

**MINUTES OF THE STATE BOARD OF CAREER  
COLLEGES AND SCHOOLS BOARD MEETING  
NOVEMBER 16, 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:** Dr. Emily Passias, Board Member

**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. Joel Browder, Blue Ocean Coding  
Mr. Chris Vincenzi, Blue Ocean Coding  
Mr. Tony Givannelli, New Castle School of Trades  
Ms. Breanna Mustard, Yoga on High  
Ms. Tina Lapp, Blue Ocean Coding  
Ms. Anne Price, American National University  
Ms. Diane Rankin, Everest Institute  
Mr. Lee Foley, Beckfield College

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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:**

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

**(17-047)Dr. Jerome Brockway moved** that the Board go into Executive Session at 9:32 a.m. to discuss investigations subject to informal methods of conference and conciliation in accordance with Ohio Revised Code section 3332.091(A)(1) and to discuss the reappointment of Board members.

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

**ROLL CALL:**

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

**Let the record show Mr. Kenneth Miller arrived at 9:55 a.m.**

**(17-048)Ms. Lynn Mizanin moved** to end Executive Session at 10:05 a.m. Public Session began at 10:15 a.m.

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

**ROLL CALL:**

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

## INTRODUCTION OF GUESTS

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(17-049)Mr. Kenneth Miller moved for Approval of the Minutes of September 28, 2016.

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

Executive Director Mr. John Ware reported on the following:

1.      **Closed School Update:**      The Board's staff is continuing to address the issues stemming from a number of recent school closures including the closure of nine Ohio locations of ITT Technical Institutes in early September and the recent sudden closure of Heritage College's two Ohio locations. We are working to secure student records and assist students with teach-out options.
2.      **Annual Report Update:**      The web based application for online submission of annual reports became operational beginning in mid-October. We've made a few changes to the annual report wherein we are collecting program specific data that was previously collected during two-year renewal cycles.
3.      **Director Training:**      We held our second director training seminar for this year on October 13<sup>th</sup> at the State Library of Ohio. Approximately 25 school directors were in attendance. I anticipate that we will schedule the next training seminar for spring 2017.
4.      **State Audit:**      I've given the Board a copy of the final audit report that we received from the state auditor's office. The audit covered fiscal year 2015 and 2016. The only finding noted by the auditor related to the format of the Board's executive session meeting motion that has already been corrected.

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**Executive Director Mr. John Ware** reported on the 1<sup>st</sup> Quarter FY17 Financial Report (see attached).

**Administrative Professional Ms. Laura Essman** reported on the following Compliance items:  
Since the September 28, 2016 meeting, we have opened five (5) new cases.  
Since the September 28, 2016 meeting, we have closed four (4) total cases.

**Below is a summary of investigative activity for FY17:**

<u>Total Number of Cases</u>	<u>Open/Active Cases</u>	<u>#Open 30 days/more</u>	<u>Closed Cases</u>
19	9	4	10

**PUBLIC COMMENT**

There was no Public Comment.

**OLD BUSINESS**

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

**(17-050)Dr. Jerome Brockway moved** for Approval of the proposed changes to eighteen (18) Administrative Rules:

- 3332-1-02 Definition of Terms
- 3332-1-03 Exempt Universities, Courses, Schools or Colleges
- 3332-1-04.1 Change of Address
- 3332-1-04.2 Name of School
- 3332-1-04.4 Renewal of Certificate of Registration
- 3332-1-05 Out-of-State Schools
- 3332-1-06 Distance Education Programs
- 3332-1-07 Equipment and Facilities
- 3332-1-10.1 Refunds for Books and Supplies
- 3332-1-13 Surety Bonds
- 3332-1-15 Program Authorization
- 3332-1-23 Annual Report
- 3332-1-24 Completion and Placement
- 3332-1-27 Personal Information Systems Definitions
- 3332-1-28 Procedures for Accessing Confidential Personal Information
- 3332-1-29 Valid Reasons for Accessing Confidential Personal Information
- 3332-1-30 Confidentiality Statutes, Regulations and Rules
- 3332-1-31 Restricting and Logging Access to Confidential Personal Information

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

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**Executive Director Mr. John Ware** reported on the FY17 Plan of Work.

