

**MINUTES**  
**BOARD OF PRIVATE OCCUPATIONAL SCHOOLS**  
**August 25<sup>th</sup>, 2020 9:31 A.M.**

Join Zoom Meeting

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Meeting ID: 892 2919 3433

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Board Members Present:

Paul Garibay, Chair;	Barbara Kearns;
JoAnn Stevens;	Ellen Wamser;
Shelley Krovitz;	Chris Reister joined at 10:15 AM;
Ryan Minic, Vice Chair;	

Board Members Absent:

Division Staff Present:

Lorna Candler, Chief Occupational Education Officer/Director;  
Mary Kanaly, Deputy Director & Compliance Officer;  
Brad Uyemura, Compliance Investigator;  
April Cordova, Program Specialist;  
Rachel Acosta, Program Specialist;  
Carrie Harding, Program Specialist;  
Jonathan Rendon, Program Specialist;  
Amy Knoblauch, Data & Research Specialist  
Bernadette Esquibel, Program Specialist Assistant

Division Staff Absent:

Board Counsel Present:

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

Guests Present:

Tave Accardo, Tave's Nail Academy;  
Chris Smith, Colorado School of Healing Arts;  
Amy Chavez, Colorado School of Healing Arts;  
Desarae Marhofer, Beautiful You Skincare Academy;  
Sheila Kastner, John Casablancas Modeling & Career Center;  
Kris Will, Colorado School of Healing Arts;  
Jessica Martinac, Designing Beauty Academy;  
Zoe Najim, National School of Dental Assisting – Aurora;  
Anna Nicholas, Bookkeeper Colorado School of Healing Arts;  
Peggy Sue Schmoldt, Academy of Cosmetology Arts;  
Kelli Hutchins, The Pilates Center – Boulder;  
David Edlund, Dental Careers of Colorado;  
Gina Simpson, Colorado School of Healing Arts;  
Jenny Snyder, Gobbell Hays Partners, inc.;

Pao-Chin Huang, Rusetto College;  
Gina Maez, Fort Collins Academy of Bartending;  
Heather Vanisko, Denver Ad School ;  
Dani Parsons, Flatirons;  
Nicholas Brown, Spartan College of Aeronautics and Technology;  
Jessica Clarke, public member;  
Harold Trent, US Truck Driving School;  
Tracy Jeffress, Spartan College;  
Dakota Montez, Fort Collins Academy of Bartending;  
Oxana Hull, Mile High Modern Beauty Academy;  
Amy Capwell, public member;  
Tom Sakos, 160 Driving Academy;  
Steve Gold, 160 Driving Academy;  
Michael Mulholland, Accent Beauty Academy;  
Rita Bellino, The Rita B Institute;  
Dena Frei, Flatiron School;  
Rebecca Piltingsrud, The CE Shop;  
James Leslie, Flatiron Schools;  
Lora Cartwright, Colorado Advanced Esthetics;  
Michael Leonetti, Tresses Studio;  
Joel Scimeca, CollegeAmerica;  
Bret Fund, Flatiron School;  
Carleen Clark, Counsel, Westland Beauty Academy;  
Jesse Alkire, Denver Ad School;

#### Call to Order:

The regularly scheduled meeting of the Private Occupational Schools Board was called to order by Mr. Paul Garibay, Chair, at 9:31 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 July 28<sup>th</sup>, 2020 Minutes:

Following review and consideration of the July 28<sup>th</sup>, 2020 meeting minutes, Board Member Kearns made a motion to approve the minutes as written. The motion was seconded and carried.

#### Additions / Changes to the Agenda:

No changes to the agenda.

#### Director/COEO Report:

Chief Occupational Education Officer/Director Candler reported to the Board the following:

- Secretary DeVoss sent out Distance Education regulations to ensure high quality education models and competency-based programs.
- NASASPS has developed a committee for Distance Education best practices.

- Division staff is working diligently to implement a new process for Distance Education review.
- Since June, the Division has encouraged Schools to thoughtfully consider what kind of changes, if any, need to be made to their program and course delivery methods to ensure sustainability. The Division would like to discuss with the Board how to incentivize schools to create their own contingency plans.
- The Division is creating a virtual site visit plan/process and will discuss this matter further during Other Business.
- The Division will be reviewing and distributing a notice to Schools regarding their temporary Distance Education approvals.
- Judge Buchanan has filed his decision regarding the CollegeAmerica case.
- The Division is currently recruiting for a new Board Member as Chris Reister has tendered his resignation. This vacancy on the Board must be filled by an owner/operator of a business that would hire an Occupational School graduate.

