

APPROVED

MINUTES – November 19, 2015

STATE BOARD OF PRIVATE LICENSED SCHOOLS

The Board committees met for 30 minutes in Executive Session immediately prior to the meeting.

I. CALL TO ORDER AND ROLL CALL

The State Board of Private Licensed Schools meeting was called to order by Chairperson Wayne Zanardelli at 8:30 a.m. on November 19, 2015. The Board convened in Heritage Room A at 333 Market Street, Harrisburg, Pa.

Board Members

Mike Artim	Kathleen Howley	Jayne Siniari
Sherry Bomberger	Ric LeBlanc	Rex Spaulding
Nancy Decker	Harold Maley	Eileen Steffan
Connie Dempsey	Carla Ryba	Jackie Syktich
Paul Fitzgerald	David Schaitkin	Wayne Zanardelli

Absent and accounted for: Kathleen Howley and Jayne Siniari

Staff

Patricia Landis, Division Chief	Al Happ, Board Administrator
J.K. Magnani, Supervisor	Robert Kline, Board Administrator
Gina Wetten, AST/ASB	Susan Will, Board Administrator

Guests

Nicole Lane	Career Training Academy – Monroeville
Michael Discello	Career Training Academy – New Kensington
Kim Rassau	Career Training Academy – New Kensington
James Connors	Dog Grooming School of Pennsylvania, LLC
Sharra Connors	Dog Grooming School of Pennsylvania, LLC
Pat DeConcilis	Douglas Education Group
Julian Imbrescia	Douglas Education Group
James Earlbeck	Earlbeck Gases and Technologies
Don Hodges	Earlbeck Gases and Technologies
Michael Euliano	Institute of Medical Careers
Teresa Trathowen	Institute of Medical Careers
Guy Euliano	Institute of Medical and Business Careers

Johnny Arellano	Kaplan Career Institute, Philadelphia
John Carreon	Kaplan Career Institute
Sherri Moore	Kaplan Career Institute
Matthew Mann	Keystone Technical Institute
Bonnie Marsh	Laurel Business Institute
Doug Decker	Laurel Technical Institute
Toni R. Hartley	Laurel Business Institute - Uniontown
Richard Dumaresq	PAPSA
Aaron Shenck	PAPSA
James Snyder	PHEAA
Michelle Edwards	Philadelphia Aide Training School
Kathy Kunkel	Philadelphia Aide Training School
Peg Pearson	Philadelphia Academy of Nurse Aide Training
Tiffany Pearson	Philadelphia Academy of Nurse Aide Training
Venicha Redd	Philadelphia Academy of Nurse Aide Training
Nicole Lovato	South Hills Beauty Academy
April Pernatozzi	South Hills Beauty Academy
Robert Kessler	Universal Technical Institute
James Neary	Universal Technical Institute
Anne Marie Graff	Valley Training Institute, LLC
Dennis Sutcliff	Valley Training Center, LLC
Vickie Fluharty	Wyotech
Mark Reynolds	Wyotech
Sherry Erney	YTI Career Institute
Adrienne Scott	YTI Career Institute
James Vergos	YTI Career Institute

II. ACCEPTANCE OF MINUTES

It was moved by Ryba, seconded by Dempsey, and the motion passed unanimously to accept the minutes from the August 13, 2015 Board meeting.

It was later moved by LeBlanc and seconded by Bomberger to amend the minutes of the October 30, 2015 meeting to add Ric LeBlanc as an attendee and to accept the minutes with that amendment. The motion passed unanimously.

The Board committees met in Executive Session immediately prior to the actions on committee recommendations.

III. ACTION ON REVIEW COMMITTEE RECOMMENDATIONS

COMMITTEE 1 MEETING ROOM: Heritage Room A

**Committee: Dempsey, Chair
Artim
Maley**

Schaitkin
Steffan
Syktich
Zanardelli

Ms. Connie Dempsey reported for Committee 1

A. NEW SCHOOLS

**1. Dog Grooming School of Pennsylvania
1030 N. American Street, Suite #901
Philadelphia, PA 19123**

It was moved by Dempsey, seconded by Artim, and the motion carried unanimously to approve pending the new school and the following new program application. Pending items include financial issues.

a. Basic Professional Dog Grooming

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
100 Clock Hours	\$3,625	\$925	\$150

