

**MINUTES OF THE STATE BOARD OF CAREER  
COLLEGES AND SCHOOLS BOARD MEETING  
NOVEMBER 14, 2018**

**PRESIDING:** Dr. Jerome Brockway, Board Chairperson

**PRESENT:** Mr. Dennis Bartels, Board Vice Chairperson  
Ms. Lynn Mizanin, Board Secretary  
Ms. Andrea Fricks, Board Member  
Mr. Srikanth Gaddam, Board Member  
Mr. Lloyd Graham, Board Member  
Dr. Stephanie McCann, Board Member

**ABSENT:** Dr. Emily Passias, Board Member

**STAFF:** Mr. John Ware, Executive Director  
Ms. Ruth Myers, Assistant Director  
Ms. Laura Essman, Program Administrator 2  
Dr. Richard Brubaker, Consultant/Evaluator  
Ms. Stephanie Swiger, Assistant Attorney General

**ABSENT:** Ms. Christine Gregory, Consultant/Evaluator  
Dr. Steven Puckett, Consultant/Evaluator

**GUESTS:** Mr. Kent Trofholz, Ohio-Michigan Association of  
Career Colleges and Schools  
Ms. Diane Hughes, Oak Leaf Dental Technology Center  
Ms. Donna LaLonde, Oak Leaf Dental Technology Center  
Ms. Allison Jenkins, Cyanna Education Services  
Mr. Emmanuel Roberts, American Institute of Health  
Mr. David Franklin, American Institute of Health  
Mr. Mark Sullivan, Cyanna Education Services  
Mr. Ricky Madison, Continents Academy  
Ms. Judith Rudokas, Galen College of Nursing  
Mr. Jeff Odum, Galen College of Nursing  
Ms. Wendy Beahn, Hondros College  
Mr. Adam Bulizak, Hondros College

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**MEETING CALLED  
TO ORDER**

**Dr. Jerome Brockway, Chairperson  
called the meeting to order at 9:35 a.m.**

**ROLL CALL:**

**Dr. Passias - Absent  
Dr. McCann - Yes  
Mr. Gaddam - Absent  
Dr. Brockway - Yes  
Ms. Mizanin - Yes  
Mr. Bartels - Yes  
Ms. Fricks - Absent  
Mr. Graham - Yes (non-voting member)**

**(19-034)Ms. Lynn Mizanin moved** that the Board go into Executive Session at 9:37 a.m. to discuss investigations subject to informal methods of conference and conciliation in accordance with Ohio Revised Code section 3332.091(A)(1).

**Dr. Stephanie McCann seconded. 4 Ayes - 0 Nays. Motion carried.**

**ROLL CALL:**

**Dr. Passias - Absent  
Dr. McCann - Yes  
Mr. Gaddam - Absent  
Dr. Brockway - Yes  
Ms. Mizanin - Yes  
Mr. Bartels - Yes  
Ms. Fricks - Absent  
Mr. Graham - Yes (non-voting member)**

**Let the record show that Mr. Gaddam arrived at 9:40 a.m. and Ms. Andrea Fricks arrived at 9:45 a.m.**

Executive Session ended at 9:45 a.m. Public Session began at 10:00 a.m.

**ROLL CALL:**

**Dr. Passias - Absent  
Dr. McCann - Yes  
Mr. Gaddam - Yes  
Dr. Brockway - Yes  
Ms. Mizanin - Yes  
Mr. Bartels - Yes  
Ms. Fricks - Yes  
Mr. Graham - Yes (non-voting member)**

**INTRODUCTION OF GUESTS**

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**(19-035)Dr. Stephanie McCann moved** for Approval of the Minutes of September 26, 2018.

**Ms. Andrea Fricks seconded.      6 Ayes - 0 Nays.      Motion carried.**

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

1. **Director Training:** We will be holding our director training seminar this year on Friday, November 16<sup>th</sup> at the Crowne Plaza Columbus North as part of the OMACCS fall workshop and annual meeting. Approximately 40 school directors are expected to attend the director training seminar. We plan to record parts of the presentation for inclusion in the online director training course that we are developing and that will be incorporated into the new school approval process next year.
2. **Joint Committee on College Affordability:** I have given the Board a copy of the report that was issued by the Joint Committee on College Affordability. The report contained a number of recommendations for schools and students on how to reduce the cost of college. Its possible that some of the funding recommendations will be incorporated into the next biennium budget bill.
3. **Transferability Strategy Update:** I have given the Board a copy of the Proprietary Transfer Stakeholders Committee checklist that was prepared by the Ohio Department of Higher Education (ODHE) that summarizes the activity thus far of the stakeholder group formed by ODHE to satisfy the requirements of Ohio Revised Code section 3332.166 that requires the chancellor of ODHE to “prepare a transferability strategy plan that defines criteria, policies, procedures, and timelines that would enable students to transfer agreed upon courses completed through a for-profit private college to a state institution of higher education without unnecessary duplication or institutional barriers.” ODHE’s final report and recommendations are scheduled to be issued by the end of the calendar year.

