

**MINUTES**  
**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS**  
**March 27, 2018 9:33 A.M.**

Auraria Higher Education Campus  
Tivoli Student Center, Room 320  
900 Auraria Parkway, Denver, CO 80204

Board Members Present:

Paul Garibay, Chair;	Arlene Rae Malay;
Ryan Minic, Vice Chair;	Shelley Krovitz;
A. Richard Behbehani;	Tim Guerrero

Board Members Absent:

Timothy L. Brooks

Division Staff Present:

Lorna Candler, Director	
Mary Kanaly, Deputy Director & Compliance Officer	
Lisa Hill, Program Coordinator	Rachel Acosta, Program Specialist
April Cordova, Program Specialist	Amy Knoblauch, Data & Research Specialist
Brad Uyemura, Compliance Investigator	

Division Staff Absent:

Bernadette Esquibel, Program Specialist

Board Counsel Present:

Jacquelynn Rich Fredericks, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Hillary Hilliard, Denver Integrative Massage School  
Jennie Gross, Galvanize  
Diana Gunderson, IBMC College  
Rebecca Piltingsrud, The CE Shop  
Fran Kutner, The CE Shop  
Jennifer Bell, Massage Therapy Institute of Colorado  
Charles Tweedy, Careers World Wide  
Wayne Zellner, Intellitec Colleges  
Kayla Harper, Intellitec Colleges  
Drew Thompson, Muscle Activation Techniques  
Joe Scancarello, Accounting and Business School of the Rockies  
Strider Sauer, PARSEC Group  
Veronica Styles, Westland Beauty Academy  
Patrick Armbrust, Armbrust Real Estate Institute  
Nancy Rodriguez, Colorado Media School  
Imran Ali, Colorado Media School  
Angela Black, Barbizon School of Modeling  
Florence McLean, Empire Beauty Schools  
Ron Billings, Paul Mitchell the School Colorado Springs

Debra Bullock, Starkey International  
Zach Jacobsen, PARSEC Group  
Victor Matthews, Paragon Culinary School  
Darlene Matthews, Paragon Culinary School  
Linda Farrington, Medisense  
Angela Rubalcaba, The Giving Touch  
Corinne Miller, Westland Beauty Academy  
Chris Gorrie, Ecotech Institute

#### Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Mr. Paul Garibay, Chair, at 9:33 A.M. The Board members, Division staff and guests were introduced. Board roll call was taken. A quorum was present.

#### Consideration of Approval of the February 27, 2018 Minutes:

Following review and consideration of the February 27, 2018 meeting minutes, a motion was made by Ms. Malay to approve the minutes as written. The motion was seconded and carried.

#### Additions / Changes to the Agenda

No changes were made to the Agenda.

#### Director/ Staff Report:

Director Candler reported the following items:

Board Member, Tim Guerrero's appointment and welcome to the Board;  
The confirmation of A. Richard Behbehani to the Board;  
Rule changes implemented by the Department of Regulatory Agencies;  
The official ruling for ACICS's status as an Accrediting body;  
The Rulemaking Hearing will be held on the same day as the April Board Meeting;  
A Program Assistant will be hired to help the Division with increasing workloads.

#### Monthly Statistics

#### New Business/Action Items:

##### A. Consideration of Approval Programs/Stand Alone Courses

##### 1. PARSEC Group – Denver - AC

Program Specialist Cordova presented to the Board for review and consideration approval of the following programs: 1. Salesforce Administration Course 2. Helpdesk/Desktop Support Technician and 3. Network Administration Course. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Ms. Malay motioned to approve the previously mentioned programs. The motion was seconded and carried.

2. IBMC – Fort Collins - LH

Program Coordinator Hill presented to the Board for review and consideration approval of the following program: Barbering. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Ms. Malay motioned to approve the previously mentioned programs. The motion was seconded and carried.

3. IBMC – Longmont - LH

Program Coordinator Hill presented to the Board for review and consideration approval of the following program: Barbering. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration, Ms. Malay motioned to approve the previously mentioned programs. The motion was seconded and carried.

