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Suite 1400  
Minneapolis, MN 55401  
(p) 651-325-3253  
[www.zenith.org](http://www.zenith.org)

November 3, 2017

Andrew J Ginther  
City Hall 2nd Floor  
90 West Broad Street  
Columbus, OH 43215

John Kasich  
30th Floor  
77 South High Street  
Columbus, OH 43215

Amy Stollar  
Bureau Chief, Reemployment Services  
Office of Workforce Development  
4020 E. Fifth Avenue  
Columbus, OH 43219

2017 NOV -8 AM 11:26

Re: Reduction In Force

This is to notify you that Zenith Education Group (“Zenith”) will be reducing its workforce at its facility located at 825 Tech Center Drive Columbus, OH 43230. This campus location will be closing at the end of the teach-out process. You may contact me at 651-325-3214 for further information. The job losses are expected to be permanent. Zenith expects that the job losses as a result of the downsizing will occur from January 8, 2018 until the completion of the teach-out plan. Attached is a list of job titles of the positions to be affected, and the number of affected employees in each position.

The employees are not represented by a union, and no bumping rights exist. Again, please call me if you require any further information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paula Jahraus', with a stylized flourish at the end.

Paula Jahraus  
Employee Relations & HR Operations Manager  
ECMC Group

Row Labels	Location	State	City	Count of Job Profile
Everest Institute - Columbus	Everest Institute - Columbus	Ohio	Gahanna	31
Adjunct	Everest Institute - Columbus	Ohio	Gahanna	8
Admission & Retention Advisor Associate	Everest Institute - Columbus	Ohio	Gahanna	2
Admission & Retention Advisor Senior	Everest Institute - Columbus	Ohio	Gahanna	1
Campus Director & Academic Dean	Everest Institute - Columbus	Ohio	Gahanna	1
Campus Registrar Senior	Everest Institute - Columbus	Ohio	Gahanna	1
Career Services Representative	Everest Institute - Columbus	Ohio	Gahanna	1
Community Recruitment Representative	Everest Institute - Columbus	Ohio	Gahanna	1
Dir Student Success	Everest Institute - Columbus	Ohio	Gahanna	1
Faculty I	Everest Institute - Columbus	Ohio	Gahanna	3
Faculty IV	Everest Institute - Columbus	Ohio	Gahanna	5
Financial Aid Representative Associate	Everest Institute - Columbus	Ohio	Gahanna	2
Mgr Career Services	Everest Institute - Columbus	Ohio	Gahanna	1
Program Chair	Everest Institute - Columbus	Ohio	Gahanna	1
Receptionist	Everest Institute - Columbus	Ohio	Gahanna	1
Work Study Specialist - On Campus	Everest Institute - Columbus	Ohio	Gahanna	2

Employees are being notified on November 8, 2017