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

**Program Administrator 2 Ms. Laura Essman** reported on the following Compliance items:

Since the September 26, 2018 meeting, we have opened five (5) new cases.

Since the September 26, 2018 meeting, we have closed six (6) total cases.

**Below is a summary of investigative activity for FY19:**

<u>Total Number of Cases</u>	<u>Open/Active Cases</u>	<u>#Open 30 days/more</u>	<u>Closed Cases</u>
16	2	0	14

**PUBLIC COMMENT**

There was no Public Comment.

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**OLD BUSINESS**

**Executive Director Mr. John Ware** reported on the Administrative Rule Review Update (Prior Rule Review and New Rule Review).

**(19-036)Ms. Lynn Mizanin moved** that the State Board of Career Colleges and Schools ADOPT the following Resolution:

WHEREAS  
**American Healthcare Institute; and,  
Optimal Phlebotomy Training; and,  
Encore Care**

Currently hold valid certificates of registration and program authorization with this Board; and

WHEREAS

The schools have failed to submit required fees including fees for the renewal of their certificates of registration and program authorization and fees for the Ohio Student Tuition Recovery Fund; and

WHEREAS this constitutes a violation of Sections 3332.07 and 3332.085 of the Ohio Revised Code and section 3332-1-22 of the Ohio Administrative Code.

Therefore be it resolved that:

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

**Mr. Srikanth Gaddam seconded. 6 Ayes - 0 Nays. Motion carried.**

**(19-037)Ms. Lynn Mizanin moved** for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

- A. American Institute of Health - NEW SCHOOL  
800 Cross Pointe Road, Suite C  
Gahanna, OH 43230  
Consultant: Dr. Puckett  
**APPROVAL TO NOVEMBER 2019**

Certificates in:

STNA/Nursing Aide Assistant - Certificate  
**PENDING RECEIPT OF APPROVED CONSULTANT REPORT/SITE VISIT  
(anticipated start date: 12/3/18)**

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

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**(19-038)Dr. Stephanie McCann moved** for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

- B. Oak Leaf Dental Technology Center - NEW SCHOOL  
7227 N. High Street, Suite 001  
Worthington, OH 43085  
Consultant: Dr. Puckett  
**APPROVAL TO NOVEMBER 2019**

Certificates in:  
Basic Education in Dental Technology  
**(anticipated start date: 1/12/19)**

**Mr. Srikanth Gaddam seconded. 6 Ayes - 0 Nays. Motion carried.**

**(19-039)Ms. Lynn Mizanin moved** for Approval of the following New Certificate(s) of Registration and Program Authorization(s):

- C. Untapped Code Academy - NEW SCHOOL  
222 E. 14<sup>th</sup> Street  
Cincinnati, OH 45202  
Consultant: Dr. Brubaker  
**APPROVAL TO NOVEMBER 2019**

Certificates in:  
Practical Development  
**PENDING RECEIPT OF FIRE INSPECTION (anticipated start date 1/7/19)**

**Ms. Andrea Fricks seconded. 6 Ayes - 0 Nays. Motion carried.**

**(19-040)Mr. Dennis Bartels moved** for Approval of the following New Learning Center(s):

- A. Anderson Academy of Dental Assisting LLC - LEARNING CENTER  
8284 Beechmont Avenue  
Cincinnati, OH 45255  
Consultant: Dr. Brubaker  
**APPROVAL TO MAY 2019**

Anderson Academy of Dental Assisting LLC - MAIN CAMPUS  
8276 Beechmont Avenue  
Cincinnati, OH 45255

**COURSES:**  
Selected courses from all currently approved programs

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

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**(19-041)Dr. Stephanie McCann moved** for Approval of the following Renewal Certificate(s) of Registration:

**SCHOOLS RECOMMENDED TO RECEIVE RENEWAL CERTIFICATE(S) OF REGISTRATION (continued)**

NAME OF SCHOOL	ACCRED	PROGRAM(S)	CONSULTANT
American Diesel Training Centers (Columbus)		Diesel Technician Program - Certificate	Puckett
ATS Plus School of Business (Toledo)		Administrative Office Assisting - Certificate Customer Service 'Above and Beyond' - Certificate	Brubaker
Cleveland School of Cannabis (Cleveland)		Cannabis Business - Certificate Cannabis Executive Program - Certificate Cannabis Horticulture - Certificate Medical Applications of Cannabis - Certificate	Gregory
Clip-N-Dales (Toledo)		Pet Groomer - Certificate	Brubaker
Columbus Phlebotomy Training Center (Columbus)		Clinical Medical Assistant - Certificate Phlebotomy Technician - Certificate	Puckett
Dental Career Academy (Toledo)		Dental Assistant Training Program - Certificate	Brubaker
Great Lakes Institute of Technology (Erie)	ACCSC	Dental Assistant - 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
Hobart Institute of Welding Technology (Troy)	ACCSC	Combination Structural & Pipe Welding - Diploma Structural Welding - Diploma	Brubaker

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**SCHOOLS RECOMMENDED TO RECEIVE RENEWAL CERTIFICATE(S) OF REGISTRATION**

NAME OF SCHOOL	ACCRED	PROGRAM(S)	CONSULTANT
HomeSpection Training Institute (Canton)		Advance Home Inspection Training - Certificate Certified Microbial Assessment Training Course - Certificate Ohio Radon Measurement & Testing Course - Certificate	Gregory
Lincoln Electric Welding School (Cleveland)		Advanced Arc Welding - Certificate Basic Plate & Sheet Metal Welding - Certificate Comprehensive Welding Program - Certificate	Gregory
Miami Valley School of Dental Assisting (Beavercreek)		Dental Assisting - Certificate	Brubaker
<p><b><u>Ms. Lynn Mizanin seconded.</u>      <u>6 Ayes - 0 Nays.</u>      <u>Motion carried.</u></b></p>			

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**(19-042)Dr. Stephanie McCann moved** for Approval of the following New Scholarship(s)/Grant(s):

**SCHOOLS REQUESTING APPROVAL OF NEW SCHOLARSHIP/GRANTS**

NAME OF SCHOOL	NAME OF SCHOLARSHIP/GRANT
MyComputerCareer.com/TechSkills (Westerville)	Harrison College Grant
Orion Institute (Perrysburg)	Workforce Training Scholarship Program High School Scholarship
Ross College (N. Canton)	Ross Veterinary Assistant Graduate Grant
Valley College-Cleveland (Cleveland)	Valley College Senior Cybersecurity Grant Valley College High School Institutional Grant Valley College - Step-Up Institutional Grant Valley College Step-Up Student to HSA or BA Bachelor Valley College HSA or BA Bachelor Senior Grant

**Mr. Srikanth Gaddam seconded. 5 Ayes - 1 Abstention (Mizanin - Valley College) - 0 Nays. Motion carried.**

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**(19-043)Mr. Srikanth Gaddam moved** for Approval of the following New Programs (Degrees/Diplomas/Certificates):

SCHOOLS RECOMMENDED TO RECEIVE NEW PROGRAMS (DEGREES/DIPLOMAS/CERTIFICATES) (continued)

School/City	Program Name/Level	Anticipated Start Date
ATA College (Springdale)	Dental Assisting - Diploma Medical Professional: Medical Assistant - AAS Professional Coding - Diploma Medical Professional: Medical Coding - AAS Medical Assistant Diploma - Diploma	1/2/19
Bilfinger Westcon Craft Academy (Canton)	Advanced Rigger - Certificate Pipefitting-III - Certificate Mobile Crane Operations-III - Certificate Project Management - Certificate Pipefitting-II - Certificate Pipefitting-III - Certificate Mobile Crane Operations-II - Certificate Intermediate Rigger - Certificate Complete Mobile Crane Operations - Certificate	11/18/18
ETI Technical College of Niles (Niles)	Human Resources - AAB	1/21/19
Galen College of Nursing (Cincinnati)	Prelicensure Baccalaureate Nursing Degree Program - Baccalaureate Degree	1/7/19
Hondros College of Nursing (Independence)	Medical Laboratory Technology - AAS	7/8/19
Lutheran Metropolitan Ministry (Cleveland)	Culinary Arts - AAS	12/1/18
<b>PENDING RECEIPT OF APPROVED CONSULTANT REPORT/SITE VISIT</b>		
Stautzenberger College (Brecksville)	Medical Assistant X-Ray Tech (Limited Scope) - AAS Medical Assistant X-Ray Tech (Limited Scope) - Diploma Patient Care Technician - Diploma	1/28/19

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SCHOOLS RECOMMENDED TO RECEIVE NEW PROGRAMS (DEGREES/DIPLOMAS/CERTIFICATES) (continued)

