

MINUTES
BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
August 25, 2015 9:30 A.M.

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

Board Members Present:

Steven W. Steele, Chair	Arlene Rae Malay	Joseph James Wolf
Richard Semakula	Shelley Krovitz	Jean Robinson
Paul Garibay		

Division Staff Present:

Lorna Candler, Director	Mary Kanaly, Deputy Director & Compliance Officer
Bernadette Esquibel, Program Coordinator	Voni Oerman, Program Specialist
Jessica Googins, Program Specialist	Lisa Hill, Program Specialist
Loretta Perez, Administrative Assistant III	

Board Counsel Present:

Kimberly Spiering, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Casey Coomes, College of International Esthetics
Norm Blome, Redstone College / Westwood College
Nathan Larson, Heritage College
Kai Hillberry, Heritage College
Aaron Diem, Real Estate College of Colorado
Tim Guerrero, Redstone College
Stephen Wilson, Westwood College
Elizabeth Diem, Real Estate College of Colorado
Daniel Snyder, Westwood College
Thomas Wicke, Westwood College
John Chitty, Colorado School of Energy Studies
Elizabeth Chitty, Colorado School of Energy Studies

Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Steven W. Steele, Chair, at 9:31 A.M. The Board members, Division staff and guests were introduced. Board roll call was taken. A quorum of the Board members was present.

Consideration of Approval of the July 28, 2015 Minutes:

Following review and consideration of the July 28, 2015 meeting minutes, a motion was made by Mr. Semakula to approve the minutes as written. The motion was seconded and carried.

Additions / Changes / Corrections to the Agenda:

Director Candler announced to the Board that she will add the following items to the "Other Business" section of the agenda:

Massage School of Colorado
Zenith American Dream Scholarship

Director's Report / Staff Report:

Director Candler extended a welcome and introduced the Board's newest public member, Paul Garibay.

She advised the Board that there is a need for changes to the Rules which will be addressed in upcoming meetings and reported that the Division has been working to streamline applications.

New Business / Action Items:

A. Consideration of Approval Programs / Stand Alone Courses

1. Executive Security International, LTD – Grand Junction

Program Specialist Oerman presented to the Board for review and consideration two new stand alone courses: Surveillance/Surveillance Detection and Protective/Evasive Driving. A school representative was not present. The Board determined that the school maintains adequate surety coverage.

Following review and consideration of the new courses, Ms. Malay motioned to approve the above-referenced courses effective August 25, 2015. The motion was seconded and carried.

2. Heritage College – Denver

Mr. Semakula recused himself from this matter.

Program Specialist Oerman presented to the Board for review and consideration five new programs: Massage Therapy, Medical Administrative Specialist, Medical Assisting, Pharmacy Technician Diploma Program and Fitness Training. School representatives were present. The Board determined that the school maintains adequate surety coverage.

Following review and consideration of the new programs, Mr. Wolf motioned to approve the above-referenced programs effective August 25, 2015. The motion was seconded and carried.

3. Colorado School of Energy Studies, Inc. – Boulder

Program Specialist Googins presented to the Board for review and consideration one revised program: Craniosacral Therapy, two new programs: Polarity Therapy Level 1 and Polarity Therapy Level 2 and six new stand alone courses: Craniosacral Therapy Intro, Polarity Therapy Coaching, Polarity Two-Chair Method, Verbal Coaching, Working with Babies and Understanding Embryology. School representatives were present. The Board determined that the school has adequate surety coverage. Program Specialist Googins noted that the forms should reflect "Certificate Program".

Following review and consideration of the revised program, new programs and new courses, Mr. Semakula motioned to approve the above-referenced programs and courses with noted corrections effective August 25, 2015. The motion was seconded and carried.

4. Westwood College – Aurora

Program Specialist Googins presented to the Board for review and consideration one revised program: Information Technology (with emphasis areas) - Associate. School representatives were present. The Board determined that the school has adequate surety coverage. Program Specialist Googins noted that the form will be amended to clarify the selection of elective credits.

Following review and consideration of the revised program, Ms. Malay motioned to approve the above-referenced program with the noted correction effective August 25, 2015. The motion was seconded and carried.

5. Westwood College – Denver North

Program Specialist Googins presented to the Board for review and consideration one revised program: Information Technology (with emphasis areas) – Associate and one new program: Automotive Technology - certificate. School representatives were present. The Board determined that the school has adequate surety coverage. Program Specialist Googins noted that the Information Technology form will be amended to clarify the selection of elective credits.

