

MINUTES
BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
April 25, 2017 9:33 A.M.

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

Board Members Present:

Shelley Krovitz, Chair;	Timothy L. Brooks, Secretary;
Arlene Rae Malay;	Paul Garibay;
Ryan Minic;	Robert E. Martin, arrived at 9:58

Division Staff Present:

Lorna Candler, Director	Mary Kanaly, Deputy Director & Compliance Officer
Lisa Hill, Program Coordinator	Bernadette Esquibel, Program Specialist
Jessica Googins, Program Specialist	April Cordova, Program Specialist
Loretta Perez, Administrative Assistant III	Brad Uyemura, Compliance Investigator
Amy Knoblauch, Data Research Specialist	

Board Counsel Present:

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

Guests Present:

Meghan Jurado, LeaderQuest
Jennifer Strohl, LeaderQuest
Jacqueline Stallman, Van Education Center
Jennifer Pabon, Barber University of Denver
Efrain Feliciano, Barber University of Denver
Barbara Kearns, IBMC
Angela Palmer, Palmer School of Floral Designs
Margaret Rosenau, School of Inner Health
Bill Ojile, Armstrong Teasdale, LLP
Michael Swain, Midwest Dental Assistants School
Michael Borgelt, Gobbell Hayes Partners, Inc.
Kristie Berg, Academy for Dental Assisting Careers
Natalie Duncan, Academy for Dental Assisting Careers
Joanna Shea, Galvanize, Inc.
Shonna Dent, IntelliTec College
Wayne Zellers, IntelliTec College
Malathi Kumar, T3 Resources
Samuel Thorpe, T3 Resources
Janet Perry, McKinney College
Michelle Perry, Premier School of Dental Assisting
Pastor George Quansah, Love Christin Fellowship
Tamara Quansah, Love Christian Fellowship
Aaron Diem, Real Estate College of Colorado
Charity Vermeer Cornelison, Northern Colorado College of Real Estate

Jacqueline Stallman – LSO Training – Aurora

Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Ms. Shelley Krovitz, 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 March 28, 2017 Minutes:

Following review and consideration of the March 28, 2017 meeting minutes, a motion was made by Mr. Brooks to approve the minutes as written. The motion was seconded and carried.

Consideration of Approval of the March 28, 2017 Executive Session Minutes:

Following review and consideration of the March 28, 2017 executive session 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

None

Director/ Staff Report:

Director Candler reported that she is working on selecting a new Board Member she has three applications she is reviewing.

Monthly Statistics

Director Candler would like to discuss in other business.

New Business/Action Items:

A. Consideration of Approval Programs / Stand Alone Courses

1. IBMC College – Fort Collins

Program Coordinator Hill presented to the Board for review and consideration one new stand-alone course: Expanded Duty Dental Assisting Certificate. A school representative was present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new program, Mr. Brooks motioned to approve the above-referenced program effective April 25, 2017. The motion was seconded and carried.

2. IBMC College – Longmont

Program Coordinator Hill presented to the Board for review and consideration one new stand-alone course: Expanded Duty Dental Assisting Certificate. A school representative was present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new program, Mr. Brooks motioned to approve the above-referenced program effective April 25, 2017. The motion was seconded and carried.

3. T3 Resources – Englewood

Program Coordinator Hill presented to the Board for review and consideration one new program: Business Analysis; and three new stand-alone courses: 1. Intro to American Business; 2. Selenium Using JAVA and 3. Quality Assurance. School representatives were present.

Following review and consideration of the new program, Mr. Minic motioned to table this matter due to missing quarterly assessments which were due on April 15, 2017. The motion was seconded and carried.

4. LeaderQuest Holding – Colorado Springs

Program Specialist Cordova presented to the Board for review and consideration six new stand-alone courses: 1. EC-Council Disaster Recovery Professional (ESRP); 2. Certified Network Defender (CND); 3. Computer Hacking Forensic Investigator (CHFI); 4. EC-Council Certified Encryption Specialist (ECES); 5. EC-Council Security Analyst (ECSA); and 6. COMP TI Advanced Security Practitioner (CASP). School representatives were present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new program and courses, Mr. Brooks motioned to approve the above-referenced courses effective April 25, 2017. The motion was seconded and carried.

5. LeaderQuest Holding – Englewood

Program Specialist Cordova presented to the Board for review and consideration six new stand-alone courses: 1. EC-Council Disaster Recovery Professional (ESRP); 2. Certified Network Defender (CND); 3. Computer Hacking Forensic Investigator (CHFI); 4. EC-Council Certified Encryption Specialist (ECES); 5. EC-Council Security Analyst (ECSA); and 6. COMP TIA Advanced Security Practitioner (CASP). School representatives were present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new courses, Mr. Brooks motioned to approve the above-referenced courses effective April 25, 2017. The motion was seconded and carried.

