

**MINUTES**  
**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS**  
**May 25, 2021 9:33 a.m.**

Join Zoom Meeting

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Meeting ID: 919 2503 2144

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Board Members Present:

Paul Garibay, Chair;	Ryan Minic, Vice Chair;
JoAnn Stevens, Secretary;	Shelley Krovitz;
Ellen Wamser;	Barbara Kearns; and
Jessica Houtz	

Division Staff Present:

Chief Occupational Education Officer/Director Lorna Candler;  
Deputy Director & Compliance Officer Mary Kanaly;  
Compliance Investigator Bradlee Uyemura;  
Program Specialist Rachel Acosta;  
Program Specialist April Cordova;  
Program Specialist Carrie Harding;  
Program Specialist Jonathan Rendon;  
Program Specialist Assistant Bernadette Esquibel; and  
Division Specialist Kristi Connors

Board Counsel Present:

Jacquelynn Rich Fredericks, First Assistant Attorney General, Office of the Colorado Attorney General; and  
Natalie Powell, Senior Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Don Cotham, Auguste Escoffier School of Culinary Arts;  
Bob Scherner, Auguste Escoffier School of Culinary Arts;  
Heather M. Linn, Blades & Fades Barber Academy;  
Dick Lammers, United States Truck Driving School;  
Harold Trent, United States Truck Driving School;  
Byung Choo, MAX International Beauty School;  
Jessica Clarke, JC Styles Salon Academy;

Karla Avila, Avilas Barber School;  
Refugio Lepe, Avilas Barber School;  
Margaret Rosenau, School of Inner Health;  
Christina Howe, Dr. Ida Rolf Institute;  
Jihyun Jung, Max International Beauty School;  
Sue Kuhl, Concorde Career College;  
Janeth Juarez, Colorado Trucking College;  
Arpreet Saini, Colorado Trucking College;  
Suzi Dennis, Northern Colorado Advanced Aesthetics Academy;  
Kelly Robinson, Auguste Escoffier School of Culinary Arts;  
Amy Capwell, General Public;  
Stella Hull-Lampkin, BASI Pilates;  
Nicholas Brown, Spartan College;  
Tracy Jeffress, Spartan College;  
Leslie Ballentine, U.S. Career Institute;  
Dani Parsons, SecureSet Academy;  
Thomas Wicke, Concorde Career College;  
Kristine Deveza, Aceable Real Estate School;  
Michael Mulholland, Accent Beauty Academy;  
Christine Liebe, Lotus Education Institute;  
Karla Jones, National School of Dental Assisting;  
Cara Sharpe, Pima Medical Institute;  
Angela Rubalcaba, Giving Touch;  
Jennifer Burrell, Auguste Escoffier School of Culinary Arts;  
Cheri Silvas, Universal Technical Institute;  
Kelly Worrell, The School of Natural Cookery;  
Monique Turek, Solar Energy International;  
Craig Hautamaki, Colorado Crane Operator School;  
Pamala Trandahl, Auguste Escoffier School of Culinary Arts;  
Juliana Satie, The School of Natural Cookery;  
Kirk Bachman, Auguste Escoffier School of Culinary Arts;  
Carrie Petersen, International Salon and Spa Academy;  
Kristen Marshall, Concorde Career College;  
Wendy Knapp, Solar Energy International;  
Biftu Hassan, Pharmakeia Pre-Pharmaceutical School  
Nichol Andler, Mbition;  
Guy Jackson, WyoTech;  
Jennifer McCallum, Counsel for Rocky Mountain Laser and Aesthetics Institute;  
Miles Mitchell, Auguste Escoffier School of Culinary Arts;  
Angela Rubalcaba, Giving Touch;  
Matt Hernandez, Aceable Real Estate School;  
Emily Lawrence, Aceable Real Estate School;  
Jacob Stolle, Aceable Real Estate School;  
Jamie Illingworth, Mbition;  
Kimberly Goudy, General Public; and  
Kristen Marshall, Concorde Career College

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 April 27, 2021 Minutes:

Following review and consideration of the April 27, 2021 regular and executive session meeting minutes, Vice Chair Minic made a motion to approve the minutes as written. The motion was seconded and carried.

Additions / Changes to the Agenda:

- COEO/Director Candler requested to add to Other Business as Item 5 on the agenda, the topic of temporary waivers for schools regarding COVID-19 quarantines.

