

**APPROVED MINUTES**  
**South Carolina Board of Cosmetology**  
**Special Called Board Meeting**  
**9:00 a.m., December 2, 2013**  
**Synergy Business Park**  
**Kingtree Building**  
**110 Centerview Drive, Conference Room 108**  
**Columbia, South Carolina 29211**

**Meeting Called to Order**

Public notice of this meeting was properly posted at the S. C. Board of Cosmetology office, Synergy Business Park, Kingtree Building and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**Pledge of Allegiance**

**Rules of the Meeting Read by the Chairman**

**Introduction of Board Members:**

Chairperson Melanie Thompson called the regular meeting of the Board of Cosmetology to order. Other Board members present for the meeting included, Janice Curtis, Cindy Rodgers, Selena M. Brown, and Stephanie Nye.

**Staff Members Participating in the Meeting:**

Mary League, Advice Counsel; Tracey McCarley, Administrator; Matteah Taylor, Roz Bailey-Glover, Administrative Staff; Cecelia P. Englert, Court Reporter.

**All Other Persons Attending:**

Doug Robinson, Chesley Phillips, Selena Tomlin, Jacqueline Golden, Courtney Freeman, Colleen Large, Cynthia Blocker, Cynthia Gaillard, Karen Stacks, Jayson Lacy, Erica P. Hart, Gloria Smith, and Cindy Collins.

**Approval of Excused Absences:** There were none.

**Review of Proposed 2014 Continuing Education Programs**

**ACSP – Doug Robinson**

Mr. Robinson stated he submitted corrections to the board staff regarding the two, three hour modules. He installed a counter to ensure that three hours were being recorded. Mr. Robinson was willing to sign into the sight if members present wanted to see the information. Ms. Curtis reviewed the website on her laptop with Mr. Robinson's assistance. Mr. Robinson stated that the online courses were set up like a one hundred level college course and that students were actually enrolling in York Tech College system to take the courses. Mr. Robinson asked the Board to reconsider his submission for the online courses.

**MOTION:**

Ms. Brown made a motion to approve the online courses for ACSP. Ms. Nye seconded the motion. Ms. Curtis voted nay, Ms. Rodgers voted nay. The vote failed.

**MOTION:**

Ms. Rodgers made a motion to go into executive session for legal advice. Ms. Curtis seconded the motion, which carried unanimously.

**MOTION:**

Ms. Rodgers made a motion to return to the public session. Ms. Nye seconded the motion, which carried unanimously.

The Board returned from executive session where no motions were made or votes taken.

**MOTION:**

Ms. Brown withdrew her original motion to approve ACSP online courses. Ms. Nye seconded the motion, which carried unanimously.

The Board let Mr. Robinson know that they were not convinced there was three hours of instruction given with the online classes presented. Mr. Robinson pulled up the online program. He explained that participants could stop the program to take notes, study and view the videos, but they must complete the three hour program. Due to LLR's web restrictions, only 50% of the program appeared to load for review. Mr. Robinson stated that the quiz follows each module and the video's must be reviewed too. Interaction is built into the review time and participants can go over the materials as many times and they need to. However ACSP cannot remotely monitor if the person actually sits in front of the computer screen for three hours to complete the class. Mr. Robinson stressed that his programs were tested and approved by the Board of Education at York Tech to fit the three hour program standards.

Ms. Thompson wanted to know if a timer could be placed on each module. Mr. Robinson stated that it was not a recommended practice, done by the Board of Education. Ms. Thompson stated that the regulations must be followed. Ms. Nye suggested that online courses can have pop-up questions participants must answer in order to determine if they are paying attention. The segment can be restarted if the wrong answer is given. Mr. Robinson stated that he can work with York Tech to add a timer and pop-up questions per segment and bring the changes back to the Board.

**MOTION:**

Ms. Rodgers made a motion to deny the online programs. Ms. Curtis seconded the motion. Ms. Brown voted nay, Ms. Nye voted nay, Ms. Thompson voted nay. The motion failed.

**MOTION:**

Ms. Rodgers made a motion to rectify the changes to the online programs for the January meeting. Ms. Curtis seconded the motion, which carried unanimously.

For ACSP, the Board was unable to verify that there was actually six hours of online instruction time allotted for each program. The subject will be readdressed at the January Board meeting.

**ACTIVE/SCSCA TEACHERS – Selena Tomlin**

The fifteen minute error on the agenda was corrected and fifteen minutes was added to the class instruction as requested by the Board. The Board reviewed the changes.

**MOTION:**

Ms. Brown made a motion to approve. Ms. Nye seconded the motion. Ms. Rodgers voted nay, Ms. Curtis voted nay. Ms. Thompson voted to approve and the motion carried.

**BIG – Karen Stacks**

Ms. Stacks submitted copies of the instructor licenses that were previously missing from her packet. In addition she submitted documents for the Bronner Brothers Show. Corrected CD's were also provided in addition to a hard copy of the course content. Regarding the Bonner Brothers Show, Ms. Stacks stated that she removed the product specific sessions. Show participants are given a list of approved courses. Ms. Stacks will provide a copy of the list to the Board at the January 13, 2014 meeting. The Board asked a few questions and reviewed the corrections.

