

**MINUTES OF THE STATE BOARD OF CAREER
COLLEGES AND SCHOOLS BOARD MEETING
JULY 27, 2016**

PRESIDING: Dr. Kenneth Searfoss, Board Chairperson

PRESENT: Dr. Jerome Brockway, Board Vice Chairperson
Mr. Dennis Bartels, Board Secretary
Dr. Stephanie McCann, Board Member
Mr. Kenneth Miller, Board Member
Ms. Lynn Mizanin, Board Member

ABSENT:

STAFF: Mr. John Ware, Executive Director
Ms. Ruth Myers, Assistant Director
Ms. Laura Essman, Administrative Professional
Dr. Richard Brubaker, Consultant/Evaluator
Mr. Charles Kramer, Consultant/Evaluator
Dr. Steven Puckett, Consultant/Evaluator
Ms. Marissa Palumbo, Assistant Attorney General

ABSENT:

GUESTS: Mr. Kent Trofholz, Ohio Association of Career Colleges and Schools
Mr. Ronnie Mills, Institute of Holistic Health Careers
Ms. Lucy Mills, Institute of Holistic Health Careers
Mr. Anthony Hughes, Tech Elevator
Mr. Terhan Freeman, Remington College
Ms. Jennifer Walters, ITT Technical Institute
Mr. Brian Niedzwiecki, Stautzenberger College
Ms. Joan Krein, Miami-Jacobs Career College
Ms. Kim Ames, Miami-Jacobs Career College
Mr. Bob Shirey, Gallipolis Career College
Ms. Jenny Shirey, Gallipolis Career College
Ms. Stephanie Parks, Toledo Bartending School
Ms. Becky Williams, Toledo Bartending School
Ms. Belinda Goodwin, Columbus Outpatient Collection Center
Ms. Jacqueline Winston, Columbus Outpatient Collection Center
Mr. Mark Sullivan, American Institute of Alternative Medicine

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**MEETING CALLED
TO ORDER**

**Dr. Kenneth Searfoss, Board Chairperson
called the meeting to order at 9:25 a.m.**

ROLL CALL:

**Dr. Brockway - Yes
Dr. McCann - No
Dr. Searfoss - Yes
Mr. Bartels - Yes
Mr. Miller - Yes
Ms. Mizanin - Yes**

(17-001))Mr. Kenneth Miller moved that the Board go into Executive Session at 9:30 a.m. for discussion of complaints subject to informal methods of conference and conciliation in accordance with Ohio Revised Code section 3332.091(A)(1) and to discuss the compensation of the Board's executive director.

Ms. Lynn Mizanin seconded. 5 Ayes - 0 Nays. Motion carried.

ROLL CALL:

**Dr. Brockway - Yes
Dr. McCann - No
Dr. Searfoss - Yes
Mr. Bartels - Yes
Mr. Miller - Yes
Ms. Mizanin - Yes**

Let the record show that Dr. McCann arrived to Executive Session at 9:35 a.m.

(17-002)Mr. Dennis Bartels moved to end Executive Session at 10:05 a.m. Public Session began at 10:10 a.m.

Ms. Lynn Mizanin seconded. 6 Ayes - 0 Nays. Motion carried.

ROLL CALL:

**Dr. Brockway - Yes
Dr. McCann - Yes
Dr. Searfoss - Yes
Mr. Bartels - Yes
Mr. Miller - Yes
Ms. Mizanin - Yes**

INTRODUCTION OF GUESTS

(17-003)Dr. Jerome Brockway moved for Approval of the Minutes of May 25, 2016

Executive Director Mr. John Ware reported on the following:

1. **Budget Update:** The budget process for the 2018-2019 biennium has begun as the Office of Budget and Management issued general guidance to all agencies and set a deadline of September 16th for submission of all initial budget requests to OBM. Due to staff reductions, I anticipate the Board's budget will be lower for the next biennium. I will provide further updates at the next Board meeting.
2. **Federal HEA Update:** On June 16, 2016, the United States Department of Education's (USDOE) Notice of Proposed Regulations (NPRM) on defense to repayment of student loans was published in the Federal Register. The public has until August 1, 2016 to respond and final regulations will be published by November 1, 2016. These regulations step from a negotiated rulemaking process that began in September 2015 and are intended to clarify how Direct Loan borrowers who believe that they have been wronged by their institutions can seek relief and to strengthen provisions to hold colleges accountable for their actions.

