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# State Board of Career Colleges and Schools

January - June 2005

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## Executive Director's Report

On May 25<sup>th</sup> we held our final Board Meeting for fiscal year 2005. During the meeting, the Board welcomed its newest member, Dr. Kenneth Searfoss. Dr. Searfoss was appointed to the Board by Governor Taft to fill the public member position that was created by the resignation of Dr. Leonard Kingsley.

**Mr. John Ware**  
Executive Director

**Board Members**  
**Ms. Linda Hanaway**  
Chairperson

**Mr. Neil Collins**  
Vice Chairperson

**Mr. Kenneth Miller**  
Board Secretary

**Mr. Charles Kramer**  
Board Member

**Dr. Steven Puckett**  
Board Member

**Dr. Kenneth Searfoss**  
Board Member

**Dr. Garrison Walters**  
Board Member

(Ms. Hanaway and Dr. Searfoss)

Dr. Searfoss retired as the director of vocation and technical education for the Toledo Public Schools. I hope you will join me in welcoming Dr. Searfoss to the Board.

The Board is currently actively involved in the State of Ohio two-year budget process. The current state budget expires on June 30<sup>th</sup> and the Legislature is working towards establishing a new two-year budget to cover the period from July 1, 2005-June 30, 2007. Due to the serious financial difficulties presently facing the state, it has obviously been very difficult budget process.

All schools will receive their annual student enrollment fee assessment in mid-June. As a reminder, the student enrollment fee was enacted with the Board's fee changes that went into effect July 1, 2003 and the fee was set at a maximum of \$5 per enrolled student. The exact amount of the fee is established annually at the Board's May meeting and is dependent on the revenue needs of the Board. Since the Board's fee revenue is exceeding its expenditures for FY 2005, the student enrollment fee was set at \$0 for FY 2005 and schools were not required to submit any part of the \$5 fee to the Board.

We have listed the remaining Board meeting dates for 2005 on page 2. I look forward to seeing many of you in attendance at the Board meetings. In the meantime, if there is anything that we can assist you with, please contact the Board office.

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## **Compliance Issues**

Kimberly Stein  
Investigator

### **Complaint Procedures**

This is to serve as a reminder of how complaints are typically handled and to remind the schools of their responsibility in the process. In most cases, when a complaint is received in the office a copy is forwarded to the school for their review and response. The schools are given a deadline in which to respond to the Board. The complainants are notified of this process.

It is important for the schools to thoroughly respond to the complaints in a timely manner. If for some reason, the school is unable to meet the deadline set forth in the letter, they must contact the Board office to request an extension. The school can expedite the process by including all documents and information requested by the Board as well as any other pertinent information they possess. It is the responsibility of the school to respond to the allegations in the complaint, which provides an opportunity to informally dispute the allegations. Without a thorough response from the school, the Board is left with “only one side of the story.”

The Board strongly suggests that the schools address concerns brought to them by students, in order to prevent them from filing complaints with the Board. Many times communication between the students and the schools can prevent small issues from escalating into even bigger issues.

Please be aware that failure to respond to the Board’s request could result in disciplinary action against the school.

### **Changes in Agent Procedures**

Effective July 1, 2005, we are proposing to implement new procedures for applying for and renewing agent permits. In order to simplify the process for both the schools and the Board, the agent permits will no longer expire throughout the year as they do now. Instead, the school will be told two specific months in which their agent permits will expire. Schools will only receive renewal notices twice a year instead of on a monthly basis. When a new permit is applied for, the expiration date will be consistent with one of the two months specified for that school.

Changes will also be made in the billing process. Effective July 1, 2005, checks will no longer be accepted with the initial application or renewal letter. The Board plans to invoice the schools twice a year for all the agent permits that have been issued during the previous six-month period. This will prevent the schools from having to constantly generate individual checks every time a new permit is requested.

Once the billing changes take effect, the permits will start to be generated immediately, as opposed to the current method of waiting for payment before issuance. This will expedite the process so that the agents have their permit in hand in a more timely manner.