Deputy Director Kanaly reported to the Board that the temporary Distance Education approvals are set to expire soon. Deputy Director Kanaly urged Schools to contact their Program Specialists for changes that need to be made to Programs or Courses in order to stay compliant. The Division has received 109 responses from Schools regarding the temporary Distance Education approvals. 89 of the 109 Schools are planning on returning to pre-pandemic educational delivery methods. Deputy Director Kanaly stressed the importance of contacting the Division to apprise their Program Specialist of their plan moving forward. 19 Schools are changing their method of delivery and 11 of the 19 Schools have already submitted their program/course approval application. The Division recommended that Schools submit program approval forms in a timely fashion in order to receive approval by the Board and reminded Schools to be aware of accreditation requirements for course/program changes.

Additionally, Counsel reiterated the reasoning and importance for Schools to notify the Division of their contingency plans.

#### New Business/Action Items:

##### A. Consideration of Approval of Renewal Certificate

At 10:15 AM Christ Reister joined the Board.

##### 1. Academy of Cosmetology Arts – 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, Board Member Stevens motioned to approve the Standard Certificate of Approval conditioned upon: a favorable site visit; and that the School works with Division staff to change the curriculum to ensure that participants have licensure before advanced training with all school advertisements noting the same requirement. The motion was seconded and carried. Chris Reister abstained from the vote.

##### 2. Flatiron School – Denver - AC

The Division presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. Board Member Krovitz motioned to table the matter in order to discuss in conjunction with the SecureSet Change of Ownership.

3. Fort Collins Academy of Bartending – Fort Collins - 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, Board Member Minic motioned to approve the Standard Certificate of Approval conditioned upon a favorable site visit. The motion was seconded and carried.

Director/COEO Candler requested to move Colorado School of Healing Arts Change of Ownership up in the agenda due to a time constraint for the School.

B. Consideration of Approval of Renewal with Change of Ownership

1. Colorado School of Healing Arts – Lakewood - CH

Program Specialist Harding presented to the Board for review and consideration of Change of Ownership and Renewal. A school representative was present. A site visit was conducted for the renewal. 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.

Board Member Wamser motioned to recognize that the Change of Ownership is compliant with the statute for Colorado School of Healing Arts that is now Healthcare Associates Inc. dba Colorado School of Healing Arts that resulted in the passing of Gina Simpson's husband, which moved into a trust, which is now in the trust and operating as the same entity. Chairmen Garibay clarified the motion and reiterated that the motion is to recognize that Colorado School of Healing Arts has met all requirements of reporting a Change of Ownership but in reality, the school was owned by Healthcare Associates, Inc. dba Colorado School of Healing Arts, operated by one member, who passed, and is now under control by Ms. Simpson. The same entity remains in ownership of the school at this time. The motion was seconded and carried.

Following review and consideration of the renewal, Board Member Kearns motioned to approve the Standard Certificate of renewal for the period of July 1, 2020 and ending June 30, 2023. The motion was seconded and carried.

At this time, the Board resumed its regularly scheduled agenda.

Consideration of Approval of Renewal Certificate Continued

4. Tave's Nail Academy – Fort Collins - 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. A site visit has been completed.

Following review and consideration of the renewal, Board Member Stevens motioned to conditionally approve the Standard Certificate of Approval to provide clarity that the pre-requisites for any advanced courses are clearly stated in school materials to show that licensure is required for advance courses. The motion was seconded and carried.

5. Colorado Advanced Esthetics – Centennial - CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit had been conducted.

Following review and consideration of the renewal, Board Member Kearns motioned to conditionally approve the Standard Certificate of Approval conditioned upon verification that the school is offering the 600 hour Esthetics program and that their advanced Esthetics courses require licensure as a pre-requisite. The motion was seconded and carried.

6. Gobbell Hays Partners – Denver - CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit had been conducted. 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, Board Member Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2020, and ending June 30, 2023. The motion was seconded and carried.

7. John Casablancas Modeling and Career Center – Denver - CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit had been conducted. 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.

Deputy Director Kanaly reported to the Board the complaints that have been made to the Division since the School's last renewal.

Following review and consideration of the renewal, Board Member Reister motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2020, and ending June 30, 2023. The motion was seconded and carried.