School/City	Program Name/Level	Anticipated Start Date
Stautzenberger College (Maumee)	Patient Care Technician - Diploma Medical Assistant X-Ray Tech (Limited Scope) - AAS Medical Assistant X-Ray Tech (Limited Scope) - Diploma	1/28/19
The North Coast College (Lakewood)	Culinary Arts - AAS Baking and Pastry - AAS Food and Beverage Business Management - Bachelor of Science <b>SUBJECT TO OHIO DEPT. OF HIGHER EDUCATION APPROVAL</b>	9/9/19
Valley College-Cleveland (Cleveland)	Cybersecurity - Bachelor of Science Health Services Administration - Bachelor of Science Business Administration - Bachelor of Science <b>SUBJECT TO OHIO DEPT. OF HIGHER EDUCATION APPROVAL</b>	12/3/18
<b><u>Dr. Stephanie McCann seconded. 5 Ayes - 1 Abstention (Mizanin - Valley College) - 0 Nays. Motion carried.</u></b>		

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No representative for the State Approving Agency for Veterans Training.

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

Board took a five (5) minute break at 10:30 a.m. prior to the Public Hearing on the Administrative Rules.

**OPENING STATEMENT: RULES HEARING**

**CHAIR:** Good morning. My name is Jerome Brockway, Chair of the State Board of Career Colleges and Schools. For incorporation into the record, I would request that Ms. Myers call the roll.

**ROLL CALL:**

**Dr. Passias - Absent**

**Dr. McCann - Yes**

**Mr. Gaddam - Yes**

**Dr. Brockway - Yes**

**Ms. Mizanin - Yes**

**Mr. Bartels - Yes**

**Ms. Fricks - Yes**

**Mr. Graham - Yes (non-voting member)**

**CHAIR:** The Chair finds that seven of the eight members answered the roll call; therefore, there is the necessary quorum. Let the record show that this rules hearing is called to order at 10:37 a.m. on November 14, 2018, in Room 2925, 30 East Broad Street, Columbus, Ohio 43215.

This hearing is conducted pursuant to Chapters 119 of the Ohio Revised Code for the purpose of amending seven (7) rules of the State Board Career Colleges and Schools. In addition, in accordance with the Board's rule review process the Board has also reviewed an additional fifteen (15) rules and no changes are recommended to those rules. Pursuant to Section 119.03(C) of the Ohio Revised Code, any person affected by the proposed action of the Board may appear and be heard and may present evidence in support or in opposition to the proposed rule change. The Board will rule on the admissibility of evidence. Proffers of evidence may be accepted.

During the hearing, the testimony and offers of evidence shall be recorded by electronic means. The Board may administer oaths or affirmations.

To present the introductory exhibits I would like to present our representative from the office of the Attorney General, Ms. Stephanie Swiger. Ms. Swiger, please enter for the record the identification of certain exhibits that establish compliance with Chapter 119 of the Ohio Revised Code.

**ASST. ATTORNEY GENERAL:** Thank you, Dr. Brockway. I am presenting to the Board Exhibits 1 thru 10. These exhibits include copies of the public hearing notice and the administrative rule change filed with JCARR and the Governor's office of the Common Sense Initiative. I would ask that the Board admit these exhibits at the end of the hearing.

**CHAIR:** Thank you. At this time, the Chair would like to call upon the Executive Director to identify the exhibits and provide testimony on the proposed rule change.