**2. South Hills Beauty Academy
3269 West Liberty Avenue
Pittsburgh, PA 15216**

It was moved by Dempsey, seconded by Artim, and the motion carried unanimously to defer the new school and the following new program application.

a. Therapeutic Massage and Bodywork

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
750 Clock Hours	\$8,250	\$1,050	\$75

B. NEW PROGRAMS

**1. Career Training Academy - New Kensington
950 Fifth Avenue
New Kensington, PA 15068**

It was moved by Dempsey, seconded by Syktich, and the motion carried with Ryba abstaining to approve pending the following new program application.

a. Phlebotomy Technician

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
600 Clock Hours 45.5 Quarter Credits	\$11,440	\$2,093	\$25

**2. Career Training Academy - Monroeville
4314 Old William Penn Highway, Suite 103
Monroeville, PA 15146**

It was moved by Dempsey, seconded by Syktich, and the motion carried with Ryba abstaining to approve pending the following new program application.

a. Phlebotomy Technician

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
600 Clock Hours 45.5 Quarter Credits	\$11,440	\$2,093	\$25

**3. Kaplan Career Institute
3010 Market Street
Philadelphia, PA 19104**

It was moved by Dempsey, seconded by Syktich, and the motion carried unanimously to approve pending the following new program application. Pending items include approval by the Secretary of Education to award the specialized associate degree.

a. Computer Networking Technology

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
105 Quarter Credits	\$32,945	\$3,134	\$10

It was moved by Dempsey, seconded by Syktich, and the motion carried unanimously to defer the following new program application.

b. Medical Billing and Coding

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
51 Quarter Credits	\$14,000	\$1,305	\$10

4. Keystone Technical Institute
2301 Academy Drive
Harrisburg, PA 17112

It was moved by Dempsey, seconded by Fitzgerald, and the motion carried unanimously to approve pending the following new program application.

a. Residential Carpentry

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
1,560 Clock Hours 74 Semester Credits	\$26,520	\$4,971	\$20

5. Laurel Business Institute
11 E. Penn Street
Uniontown, PA 15401

It was moved by Dempsey, seconded by Syktich, and the motion carried with Decker abstaining to approve pending the following new program application.

a. Medical Assistant (Diploma)

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
55 Semester Credits	\$13,191	\$2,424	\$50

It was moved by Dempsey, seconded by Syktich, and the motion carried with Decker abstaining to approve pending the following new program application.

b. Phlebotomy Technician (Diploma)

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
180 Clock Hours	\$1,585	\$0	\$25

**6. Laurel Technical Institute
200 Sterling Avenue
Sharon, PA 16146**

It was moved by Dempsey, seconded by Syktich, and the motion carried with Decker abstaining to approve pending the following new program application.

a. Medical Assistant (Diploma)

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
55 Semester Credits	\$13,191	\$2,424	\$50

It was moved by Dempsey, seconded by Artim, and the motion carried with Decker abstaining to approve pending the following new program application.

b. Phlebotomy Technician (Diploma)

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
180 Clock Hours	\$1,585	\$0	\$25

**7. Laurel Technical Institute
850 Cranberry Woods Drive
Cranberry Township, PA 16066**

It was moved by Dempsey, seconded by Syktich, and the motion carried with Decker abstaining to approve pending the following new program application.

a. Medical Assistant (Diploma)

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
55 Semester Credits	\$13,191	\$2,424	\$50

It was moved by Dempsey, seconded by Syktich, and the motion carried with Decker abstaining to approve pending the following new program application.

b. Phlebotomy Technician (Diploma)

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
180 Clock Hours	\$1,585	\$0	\$25

C. OTHER ITEMS FOR COMMITTEE REVIEW

**1. John Robert Powers Modeling, Charm and Finishing School
1528 Spruce Street
Philadelphia, PA 19102**

It was moved by Dempsey, seconded by Fitzgerald, and the motion carried unanimously to approve the school's request for a change in location to 1435 Walnut Street, 5th Floor, Philadelphia, PA 19102.

**2. Laurel Technical Institute
850 Cranberry Woods Drive
Cranberry Township, PA 16066**

It was moved by Dempsey, seconded by Fitzgerald, and the motion carried with Decker abstaining to approve the school's request for a change in location to 11676 Perry Highway, Unit 2200, Wexford, PA 15090.

