

**MINUTES OF THE
COLORADO BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
ANNUAL PLANNING MEETING**

November 8, 2007

The Colorado State Board of Private Occupational Schools convened at Colorado History Museum, 1300 Broadway Denver, CO 80233

Chair Tom Twardowski called the meeting to order at 9:45 A.M. and Board roll was taken.

Board Members Present:

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| Tom Twardowski, Chair | Jerry Sirbu, Vice Chair | Robert Martin |
| Buddy Douglass | Lisa Bennison Noll, J.D. | Tom Narvaez |
| Winnie Rovig | | |

Board Members Absent: None

Division Staff Present:

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| Jim Parker, Director | Georgia Roberts, Deputy Director |
| Renee Belisle, Program Supervisor | Bernadette Esquibel, Program Supervisor |
| Voni Oerman, Program Supervisor | Arla Hamel, Administrative Assistant |

Attorney General: Asst. Attorney General Nancy Wahl was present

No other guests were present.

A. Annual Business:

1. Election of Officers

Board Nominations for new officers were submitted. Upon proper motions and seconds, Jerry Sirbu was elected Chair, Robert Martin was elected Vice-Chair and Lisa Bennison Noll was retained as the Board Secretary.

B. Discussion Items/Information Presentations:

1. Presentation: The Open Meetings Act and Board Ethics and Responsibilities

The Assistant Attorney General provided as a reiteration, information concerning application of the Colorado Open Meetings Act; Board Ethics; and Responsibilities and proper usage of Board Meeting Minutes.

2. Statutory and Rulemaking Matters:

The Director updated the Board about the Department of Higher Education's proposed legislation which includes in part technical revisions of Title 23. In summary, the proposed statutory changes are to move any reference of the Division from Title 23 to Title 12, which defines Division of Private Occupational Schools, the Board/Division and its authority; to correct technical errors and omissions; and to clarify and/or improve statutory language.

The Director sought clarification/input from the Board regarding future statutory and/or Rule changes, primarily seeking to clarify or technically clean-up current language. The Board and Division generally discussed possible future Statutory and Rule Changes.

3. Discussion: Definition of "Occupational in Nature"

Asst. Attorney General and Director Parker presented proposed clarification of the statutory definition, based on previous Board discussion at last year's planning session. General discussion continued with the Board indicating a preference for leaving current wording. Board may further consider.

The Board recessed for lunch at 11:52 A.M. and reconvened at 12:40 P.M.

4. Presentation: "DPOS - Who Are You?"

The Director presented a brief video production about the Division which was originally created to fulfill a Departmental request that an internal orientation be presented by each Division/Unit to the Department concerning its particular functions.

5. Discussion: Developing a universal methodology for determining surety coverage

Board and Division discussed whether a universal methodology was possible / practical for calculating school surety coverage. Board determined that it is neither at this time.

6. Discussion: How the Division can better serve and assist the Board

Director Parker sought Board input in how the Division can better serve/assist the Board, particularly in respect to the following aspects.

- a. Website
No discussion on this point
- b. Forms, Applications, etc.
Board expressed preference for more standardization of school submittal program/course approval forms and a standardized narrative of the "objective" which will include those elements the Board consistently requires to be included in order to be approved. The Division will submit proposed language to the Board.
- c. Student complaints/Investigations
Board expressed its confidence in the Division's continued ability to thoroughly investigate filed complaints and in the interest of cost saving and other efficiencies, it express a preference to receive Division summaries and

to preserve and make available to the Board upon request the evidentiary/supportive materials. It was also discussed that part of the DPOS electronic data base project, currently in progress, that such files may be made technically available electronically in a confidentially protected manner to the Board members.

d. Delegation of duties

Division presented to the Board for its consideration and action three proposed Board policies, two of which codified an earlier passed resolution with delineated the circumstances under which the Board delegated Authority to the Division and Board delegated Authority to the Board Chairperson. The other Policy for consideration addressed Board policy in respect to when a student complaint is filed against a Board Member's School. All three proposed polices were duly passed by the Board upon a motion and a second.

e. Board policies

(See above action)

The Board took a recess at 2:37 P.M. and reconvened at 2:40 P.M.

7. Presentation and Discussion: Student Refund Calculation Worksheet

Deputy Director Roberts and Program Supervisor Esquibel presented for discussion a revised student refund calculation worksheet in both a hardcopy and an Excel format. The Board provided suggested changes for clarification of some terminology used in the worksheet. The Board expressed its support for the use of such a worksheet.

There being no further business, a motion was made by Mr. Twardowski to adjourn. The motion was seconded and carried. The meeting was adjourned at 3:33 P.M.