*(Witness sworn in by Board Chair.)*

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**EXECUTIVE DIRECTOR:** Dr. Brockway and members of the Board, I will identify the exhibits first and then give a brief synopsis of the rules process. State Exhibit 1 is a copy of the Public Hearing Notice identifying the hearing today, November 14, 2018. State Exhibit 2 is copies of the documents filed with the Governor's Office and the Common Sense Initiative including the proposed rule change notification which also given to schools and posted on our website back in October 2017 and also the memo from CSI in regards to the rule change and CSI recommendations of which they didn't have any and my memo back to CSI in response to CSI review of the proposed administrative rule changes. State Exhibit 3 is a copy of the rule changes for Administrative Rule 3332-1-04.4. State Exhibit 4 is a copy of the rule changes for Administrative Rule 3332-1-09. State Exhibit 5 is a copy of the rule changes for Administrative Rule 3332-1-10. State Exhibit 6 is a copy of the rule changes for Administrative Rule 3332-1-15. State Exhibit 7 is a copy of the rule changes for Administrative Rule 3332-1-22. State Exhibit 8 is a copy of the rule changes for Administrative Rule 3332-1-22.1. State Exhibit 9 is a copy of the rule changes for Administrative Rule 3332-1-24. State Exhibit 10 is a copy of all the rules that the Board reviewed and that no changes were recommended to those rules. Those are the exhibits. Just to summarize the rule change process and what led us here today, we initially started this process back in the Fall of 2016. The Board formed a committee to review the rules and make recommended changes to the rules. Those rules came back before the Board in November of 2016. At that time, the Board approved the preliminary rule changes. However when we were preparing to move forward with the rule changes, to go through the CSI process, and the process with JCAAR, the statutory language recommendations to change some statutory language which also impacted the rules came out as part of the State budget process. If you will recall, this was in early 2017. At that time, the Board decided to wait until after the budget process was concluded before moving forward with finalizing the rule changes. As a result of some statutory changes that were put in the budget and approved by the legislature, enacted in July of 2017, we brought the rule changes back to the Board with some additional changes to the proposed rules basically in response to the statutory changes. Those were approved by the Board in September of 2017. Following that, we started the process to file the rules with the Governor's Office and CSI back in October of 2017. Those rules were held up in CSI for several months. We also again posted the proposed changes on our website. We posted them in 2016 but we posted the new changes in October of 2017. So these changes have been sitting there since that time. We did finally get authorization from CSI as you saw from the memo to move forward in October of 2018. We then filed the rules with JCARR and we started the public hearing process. Most the changes to the rules are technical changes. We did make some changes to the provision addressing the student disclosure course that was the result of the legislative changes. We also updated some of the language in our placement and graduation rule to talk about some placement and graduation issues. If you recall, one of the items that was being proposed here to change was the graduation and placement rule to better define what not available for placement is. That schools have to document what the reason is that students are not available for placement. Also the rule states that the proposed changes to rule 3332-1-24 regarding placement ,says that schools that are accredited by an accrediting body recognized by the U.S. Department of Education may report annual job placement and graduation data to conform with the definitions required by the school's accrediting agency or the school may use formulas contained in our rules. One of the issues if you recall that we were having with accredited schools was that we had one definition of graduation and placement rates and the accrediting agencies had a different definition. This was causing reporting issues for the schools about having to report multiple graduation and placement rates. So this rule change essentially gives schools the authorization to rely on the accrediting agencies to use their rules. I think that will be beneficial for schools and also helpful for students because I know that having one rate for one thing and a different one for another thing was causing some confusion among the students. So that's all I have on the rule changes. Again we do have another rule change process that we started on different rules. These rules here are the rules that have been pending for a couple of years. Any questions from the Board? (No questions from the Board). That would conclude my testimony.

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**CHAIR:** Today we will entertain testimony either orally or in writing for or against the rules that are under consideration. We are requesting that all testimony be limited to no more than five minutes. If additional time is needed, we will consider a reasonable extension.

If you have written testimony, it is important that you provide a copy to the Board so that the testimony will be a part of the record; and if you wish, in the interest of time, you may just submit the written testimony without reading it into the record.

When you are called, please come forward, be sworn in, state any organization you represent here today, and present your testimony.

Do we have anyone here today who will be giving testimony? (There was no written or oral testimony).

**CONCLUSION**

**CHAIR:** Are there any other comments or statements by anyone at this particular hearing? (No additional comments or statement).

At this time, Ms. Swiger, would you like to move for introduction of the exhibits?

**ASST. ATTORNEY GENERAL:** Thank you, Dr. Brockway. I formally move that Board Exhibits marked 1 thru 10 be admitted to the record.

**CHAIR:** Are there any objections to the exhibits being admitted?

**CHAIR:** Hearing no objections, the exhibits are admitted.

**CHAIR:** If there is no other testimony or exhibits, I declare this public hearing closed. We wish to thank all of you for your participation in our hearing today. I will now entertain a motion for approval of the rules under review including any recommended changes.

**(19-044)Mr. Srikanth Gaddam moved** that the Board approved the rules under review including any recommended changes.

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

**Executive Director Mr. John Ware** made one final comment. These rules are still subject to JCARR jurisdiction. We will have to appear on the JCARR agenda. Once that process is concluded, assuming that we don't have any issues, we will bring these rules back to the Board one final time so that the Board can issue a final approval and set an implementation date. So that will either happen, depending on the timing of the JCARR Meeting, either happen at our January or March 2019 Board Meeting.

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**(19-045)Ms. Lynn Mizanin moved** that the Board adjourn at 10:51 a.m.

**Mr. Andrea Fricks seconded.      6 Ayes - 0 Nays.      Motion carried.**

Respectfully Submitted,

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Chairperson or Vice Chairperson

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Board Secretary