

MINUTES
BOARD OF PRIVATE OCCUPATIONAL SCHOOLS
May 22, 2018 9:33 A.M.

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

Board Members Present:

Paul Garibay, Chair;	Timothy L. Brooks;
Ryan Minic, Vice Chair;	Shelley Krovitz;
A. Richard Behbehani;	Tim Guerrero

Board Members Absent:

Arlene Rae Malay

Division Staff Present:

Lorna Candler, Director	
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

Board Counsel Present:

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

Guests Present:

Joni Kurland, Auguste Escoffier School of Culinary Arts
Kim Stanley, Auguste Escoffier School of Culinary Arts
Kim Jensen, Auguste Escoffier School of Culinary Arts
Ashlea Tobeck, Auguste Escoffier School of Culinary Arts
Janet Perry, U.S. Career Institute
Nickolas Brown, Spartan College of Aeronautics and Technology
Kim Smalley, Medical Sales College
Victoria Sweet, Victoria Sweet Salon and Spa Academy
Ron Billings, Paul Mitchell the School Colorado Springs
Kelly Moore, Lincoln College of Technology
Christine Gray, Lincoln College of Technology
Dr. Carol Ann Watson, America's Academy of Coaching Counseling and Hypnotherapy
Albertina Giuffre, America's Academy of Coaching Counseling and Hypnotherapy
Jason Roe, America's Academy of Coaching Counseling and Hypnotherapy
Don Watson, America's Academy of Coaching Counseling and Hypnotherapy
Mike Euglow, Commercial Vehicle Training Center
Igor Sergeev, Aplmed Academy
Marina Nelson, Aplmed Academy
Terri Goldman, Life Time Fitness

Shannon Beeter, Concorde Career College
Astrid Kitchens, Classy Pet Grooming School
Eric Goodman, Education Affiliates Fortis Institute Online
Thomas Wiche, Concorde Career College
Charles Kitchens, Classy Pet Grooming School
Maggie Parrish, ACE Surgical Assisting
Biftu Hassan, Pharmakeia Pre-Pharmaceutical
Erla Trujillo, Beauty Mark
Karren Hall, Cuttin' Up Beauty Academy
Anna Marie DeHerrera, Pueblo School of Cosmetology
Nancy Zidonis, Tallgrass Animal Accupressure
Richard Lammers, US Truck Driving School Fountain and Wheat Ridge

Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Mr. Paul Garibay, Chair, at 9:33 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 April 24, 2018 Minutes:

Following review and consideration of the April 24, 2018 meeting minutes, a motion was made by Mr. Brooks 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:

Director Candler reported the following items:

The current Executive Director of the Department of Higher Education has accepted a new job as the Executive Director of Higher Education in Louisiana;
Financial Expert, Richard Behbehani has thoroughly reviewed the financials for all renewing schools;
Distance Learning Education issues were discussed at the annual NASASPS meeting;
The Division is searching for a replacement Board Member as Timothy Brook's term will expire July 1, 2018.

New Business/Action Items:

A. Consideration of Renewal of Certificate of Approval

1. Rocky Mountain School of Dental Assisting – Loveland - 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 telephonically.

Following review and consideration of the renewal, Mr. Minic motioned to table the Standard Certificate of Approval to supply a clean Balance Sheet from a Certified Public Accountant for the school only, which is separate from the dental practice. The motion was seconded and carried. A recommendation was made to the owner of the school to be present at the June Board Meeting.

2. 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 not 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

3. 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. A school representative was present. The Board determined that the school has adequate surety coverage in the bonding instrument 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. Krovitz motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective upon the correction of the Approval Sheet presented to the board to reflect the bond at \$2.5 Million. The motion was seconded and carried.

4. Pharmakeia Pre-Pharmaceutical School – 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. Minic motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective upon submission of adequate financial information including personal financial statement/brokerage statement prior to June 30, 2018. The motion was seconded and carried.

5. 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 not 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

** At the Director's recommendation, the board decided to move Paul Mitchel and one other school to the end of meeting for logistical purposes: 1. Paul Mitchell the School, Colorado Springs, and 2. Asbestos Training and Safety Consulting.