On July 25, 2016, the USDOE's NPRM on state authorization of distance education programs was published in the Federal Register. The public has until August 24, 2016 to respond and final regulations will also be published by November 1, 2016. This is the latest and final attempt from the USDOE to settle the issue of state authorization and follows about six years of on-again, off-again state authorization rule making, during which different variations of the rule have been proposed, vacated by a federal court, sent to a negotiating committee and put on hold. The current proposed rule was put on hold in late 2014 after multiple sessions of negotiated rule making failed to provide a consensus to the proposed new rule.

The USDOE is hurrying to finalize these rules before the next administration takes over. To do so, the USDOE faces a deadline to publish the final rules before November 1st so that they will go into effect by July 1, 2017.

3. **Student Disclosure Online Course:** We have posted a link to the online student disclosure course on our website for schools to review. In accordance with the resolution adopted at the last Board meeting, schools may voluntarily administer the course during the period July 1st - December 31st. Beginning January 1, 2017, the course will be required for all new students. Further information about the Online Disclosure Course will be sent to the schools during the month of August.
4. **Continuing Education Portal:** We continue to work with the Ohio Association of Career Colleges and Schools to establish an online portal for continuing education courses. We expect to have required online ethics, admissions, and compliance courses in the portal during the next few months.

Executive Director Mr. John Ware reported on the Fiscal Year 2016 Year End Financial Report (see attached).

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Administrative Professional Ms. Laura Essman reported on the following Compliance items:

Since the May 25, 2016 meeting, we have opened three (3) new cases.

Since the May 25, 2016 meeting, we have closed seven (7) total cases.

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>
29	0	0	29

Below is a summary of investigative activity for FY 17:

<u>Total Number of Cases</u>	<u>Open/Active Cases</u>	<u>#Open 30 days/more</u>	<u>Closed Cases</u>
2	2	0	0

PUBLIC COMMENT

There was no Public Comment.

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OLD BUSINESS

Executive Director Mr. John Ware reported on the Annual Report Process Update, the Administrative Rule Update, and the ACICS Update.

NEW BUSINESS

(17-004)Mr. Dennis Bartels moved for the Board to Approve an exempt parity salary increase of 2.5% for Executive Director John Ware effective July 1, 2016 and that the Board also approve an additional 4.89% salary increase for the Executive Director as of July 1, 2016 on the basis of the salary compression issues identified through the DAS E-2/E-3/E-4 Compensation Analysis. In considering this motion the Board also determined that there were sufficient resources within the Board's budget to pay for the salary increases.

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

Executive Director Mr. John Ware reported on the potential new format for future Board Agendas.

(17-005)Dr. Jerome Brockway moved for Approval of the following New Program(s):

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

1. Medical Assisting - Certificate
 (anticipated start date: 11/7/16)

Mr. Dennis Bartels seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-006)Ms. Lynn Mizanin moved for Approval of the following New Program(s):

- B. American National University
3487 Belmont Avenue
Youngstown, OH 44505
Consultant: Dr. Puckett
APPROVAL TO MARCH 2018
1. Medical Assisting - Certificate
 2. Surgical First Assist - Certificate
(anticipated start date: 11/7/16)

Mr. Dennis Bartels seconded. 6 Ayes - 0 Nays. Motion carried.

(17-007)Ms. Lynn Mizanin moved for Approval of the following New Program(s):

- C. Davis College
4747 Monroe St.
Toledo, OH 43623
Consultant: Dr. Puckett
APPROVAL TO JANUARY 2017
1. Medical Assisting - Diploma
(anticipated start date: 8/22/16)

Dr. Jerome Brockway seconded. 5 Ayes - 1 Abstention (Searfoss) - 0 Nays. Motion carried.

(17-008)Dr. Stephanie McCann moved for Approval of the following New Program(s):

- D. Everest Institute
825 Tech Center Drive
Gahanna, OH 43230
Consultant: Dr. Puckett
APPROVAL TO JANUARY 2018
1. Computer Information Technology - Diploma
(anticipated start date: 10/1/16)

Ms. Lynn Mizanin seconded. 6 Ayes - Nays. Motion carried.