B. Consideration of Renewal of Certificate of Approval with Programs/Courses

1. IBMC – Greeley - LH

Program Coordinator Hill presented to the Board for review and consideration renewal of the school's Certificate of Approval and 1 new program: Barbering. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal and new programs, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, and the previously mentioned new programs effective March 27, 2018. The motion was seconded and carried.

C. Consideration of Renewal of Certificate of Approval

1. The White Magnolia Advanced Skin Care Institute – Fort Collins - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was not present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

2. The CE Shop – Greenwood Village - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school needed to demonstrate that it had adequate surety and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Krovitz motioned to table the matter until the April Board Meeting so that the school may obtain a sufficient bond. The motion was seconded and carried.

3. Medisense – Peyton - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

4. The Giving Touch – Grand Junction - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Mr. Behbehani motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018 and requested a financial update in six months. The motion was seconded and carried.

5. Rocky Mountain School of Dental Assisting – Loveland - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was not present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to table the Standard Certificate of Approval until the April Board Meeting. The motion was seconded and carried.

6. Careers World Wide – Keenesburg - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

7. Massage Therapy Institute of Colorado- Denver - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

8. IntelliTec College – Grand Junction - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Mr. Minic motioned to conditionally approve the Standard Certificate of Approval so that the school may separate the bond and provide a breakout report of the surety bond and percentage of enrollment at each campus. The motion was seconded and carried.

9. IntelliTec College – Pueblo - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to conditionally approve the Standard Certificate of Approval so that the school may separate the bond and provide a breakout report of the surety bond and percentage of enrollment at each campus. The motion was seconded and carried.

10. Armbrust Real Estate Institute – Denver - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

11. Barbizon School of Modeling and Personal Development – Greenwood Village - AC

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

12. Paragon Culinary School – Colorado Springs - LH

Program Coordinator Hill presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Mr. Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

13. Accounting and Business School of the Rockies – Greenwood Village - BE

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

#### 14. Empire Beauty School – Aurora – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Mr. Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018 with a requested update in six months regarding updated placement statistics. The motion was seconded and carried.

#### 15. Empire Beauty School – Littleton – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018 with a requested update in six months regarding updated placement statistics. The motion was seconded and carried.

#### 16. Denver Integrative Massage School – Denver – RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. The Board determined that the school has adequate surety coverage and can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the renewal, Mr. Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective March 27, 2018. The motion was seconded and carried.

At 11:09 AM, Ms. Malay motioned for a recess. The motion was seconded and carried and the recorder was turned off. At 11:20 AM the recorder was turned back on and Mr. Garibay called the meeting to order.

#### Other Business:

##### 1. Legal Update

Assistant Attorney General, Jacquelynn Rich Fredericks, provided an update on the following items:

Advanced Barbering Academy will proceed with normal closure process and the Division will review complaints made against the school;

An amended Notice of Non Compliance and Notice of Charges have been drafted for Westland Beauty Academy. The Division requested student records to which WBA has provided a response; Additionally, Rulemaking Hearing details were discussed.

## 2. Bond Reductions

The following schools were discussed in regards to bond reductions:

- A. Muscle Activation Techniques – After review and consideration, Ms. Malay motioned to decrease the bond to \$200,000 from \$451,000. The Board will revisit the matter in July so that the Annual Filings may be reviewed. The motion was seconded and carried.
- B. EcoTech – After review and consideration, Ms. Malay motioned to increase the bond to the original amount of 1.6 million. The motion was seconded and carried.
- C. Starkey International Institute for Household Management – After review and consideration, Mr. Minic motioned to increase the bond to \$45,000. The motion was seconded and carried.

## 3. Glenwood Beauty Academy

No action taken as the matter was previously discussed in the Legal Update.

## 4. Westland Beauty Academy

No action taken as the matter was previously discussed in the Legal Update.

### Adjournment:

Mr. Behbehani motioned to adjourn the meeting at 12:23 P.M. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday April 24, 2018, at 9:30 A.M. and will be held at:

Auraria Higher Education Campus  
Tivoli Student Center, Room 320  
900 Auraria Parkway, Denver, CO 80204  
Telephone (303) 862-3001