6. Aplmed Academy- Aurora - BE

Program Specialist Acosta 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 conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective upon the receipt of \$500 over-due to the Division for the late submission of Annual Filings. The motion was seconded and carried.

7. Beauty Mark – Arvada - 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. 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

8. Concorde Career College – Aurora - 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. 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

9. Cuttin' Up Beauty Academy – Denver - 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, Mr. Behbehani motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective upon the receipt of an updated and satisfactory balance sheet to be reviewed by Mr. Behbehani and approved upon the Board's behalf provided it meets all requirements. The motion was seconded and carried.

10. Life Time Academy – Westminster - 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. 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

11. Pueblo School of Cosmetology – Pueblo – 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. 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

12. She She University – Fort Collins - 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. 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 May 22, 2018. The motion was seconded and carried.

13. Victoria James Salon Spa School – Loveland - 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. 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

14. America's Academy of Coaching, Counseling and Hypnotherapy – Greenwood Village - BE

Data and Research Specialist, Amy Knoblauch 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

15. Spartan College of Aeronautics and Technology – Broomfield - LH

At the Director's recommendation, Board Member Guerrero recused himself from review and consideration for Spartan College of Aeronautics and Technology. A quorum was present. 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

Following the conclusion of the Spartan consideration and approval, Board Member Guerrero rejoined the Board.

16. Lincoln College of Technology – Denver - 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

17. Tallgrass Animal Acupressure Institute – Castle Pines - 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.

Following review and consideration of the renewal, Mr. Brooks motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective upon the payment of all student assessments from additional campuses. The motion was seconded and carried.

*At 11:31 A.M., Mr. Minic motioned for a recess. Motion was seconded and carried and the recorder was turned off.

At 11:40, the recorder was turned back on and Mr. Garibay called the meeting back into session.

18. Classy Pet Grooming School – Loveland - 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 conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective upon the receipt of a balanced balance sheet to Mr. Behbehani. The motion was seconded and carried.

19. Lash Blvd – 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 not 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

20. Pilates Career Institute – Fort Collins - BE

Program Specialist Cordova presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was not 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

21. U.S. Career Institute – Fort Collins - 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

22. Commercial Vehicle Training Center – Watkins - 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

23. United States Truck Driving School – Fountain - 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

24. United States Truck Driving School – Wheat Ridge - 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

25. Medical Sales College – Lone Tree - 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

26. ACE Surgical Assisting, Inc. – Denver - BE

Program Specialist Assistant Harding 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

27. Fortis Institute Online – Greenwood Village - 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. Brooks motioned to conditionally approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective upon the receipt of several items: 1. Confirmation of the number of enrolled students; 2. Receipt of the teach-out plan that was submitted to Accreditor, ACCSC; 3. Provide bond information from all states and; 4. Clarify \$14 Million asset listed on financial statements.

Lastly, Legal Counsel reminded Fortis Institute Online that Colorado student records should be deposited with the Division to follow proper closure processes. The motion was seconded and carried.

28. 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 not 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. Behbehani motioned to table the Standard Certificate of Approval until the June meeting so that the Division may review the Change of Ownership. The motion was seconded and carried.

29. 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. 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. Brooks motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2018, and ending June 30, 2021, effective May 22, 2018. The motion was seconded and carried.

At 12:27 P.M. Mr. Minic excused himself from the Board due to a scheduling conflict.

Other Business:

1. Legal Update

Legal Counsel reported to the Board the following items:

- A. Legislature declined to forward the Sunrise Bill. Legal Counsel will discuss with the Board in July regarding a new procedure to regulate new schools.
- B. A new protocol has been implemented for the review of rule changes. The rule changes submitted by the Division have been reviewed by the Colorado Attorney General however, changes may need to be made if the rule changes submitted do not meet new guidelines.
- C. Legal Counsel will be joining the June Board meeting telephonically.
- D. A Letter of Warning was sent to Homeopathy School International regarding a student complaint.

2. CollegeAmerica

Director Candler reported to the Board a complaint that was submitted to ACCSC against CollegeAmerica. Additionally, Director Candler reported that CollegeAmerica has requested to adjust their bond at the June Board Meeting.

Adjournment:

Mr. Brooks motioned to adjourn the meeting at 12:47 P.M. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday June 26, 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