Following review and consideration of the revised and new program, Mr. Wolf motioned to approve the above-referenced programs with the noted correction effective August 25, 2015. The motion was seconded and carried.

6. Redstone College – Denver East

Program Specialist Hill presented to the Board for review and consideration three new programs: Automotive Technology – certificate, Automotive Technology – Diploma and Automotive Technology – Associate of Occupational Studies. School representatives were present. The Board determined that the school has adequate surety coverage.

Following review and consideration of the new programs, Mr. Semakula motioned to approve the above-referenced programs effective August 25, 2015. The motion was seconded and carried.

B. Consideration of Approval of Provisional Certificate of Approval

1. Real Estate College of Colorado – Front Range – Colorado Springs

Program Specialist Oerman presented to the Board for review and consideration a new school with three new programs: Broker Pre-License Course #200, Broker Pre-License Course #210 – Salesperson under 2 yrs in Another State and Broker Pre-License Course #220 – Broker under 2 yrs in Another State and one new stand alone course: Colorado Closings and Trust Accounts for Attorneys. A school representative was present. The Board determined that the school has adequate surety coverage and can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended.

Following review and consideration of the new school, programs and course, Ms. Malay motioned to approve the Provisional Certificate of Approval for the period beginning August 25, 2015 and ending June 30, 2017 and to approve the above-referenced programs and course. The motion was seconded and carried.

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

Program Specialist Hill reported the closing of one school, Dog Country Grooming.

No action taken.

Other Business:

Board Member Bios

Director Candler provided the Board with current Board Member bios and a resume of the newest member, Paul Garibay, for review.

Annual Board Retreat

The Board will hold their Annual Board Retreat in November 2015. Director Candler proposed two dates to choose from based on the Board's availability, November 3, 2015 or November 10, 2015.

Massage School of Colorado

Assistant Attorney General, Kimberly Spiering, presented an update to the Board concerning Massage School of Colorado. She reminded the Board that they had prevailed in the Initial Decision issued by the Office of Administrative Courts and advised that the Massage School of Colorado has filed Exceptions to the Initial Decision rendered by Administrative Law Judge Matthew Norwood. Assistant Attorney General Spiering will prepare a written response. She notified the Board that they will be represented by Conflicts Counsel through the appeal process. Director Candler advised that neither Assistant Attorney General Spiering nor Director Candler would be allowed to discuss the matter any further with the Board. The Board must communicate with Conflicts Counsel from here forward should they have any questions.

CollegeAmerica – Colorado Springs

The school submitted a request to the Board for permission to reduce their letter of credit for the Colorado Springs campus. In addition, CollegeAmerica provided a monthly update as requested by the Board concerning the following issues: Bonds/Letters of Credit, Legal or Regulatory Issues, Change of Ownership with the U.S. Department of Education and Accreditation.

Mr. Steele recused himself from this matter.

Following review and consideration of the documentation provided, Mr. Wolf motioned to approve the reduction of the letter of credit and further clarified the motion by approving the reduction from \$602,351 to \$416,822; which yields a net reduction of \$185,529. The motion was seconded and carried.

Zenith American Dream Scholarship

The Board reviewed a description and language submitted by Zenith Education Group, Inc. concerning the Zenith American Dream Scholarship for students who will attend an Everest or WyoTech institution. The submittal was reviewed to ensure that the scholarship program was a straight forward scholarship offer and not deceptive in any way or used as an inducement for enrollment.

Following review and consideration, the Board requested Director Candler to contact Zenith Education Group Inc. to obtain clarification on the source of the scholarship fund or to determine if the offer was a tuition waiver or discount.

The Salon Academy and Spa – Greenwood Village

At the August 19, 2015 Interim Board meeting, the Board directed the Division to finalize the closure of the school by contacting the remaining students to ensure their satisfaction with receiving their

Records of Completion and collect signed acknowledgements verifying each student elected to accept their Record of Completion provided by The Salon Academy and Spa in lieu of the alternative options that the Division is able to provide including possible train-out and refund claims made against the school's bond.

The Division submitted a draft of the proposed acknowledgement form for the Board's review.

After review and discussion, the Board requested the Division to amend the form to further clarify the attachments contained within the notification, include a 45 day deadline for students to respond, include Director Candler's phone number and requested the Division send the acknowledgement by certified mail.

Adjournment:

Ms. Malay motioned to adjourn the meeting at 10:30 a.m. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday September 22, 2015, 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
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