**Executive Director Mr. John Ware** reported on the Student Disclosure and Continuing Education Portal Update.

**NEW BUSINESS**

**(17-051)Mr. Dennis Bartels moved** that the Board Adopt the following resolution:

Whereas Central Ohio Dog Grooming School currently holds a valid certificate of registration with this Board; and

Whereas the aforementioned school has failed to maintain its Surety Bond and has failed to submit its Student Tuition Recovery Fund fees; and,

Whereas these actions constitute a violation of Ohio Revised Code Sections 3332.08 and 3332.085.

Therefore be it resolved that:

Resolved, that the Executive Director of this Board, be, and he hereby is, directed to notify Central Ohio Dog Grooming School and the owners thereof, that this Board intends to initiate formal disciplinary action pursuant to Ohio Revised Code Section 3332.09 and 3332.091 and in accordance with Ohio Revised Code Chapter 119 for the aforementioned violations.

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

**(17-052)Mr. Kenneth Miller moved** that the Board Adopt the following resolution:

Whereas Bio Phlebotomy Career & Training Program currently holds a valid certificate of registration with this Board; and

Whereas the aforementioned school has failed to submit its Renewal licensure fees and has failed to submit its Student Tuition Recovery Fund fees; and,

Whereas these actions constitute a violation of Ohio Revised Code Sections 3332.07 and 3332.085.

Therefore be it resolved that:

Resolved, that the Executive Director of this Board, be, and he hereby is, directed to notify Bio Phlebotomy Career & Training Program and the owners thereof, that this Board intends to initiate formal disciplinary action pursuant to Ohio Revised Code Section 3332.09 and 3332.091 and in accordance with Ohio Revised Code Chapter 119 for the aforementioned violations.

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

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**(17-053)Dr. Stephanie McCann moved** for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

- A. Blue Ocean Coding - NEW SCHOOL  
4140 Executive Parkway  
Westerville, OH 43081  
Consultant: Dr. Puckett  
**APPROVAL TO NOVEMBER 2017**

Blue Ocean Coding - NEW SCHOOL  
4100 Rockside Road, 2<sup>nd</sup> Floor  
Independence, OH 44131  
Consultant: Dr. Puckett/Mr. Kramer  
**APPROVAL TO NOVEMBER 2017**

1. .NET Developer- Certificate
  2. JAVA Developer - Certificate
- PENDING RECEIPT OF FEES, SURETY BOND AND APPROVED  
CONSULTANT REPORT/SITE VISIT (anticipated start date: 1/2/17)**

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

**(17-054)Dr. Jerome Brockway moved** for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

- B. Cleveland School of Audio Recording - NEW SCHOOL  
5000 Euclid Avenue, Suite 110  
Cleveland, OH 44103  
Consultant: Dr. Puckett/Mr. Kramer  
**APPROVAL TO NOVEMBER 2017**

1. Audio Engineering 101 - Certificate
- PENDING RECEIPT OF FEES, CURRENT FIRE INSPECTION, AND  
APPROVED CONSULTANT REPORT/SITE VISIT (anticipated start date:  
1/2/17)**

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

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**(17-055)Mr. Dennis Bartels moved** for Approval of the following New Programs (Degrees/Diplomas/Certificates):

<b>School/City</b>	<b>Program Name/Level</b>	<b>Anticipated Start Date</b>
American Healthcare Institute, LLC (Columbus)	Phlebotomy/IV Placement - Certificate	11/17/2016
American National University (Youngstown)	Pharmacy Technician - Diploma	11/17/2016
Beckfield College (Springdale)	Medical Billing and Coding Administration - Diploma Medical Assisting - Diploma	4/3/2017
Everest Institute (Gahanna)	Accounting - AAS	1/16/2017
Laurel Technical Institute (Sharon, PA)	Electrical Technician - AST	11/17/2016
Med-Cert Inc. (Maple Hts.)	EKG Technician - Certificate	1/3/2017
National Center For Urban Solutions, Tec	Entrepreneur and Small Business Development - Certificate	1/9/2017
New Castle School of Trades East Liverpool Campus	Refrigeration & Climate Control - Diploma	1/16/17
Ohio Institute of Allied Health, Inc. (Huber Heights)	Medical Assisting - ASS	7/3/2017
We Can Code IT (Columbus)	Software Engineering Coding Bootcamp (Java) - Certificate	11/17/2016