Director / Staff Report:

COEO/Director Candler reported the following:

- The Division is working with NASASPS and USDOE to set up a dynamic for working closely in situations that involve multiple states and monitoring future legislative/regulatory changes.
- Inta Morris, Chief Operating Office at the Colorado Department of Higher Education, will be retiring in June. CDHE is considering possible structural changes for the future.
- The Division completed a Colorado Open Records Act (CORA) request from USA Today regarding Majestic Vocational Training Center, a former DPOS school closed in 2017.
- Recognized Board member Shelley Krovitz attending her 2<sup>nd</sup> to last Board meeting this month. The flag at the state capitol flew in her honor on May 12, 2021. We will celebrate her service to the Board at the June Board meeting.

New Business/Action Items:

A. Consideration of Approval of Provisional Certificate

1. JC Styles Salon Academy – Centennial – RA

Program Specialist Acosta presented to the Board for review and consideration of a Provisional Certificate of Approval. A school representative was present. A site visit was completed.

Following review and consideration, Board member Wamser motioned to approve the Provisional Certificate of Approval effective May 25, 2021 and ending June 30, 2022. The motion was seconded and carried.

2. Colorado Trucking College – Denver – JR

Program Specialist Rendon presented to the Board for review and consideration of a Provisional Certificate of Approval. A school representative was present. A site visit was completed.

Following review and consideration, Vice Chair Minic motioned to approve the Provisional Certificate of Approval effective May 25, 2021 and ending June 30, 2022. The motion was seconded and carried.

## B. Consideration of Approval of Renewal

### 1. Lotus Education Institute – Parker – CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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, Board Member Kearns motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

### 2. United States Truck Driving School – Fountain – CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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, Board Member Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

### 3. United States Truck Driving School – Wheat Ridge – CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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, Board Member Kearns motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

### 4. National School of Dental Assisting – Broomfield – CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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, Vice Chair Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

5. National School of Dental Assisting – Grand Junction – CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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, Board Member Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

6. 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. A site visit was conducted. 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, Board Member Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

7. Pharmakeia Pre-Pharmaceutical School – 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. A site visit was conducted. 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, Board Secretary Stevens motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

8. Dr. Ida Rolf Institute – Boulder – 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. A site visit was conducted. 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, Board Secretary Stevens motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

9. Josh Lyons, LLC – Parachute – AC

COEO/Director Candler informed the Board that this school would not be discussed at this Board meeting and was moved to the June agenda.

10. Colorado Crane Operator School – Frederick – 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. A site visit was conducted. 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, Vice Chair Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

11. Avila's Barber School – Fort Collins – 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. A site visit was conducted. 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, Board Member Kearns motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

12. BASI Pilates – Greenwood Village -RA

At this time, Board Member Krovitz recused herself from the Board.

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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, Board Member Kearns motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

Board Member Krovitz rejoined the Board.

13. Blades & Fades Barber Academy – 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. A site visit was conducted. 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, Vice Chair Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

14. Higher Elevation Healing Arts School – Gypsum – 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. A site visit was conducted. 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, Board Member Kearns motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

15. Max International 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. A site visit was conducted. 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, Board Secretary Stevens motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

16. Northern Colorado Advanced Aesthetics Academy – Loveland – 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. A site visit was conducted. 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, Vice Chair Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

17. The Rita B Institute – 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. A site visit was conducted. 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, Vice Chair Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

18. Auguste Escoffier School of Culinary Arts – Boulder – JR

Program Specialist Rendon presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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.

COEO/Director Candler informed the Board of an issue regarding the school submitting applications for their agents. On April 27, 2021, the Division became aware that the school had approximately 77 additional, unregistered agents. The school immediately remedied the issue by submitting agent applications and the required fees on April 30, 2021. The Division recommended approval of the school with a letter to the file to document the lapse in registering agents.

Following review and consideration of the renewal, Vice Chair Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024 with the addition of a letter to file regarding agent applications. The motion was seconded and carried.

19. The School of Natural Cookery - Boulder – JR

Program Specialist Rendon presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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, Board Member Kearns motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

20. Spartan College of Aeronautics and Technology – Broomfield - JR

Program Specialist Rendon presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit was conducted. 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, Board Member Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

C. Consideration of Approval of Renewal with New Program(s)/Stand-Alone Course(s)

1. PIMA Medical Institute – Colorado Springs – AC

At this time, Vice Chair Minic and Board Member Houtz recused themselves.



Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval and consideration of one major program revision: Medical Laboratory Technician Program. A school representative was present. A site visit had been conducted. 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, Board Member Kearns motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

Following review and consideration of the major program revision, Board Member Kearns motioned to approve the previously mentioned revision effective May 25, 2021. The motion was seconded and carried.

Vice Chair Minic and Board Member Houtz rejoined the Board meeting.