8. National School of Dental Assisting – Aurora - CH

Program Specialist Harding presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit had been conducted. 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, Board Member Reister motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2020, and ending June 30, 2023. The motion was seconded and carried.

#### 9. Tresses Studio – Glenwood 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, Board Member Kearns motioned to approve the Standard Certificate of Approval conditioned upon a favorable site visit. The motion was seconded and carried.

#### 10. Dental Careers of Colorado – Lakewood – JR

Program Specialist Rendon presented to the Board for review and consideration renewal of the school's Certificate of Approval. A school representative was present. A site visit had been conducted. 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, Board Member Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2020, and ending June 30, 2023. The motion was seconded and carried.

#### 11. Mile High Modern Beauty Academy – Denver – JR

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

Mary reported to the Board the open complaints currently being investigated.

Following review and consideration of the renewal, Board Member Minic motioned to approve the Standard Certificate of Approval conditioned upon a favorable site visit. The motion was seconded and carried.

#### 12. Rueto College – Boulder – JR

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

Program Specialist Rendon and COEO/Director Candler reported to the Board the disciplinary action taken by the Department of Regulatory Agencies against the owner for malpractice. At the time of the disciplinary action, the owner did not have liability insurance. The School's owner has since obtained liability insurance and has submitted proof. There is a timeline of five years before the disciplinary action is removed provided that he has a practice monitor and provide written quarterly reports to the Director of the Department of Regulatory Agencies. The Board tabled the matter to be able to reach the School owner via telephone.

#### C. Consideration of Approval of Renewal with New Program(s)/Stand-Alone Course(s)

##### 1. The Rita B Institute – Basalt - RA

Program Specialist Acosta presented to the Board for review and consideration of renewal with a new Program: Barbering. 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 with new program, Board Member Stevens motioned to approve the Standard Certificate of Approval conditioned upon a favorable site visit. Board Member Stevens made a motion to conditionally approve the previously mentioned program conditioned that the correct student teacher ratio is 1:5 on the Program Approval form. The motions were seconded and carried.

At this time, the Board reviewed the approval for a new program at the Denver Campus for the Rita B Institute.

#### Consideration of Approval of New Program(s)/Stand-Alone Course(s)/Major Revisions

##### 1. The Rita B Institute – Denver – RA

Program Specialist Acosta presented to the Board for review and consideration of a new Program: Barbering. 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 new program, Board Member Stevens motioned to approve the previously mentioned new program effective August 25<sup>th</sup>, 2020. The motion was seconded and carried.

At this time, the Board continued with its regular agenda.

#### Consideration of Approval of Renewal with New Program(s)/Stand-Alone Course(s) Continued

##### 2. Beautiful You Skincare Academy – Pueblo - JR

Program Specialist Rendon presented to the Board for review and consideration of renewal with a major revision to the following Stand-Alone Courses: 1. Dermaplaning; 2. Eyelash Extensions; 3. Microneedling. Additionally, for review and consideration are the following new Stand-Alone

Courses: 1. Advanced Eyebrow Skills; 2. Lash Lifting & Tinting; and 3. Permanent Makeup. A school representative was present.

Following review and consideration of the renewal with new program, Board Member Kearns motioned to approve the Standard Certificate of Approval conditioned upon a favorable site visit. Board Member Stevens motioned to approve the previously mentioned major revisions to Stand-Alone Courses. Board Member Stevens motioned to approve the previously mentioned new Stand-Alone Courses. The motions were seconded and carried.

At this time, the Board revisited Ruseto College.

#### Ruseto College – Boulder – JR Continued

Once the Division was able to connect with the School's representative, the Board discussed the disciplinary action taken by the Department of Regulatory Agencies. The Board mentioned that #9 and #10 in section five on the renewal application needs to be checked as "yes."

Following review and consideration of the renewal, Board Member Minic motioned to approve the Standard Certificate of Approval conditioned upon a favorable site visit and that #9 and #10 in section five of the renewal application are checked as "Yes." The motion was seconded and carried.

#### 3. Denver Ad School – Denver - JR

Program Specialist Rendon presented to the Board for review and consideration of renewal with a major revision to the following Program: Strategy. A school representative was present. A site visit was conducted. 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, Board Member Minic motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2020, and ending June 30, 2023. Board Member Kearns motioned to approve the previously mentioned major revision to a program. The motions were seconded and carried.