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(17-009)Ms. Lynn Mizanin moved for Approval of the following New Program(s):

E. Fortis College
555 East Alex-Bell Road
Centerville, OH 45459
Consultant: Dr. Puckett
APPROVAL TO SEPTEMBER 2016

1. Home Health Aide - Certificate
(anticipated start date: 8/1/16)

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

(17-010)Dr. Stephanie McCann moved for Approval of the following New Program(s):

F. Fortis College
653 Enterprise Parkway
Ravenna, OH 44266
Consultant: Dr. Puckett
APPROVAL TO SEPTEMBER 2017

1. Facilities Maintenance - Diploma
(anticipated start date: 12/12/16)

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-011)Mr. Dennis Bartels moved for Approval of the following New Program(s):

G. Miami-Jacobs Career College
150 E. Gay Street
Columbus, OH 43215
Consultant: Dr. Puckett

APPROVAL TO SEPTEMBER 2017

1. Criminal Justice Specialist - Certificate
 2. Cyber Security Professional - Certificate
 3. Desktop Support Technician - Certificate
 4. Paralegal Specialist - Certificate
 5. Pharmacy Technician Certification Exam Prep - Certificate
 6. Criminal Justice Studies - Diploma
 7. Cyber Security Specialist - Diploma
 8. Diesel Mechanic - Diploma **(PENDING CLARIFICATION OF WHERE LABS WILL BE HELD)**
 9. Mechatronics Technician - Diploma **(PENDING CLARIFICATION OF WHERE LABS WILL BE HELD)**
 10. Paralegal Studies - Diploma
 11. PC and Network Support Technician - Diploma
 12. Pharmacy Technician - Diploma
- (anticipated start date: 10/17/16)**

Ms. Stephanie McCann seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-012)Mr. Dennis Bartels moved for Approval of the following New Program(s):

H. Miami-Jacobs Career College
6400 Rockside Road
Independence, OH 44131
Consultant: Dr. Puckett

APPROVAL TO SEPTEMBER 2017

1. Business Office Specialist - Certificate
 2. Criminal Justice Specialist - Certificate
 3. Cyber Security Professional - Certificate
 4. Desktop Support Technician - Certificate
 5. Paralegal Specialist - Certificate
 6. Pharmacy Technician Certification Exam Prep - Certificate
 7. Business Studies - Diploma
 8. Cyber Security Specialist - Diploma
 9. Diesel Mechanic - Diploma **(PENDING CLARIFICATION OF WHERE LABS WILL BE HELD)**
 10. Mechatronics Technician - Diploma **(PENDING CLARIFICATION OF WHERE LABS WILL BE HELD)**
 11. Paralegal Studies - Diploma
 12. PC and Network Support Technician - Diploma
 13. Pharmacy Technician - Diploma
 14. Web Design Technician - Diploma
- (anticipated start date: 10/17/16)**

Dr. Jerome Brockway seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-013)Ms. Lynn Mizanin moved for Approval of the following New Program(s):

- I. Stautzenberger College
8001 Katherine Boulevard
Brecksville, OH 44141
Consultant: Dr. Puckett
APPROVAL TO MARCH 2018

Stautzenberger College
1796 Indian Wood Circle
Maumee, OH 43537
Consultant: Dr. Puckett
APPROVAL TO MARCH 2018

1. Chiropractic Therapy Assistant - Diploma
 2. Computer-Aided Drafting - Diploma
 3. Addiction Counseling Technician - Diploma
- (anticipated start date: 11/14/16)**

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

(17-014)Mr. Kenneth Miller moved for Approval of the following New Program(s):

- J. Ultimate Healthcare Solutions
5105 E. Main Street
Columbus, OH 43213
Consultant: Dr. Puckett
APPROVAL TO JULY 2018

1. Electrocardiogram - Certificate
- (anticipated start date: 7/28/16)**

Ms. Lynn Mizanin seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-015)Ms. Lynn Mizanin moved for Approval of the following New Degree(s):

- A. American Institute of Alternative Medicine
6685 Doubletree Ave.
Columbus, OH 43229
Consultant: Dr. Puckett
AUTHORIZATION TO MAY 2018

Master's Degree in Acupuncture
(anticipated start date: 4/10/17)

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

(17-016)Dr. Jerome Brockway moved for Approval of the following New Degree(s):

- B. American National University
3487 Belmont Avenue
Youngstown, OH 44505
Consultant: Dr. Puckett
AUTHORIZATION TO SEPTEMBER 2018

