

**MINUTES**  
**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS**  
**April 24, 2018 10:40 A.M.**

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

Board Members Present:

Paul Garibay, Chair;	Arlene Rae Malay;
Ryan Minic, Vice Chair;	Shelley Krovitz;
A. Richard Behbehani;	Tim Guerrero

Board Members Absent:

Timothy L. Brooks

Division Staff Present:

Mary Kanaly, Deputy Director & Compliance Officer	
Lisa Hill, Program Coordinator	Rachel Acosta, Program Specialist
April Cordova, Program Specialist	Amy Knoblauch, Data & Research Specialist
Brad Uyemura, Compliance Investigator	Carrie Harding, Program Specialist Assistant

Division Staff Absent:

Bernadette Esquibel, Program Specialist  
Lorna Candler, Director

Board Counsel Present:

Jacquelynn Rich Fredericks, Assistant Attorney General, Office of the Colorado Attorney General

Guests Present:

Debra Bullock, Starkey International Institute for Household Management  
Ruth Hughes, Brightwood College  
Asha Bianca Sciarra, Kaplan Financial Institute  
Cub Buenning, Colorado Media School  
Nancy Rodriguez, Colorado Media School  
Imran Ali, Colorado Media School  
Adrian Bjorklund, Kaplan Financial Institute  
George Robles, Asbestos Training and Safety Consulting  
Kelly Moore, Lincoln Technical Institute  
Jarred McNeely, Colorado School of Trades  
Jessi Ellis, Colorado School of Trades  
Rebecca Piltingsrud, The CE Shop  
Fran Kutner, The CE Shop  
Kim Jensen, Auguste Escoffier School of Culinary Arts

### Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Mr. Paul Garibay, Chair, at 10:40 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 March 27, 2018 Minutes:

Following review and consideration of the March 27, 2018 meeting minutes, a motion was made by Ms. Malay to approve the minutes as written. The motion was seconded and carried.

### Additions / Changes to the Agenda

No changes were made to the Agenda.

### Director/ Staff Report:

Deputy Director Kanaly reported the following items:

The Board adopted necessary rule changes at the Rulemaking Hearing prior to the board meeting and the revisions have been submitted to the Attorney General for approval;  
Director Candler is attending the National Association of State Administrators and Supervisors of Private Schools conference in Portland, Oregon;  
The Division has moved office buildings thus, the new address is 1600 Broadway, Suite 2200 Denver, CO 80202;  
Bernadette Esquibel is out on leave;  
Carrie Harding has joined the Division staff as a Program Specialist Assistant;  
Dr. Kim Hunter Reed, the Executive Director of the Department of Higher Education has recently been appointed as the Louisiana Commissioner on Higher Education.

### Monthly Statistics

### New Business/Action Items:

#### A. Consideration of Renewal of Certificate of Approval with Programs/Courses

##### 1. Higher Elevation Healing Arts School – Eagle - RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval and 1 new program: Massage Therapist. 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 renewal and new programs, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, and the previously mentioned new programs effective April 24, 2018. The motion was seconded and carried.

2. Auguste Escoffier School of Culinary Arts – Boulder - RA

Program Specialist Acosta presented to the Board for review and consideration renewal of the school's Certificate of Approval and 1 new program: Culinary Arts and Operation. A school representative was present.

Following review and consideration of the renewal and new programs, Mr. Guerrero motioned to table the Standard Certificate of Approval and the previously mentioned new programs until the Division receives more clarification on the income statement and balance sheet. The motion was seconded and carried.

B. Consideration of Approval Programs/Stand Alone Courses

1. Starkey International Institute for Household Management – Denver - BE

Program Coordinator Hill presented to the Board for review and consideration approval of the following programs: 1. The Relationship of Service Program. 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, Ms. Malay motioned to approve the previously mentioned programs. The motion was seconded and carried.

C. Consideration of Renewal of Certificate of Approval

1. Paul Mitchell the School – Colorado Springs - 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.

Following review and consideration of the renewal, Ms. Malay motioned to conditionally approve the Standard Certificate of Approval to receive information for pending complaints and financial information for 2017. The motion was seconded and carried.