It is the goal of the Board to make these changes in order to simplify this process for all involved. For that reason, we would appreciate any feedback you have regarding the proposed changes.

Schools will be receiving more information regarding these changes in the near future.

## Floral Design Classes Offered

by Carolyn Steigman  
West Side Sun News

They come from all over the Cleveland area and even from all across the country. Some come looking for a new career, others want to refine their job skills or do it just for fun.

One thing they all have in common is that they want to learn more about floral design, and the Cleveland area has several professional level course from which to choose.

**Don Filer of Filer's Florist in Middleburg Heights** schedules his classes in the evening to make them accessible for those who work during the day. In his current class, about half of the 10 students had lost their jobs in industry. His classes can be taken as part of a state program for retraining displaced workers. Some past student now own their own flower shops or work from their homes.

**Pawlak & Sons Floral Design School in Parma** has been in business since the 1950s, and brothers Ed and John Pawlak have taught floral design classes for the past 15 years in Parma. These classes also are held one evening each week.

Ed Pawlak said about half of his business is funeral work. Surprisingly, only 2 percent of his business comes from weddings.

"The thing that surprises students the most is how hard it is for them to make a bow," Pawlak said. While a florist can whip one up in a matter of seconds, it requires practice to acquire the manual dexterity.

At **Hixson's School of Floral Design in Lakewood**, classes run for 11 consecutive days, including Saturdays and Sundays, lasting 12 or more hours each day.

Bill Hixson has been holding the classes since 1945. A nationally known floral designer, he often lectures across the United States and in Europe.

"They're getting a lot of hands-on training," said JoAnn Johnson, who handles registration for the school. Johnson said one of the hardest things for students to learn is how to use the razor-sharp florist knife to cut stems. Cutting with the knife makes the flowers last longer than cutting them with scissors.

"You weren't a student unless you had a cut," Johnson said.

## Learning More About Ohio's Career Colleges and Schools

Those schools interested in learning more about career colleges and schools in Ohio should contact the Ohio Association of Career Colleges and Schools.

The Ohio Association of Career Colleges and Schools is the active voice of postsecondary career education colleges and schools of Ohio, which are non-tax supported, privately owned and administered. Membership is strictly voluntary, thus participating colleges and schools consider the Association's mission important to their success.

The Ohio Association is dedicated to bringing about improved excellence in career education in Ohio through encouraging high standards of program quality in member institutions by:

- Establishing and developing liaison between the private career education industry, State Licensing Boards, State Agencies, the General Assembly, State and Regional Professional Agencies, State Commerce and Industry, National Associations, Accrediting Commissions and the United States Department of Education.
- Providing conferences, institutes, workshops and seminars for professional development of member school administrators, instructors, admissions representatives and placement specialists.
- Reviewing current research, and suggested new research in such areas as techniques to improve management, instruction, admissions and student service functions and outcomes.
- Providing monitoring of member and non-member schools activities to assure compliance with regulatory requirements and accrediting standards. Encourage regular training and updating of all personnel.
- Providing the State Legislature up-to-date information regarding the needs of our schools and the students they serve in order to assure participation of all appropriate funding and support. The Association provides the access of information to the Legislature and our member schools.

Officers are:

*President*  
*Dennis Bartels*  
*Bradford School*

*President-Elect/Secretary*  
*Kenneth Miller*  
*RETS Technical Center*

*Treasurer*  
*Michael Montgomery*  
*Technology Education College*

*Secretary*  
*Robert Shirey*  
*Gallipolis Career College*

Our Legislative Scholarship Program is underway offering 106 scholarships to 2005 Ohio High School graduating seniors. All members of the General Assembly and high school counselors have copies of the scholarship form.

