

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

**November 10, 2011**

The Colorado State Board of Private Occupational Schools convened its Annual Planning Meeting at the Marriott Courtyard Downtown Denver, 934 16<sup>th</sup> Street, Denver, CO 80202.

Jerry Sirbu, Chair called the meeting to order at 9:41 A.M. and Board roll was taken. A quorum and a two-thirds majority of the Board were present.

Board Members Present:

Jerry Sirbu, Chair	Lisa Bennison Noll, J.D, Vice- Chair	Winnifred Rovig
Buddy Douglass	Karen Hall	

Board Members Absent:

Robert Martin	Tom Narvaez
---------------	-------------

Division Staff Present:

Jim Parker, Director	Renee Belisle, Program Specialist
Bernadette Esquibel, Program Specialist	Voni Oerman, Program Specialist
Karla Viteri, Program Specialist	Loretta Perez, Administrative Assistant

Division Staff Absent:

Georgia Roberts, Deputy Director

Attorney General: Assistant Attorney General Jessica Salazar attended.

There were no members of the general public or other guests present.

---

**A. Annual Business:**

**1. Election of Officers: Chair, Vice Chair and Secretary**

Discussion was held regarding the election of Board officer positions for the upcoming year. Specifically, the positions of Board's Chair, Vice-chair and Secretary were opened for nominations. Mr. Sirbu motioned that Ms. Lisa Bennison Noll as Board's Chair, Mr. Thomas Narvaez as Vice-Chair and Ms. Winnifred Rovig as Secretary. Mr. Douglass motioned that nominations be closed and that the Board accept the nominated slate of officers by acclamation. The combined motion was seconded and the Board voted to accept Ms. Lisa Bennison Noll, Mr. Tom Narvaez and Ms. Winnifred Rovig into their respective board officer positions.

Ms. Lisa Bennison Noll, J.D., newly elected chair, resumed her position for the rest of the meeting.

**2. The Opening Meeting Act/Conflict of Interest and Board Ethics and Responsibilities; 9:45 am**

Assistant Attorney General Salazar presented to the Board a review of the Colorado Open Meetings Law; an update of the state statutes concerning public entity executive session parameters; and led a general discussion about Board code of ethics and related topics regarding conflicts or appearances of a conflict of interest. Best practices for Board and its members.

**3. Legislation Concerning Board Member Term Lengths; 10:01 am**

Director Parker briefly summarizes the proposed legislation; Stagger board members terms to maintain continuity of member's experience. Currently three board members who are school owners are termed on June 30, 2012. The four board members that are representatives of the general public are termed June 30, 2014. Changing and/or staggering board term lengths will provide for continuity in maintaining the expertise and knowledge of the Board composition and its functionality in protecting the public and fostering and educating private occupation schools.

**4. Consideration of Criminal Background Checks for New School Owners and Officers; 10:30 am**

Director Parker raised for discussion a proposal to expand the current statutory criminal background checks beyond what is now required (only for instructors of minor aged students), in light of certain compliance matters which arose this past year, and for additional protection of students. The Board reviewed national data showing how other comparable state regulators treat such matters. The Board by consensus identified that it was open to such a statutory extension to include national background checks for new school owners; operators; and directors/officers of schools. Director Parker will explore the possibility of legislation being introduced for the 2012 legislative session.

**5. Business Plan; 10:52 am**

Director Parker discussed and reviewed the Divisions Business Plan for FY 2011-2012, summarizing and highlighting key goals and objectives.

**6. Report on Division Activities for July 1, 2012-August 31, 2011; 11:11 am**

**a. Current Active Schools**

Director Parker reviewed active schools and the various industry types of Private Occupational Schools as of January 2011 currently operating.

**b. New Schools Approved**

Director Parker presented an update of new schools approved by the Board for the period of July 1, 2010 – August 31, 2011.

**c. School Closures (certificate expired) no bond claims filed**

Director Parker presented an update on school closures (22) for the period of July1, 2012 – August 31, 2011.

**d. Accredited Schools**

Director Parker provided the Board with an updated list of accredited schools that comprise 50 out of the 326 approved private occupational schools and account for approximately 70% of the total student enrollment.

**e. Annual Compliance of Instructor Background Checks**

Director Parker provided a Report an Annual Status Report Criminal Background Schools/Instructors Compliance at schools which recruit/train minors.

**f. Annual Student Data Graduate Report**

Director Parker presented the first annual report of Student Graduate Data with schools reporting a total of 3,604 Associate Degrees conferred and 22,164 certificates awarded.

The Board recessed for lunch at 11:29 am. The Board reconvened at 12:14 am.

**g. Annual Surety Reporting and Training Assurance Foundation, Inc.**

Director Parker gave a brief overview regarding Bond Coverage and measures taken to monitor adequate surety. In addition, review of the Independent Auditors' Report for TAF (Training Assurance Foundation) years ended December 31, 2010 and 2009 was presented.

**h. Annual Report of Student Complaints**

Discussion and Review of Annual Status Report Enforcement Activities/Student Complaint Process for the time period of October 1, 2010 - September 30, 2011; which reflects the status of student complaints, administrative filings; and the investigative resolution and enforcement activity within the Division.

**i. Board Disciplinary and Enforcement Actions Taken**

Discussion was held regarding Board's Disciplinary Action taken (Stipulations/ Probations/Fines/Suspension/ Revocations for the period of July1, 2010 – August 31, 2011.

**j. Annual Report of Unauthorized Schools and Statutory Exemptions Granted**

Director Parker discussed the Division Activities in Monitoring Unauthorized Schools and statutory exemptions granted for the period of July1, 2010 – August 31, 2011.

### **k. 2012 Renewals**

Director Parker gave an update on the number of schools up for renewal in 2012.

### **l. Technical assistance & Outreach: Online Compliance Training (NASAPS)**

Director Parker announce the availability of an online training course designed for private career schools and colleges that are accredited and receive Title IV funds and federal financial aid concerning the new Federal Program Integrity rules. The course has been sponsored by the National Association of State Administrators and Supervisors of Private Schools (NASASPS). Information was mailed out to all DPOS Accredited Schools.

### **ADJOURN**

There being no further business or a matter for discussion, a motion was made by Ms. Rovig to adjourn. The motion was seconded and carried. The Board's Annual Planning Meeting adjourned at 1:03 P.M.