#### 4. The Pilates Center – Boulder - CH

Program Specialist Harding presented to the Board for review and consideration of renewal with a new Program: TPC Post Graduate Studies Program. A school representative was present. A site visit was conducted. 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, Board Member Wamser motioned to approve the Standard Certificate of Approval for the period beginning July 1, 2020, and ending June 30, 2023. Board Member Wamser motioned to approve the previously mentioned new program. The motions were seconded and carried.



At this time, Vice Chair Minic motioned for a brief recess. The motion was seconded and carried.

Consideration of Approval of Renewal with Change of Ownership

2. SecureSet Academy – Denver - AC

Counsel and COEO/Director Candler presented to the Board the change of ownership and renewal structure for SecureSet and Flatiron School. A school representative was present.

Following review and discussion, Board Member Krovitz motioned to discuss the matter to Executive Session. The motion was seconded and carried.

D. Consideration of Approval of Change of Ownership

1. Designing Beauty Academy – Windsor – CH

Program Specialist Harding presented to the Board for review and consideration of Change of Ownership. A school representative was present. A site visit was conducted. 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, Board Member Kearns motioned to approve the Change of Ownership effective August 25<sup>th</sup>, 2020. The motion was seconded and carried.

E. Consideration of Approval of New Program(s)/Stand-Alone Course(s)/Major Revision(s)

1. United States Truck Driving School – Fountain - CH

Program Specialist Harding presented to the Board for review and consideration of the following new Stand-Alone Course: 10 Hour Class B/Bus Course. 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, Board Member Wamser motioned to approve the previously mentioned new Stand-Alone Course effective August 25<sup>th</sup>, 2020. The motion was seconded and carried.

2. United States Truck Driving School – Wheat Ridge - CH

Program Specialist Harding presented to the Board for review and consideration of the following new Stand-Alone Course: 10 Hour Class B/Bus Course. 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, Board Member Wamser motioned to approve the previously mentioned new Stand-Alone Course effective August 25<sup>th</sup>, 2020. The motion was seconded and carried.

At this time, Board Member Stevens recused herself from the Board.

3. Aveda Institute Denver – Denver - RA

Program Specialist Acosta presented to the Board for review and consideration of a new Stand-Alone Course: Eyelash Extension Course. 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, Board Member Wamser motioned to approve the previously mentioned new Stand-Alone Course effective August 25<sup>th</sup>, 2020. The motion was seconded and carried.

At this time, Board Member Stevens rejoined the Board.

4. Spartan College of Aeronautics & Technology – Broomfield - JR

Program Specialist Rendon presented to the Board for review and consideration of a major revision for the following Programs: 1. Aviation Maintenance Technology – AAS; 2. Aviation Electronics Technology AAS. 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, Board Member Minic motioned to approve the previously mentioned major revisions to a program effective August 25<sup>th</sup>, 2020. The motion was seconded and carried.

F. Consideration of Approval of Provisional Certificate

1. 160 Driving Academy – Commerce City - CH

Program Specialist Harding presented to the Board for review and consideration of a Provisional Certificate. A school representative was present.

Following review and consideration, Board Member Minic motioned to approve the Provisional certificate conditioned upon a favorable site visit before starting students. The motion was seconded and carried.

G. Notification of School Closure (no action required)

1. Allied Health Career Training, LLC – Lakewood - CH

Program Specialist Harding reported that the school has not enrolled any students since opening. Additionally, there are no student nor educational records to deposit with the Division of Private Occupational Schools, as required by C.R.S § 23-64-125 of the Private Occupational Education Act of 1981.

2. National School of Dental Assisting – Fort Collins - CH

Program Specialist Harding reported that the school has not enrolled students since the date of closure and all students have completed training. Effective January 1<sup>st</sup>, 2020, all available student and educational records are being maintained on the school's national digital platform.

3. The Tech Academy Denver – Wheat Ridge - CH

Program Specialist Harding reported that the school has not enrolled any students since opening. There are no student nor educational records to deposit with the Division of Private Occupational Schools, as required by C.R.S § 23-64-125 of the Private Occupational Education Act of 1981.

4. Universal Technical Institute of Northern California, Inc. – Sacramento - CH

Program Specialist Harding reported that the school has not enrolled students since the date of closure and all students have completed training. This out-of-state school will no longer recruit CO students. The student records will be maintained on the school's national database.

