

# BOARD OF PRIVATE OCCUPATIONAL SCHOOLS

## ANNUAL MEETING AGENDA

November 6, 2014

---

### CONVENE

**Location:** Oxford Hotel  
1659 Wazee Street  
Denver, CO 80202  
(303) 628-5567

**Time:** 9:30 A.M. Start

### **Board Roll Call / Quorum:**

Steven W. Steele, Chair,  
Joseph James Wolf, Secretary  
Shelley Krovitz,

Arlene Rae Malay, Vice-Chair,  
Richard Semakula,  
Ledy Garcia-Eckstein

Jean Robinson,

### **Business:**

1. Election of Officers
  - a. Board Biography
  - b. Elections memorandum
  - c. Bylaws
  
2. Legislation concerning Sunset Review & 2015 Legislative Session:
  - a. Board mission: Over v. Under Regulation
  - b. Sunset Data (DPOS Report)
  - c. Sunset Report (Review of ongoing Process)
  - d. Review of Act – (Discussion of additional proposed changes)
  - e. Review of Board Rules (Rulemaking considerations)
  - f. Review of Board Policies
  
3. Board Legal Orientation
  - a. Open Meeting Act (Summary of CO Sunshine Laws)
  - b. Conflict of Interest & Board Ethics and Responsibilities
    - Board Policies
    - Amendment 41
  - c. Board duties and authority (delegation & process)
  - d. Executive session – flowchart and explanation of required elements
  - e. Flow charts and explanation of legal remedies including the Administrative Procedure Act (APA)
  - f. Roberts Rules/Parliamentary Procedure
  
4. Roles and Responsibilities of Division
  - a. Certification and renewal process (highlight changes)
  - b. Evaluator Reports
  - c. Complaint Process
    - i. Discuss Process (highlight improvements)

- ii. 10 Day letter
    - iii. Annual Complaint Report (Discussion of recent complaints requiring Board activity)
    - iv. Discuss process for complaint of Board members school
    - v. Discuss Deceptive Sales & Trade (special considerations)
  - d. Annual compliance of Instructor Background Checks
  - e. Unauthorized Schools (revised process & current focus)
    - statutory exemptions granted
  - f. 2015 School Renewal & additional Division data
  - g. Discuss ethics training for Agents/Owners (again)
5. Bond (Overview of past practice – redefining process and procedure)
- a. Procedure
  - b. Notice
  - c. Correspondence from Division
  - d. Surety Bond Alternatives
6. Re-visit Student Graduate Data Reporting
- a. Current DPOS requirements
  - b. DHE data sharing agreements and capabilities
  - c. Discuss potential pilot project
7. Current Events/Articles/Gainful Employment information
8. Other Business

**ADJOURN**