

**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
BOARD MEETING**

September 22, 2009 9:30 A.M.

The Colorado Private Occupational Schools Board convened at the Auraria Higher Education Campus, Tivoli Student Center, Room 640, 900 Auraria Parkway, Denver, CO 80204.

Robert Martin, Chair called the meeting to order at 9:38 A.M. and greeted guests. The Board members, Division staff and guests were introduced. Board roll call was taken and a quorum was present.

Board Members Present:

Robert Martin, Chair	Tom Narvaez	Winnifred Rovig
Karen Hall		

Board Members Absent:

Jerry Sirbu	Buddy Douglass	Lisa Bennison Noll, Vice Chair
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Division Staff Present:

Jim Parker, Director	Georgia Roberts, Deputy Director
Renee Belisle, Program Specialist	Voni Oerman, Program Specialist
Loretta Perez, Administrative Assistant	

Board Counsel Present:

Lorna Candler, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Claude Robbins, International Wine Guild – Denver
Edwin Krause, IntelliTec College – Colorado Springs
Dr. Migiel Elias – IntelliTec College – Colorado Springs
Hannah Knecht, American School of Dental Assisting – Aurora
Rick Walker, Career Development Institute- Colorado Springs
Bridgitt Mitchell, Phoenix Strategies, Inc. – Colorado Springs
Monica Lichtenberger, Phoenix Strategies, Inc. – Colorado Springs
Kirk Reuter, American International Beauty College – Denver
Ty Vuong, American International Beauty College – Denver
Kathy Reuter, American International Beauty College – Denver
Karen Collinson, Collinson Massage School – Colorado Springs
John Turnage, Paul Mitchell the School – Lakewood
Lanell Lundeen, Paul Mitchell the School – Lakewood
Jan Combs, Boulder College of Massage Therapy - Boulder

Approval of the August 25, 2009 Board Meeting Minutes:

The Board reviewed the Minutes of the August 25, 2009 Board meeting. Mr. Narvaez motioned for approval of the minutes as read. The motion was seconded and passed.

Additions to the Agenda:

Director informed the Board that agenda item "D" under Student Complaints/Matters of Non Compliance/Legal Action, #2 concerning Mile High Medical Academy – Denver had been removed, to be considered at a later date. There were no other changes or additions to the agenda.

Staff Report:

There was no staff report.

A. Consideration of Approval of Provisional Certificate of Approval

1. Career Development Institute – Colorado Springs

Program Specialist Oerman brought to the Board's attention for consideration, Career Development Institute, Colorado Springs, a new school with four proposed stand alone courses: (1) Space Operations Course; (2) Space Operations Executive Seminar; (3) Introduction to Space Operations; and (4) Fundamentals of Space. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond amount in the amount of \$16,230; that the school submitted a bond in the amount of \$17,500; and that the school can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, Ms. Rovig, in a combined motion, moved that a Provisional Certificate of Approval be granted to Career Development Institute, 3695 Hay Creek Road, Colorado Springs, CO 80921 for the period beginning September 22, 2009 and ending June 30, 2011, and that the above-referenced new courses be approved effective September 22, 2009. The combined motion was seconded and unanimously passed.

2. American International Beauty College - Denver

Program Specialist Belisle brought to the Board's attention for consideration, American International Beauty College, Denver, a new school with two proposed programs and one stand alone course. The programs are: (1) Nail Technician; and (2) Esthetician. The proposed stand alone course is: (1) Electric Nail Filing. School representatives were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond in the amount of \$20,000; that the school submitted a bond in the amount of \$20,000; and that the school can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, Ms. Rovig, in a combined motion, moved that a Provisional Certificate of Approval be granted to American International Beauty College, 655 S. Federal Blvd. Suite #B & C, Denver, CO 80219 for the period beginning September 22, 2009 and ending June 30, 2011, and that the above-referenced new programs and stand alone course be approved effective September 22, 2009. The combined motion was seconded and unanimously passed.

3. American School of Dental Assisting - Denver

Program Specialist Belisle brought to the Board's attention for consideration, American School of Dental Assisting, Denver, a new school with one proposed program, Dental Assisting. A school representative was present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the certificate of deposit as surety in the amount of \$5,250; that the school submitted a certificate of deposit in the amount of \$5,250; and that the school can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, Mr. Narvaez, in a combined motion, moved that a Provisional Certificate of Approval be granted to American School of Dental Assisting, 4643 S Ulster Street, Suite 800, Denver, CO 80237 for the period beginning September 22, 2009 and ending June 30, 2011, and that the above-referenced new program be approved effective September 22, 2009. The combined motion was seconded and unanimously passed.