If you are interested in becoming a member of the Ohio Association of Career Colleges and Schools please contact:

**OACCS**  
**ATTN: Dr. Max Lerner**  
**1857 Northwest Blvd.**  
**Columbus, OH 43212**  
**(614)487-8180**

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**2005**  
**Consultant Meetings**  
 January 11      July 12  
 March 15        Sept. 6  
 May 10          Nov. 1

**2005**  
**Board Meetings**  
 January 26 (deadline 12/26)  
 March 30 (deadline 2/28)  
 May 25 (deadline 4/25)  
 July 27 (deadline 6/27)  
 September 21 (deadline 8/21)  
 November 16 (deadline 10/16)

### **New Board Meeting Deadlines**

In an effort to streamline the Board’s evaluation procedures and to avoid the problems created for the Board and its staff by the submission of last-minute Board meeting agenda items, the Board has adopted a new policy that requires agenda items such as new schools and new programs to be submitted **four (4) weeks** before a scheduled meeting date. This new submission deadline will allow for sufficient time to review the request and accompanying documentation and will permit a site visit to be performed prior to the Board meeting date. The deadlines for this year’s upcoming Board meetings are listed above.

### **Namesake of Davis College, Ruth Davis Passes Away**

Ruth Davis, namesake of Davis College, passed away peacefully on March 21, 2005 three (3) days shy of her 95<sup>th</sup> birthday. She was the third and final member of the Davis Family to lead the 147 year old College.

Ruth was inducted into the Ohio Women’s Hall of Fame in 2001. She was the first Athena Award winner for the Toledo Chamber of Commerce in 1995.

“She was laughing and drinking a chocolate milkshake just last Thursday. Her final few days were peaceful with the help of Hospice,” said Carolyn Scharer, dear friend and 55 year colleague of Ruth’s.

Davis College President Diane Brunner said of Ruth, “She taught us all some of the most important things in life: live strong, care, and work hard.”

### **Past President and Owner of Bohecker College, Jean Wise Passes Away**

A lifelong educator, businesswoman and civic booster, Jean (Keefer) Wise was fiercely proud of her hometown of Ravenna. “I may retire and go away for a couple of months, but I’ll never leave Ravenna,” she told the Record-Courier in a 1983 interview. “I think we ought to have a slogan like “I Love New York” because I think we’re better than New York.”

Ms. Wise, who was past president and owner of Bohecker College in Ravenna, died April 20, 2005 . She was 79. During her 48 year tenure at Bohecker’s, she provided guidance for several generations of graduates, putting hundreds of skilled workers into the Portage County workforce.

Ms. Wise herself was a graduate of the business college which was founded by her mother, Blanche Bohecker Keefer Brown, in Kent in 1922. She was director of the college from 1950 to 1978, and president and executive director from 1978 to 1986. She served at the college for a total of 48 years until her retirement in 1998.

## ADMINISTRATIVE RULE REVIEW

The Administrative Rule changes that were approved by the Joint Committee on Agency Rule Review on April 18<sup>th</sup> have been final filed and became effective on June 1<sup>st</sup>. We will be distributing copies of the amended rules at our director training seminars and you may also obtain a copy of the rule changes from our website. We will begin the Rule Review process for fiscal year 2006 in the next few months. In accordance with Ohio Revised Code § 119.032 and the rule review schedule followed by the Board, the Board will review the following nine (9) Administrative Rules during FY 2006:

<b><i>3332-1-06</i></b>	<b><i>Distance education programs</i></b>
<b><i>3332-1-09</i></b>	<b><i>Student enrollment policies and practices</i></b>
<b><i>3332-1-10</i></b>	<b><i>Tuition and fees</i></b>
<b><i>3332-1-17</i></b>	<b><i>Issuance of agent permits</i></b>
<b><i>3332-1-17.1</i></b>	<b><i>Disciplinary action involving agents</i></b>
<b><i>3332-1-17.2</i></b>	<b><i>The ethical code of conduct for agents</i></b>
<b><i>3332-1-24</i></b>	<b><i>Completion and placement</i></b>
<b><i>3332-1-25</i></b>	<b><i>School closures</i></b>
<b><i>3332-1-26</i></b>	<b><i>Off-campus learning centers</i></b>

At the September 21<sup>st</sup> Board meeting, the Board will consider the staff's preliminary report and recommendations on these rules. Most likely, the Board will refer the staff's recommendations to a committee for further review. The first committee meeting to review the proposed modifications to the rules will likely take place in October. Any schools having comments or suggestions on these rules should forward the comments to the Board's executive director.

