renewals
Laurel Technical Institute 200 Sterling Avenue Sharon, PA 16146	ACICS	11 Program Renewals
Tulsa Welding School 2545 East 11st Street Tulsa, OK 74104	ACCSC	3 Program Renewals
University of Fairfax 3361 Melrose Avenue, Suite A Roanoke, VA 24017	DETC	3 Program Renewals
WyoTech 500 Innovation Drive Blairsville, PA 15717	ACCSC	18 Program Renewals
WyoTech 4373 N. 3 <sup>rd</sup> Street Laramie, WY 82072	ACCSC	16 Program Renewals

**Mr. Dennis Bartels seconded.      5 Ayes - 0 Nays.      Motion carried.**

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**(16-021)Mr. William Bussey moved** for Approval of the following request for New Scholarship/Grant(s):

Lakewood College  
2231 North Taylor Road  
Cleveland Heights, OH 44112

**Lorraine Dominick Grant Award**

Miami-Jacobs College  
Dayton, Troy, Springboro, Sharonville,  
Columbus, Independence

**Delta Alumni Grant  
Military Service Grant**

**Mr. Kenneth Miller seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-022)Mr. Dennis Bartels moved** for Approval of the following Consent Agenda:

American National University, Willoughby Hills

CHANGE OF DIRECTOR  
(TO: Andrea Fricks)

Fortis College, Centerville

CHANGE OF DIRECTOR  
(TO: Richard Mallow)

Professional Skills Institute, Maumee

CHANGE OF DIRECTOR  
(TO: Patricia Finch)

Ross Medical Education Center, Niles

CHANGE OF DIRECTOR  
(TO: Shayla Gainer)

The ASHI School, Cincinnati

CHANGE OF DIRECTOR  
(TO: Kendra Eiermann)

**Dr. Jerome Brockway seconded.      5 Ayes - 0 Nays.      Motion carried.**

No representative for the State Approving Agency for Veterans Training.

**Mr. Kent Trofholz** reported for the Ohio Association of Career Colleges and Schools.

**Executive Director Mr. John Ware** reported on Ethics Training.

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**(16-023)Dr. Jerome Brockway moved** that the Board change the next Board Meeting scheduled for September 23, 2015 to September 30, 2015.

**Mr. William Bussey seconded.      5 Ayes - 0 Nays.      Motion carried.**

**(16-024)Mr. Dennis Bartels moved** that the Board adjourn at 10:35 a.m.

**Dr. Jerome Brockway seconded.      5 Ayes - 0 Nays.      Motion carried.**

Respectfully Submitted,

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Chairperson or Vice Chairperson

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Board Secretary