## 2. Concorde Career College – Aurora – JR

Program Specialist Rendon presented to the Board for review and consideration renewal of the school's Certificate of Approval and consideration of one new program: Cardiovascular Stenography. A school representative was present. A site visit had been conducted. 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, Vice Chair Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2021 and ending June 30, 2024. The motion was seconded and carried.

Following review and consideration of the new Cardiovascular Stenography program, Vice Chair Minic motioned to approve the previously mentioned new program effective May 25, 2021. The motion was seconded and carried.

At 11:16 a.m. Vice Chair Minic motioned for a recess. The motion was seconded and carried.

At 11:31 a.m. Chair Garibay called the meeting back to order.

## D. Consideration of New Program(s)/Stand-Alone Course(s) or Major Revisions

### 1. US Career Institute – Fort Collins – AC

Program Specialist Cordova presented to the Board for review and consideration of a new program: Medical Assistant Associate of Applied Science. 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 new program, Board Member Wamser motioned to approve the previously mentioned new program effective May 25, 2021. The motion was seconded and carried.

## 2. School of Inner Health – Denver – AC

Program Specialist Cordova presented to the Board for review and consideration of a major revision to a stand-alone course: Introduction to Biodynamic Craniosacral Therapy. 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 major revision, Board Member Wamser motioned to approve the previously mentioned major revision effective May 25, 2021. The motion was seconded and carried.

## 3. PIMA Medical Institute – Denver – AC

At this time Vice Chair Minic and Board Member Houtz recused themselves.

Program Specialist Cordova presented to the Board for review and consideration of a major revision to the program: Ophthalmic Medical 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 major revision, Board Member Wamser motioned to approve the previously mentioned major revision effective May 25, 2021. The motion was seconded and carried.

Vice Chair Minic and Board Member Houtz rejoined the Board meeting.

## 4. SecureSet Academy – Denver – AC

Program Specialist Cordova presented to the Board for review and consideration of a new program: Cybersecurity Engineering. 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 new program, Vice Chair Minic motioned to approve the previously mentioned new program effective May 25, 2021. The motion was seconded and carried.

## 5. SecureSet Academy – Colorado Springs – AC

Program Specialist Cordova presented to the Board for review and consideration of a new program: Cybersecurity Engineering. 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 new program, Vice Chair Minic motioned to approve the previously mentioned new program effective May 25, 2021. The motion was seconded and carried.

## 6. Solar Energy International – Paonia – CH

Program Specialist Harding presented to the Board for review and consideration of a new program: Residential and Commercial Photovoltaic Systems Online certificate. 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 new program, Board Member Kearns motioned to approve the previously mentioned new program effective May 25, 2021. The motion was seconded and carried.

Board Member Wamser left the meeting at 11:46 a.m.

## E. Consideration of Approval of Out of State Renewals

The Board was informed that only one motion is required for the approval of Out-of-State School renewals. After review and consideration for renewal of the Out-of-State Schools the Board determined that the following schools can maintain compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended:

Vice Chair Minic motioned to renew the Certificates of Approval for the following Out-of-State schools for the period beginning July 1, 2020, and ending June 30, 2021, effective May 25, 2021. The motion was seconded and carried.

1. Aceable Real Estate School – Austin, TX
2. American School of Real Estate Express – St. Louis, MO
3. Appraisal Institute – Chicago, IL
4. CompTIA Tech Career Academy – Downers Grove, IL
5. Mbition LLC dba Mbition Learn Real Estate – Brookfield, WI
6. McKissock, LLC – Warren, PA
7. MedCerts, LLC – Livonia, MI
8. NASCAR Technical Institute (UTI) – Mooresville, NC
9. OCL Financial Services dba OnCourse Learning – Brookfield, WI
10. Spartan College of Aeronautics and Technology – Inglewood, CA
11. Spartan College of Aeronautics and Technology – Riverside, CA
12. Spartan College of Aeronautics and Technology – Tulsa, OK
13. Swift Driving Academy – Phoenix, AZ
14. Tulsa Welding School – Jacksonville, FL
15. Tulsa Welding School – Tulsa, OK
16. Universal Technical Institute of Arizona – Avondale, AZ
17. Universal Technical Institute of Texas – Houston, TX
18. Universal Technical Institute, Motorcycle Mechanics Institute Division – Phoenix, AZ
19. Wyotech – Laramie, WY

## F. Consideration of Approval of Change of Ownership

### 1. Acuity Institute – Denver – JR

Tabled until later in the meeting in order to get clarification on financial information for ownership change.