4. Paul Mitchell the School - Denver

Program Specialist Belisle brought to the Board's attention for consideration, Paul Mitchell the School, Denver, a new school with two proposed programs: (1) Cosmetology; and (2) Esthetics. School representative were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the certificate of deposit as surety in the amount of \$5,000; that the school submitted a certificate of deposit in the amount of \$5,000; and that the school can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, Ms. Rovig, in a combined motion, moved that a Provisional Certificate of Approval be granted to Paul Mitchell the School, 405 S. Teller Street, Lakewood, CO 80226 for the period beginning September 22, 2009 and ending June 30, 2011, and that the above-referenced new programs be approved effective September 22, 2009. The combined motion was seconded and unanimously passed.

5. Phoenix Strategies, Inc. – Colorado Springs

Program Specialist Belisle brought to the Board's attention for consideration, Phoenix Strategies, Inc., Colorado Springs, Boulder, a new school with one proposed program and fifteen stand alone courses. The program is: (1) Collaborative Conflict Management. The proposed stand alone courses are: (1) Basic Mediation; (2) Advanced Mediation; (3) Elder Care Mediation; (4) Workplace Mediation; (5) Divorce Mediation; (6) Faith-based Conciliation; (7) Family Mediation; (8) Conflict Management; (9) Business Consumer Mediation; (10) Restorative Justice; (11) Coaching; (12) Facilitation; (13) Integrated Conflict Management Systems-Families; (14) Integrated Conflict Management Systems-Business; and (15) Internship. School representatives were present. The school satisfied the Board's inquiry. Upon determining that the school is in compliance with the required bond in the amount of \$7,160; that the school submitted a bond in the amount of \$10,000; and that the school can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and in compliance with the Division's minimum requirements, Mr. Narvaez, in a combined motion, moved that a Provisional Certificate of Approval be granted to Phoenix Strategies, Inc., 4525 Northpark Drive, Suite 100, Colorado Springs, CO 80918 for the period beginning September 22, 2009 and ending June 30, 2010, and that the above-referenced new program and stand alone

courses be approved effective September 22, 2009. The combined motion was seconded and unanimously passed.

B. Consideration of Approval of Programs / Courses

1. IntelliTec College – Colorado Springs

Program Specialist Oerman brought to the Board's attention for review and consideration two new programs: (1) Medical Assistant; and (2) Administrative Medical Technician, proposed by IntelliTec College, Colorado Springs. School representatives were present. Based upon the Board having determined that the above-referenced programs for IntelliTec College, 2315 E. Pikes Peak Avenue, Colorado Springs, CO 80909, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Ms. Rovig moved to approve the above-referenced new programs effective September 22, 2009. The motion was seconded and unanimously passed

2. Colorado Institute of Massage Therapy – Colorado Springs

Program Specialist Oerman brought to the Board's attention for review and consideration one new stand alone course: CNB – Certification in Neurology for Bodyworkers, proposed by Colorado Institute of Massage Therapy. A school representative was available by telephone. Based upon the Board having determined that the above-referenced course for Colorado Institute of Massage Therapy, 1490 W Fillmore Street, Colorado Springs, CO 80904, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Narvaez moved to approve the above-referenced new course effective September 22, 2009. The motion was seconded and unanimously passed.

3. Collinson Massage School – Colorado Springs

Program Specialist Belisle brought to the Board's attention for review and consideration one new program: Massage Therapy 600 Hours. A school representative was present. Based upon the Board having determined that the above-referenced program for Collinson Massage School, 2163 N. Academy Blvd., Colorado Springs, CO 80021, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Ms. Rovig moved to approve the above-referenced new program effective September 22, 2009. The motion was seconded and unanimously passed.

4. Anthem College – Phoenix, AZ

Program Specialist Belisle brought to the Board's attention for review and consideration one new program Medical Billing and Coding – Associate of Science. A school representative was available by telephone. Based upon the Board having determined that the above-referenced program for Anthem College, 16404 N. Black Canyon Hwy., Phoenix, AZ 85053, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended,

and with the Division's minimum requirements, Mr. Narvaez moved to approve the above-referenced new program effective September 22, 2009. The motion was seconded and unanimously passed.