The proposed rule modifications will be posted on the Board's web site at: <http://www.scr.ohio.gov/> under the Law and Rules subheading. If you are unable to access the rules via the web site and would like a copy of the proposed rule modifications when they are available, please contact the Board office.

## Renewal Certificates of Registration

In accordance with Ohio Administrative Rule 3332-1-044, the State Board of Proprietary School Registration mailed renewal notices 120 days prior to expiration of the Certificates of Registration to the following schools:

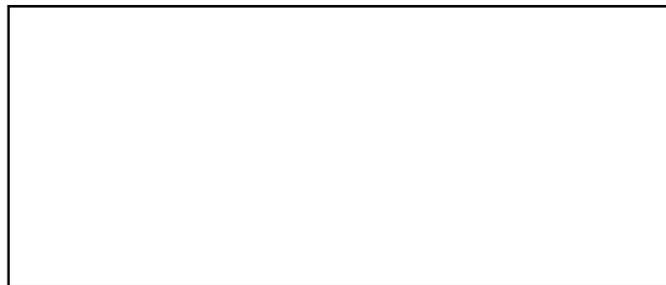
### July 2005 Board Meeting

A1 Medical Billing Service  
& Training Center, Lorain  
American Logistics Group, Solon  
Al-Win Training, W. Jefferson  
Barbizon School of Akron  
Braxton School, Cleveland  
Brighton College, Stow  
Bryman Institute, Gahanna  
ComputerTraining.com at Cincinnati  
ComputerTraining.com at Cleveland  
DATS of Ohio, Inc., Centerville  
EWI in Partnership with  
Hobart Institute of Welding  
Technology, Columbus  
Finishing Touches Secretarial School,  
Cincinnati  
Institute of Real Estate Appraisal  
Education, Columbus  
Loxias IT Solutions, Cincinnati  
NewLife Academy of Information  
Technology, E. Liverpool  
Ohio Vally College of Technology,  
E. Liverpool

Professional Bartending School,  
E. Euclid  
Professional Domestic Institute,  
Columbus  
TechSkills, Cincinnati  
TechSkills, Columbus  
TechSkills, Cleveland  
Total Technical Institute,  
Brooklyn Heights  
Wyoming Technical Institute,  
Blairsville, PA  
Wyoming Technical Institute,  
Laramie, WY  
Academy of Court Reporting, Cleveland  
Hamrick Truck Driving School, Inc.,  
Medina  
Institute of Medical-Dental Technology,  
Cincinnati  
Vocational Guidance Services, Cleveland  
Willa Singer Star World Academy  
of Modeling & Agency,  
Centerville

These schools are required to submit their completed application to the Board Office at least ninety days prior to the expiration date. **The Board will consider the renewal of these Certificates of Registration and Program Authorizations during the July Board Meeting.**

State Board of Career Colleges and Schools  
35 East Gay Street, Suite 403  
Columbus, Ohio 43215



**Newsletter - Number 1  
January - June 2005**

The Newsletter is published three times a year to inform you of news items and other information relevant to the agency and to the schools. If you have any questions regarding this Newsletter or would like to submit information for a future edition, please write to:

***State Board of Career  
Colleges and Schools***

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Web Page: <http://www.scr.ohio.gov/>

**The Road**

**The road to success is not straight...**

**There is a curve called Failure...  
A loop called Confusion...  
Speed bumps called Friends...  
Red lights called Enemies...  
Caution lights called Family...  
You will have flats called Jobs...**

**BUT**

**If you have a spare called  
Determination...  
An engine called Perseverance...  
Insurance called Faith...**

**You will make it to a place called  
SUCCESS!**

**-Author Unknown**