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

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**(17-056)Dr. Stephanie McCann moved** for Approval of the following Renewal Certificate(s) of Registration and Program Authorization(s):

<u>SCHOOLS RECOMMENDED TO RECEIVE RENEWAL CERTIFICATE(S) OF REGISTRATION (continued)</u>			
<u>NAME OF SCHOOL</u>	<u>ACCRED</u>	<u>PROGRAM(S)</u>	<u>CONSULTANT</u>
ATS Plus School of Business (Toledo)		Administrative Office Assisting - Certificate Customer Service 'Above and Beyond' - Certificate	Brubaker
Clip-N-Dales (Toledo)		Pet Groomer - Certificate	Brubaker
Dental Career Academy (Toledo)		Dental Assistant Training Program - Certificate	Brubaker
Great Lakes Institute of Technology (PA)	ACCSC	Dental Assistant - Diploma Diagnostic Medical Sonographer - Diploma Diagnostic Medical Sonographer - AAS Health Information Technology - AAS Massage Therapist - Diploma Medical Assistant - Diploma Medical Office Assistant - Diploma Surgical Technologist - AAS Surgical Technologist - Diploma Veterinary Assistant - Diploma	Out-of State
Harmony Path College of Massage Therapy (Rocky River) <b>School is closing as of 9/17</b>		Massage Therapy - Diploma	Kramer



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SCHOOLS RECOMMENDED TO RECEIVE RENEWAL CERTIFICATE(S) OF REGISTRATION			
NAME OF SCHOOL	ACCRED	PROGRAM(S)	CONSULTANT
Hobart Institute of Welding Technology (Troy)	ACCSC	Combination Structural & Pipe Welding - Diploma Structural Welding - Diploma	Brubaker
HomeSpection Training Institute (Canton)		Advance Home Inspection Training - Certificate Certified Microbial Assessment Training Course - Certificate Ohio Radon Measurement & Testing Course - Certificate	Kramer
Institute of Integrative Nutrition (Cincinnati)		Health Coach Training Program - Diploma	Staff
Lincoln Electric Welding School (Cleveland)		Advanced Arc Welding - Certificate Basic Plate & Sheet Metal Welding - Certificate Comprehensive Welding Program - Certificate	Kramer
Vatterott College (Broadview Heights)	ACCSC/ABHES	Building Maintenance Mechanic - Diploma Building Maintenance Technology -AAS Carpentry - Diploma Electrical Mechanic - Diploma Electrical Technology - AAS Environmental Systems Technology - AAS HVAC Mechanic - Diploma Masonry - Diploma Medical Assistant Occupational Specialist - Diploma Plumbing - Diploma Powersport Equipment and Small Engine Mechanic - Diploma Your Role in the Green Environment Enhancement Program - Certificate	Kramer

**Mr. Kenneth Miller seconded.**

**6 Ayes - 0 Nays.**

**Motion carried.**

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**(17-057)Dr. Jerome Brockway moved** for Approval of the following New Scholarships/Grants:

NAME OF SCHOOL	NAME OF SCHOLARSHIP/GRANT
American National University (Kettering)	University Grant
American National University (Youngstown)	University Grant
Brown Mackie College (Cincinnati)	BMC Student Success Grant
Brown Mackie College (Findlay)	BMC Student Success Grant
Fortis College (Westerville)	Fortis College of Westerville Ohio LPN to RN Grant
MAX Technical Training (Mason)	MAX Bootcamp Grant
MyComputerCareer.com/TechSkills (Westerville)	ITT Tech Graduation Grant
The Iron Yard (Cincinnati)	The Diversity Scholarship

**Ms. Lynn Mizanin seconded.      6 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.

**(17-058)Ms. Lynn Mizanin moved** that the Board adjourn at 10:35 a.m.

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

Respectfully Submitted,

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Chairperson or Vice Chairperson

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Board Secretary