5. Boulder College of Massage Therapy - Boulder

Program Specialist Belisle brought to the Board's attention for review and consideration three new stand alone courses: (1) Structural Bodywork – The Viscera; (2) Reiki Level I and II; and (3) Lomi Lomi with Advanced Stretching, proposed by Boulder College of Massage Therapy. A school representative was present. Based upon the Board having determined that the above-referenced courses for Boulder College of Massage Therapy, 6255 Longbow Drive, Boulder, CO 80301, can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Mr. Narvaez moved to approve the above-referenced new courses effective September 22, 2009. The motion was seconded and unanimously passed.

6. International Wine Guild - Denver

Program Specialist Belisle brought to the Board's attention for review and consideration one revised program, Guild Wine Master – Level III Certification; one new program Senior Wine Master or Master Wine Educator – Level IV Cert; and three revised stand alone courses: (1) Certified Senior Wine Instructor; (2) Advanced Wine Course – Level II Certification; and (3) Certified Wine Instructor, proposed by International Wine Guild, Denver. A school representative was present. Based upon the Board having determined that the above-referenced programs and courses for International Wine Guild, 1201 5th Street, Campus, Box 60, Room 120, Denver, CO 80217 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Ms. Hall moved to approve the above-referenced programs and new courses effective September 22, 2009. The combined motion was seconded and unanimously passed.

7. Southwest School of Massage & Aesthetics, Inc. - Durango

Program Specialist Belisle brought to the Board's attention for review and consideration one new program, Manicurist Program; and two new stand alone courses: (1) Chemical Peel Application; and (2) Electric Files Program, proposed by Southwest School of Massage & Aesthetics, Inc., Durango. A school representative was available by telephone. Based upon the Board having determined that the above-referenced program and courses for Southwest School of Massage & Aesthetics, Inc., 3065 Main Avenue, Durango, CO 81301 can be reasonably maintained in compliance with the minimum standards as prescribed by the Private Occupational Education Act of 1981, as amended, and with the Division's minimum requirements, Ms. Rovig moved to approve the above-referenced new program and new courses effective September 22, 2009. The combined motion was seconded and unanimously passed.

C. Notification of School Closings (no action required)

The Board was notified of the following school closure:

1. Guild for Structural Integration, Inc. - Boulder

D. Student Complaints/matters of Non Compliance/Legal Action

1. Colorado Beauty College - Aurora

Program Specialist Belisle reported to the Board that Colorado Beauty College has successfully complied and completed all probationary terms and conditions concerning the Board's previously issued Final Agency Order and Stipulated Agreement. The Division recommended that based upon the School's timely and full compliance that the School now be released from its probationary status and special reporting and compliance terms; and that the school's operation status be returned to "active with no conditions". Ms. Hall made a formal Board motion finding that Colorado Beauty College has successfully complied and completed all terms and conditions of its probation, such that the Final Agency Order is now terminated and the school's operation status is returned to "Active with No Conditions". The motion was seconded by unanimously passed.

Other Business:

Director Parker presented to the Board for consideration a proposed agenda for the Board's Annual Planning Meeting. After due consideration and discussion, the proposed agenda was reviewed and will be revised to include other matters of interest/concern as identified by the Board and the Division. The annual planning meeting is scheduled for November 5, 2009, at 9:30 A.M. It is to be held at the Office of the Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, Colorado 80202.

Adjournment

Having no further business, Mr. Narvaez moved for adjournment. The motion was seconded and passed. The Board meeting adjourned at 10:13 A.M.

An interim Board Meeting to review the pulled agenda item concerning Mile High Medical Academy in respect to agenda category "Student Complaints/Matters of Non Compliance/Legal Action" was tentatively set for Tuesday, September 29, 2009, to commence at 10:00 A.M. at the offices of the Division of Private Occupational Schools, recognizing that those Board members not present at today's meeting still needed to be polled regarding their schedules and ability to attend an interim public meeting on that date/time.

The next regularly scheduled meeting of the Board is Tuesday, October 27, 2009, 9:30 A.M. and will be held at:

Auraria Higher Education Campus
Tivoli Student Center, Room 640
900 Auraria Parkway
Denver, CO 80204