2. Pharmakeia Pre-Pharmaceutical School – Denver - RA

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

Following review and consideration of the renewal, Mr. Minic motioned to table the matter to receive the school's financials according to Gap Standards. The motion was seconded and carried.

3. Bel-Rea Institute of Animal Technology – 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. 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, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective April 24, 2018. The motion was seconded and carried.

4. Asbestos Training and Safety Consulting – Englewood - 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.

Following review and consideration of the renewal, Ms. Malay motioned to table the Standard Certificate of Approval to receive fees owed to the Division and a balance sheet that reflects financial information through December. The motion was seconded and carried.

5. Excel Driver Services – Henderson - BE

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. 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 renewal, Mr. Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective April 24, 2018. The motion was seconded and carried.

6. Nutrition Therapy Institute – 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.

Following review and consideration of the renewal, Mr. Behbehani motioned to table the Standard Certificate of Approval to receive a personal financial statement from the owner of the school. The motion was seconded and carried.

7. Brightwood College – 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.

Following review and consideration of the renewal, Mr. Behbehani motioned to table the Standard Certificate of Approval to receive 2017 financials. The motion was seconded and carried.

8. The School of Natural Cookery – 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. 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, Mr. Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective April 24, 2018. The motion was seconded and carried.

9. Colorado Media School – Lakewood - 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. 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, Mr. Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective April 24, 2018. The motion was seconded and carried.

10. Rolf Institute of Structural Integration – 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. 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, Ms. Malay motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective April 24, 2018. The motion was seconded and carried.

11. Colorado School of Trades – Lakewood - LH

Program Coordinator Hill presented to the Board for review and consideration renewal of the school's Certificate of Approval. 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 renewal, Mr. Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective April 24, 2018. The motion was seconded and carried.

## C. Consideration of Change of Ownership

### 1. Colorado School of Trades – Lakewood – LH

After review and consideration, Mr. Minic motioned to approve the Change of Ownership and requested that the minutes reflect that this is not a sale but, a transfer of ownership at a shareholder level. Trust documentation was requested to be submitted to the Division to reflect ownership structure. The motion was seconded and carried.

### Other Business:

### 1. Colorado School of Trades – Lakewood – LH

A bond decrease was requested by the school. After review and consideration, 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. Mr. Minic motioned to approve the decrease. The motion was seconded and carried.

At 12:18 PM, Mr. Minic motioned for a recess. The motion was seconded and carried and the recorder was turned off.

At 12:30 PM the recorder was turned back on and Mr. Garibay called the meeting to order.

### 2. Legal Update

Assistant Attorney General, Jacquelynn Rich Fredericks, provided an update on the following items:

A Stipulated Agreement has been drafted for Advanced Barbering Academy to which Ms. Malay motioned to approve the agreement. The motion was seconded and carried. Mr. Paul Garibay has signed the Stipulated Agreement between the Division and Advanced Barbering Academy however, Advanced Barbering Academy has decided to close and will follow Division closure procedures;

Senate Bill 18-260 has been introduced by Senator Owen Hill;

A Memorandum of Understanding has been created with the Department of Regulatory Agencies and the Division. The Division continues to work with DORA in regards to notifying the Division of actions taken by DORA against a DPOS approved school;

Legal Counsel updated the Board in regards to the set trial date and an annual event that will prevent Counsel from appearing at the May and June Board Meetings.

### 3. Glenwood Beauty Academy

No action taken.

### 4. Advanced Barbering Academy

The matter was previously discussed in the Legal Update. No action taken.

### 5. CollegeAmerica

CollegeAmerica provided an update to the Division. No action taken.

6. The CE Shop

After review and consideration of supplemental documents requested by the Board, Mr. Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective April 24, 2018. The motion was seconded and carried.

7. Rocky Mountain School of Dental Assisting

Supplemental documents were submitted to the Board. After review and consideration, Mr. Minic motioned to table the matter to receive balance sheet and income statement clarification. The motion was seconded and carried.

Adjournment:

Ms. Malay motioned to adjourn the meeting at 1:00 P.M. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday May 22, 2018, 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  
Telephone (303) 862-3001