Bachelor of Applied Science in Medical and Health Services Management
SUBJECT TO DEPARTMENT OF HIGHER EDUCATION APPROVAL
(anticipated start date: 11/7/16)

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-017)Mr. Kenneth Miller moved for Approval of the following New Degree(s):

- C. Miami-Jacobs Career College
150 Gay Street
Columbus, OH 43215
Consultant: Dr. Puckett

AUTHORIZATION TO SEPTEMBER 2017

- Miami-Jacobs Career College
6400 Rockside Road
Independence, OH 44131
Consultant: Dr. Puckett

AUTHORIZATION TO SEPTEMBER 2019

Associate of Applied Science in:

Cyber Security

Healthcare Information Technology

Mechatronics (**PENDING CLARIFICATION OF WHERE LABS
WILL BE HELD**)

(anticipated start date: 10/17/16)

Mr. Dennis Bartels seconded. 6 Ayes - 0 Nays. Motion carried.

(17-018)Mr. Kenneth Miller moved for Approval of the following New Degree(s):

- D. Remington College
14445 Broadway Ave.
Cleveland, OH 44125
Consultant: Dr. Puckett

AUTHORIZATION TO JANUARY 2018

Associate of Applied Science in:

Cosmetology

Heating, Ventilation, and Air Conditioning

(anticipated start date: 10/17/16)

Mr. Dennis Bartels seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-019)Ms. Lynn Mizanin moved for Approval of the following New Degree(s):

- E. Stautzenberger College
8001 Katherine Boulevard
Brecksville, OH 44141
Consultant: Dr. Puckett
AUTHORIZATION TO MARCH 2018

Stautzenberger College
1796 Indian Wood Circle
Maumee, OH 43537
Consultant: Dr. Puckett
AUTHORIZATION TO MARCH 2018

Associate of Applied Science in Computer-Aided Drafting
(anticipated start date: 11/14/16)

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

(17-020)Dr. Jerome Brockway moved for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

- A. Columbus Outpatient Collection Center/CACE - **NEW SCHOOL**
590 East Rich Street
Columbus, OH 43215
Consultant: Dr. Puckett
APPROVAL TO JULY 2017
1. Phlebotomy - Certificate
(anticipated start date: 8/15/16)

Mr. Dennis Bartels seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-021)Mr. Dennis Bartels moved for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

B. Institute of Holistic Health Careers - **NEW SCHOOL**
170 W. 5th Avenue
Columbus, OH 43201
Consultant: Dr. Puckett
APPROVAL TO JULY 2017

1. Board Certified Polarity Practitioner (BCPP) - Diploma
 2. Holistic Health Practitioner (HHP) - Diploma
 3. Holistic Health Bodyworker (HHB) - Diploma
 4. Holistic Health Coach (HHC) - Diploma
 5. Associate Polarity Practitioner (APP) - Certificate
 6. Reiki Education - Certificate
 7. Elemental Reflexology - Certificate
 8. Relaxation Massage - Certificate
 9. Holistic Health Advisor (HHA) - Certificate
 10. Energetic Systems Integration: Sound Therapy (ESI) - Certificate
 11. Herbal Education - Certificate
- (anticipated start date: 9/1/16)**

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

(17-022)Dr. Stephanie McCann moved for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

C. Tech Elevator - Columbus - **NEW SCHOOL**
1275 Kinnear Road
Columbus, OH 43212
Consultant: Dr. Puckett
APPROVAL TO JULY 2017

1. Java Web Application Development Bootcamp - Certificate
 2. .NET Web Application Development Bootcamp - Certificate
- (anticipated start date: 9/12/16)**

Mr. Kenneth Miller seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-023)Dr. Jerome Brockway moved for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

D. Toledo Bartending School - **NEW SCHOOL**
4428 Secor Road, Suite H
Toledo, OH 43623
Consultant: Dr. Puckett/Dr. Brubaker
APPROVAL TO JULY 2017

1. Professional Mixology - Certificate
**PENDING RECEIPT OF INSPECTION REPORTS AND ADDITIONAL
PAPERWORK(anticipated start date: 8/1/16)**

Ms. Lynn Mizanin seconded. 6 Ayes - 0 Nays. Motion carried.