**3. Kaplan Career Institute
933 Penn Avenue
Pittsburgh, PA 15222**

**Kaplan Career Institute
5650 Derry Street
Harrisburg, PA 17111**

**Kaplan Career Institute
177 Franklin Mills Blvd
Philadelphia, PA 19154**

**Kaplan Career Institute
1991 Sproul Rd Ste 42
Broomall, PA 19008**

**Kaplan Career Institute
3010 Market Street
Philadelphia, PA 19104**

It was moved by Dempsey, seconded by Syktich, and the motion carried unanimously to approve the request by the five schools for a change in ownership to VC (AL), LLC.

**4. Pennsylvania Institute of Health and Technology
1015 Mt. Braddock Road PO Box 278
Mount Braddock, PA 15465**

It was moved by Dempsey, seconded by Syktich, and the motion carried unanimously to defer the school's request to offer annually (30) 25% Tuition Pathway to Success Scholarships to students who graduate from their Cardio-Phlebotomy program.

COMMITTEE 2 MEETING ROOM: Heritage Room B

**Committee: Decker, Chair
Bomberger
Fitzgerald
Howley
LeBlanc
Ryba
Siniari
Spaulding**

Ms. Nancy Decker reported for Committee 2.

A. NEW SCHOOLS

**1. Earlbeck Gases and Technologies
95 Aberdeen Road
York, PA 17406**

It was moved by Decker, seconded by Ryba, and the motion carried unanimously to defer the new school and the following new program application.

a. Career Welding

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
342 Clock Hours	\$15,300	\$0	\$0

**2. Valley Training Institute LLC
1300 Old Plank Road
Mayfield, PA 18433**

It was moved by Decker, seconded by Fitzgerald, and the motion carried unanimously to approve pending the new school application with a pending item to include program approval and to defer and the following new program application.

a. Administrative Assistant

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
345 Clock Hours	\$4,140	\$1200	\$50

B. NEW PROGRAMS

**1. Douglas Education Center
130 Seventh Street
Monessen, PA 15062**

It was moved by Decker, seconded by Fitzgerald, and the motion carried unanimously to defer the following new program application.

a. Health Information Technology

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
1500 Clock Hours 67 Semester Credits	\$19,900	\$3,855	\$150

2. Institute of Medical and Business Careers
5617 West Ridge Road
Erie, PA 16506

It was moved by Decker, seconded by Fitzgerald, and the motion carried unanimously to approve pending the following new program application.

a. Computer Support Professional

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
960 Clock Hours 64 Quarter Credits	\$16,000	\$3,020	\$50

It was moved by Decker, seconded by Fitzgerald, and the motion carried unanimously to approve pending the following new program application.

b. Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R)

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
960 Clock Hours 64 Quarter Credits	\$16,000	\$2,050	\$50

It was moved by Decker, seconded by Steffan, and the motion carried unanimously to approve pending the following new program application.

c. Welding Technology

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
960 Clock Hours 64 Quarter Credits	\$16,000	\$1,790	\$50

3. Institute of Medical Careers
133 Jefferson Road, Suite 101
Pittsburgh, PA 15235

It was moved by Decker, seconded by Syktich, and the motion carried unanimously to approve pending the following new program application.

a. Computer Support Professional

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
960 Clock Hours 64 Quarter Credits	\$16,000	\$3,020	\$50

It was moved by Decker, seconded by Syktich, and the motion carried unanimously to defer the following new program application.

b. Pharmacy Technician

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
1,140 Clock Hours 70 Quarter Credits	\$17,550	\$3,088	\$50

It was moved by Decker, seconded by Fitzgerald, and the motion carried unanimously to approve pending the following new program application. One of the pending items is approval by the Secretary of Education to award the specialized associate degree.

c. Professional Administrative Assistant

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
1,500 Clock Hours 94 Quarter Credits	\$19,800	\$3,700	\$50

**4. Universal Technical Institute
750 Pennsylvania Drive
Exton, PA 19341**

It was moved by Decker, seconded by Syktich, and the motion carried unanimously to approve pending the following new program application.

a. Auto Essentials Diesel & Industrial Technology w/Cummins

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
103 Semester Credits	\$43,650	\$215	\$50

It was moved by Decker, seconded by Fitzgerald, and the motion carried unanimously to approve pending the following new program application.

b. Auto Essentials Diesel & Industrial Technology w/TPAT

<u>Length of Program</u>	<u>Tuition</u>	<u>Fees</u>	<u>Reg/App Fee</u>
104 Semester Credits	\$43,800	\$215	\$50

C. OTHER ITEMS FOR COMMITTEE REVIEW

**1. Douglas Education Center
130 Seventh Street
Monessen, PA 15062**

It was moved by Decker, seconded by Syktich, and the motion carried unanimously to approve the school's request for a remote facility at 1025 Rostraver Road, Belle Vernon, PA.