**MOTION:**

Ms. Rodgers made a motion to go into executive session for legal advice and to take a break. Ms. Brown seconded the motion, which carried unanimously.

**MOTION:**

Ms. Curtis made a motion to return to public session. Ms. Nye seconded the motion, which carried unanimously.

The Board returned from executive session where no motions were made or votes taken.

**MOTION:**

Ms. Brown made a motion to approve the CEU class submission, but to exclude Mr. George Cooper and the Bronner Brothers Show. Ms. Nye and Ms. Rodgers seconded the motion. Ms. Curtis voted nay. The motion carried.

**CE TRAINING COURSE**

Ms. McCarley stated that she received Mr. Lacy's corrections and submitted those corrections to the Board via email on Wednesday, November 26, 2013 for review. The Board had some questions about the coloring class and the number of content hours provided for the live sessions. A brief discussion ensued.

**MOTION:**

Ms. Curtis made a motion to go into executive session for legal advice. Ms. Nye seconded the motion, which carried unanimously.

The Board returned from executive session where no motions were made or votes taken.

**MOTION:**

Ms. Brown made a motion to approve the live courses with corrections made. Ms. Nye seconded the motion, which carried unanimously.

**MOTION:**

Ms. Curtis made a motion to approve the online courses submitted. Ms. Rodgers seconded the motion, which carried unanimously.

**FLY HEAT ASSOCIATION – Cynthia Gillyard**

Ms. Gillyard stated she resubmitted a corrected list of classes to LLR staff. Ms. McCarley stated she sent the corrections to the Board in three separate emails for review. Hard copies of the corrections were also provided to the Board including a jump drive. Ms. Gillyard is the only instructor at this time. As the Board reviewed the corrections it was determined that the class list was still missing and the class locations were also missing from the packet.

**MOTION:**

Ms. Curtis made a motion to deny the programs as the locations and dates were still missing and the hours for the courses don't add up. Ms. Rodgers seconded the motion, which carried unanimously.

**GREENVILLE UPSTATE SC – Sandra Morgan**

Ms. McCarley stated Ms. Morgan was out of town and could not attend today's meeting. Ms. Morgan submitted contact numbers, the list of instructors, correct license numbers, and date changes required to avoid a conflict with future board meeting dates. Ms. McCarley stated she emailed the corrections, with the original evaluation sheets to the Board on November 26, 2013 at 9:34 a.m. for review.

**MOTION:**

Ms. Curtis made a motion to defer the determination until later today in order to hear from individual who were present and waiting to be heard. Ms. Rodgers seconded the motion, which carried unanimously.

After hearing several cases, the Board considered the Greenville Upstate SC program submission for review.

**MOTION:**

Ms. Curtis made a motion to approve the program submission. Ms. Nye seconded the motion. Ms. Rodgers voted nay. The motion carried.

**HAIR MATTERS – Cynthia Blocker**

Ms. Blocker stated that corrections were submitted and that her programs were approved at the November board meeting. Ms. Blocker stated she should not have been asked to attend today's meeting. She also stated she received both a letter and a phone call to attend today's meeting because she was on the list. The Board apologized to Ms. Blocker for wasting her time today and stated the previous approval stands.

**NAILS, SKIN & HAIR OF AMERICA – Chesley Phillips**

The Board let Ms. Phillips know that her previous packet submission was missing license numbers for the instructors, the table of contents and contact phone numbers. Ms. Phillips stated that she brought those documents to the November 22, 2013 meeting along with a jump drive and DVD which the Board was unable to open. In addition, she removed Amanda Eaton from the list. On October 22, 2013 she submitted the changes to the Board for review.

**MOTION:**

Ms. Nye made a motion to approve the class submission with corrections. Ms. Brown seconded the motion, which carried unanimously.

Ms. Phillips stated that her online classes were submitted but were not reviewed for approval, nor was she given any directions on how to proceed in getting the online programs reviewed. Ms. Phillips stated she would resubmit the online programs at the January 13, 2014 meeting. Ms. League explained that the class curriculum was not accepted by the Board so the online programs were not reviewed.

**MOTION:**

Ms. Rodgers made a motion to allow Ms. Phillips to submit her corrections for the online programs in January. Ms. Nye seconded the motion. Ms. Curtis voted nay, Ms. Brown voted nay, Ms. Thompson voted to approve the motion. The motion carried.

**SOUTHEASTERN ESTHETICS – Courtney Freeman**

Ms. Freeman appeared before the Board to reconsider her class submission from October. The Board decided not to review the packet because it was late, and that Ms. Freeman may have been given bad information by LLR staff. Ms. Freeman stated that she followed the directions on LLR's website for her submission which stated that October 15, 2013 was the deadline. However, at some point the submission date was changed to October 1, 2013. Ms. League explained that the web site shows that the Board previously voted on the October 1, 2013 submission date and that information did not change. Ms. Freeman wanted the Board to review her late submission.

**MOTION:**

Ms. Curtis made a motion to go into executive session for legal advice. Ms. Rodgers seconded the motion, which carried unanimously.