(17-024)Mr. Kenneth Miller moved for Approval of the following New Learning Center(s):

A. Unique Services Logistics Career Academy LLC - **MAIN CAMPUS**
1561 Old Leonard Avenue
Columbus, OH 43219

Unique Services Logistics Career Academy LLC - **LEARNING CENTER**
6100 Channingway Blvd., Suite 507
Columbus, OH 43232
Consultant: Dr. Puckett
APPROVAL TO JULY 2017

COURSES IN:

Selected courses from all currently approved programs

**PENDING RECEIPT OF APPROVED CONSULTANT REPORT/SITE
VISIT (anticipated start date: 8/1/16)**

Mr. Dennis Bartels seconded. 6 Ayes - 0 Nays. Motion carried.

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(17-025)Dr. Jerome Brockway moved for Approval of the following Schools Ready for Board Action:

Renewals:

ACRT Urban Forestry Training, Akron
Akron Testing Lab & Welding School, Barberton
Antonelli College, Cincinnati
Cincinnati Bartending School
DATS, LLC - Dental Assistant School, Springboro
Northcoast Medical Training Academy, Kent
Larock Healthcare Academy - Canton
American National University, Willoughby Hills
Assist to Succeed Willoughby Hills
Heritage College, Middleburg Heights
ITT Technical Institute, Strongsville
Lake Erie Dental Assisting Academy Ltd., Ashtabula
Ohio College of Massotherapy, Akron
Raphael's School of Beauty Culture, Inc., Boardman
Ross Medical Education Center, Elyria
South University, Warrensville Heights
American Healthcare Institute, LLC, Columbus
Gallipolis Career College, Gallipolis
ITT Technical Institute, Hilliard
Ohio Media School, Columbus
Performance Training Solutions, LLC, Reynoldsburg
Ultimate Healthcare Solutions, Columbus

Mr. Dennis Bartels seconded.

6 Ayes - 0 Nays.

Motion carried.

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(17-026)Ms. Lynn Mizanin 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	5 New Programs
Bradford School 125 W. Station Square Drive, Suite 129 Pittsburgh, PA 15219	ACICS	17 Program Renewals
Lincoln College of Technology 1524 Gallatin Road Nashville, TN 37206	ACCSC	11 Program Renewals
Pittsburgh Technical Institute - Boyd School 1111 McKee Road Oakdale, PA 15071	MSC	36 Program Renewals
Spartan College of Aeronautics and Technology 8820 East Pine Street Tulsa, OK 74115	ACCSC	3 New Programs
		(PENDING CLARIFICATION OF APPROVALBY THE DEPARTMENT OF HIGHER EDUCATION FOR HIGHER DEGREES)
Triangle Tech Inc. 1940 Perrysville Avenue Pittsburgh, PA 15214	ACCSC	5 Program Renewals

Dr. Jerome Brockway seconded. 5 Ayes - 1 Abstention (Bartels) - 0 Nays. Motion carried.

(17-027)Dr. Jerome Brockway moved for Approval of the following New Scholarship/Grants:

American National University (Canton)	Evolution 2016 Grant
American National University (Cincinnati)	Evolution 2016 Grant
American National University (Columbus)	Evolution 2016 Grant
American National University (Kettering)	Evolution 2016 Grant
American National University (Stow)	Evolution 2016 Grant
American National University (VA)	Evolution 2016 Grant
American National University (Willoughby)	Evolution 2016 Grant
American National University (Youngstown)	Evolution 2016 Grant
Brown Mackie College (Akron)	Ross Education Institutional Grant
Brown Mackie College (Akron)	Active Military and Spouse of Active Military Grant
Brown Mackie College (N. Canton)	Active Military and Spouse of Active Military Grant
Brown Mackie College (N. Canton)	Ross Education Institutional Grant
Fortis College (Centerville)	Education Affiliates Family Scholarship
Yoga on High Teacher Training and Ayurveda Institute (Columbus)	Yoga on High Wellness Grant

Dr. Stephanie McCann seconded. 6 Ayes - 0 Nays. Motion carried.

No representative was available for the State Approving Agency for Veterans Training.

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

(17-028)Mr. Kenneth Miller moved that the Board adjourn at 10:55 a.m.

Ms. Lynn Mizanin seconded. 6 Ayes - 0 Nays. Motion carried.

Respectfully Submitted,

Chairperson or Vice Chairperson

Board Secretary