**2. Institute of Medical and Business Careers
5617 West Ridge Road
Erie, PA 16506**

It was moved by Decker, seconded by Syktich, and the motion carried unanimously to approve the school's request for a remote facility at 5739 West Ridge Road, Erie, PA.

**3. Springhouse Computer School
770 Pennsylvania Dr. Suite 120, Eagleview Corporate Center
Exton, PA 19341**

It was moved by Decker, seconded by Syktich, and the motion carried unanimously to approve the school's relocation to 707 Eagleview Boulevard, Suite 207, Exton, PA 19341.

**4. Universal Technical Institute
750 Pennsylvania Drive
Exton, PA 19341**

It was moved by Decker, seconded by Fitzgerald, and the motion carried unanimously to approve the school's request to offer 12 Top Tech Challenge scholarships with a requirement of quarterly reporting of all scholarships.

**5. WyoTech
500 Innovation Drive
Blairsville, PA 15717**

It was moved by Decker, seconded by Spaulding, and the motion carried unanimously to deny the school's request to offer scholarships of \$7,500.

IV. REPORTS

A. COMMITTEE REPORTS

1. Executive Committee

Mr. Zanardelli reported that the Executive Committee met on November 18, 2015 and discussed a plan to begin an effort to rewrite the regulations completely. Mr. Helling recommended convening of a committee to work with staff and legal counsel to develop a draft and consult the regulated community.

2. Review and Recommendation Panel

Ms. Decker reported that the Review and Recommendation Panel issued three Orders to Show Cause and one Notice of Violation.

3. Financial Review Committee

Mr. Maley reported that the Financial Review Committee met on Wednesday, November 18, 2015. The Committee reviewed 87 schools that were on Quarterly Reporting and four new schools, three scholarship requests, a change of ownership, and two new program applications from schools on financial reporting. There are 87 schools remaining on quarterly reporting. Six schools submitted late reports and were sent letters imposing a fine.

B. OTHER REPORTS

1. Orientation Seminars

Staff conducted new school orientation seminars in August, September, October and November 2015 for a total of 16 potential applicants. On October 8, 2015, staff conducted a new director orientation seminar for 29 directors.

2. School Closures

Six schools closed during this quarter.

3. Expenditures and Revenue

P. Landis provided the Board with a report of revenue and expenditures and emphasized the need for the fee increase that is currently making its way through the regulatory process.

C. SCHOOL VISITS

Since the meeting on August 13, 2015, 20 school visits have been conducted. The visits included three new schools, eight compliance visits, two remote sites, three relocations, and four AST/ASB visits.

V. PUBLIC COMMENTS

Michelle Edwards addressed the Board on behalf of Patricia Foster-Curtis, director of Philadelphia Aide Training School to request that the school license be reinstated after it failed to renew its license on November 1, 2015. The Board voted to reinstate the license.

VI. LEGAL ADVICE/COMMENT

A. ADMINISTRATIVE ACTIONS IN PROGRESS –NONE

B. POSSIBLE BOARD ACTION

1. Torchiana Automotive Training Institute

It was moved by Spaulding, seconded by Fitzgerald with the Review and Recommendation Committee abstaining, and the motion carried to impose a fine of \$500 against Torchiana Automotive Training Institute for advertising an unapproved program.

VII. OTHER ACTIONS

A. ADMISSIONS REPRESENTATIVES LICENSED

It was moved by Spaulding, seconded by Dempsey, and the motion carried to endorse staff's licensure of Admissions Representatives from July 29, 2015 – October 29, 2015.

B. BOARD POLICY MEMO

The Board considered the draft of Board Policy Memo #76 on distance education and asked staff to revise it with a chart to reflect the various options, forms and approval processes.

C. NEW BUSINESS

The Board considered a suggestion to consider a policy permitting scholarships to retain currently enrolled students in subsequent terms. The policy was not adopted.

VIII. ADJOURNMENT

It was moved by Decker, seconded by Fitzgerald, and the motion carried unanimously to adjourn the meeting of the State Board of Private Licensed Schools at 2:45 p.m. The next meeting is scheduled for Thursday, February 11, 2016.