### **Other Business:**

#### 1. Legal Update

The Board's Counsel, Jacquelynn Rich Fredericks, updated the Board on the following items:

- a. CDL College
  - i. On May 10, 2021, Board Counsel remitted a pre-litigation conferral and demand for compliance to The Hartford. They maintain their denial. On May 24, Board Counsel filed the Complaint in Denver District Court.
- b. College America
  - i. On May 10, 2021, Board Counsel provided a Letter of Warning to File to the Division. This matter is now resolved.
- c. Colorado Springs School of Massage
  - i. On May 19, 2021, Board Counsel provided an Attestation to the Division to send to the owner for signature.
- d. Integrity CDL
  - i. On May 10, 2021, Board Counsel provided a Letter of Warning to File to the Division.
- e. Mr. K's Floral Design School of Denver
  - i. Board Counsel filed Notice of Charges with the Office of Administrative Courts on May 19, 2021.
- f. Rock Creek Laser
  - i. School's Counsel submitted response to Notice of Noncompliance to the Division. Board needs to decide how it wishes to proceed.
- g. Worldwide College of Auctioneering
  - i. Notice of Noncompliance issued to school on May 11, 2021, by the Division.
- h. Draft policy language for temporary waivers for COVID-19 quarantines was provided to Division for review.
- i. Board Counsel remitted a letter to Mr. Richard Pavelec on May 14, 2021, on behalf of the Division regarding his multiple harassing emails.

- j. Senior AAG Natalie Powell advised the Division on their response to a CORA request for Majestic Vocational Training Center records from USA Today.

2. Rock Creek Laser & Esthetics Institute

The Division provided an attorney/client privileged memo to the Board summarizing the school's response to the Notice of Noncompliance issued on April 8, 2021. Following discussion with school's counsel, Board Secretary Stevens made a motion to table discussion of Rock Creek Laser and Esthetics Institute to executive session. The motion was seconded and carried.

3. Auguste Escoffier School of Culinary Arts

This item was previously discussed during the discussion of the school's renewal of Certificate of Approval.

4. College of International Esthetics, Inc.

Deputy Director Kanaly provided an update on the status of the Division obtaining the student records. Former owner is in the process of starting to scan the student transcripts and records of completion. These records were not turned over to the Division in a timely manner as required. The Division will provide an update as to progress of scanning records.

Motion to table discussion of College of International Esthetics, Inc. to executive session by Board Member Kearns. The motion was seconded and carried.

Following review and consideration of each of the previous matters discussed during the regular portion of the Board meeting, Vice Chair Minic motioned to convene in executive session with the Board's Counsel to seek legal advice pursuant to C.R.S. §24-6-402(3)(a)(II), on the following matters: College of International Esthetics, Rock Creek Laser and Esthetics, and proposed language for temporary COVID-19 waivers, in consideration of relevant parts of the Private Occupational School Act, C.R.S. §23-64-101 et seq. and the Rules and Regulations, 8 CCR 1504-1. The motion was seconded and carried. The public session recorder was turned off.

The Board of Private Occupational Schools convened in executive session with its attorney of record, the Division Director, and Division staff at 1:03 p.m.

After the review and consideration of the matters previously mentioned, Chair Garibay resumed regular session at 2:33 p.m. The executive session recorder was turned off. The public session recorder was turned on and the general public was welcomed back.

Vice Chair Minic left the meeting following executive session.

First Assistant Attorney General, Jacquelynn 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 in what is believed to be attorney-client privileged discussions.

Following executive session, the Board resumed its agenda as follows:

### Rock Creek Laser and Esthetics

Following discussion in public session, Board Member Kearns motioned to direct Board Counsel to move forward with filing Notice of Charges with Office of Administrative Courts due to an inadequate response to the Notice of Noncompliance. The motion was seconded and carried.

### College of International Esthetics

Following discussion in public session, the Board directed the Division to work with school owner to establish timeline to provide student records.

### Temporary COVID-19 Waivers

The waiver will allow schools to adjust, if necessary, to move to an alternate method of delivery for a temporary period due to a COVID-19 quarantine. Board Counsel will submit revised draft policy language at June Board Meeting.

### Acuity Institute – Denver – JR

Due to the school owner being absent from the Board meeting, a motion was made by Board Member Krovitz to table consideration of the Change of Ownership approval until the June Board meeting. The motion was seconded and carried.

Adjournment:

Board Member Kearns motioned to adjourn the meeting at 2:49 p.m. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday, June 22, 2021, at 9:30 a.m. and will be held via the web conference application, Zoom; meeting details will be posted on the Division's website: [higherred.colorado.gov/dpos](https://higherred.colorado.gov/dpos).