**MOTION:**

Ms. Rodgers made a motion to return to public session. Ms. Nye seconded the motion, which carried unanimously.

During executive session, no motions were made or votes taken.

**MOTION:**

Ms. Curtis made a motion to deny the packet due to the late submission. Ms. Nye voted nay. The motion carried.

Ms. Freeman stated that her attorney looked at the paperwork and spoke to LLR who said there should not have been a problem because it was a date issue. Her attorney is a state representative so he should know what he is talking about. Ms. Thompson stated that the Board had already voted on the matter and if someone else is speaking for the Board, they should not be.

**SCPBCA – Jacqueline Golden**

Ms. Golden stated the corrections were sent to Ms. McCarley. The agenda and time was corrected and Ms. Kathy Logan was removed as an instructor and Ms. Dana Williams will monitor the classes since she is still waiting for her license. Ms. Williams has already taken and passed her examination. Ms. McCarley stated she emailed the corrections to the Board on Monday, November 25, 2013 at 3:44 for review. The Board reviewed the class hours and jump drives were submitted back in October which the Board was still unable to open.

**MOTION:**

Ms. Curtis made a motion to approve the submission with corrections. This includes the online classes. Ms. Brown seconded the motion, which carried unanimously.

**SCSCA- Cindy Collins**

Ms. Collins stated that corrections were made to the class time and the agenda for the instructor class. Also, the corrections to the esthetics class and the nail class were all turned over to Ms. Matteah Taylor. There were no videos for the esthetics or the nail course. Ms. Collins will email the corrections to LLR staff today.

**MOTION:**

Ms. Curtis made a motion to approve the submission. Ms. Brown seconded the motion. Ms. Rodgers voted nay. The motion carried.

**Public Comments**

Ms. Colleen Large wanted to know the timeline for recording the programs on the website. Ms. McCarley stated that staff was waiting for today before posting the classes. Class data will be posted by or before the end of the month.

Ms. Thompson let the providers know that today's corrections and the Board's review will be submitted to LLR staff no later than December 20, 2013 for posting. No responses back to the providers before December 20<sup>th</sup> indicates the information is correct and will be published as submitted.

Ms. Angie Shuler stated that if data is posted on the web by December 25, 2013 then she has two dates to delete. Her corrections were not responded to. She spoke with Tracey McCarley who put her on the agenda for January so she does not know what was approved. Ms. Taylor stated that corrections were emailed Board members, but her issues were not addressed during the November meeting. Ms. Taylor stated that providers were informed about their corrections which were due back to the Board by October 25, 2013 to be resolved at the November meeting. Ms. Shuler stated that Mr. T. Taylor, an instructor from Georgia was not previously approved, but he has a current GA license now. Regarding Mr. Ivan Zoop and his classroom behavior, Ms. Shuler stated that she viewed the video tape and could not find anything on the tape to substantiate a concern. She needs a decision from the Board regarding Mr. Taylor and the class dates that will be posted.

Chairperson, Ms. Thompson, had to leave so she turned the meeting over to Vice Chairperson, Ms. Rodgers for conclusion.

Ms. Nye explained to Ms. Shuler that Mr. Zoot did distribute information about his website regarding tech hair cutting information and she noted that in her review of the class. Ms. Shuler will caution Mr. Zoot not to do that again. Ms. Shuler state she resubmitted Mr. Taylor's information and his current Georgia license.

Ms. Gloria Smith stated that she was not placed on the agenda for today for the November denials. Ms. Smith wants to know what the problems were, but she did not receive any response from LLR staff. She could not address the matter at the November meeting either. Ms. Smith stated she is having a hard time understanding the inconsistent reviews. Even Doug Robinson was willing to make changes but he was still denied. This treatment is not fair to providers. The providers need a list of requirements from the Board in the form of a checklist for the online classes so that the information is submitted to the Board and consistency is given to approvals.

Mr. Doug Robinson stated that he would like to see written guidelines from the Board regarding online programs since live classes are very different from online programming. Mr. Robinson suggested that all Board members become computer literate so that they are able to review the online classes. Giving providers proper guidelines will be helpful to everyone and he would be happy to come up with the criteria since he just can't understand what's happening with the denials.

Mr. Robinson stated that the Board did give some helpful information today. He will work with his information technology people to work out the problems. Mr. Robinson suggested that perhaps technical person should be present during the board's review session since online classes are formatted differently.

Ms. Rodgers apologized for the confusions and stated that LLR staff and legal counsel are working on processes to help the providers. Mr. Robinson stated that his programs were approved for the past two years and now they are not approved. Ms. League cautioned Ms. Rodgers not to discuss with the public what is covered during executive session consultations with legal counsel.

**MOTION:**

Ms. Curtis made a motion to review Mr. Robinson's online programs at the January meeting. Ms. Brown seconded the motion, which carried unanimously.

**Adjournment**

**MOTION:**

Ms. Curtis made a motion to adjourn. Ms. Nye seconded the motion, which carried unanimously.

**The next meeting of the SC Board of Cosmetology is scheduled for January 13, 2014**