6. School of Inner Health – Colorado Springs

Program Specialist Cordova presented to the Board for review and consideration five new stand-alone courses: 1. Nervous System Dynamics (Neurodynamics); 2. Biodynamic Principles; 3. 1 Day Introduction to Craniosacral Biodynamic; 4. Monthly Mentoring and Skills Practice; and 5. 5

Day Introduction to Craniosacral Biodynamic. A school representative was present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new courses, Ms. Malay motioned to approve the above-referenced courses conditionally on prerequisite be added to the 1st course, effective April 25, 2017. The motion was seconded and carried.

7. IntelliTec College – Colorado Springs

Program Specialist Cordova presented to the Board for review and consideration one new program: Computer Systems Technician. School representatives were present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new program, Ms. Malay motioned to approve the above-referenced program effective April 25, 2017. The motion was seconded and carried

B. Consideration of Renewal of Certificate of Approval

1. Real Estate College of Colorado – Colorado Springs

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, 2017 and ending June 30, 2020. The motion was seconded and carried.

2. Barber University of Denver - Denver

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. School representatives were 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried.

3. Van Education Center - Boulder

Program Specialist Esquibel 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried.

4. Midwest Dental Assistants School – Colorado Springs

Program Specialist Esquibel 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, 2017 and ending June 30, 2020. The motion was seconded and carried.

5. Midwest Dental Assistants School – Denver

Program Specialist Esquibel 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, 2017 and ending June 30, 2020. The motion was seconded and carried.

6. Northern Colorado College of Real Estate - Loveland

Program Specialist Esquibel 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, 2017 and ending June 30, 2020. The motion was seconded and carried.

7. Palmer School of Floral Design – Fort Collins

Program Specialist Esquibel 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried.

8. Gobbell Hays Partners, Inc. - Denver

Program Specialist Esquibel presented to the Board for review and consideration renewal of the school's Certificate of Approval. School representatives were 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, 2017 and ending June 30, 2020. The motion was seconded and carried.

9. Career Coders, LLC - Loveland

Program Specialist Esquibel 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, Mr. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried.

10. Academy for Dental Assisting Career - Littleton

Program Specialist Esquibel presented to the Board for review and consideration renewal of the school's Certificate of Approval. School representatives were 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried.

11. Academy for Dental Assisting Career - Greeley

Program Specialist Esquibel presented to the Board for review and consideration renewal of the school's Certificate of Approval. School representatives were 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried.

12. Academy for Dental Assisting Career - Brighton

Program Specialist Esquibel presented to the Board for review and consideration renewal of the school's Certificate of Approval. School representatives were 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. Garibay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried.

13. Premier School of Dental Assisting - Denver

Program Specialist Googins 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020. The motion was seconded and carried.

14. LSO Training - Aurora

Program Specialist Googins presented to the Board for review and consideration renewal of the school's Certificate of Approval. Ms. Candler advised the Board that this is one of the schools that have not paid their fine that was due April 15, 2017. School representatives were 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. Martin motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017 and ending June 30, 2020, with a condition that the fee is paid today. The motion was seconded and carried.

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

1. Academy for Dental Assisting Careers - Longmont

Program Specialist Esquibel presented to the Board for review and consideration renewal of the school's Certificate of Approval and three new stand alone courses: 1. Nitrous Oxide Administration; 2. Expanded Duties Dental Auxiliary; and 3. Dental Laboratory Technician. 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 courses, Mr. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017, and ending June 30, 2020, and the above-referenced new and revised programs effective April 25 2017. The motion was seconded and carried.

2. Lizzie's Beauty Shop - Durango

Program Coordinator Hill presented to the Board for review and consideration renewal of the school's Certificate of Approval and one new program: 1. Nail Technician. 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 and new program, Mr. Martin motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2017, and ending June 30, 2020, and the above-referenced new program effective April 25 2017. The motion was seconded and carried.

D. Notification of School Closings / Change of Status (No action required)

1. Hollywood Hair Academy - Pueblo
2. Studio Be Academy – Fort Collins

Other Business:

1. Love Christian Fellowship – Denver

The Board requested that this matter be discussed in Executive Session.

2. Notices of Fee for Late Annual Filings

The Board tabled the matter until later in the meeting.

3. MAT Muscle Activation Techniques – Englewood

The Board requested that this matter be discussed in Executive Session.

4. CEHE Monthly Updates

The Board tabled the matter until later in the meeting.

5. Westline Academy of Barbering – Colorado Springs

The Board tabled the matter until later in the meeting.

6. Birth Institute – Boulder

The Board requested that this matter be discussed in Executive Session.

7. Majestic Vocational Training Center - Aurora

The Board requested that this matter be discussed in Executive Session.

8. International Salon and Spa Academy – Colorado Springs

The Board tabled the matter until later in the meeting.

9. McKinney College – Fort Collins

The Board requested that this matter be discussed in Executive Session

10. Living Arts Massage and Bodywork School (LAMBS)

The Board tabled this matter until later in the meeting.

After consideration and discussion of the each of the previous matters, Mr. Garibay motioned to convene in executive session with the Board's attorney to seek legal advice pursuant to §24-6-402(3)(a)(II), C.R.S, regarding Love Christian Fellowship; MAT Muscle Activation Techniques; Birth Institute; Majestic Vocational Training Center; and McKinley College; and in consideration of relevant parts of the Private Occupational School Act, C.R.S. §12-59-101 et seq. and the Rules and Regulations, 8 CCR 1504-1. The motion was seconded and carried.

The Board of Private Occupational Schools convened in executive session with its attorney of record, the Division Director, and division staff as deemed necessary at 10:32 A.M.

The executive session recorder was turned on and members of the public left the room during executive session.

Motion was made by Mr. Garibay to resume open session at 11:37 A.M. The motion was seconded and carried.

The executive session recorder was turned off.

The public session recorder was turned on and the general public was welcomed back.

Assistant Attorney General Rich Fredericks affirmed for the record that this Executive Session was for the sole purpose of providing legal advice to the Board and to otherwise engage in good faith what is believed to be attorney-client privileged discussions.

Mr. Brooks left the meeting at 11:38 A.M., a quorum was still present.

Other Business:

1. Love Christian Fellowship – Denver

Director Candler advised the Board that Love Christian Fellowship was noncompliant in submitting the annual filings which were due on July 31, 2016. As of today, the Division has not received verification of any surety instrument. By operation of law under §12-59-113(5), C.R.S., the school is operating without a Certificate of Approval due to the missing surety instrument. The school also has an outstanding late fee of \$500.00. School representatives

were present and addressed the Board. After further discussion, Mr. Martin motioned that this matter be tabled until the next Board Meeting. Motion was seconded and passed.

2. Notices of Fee for Late Annual Filings

Deputy Director Kanaly informed the Board that prior to the Board meeting, there were sixteen schools that had not paid the late fee. Motion made by Ms. Malay that staff contact the schools that have not paid the late fee via telephone and advise them that if the fee is not paid within fourteen days, they will be referred to the Assistant Attorney General who will issue notices of charges. Motion was seconded and passed.

3. MAT Muscle Activation Techniques – Englewood

Director Candler advised the Board that Ms. Hill sent multiple notices to the school in an attempt to determine whether the entity is operating as a private occupational school under our jurisdiction. At the March 28, 2017, Board meeting, the Board motioned to issue a cease and desist, however, the Division did not issue the cease and desist because the school had not received notification that the matter would be addressed at the March 28, 2017, Board meeting. On April 11, 2017, the Division notified MAT that the matter would be addressed at the April 25, 2017, Board meeting. Just prior to the Board meeting, the school contacted Ms. Hill today to state that the owner was in a serious accident. Motion was made by Mr. Garibay to issue the cease and desist. Motion was seconded and passed.

4. CEHE Monthly Updates

Director Candler advised the Board that she has not received CollegeAmerica's monthly update.

5. Westline Academy of Barbering – Colorado Springs

Director Candler updated the Board on the Notice of Noncompliance that was issued to the school. Each mailed copy was returned to the Division. The Notice of Noncompliance was hand delivered by Ms. Kanaly and Mr. Uyemura to a guest instructor at the school. The response is due April 27, 2017.

6. Birth Institute – Boulder

Director Candler reminded the Board that the school was previously issued a subpoena to produce all student records; her attorney received the subpoena as well. The Division has not received the records. Motion made by Mr. Garibay that Board council attempt to contact the school's attorney and allow fourteen days to respond. If no response is received within fourteen days, the Assistant Attorney General shall refer the case to the District Attorney's office in Boulder. Motion was seconded and passed.

7. Majestic Vocational Training Center - Aurora

Deputy Director Kanaly provided the Board with a Memorandum. The Division has requested records from the school owner multiple times and she has not provided records. Motion was made by Ms. Malay that the Division issue a subpoena for the school records and issue a notice of noncompliance with 14 days to reply. Motion was seconded and passed.

8. International Salon and Spa Academy – Colorado Springs

Deputy Director Kanaly reminded the board that renewal of this school was tabled at the March 28, 2017, and is being presented a second time. Motion made by Mr. Minic to approve the renewal and program. Motion seconded and passed.

9. McKinney College – Fort Collins

After further discussion, a motion was made by Mr. Minic to table this matter until the Division can obtain additional information. Motion seconded and passed.

10. CEHE Monthly Updates

Director Candler received an email from CollegeAmerica informing her that they will submit the monthly report prior to the end of the month. If Ms. Candler does not receive the update she will inform the board immediately

11. T3 Resources – Englewood

Director Candler just received information the T3 Resources has submitted their quarterly assessments and paid the applicable late fee. Motion made by Mr. Garibay to approve the new program and three new courses. Motion was seconded and passed.

12. Living Arts Massage and Bodywork School (LAMBS) - Westminster

Deputy Director Kanaly updated the Board that we have received everything from the school.

Adjournment:

Ms. Malay motioned to adjourn the meeting at 12:50 P.M. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday May 23, 2017, 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