5. Phlebotomy Learning Center of Denver – Denver – CH

Program Specialist Harding reported that the school has not enrolled students since the date of closure and all students have completed training. Effective August 20<sup>th</sup>, 2020, all available student and educational records are on deposit at the Division of Private Occupational Schools, as required by C.R.S § 23-64-125 of the Private Occupational Education Act of 1981.

Other Business

1. Legal Update

Counsel reported to the Board the following legal updates:

- CollegeAmerica

The Denver District Court recently ruled largely in favor of the Colorado Department of Law's Consumer Protection Unit in the litigation against CollegeAmerica. Counsel issued the requested written update to the School's attorney. Counsel issuance of letter pending.

- Westland Beauty Academy

Counsel updated opposing counsel regarding the Board's Order. Counsel and the Division issued a letter to the nine students in support of the re-training which is scheduled for late September.

- The Pilates Institute of Boulder

On July 28<sup>th</sup>, 2020, the Board voted to issue a Notice of Noncompliance and a Notice of Bond Lapse and Statutory Suspension. The Board also requested a letter be remitted to the surety. On August 24<sup>th</sup>, 2020, the Notice of Noncompliance and Notice of Bond Lapse and Statutory Suspension were issued. School response is due September 7<sup>th</sup>, 2020.

- CDL College

In July the Board voted to issue a demand letter and civil complaint. After conducting some legal research, Counsel is scheduled to meet with an insurance specialist to discuss the complaint and next steps.

At this time, the Division recommended discussing all Other Business Items with the exception of #4, Unannounced Visits, in Executive Session.

Following review and consideration of the previous matters discussed during the regular portion of the Board meeting, Board Member Reister motioned to convene in executive session with the Board's attorney to seek legal advice pursuant to C.R.S. §24-6-402(3)(a)(II), on the following Schools and matters: CollegeAmerica; Rock Creek Laser and Esthetics Institute; Flatiron School; SecureSet Academy; New Program/Stand-Alone Course Pandemic Issues; and in consideration of relevant parts of the Private Occupational School Act, C.R.S. §23-64-101 et seq. and the Rules and Regulations, 8 CCR 1504-1. The motion was seconded and carried. The public session recorder was turned off.

The Board of Private Occupational Schools convened in executive session with its attorney of record, the Division Director, and Division staff at 1:57 P.M.

After the review and consideration of the matters previously mentioned, Chair Garibay resumed regular session at 2:29 P.M.

The Executive Session recorder was turned off.

The public session recorder was turned on and the general public was welcomed back.

First Attorney General Rich Fredericks affirmed for the record that this Executive Session was for the sole purpose of providing legal advice to the Board and to otherwise engage in good faith in what is believed to be attorney-client privileged discussions.

Flatiron School/SecureSet Academy Renewal and Change of Ownership

Following discussion by the Board, Board Member Krovitz made a motion to conditionally approve the renewal of the Standard Certificate of Approval for Flatiron School provided upon a favorable site visit and approval for the change of ownership process. The motion was seconded and carried.

Following discussion by the Board, Board Member Krovitz made a motion to conditionally approve the renewal of the Standard Certificate of Approval for SecureSet Academy provided

upon a favorable site visit and approval for the change of ownership process. The motion was seconded and carried.

It was recommended by the Board that all materials for the change of ownership are processed in a timely fashion so that the matter may be reviewed at the September Board Meeting.

#### CollegeAmerica

Chairmen Garibay discussed the recent closure and urged the Division to monitor the situation and operations to ensure that the School abides by Division statute and rules.

#### Rock Creek Laser & Esthetics Institute

The Division has previously requested records from the School and does not believe they have received the records. The Board has before them a request from the Division to issue a Subpoena Duces Tecum pursuant to the authority of C.R.S. §23-64-107, 108, and 109. The Division is seeking a Subpoena Duces Tecum because if the records are not voluntarily produced then it is inhibiting the Division's statutory duty. Ryan motioned to issue a Subpoena Duces Tecum to Rock Creek Laser & Esthetics Institute for student records. The motion was seconded and carried.

#### New Program and Stand-Alone Courses Pandemic Issues

Following discussion, the Board recommended that the temporary approvals be extended to September 30<sup>th</sup>, 2020 however, the Board stressed the importance of timely implementing a contingency plan to adapt to the pandemic and to ensure that the educational needs are being met.

#### Unannounced visits

The matter was tabled.

#### Adjournment:

Board Member Minic motioned to adjourn the meeting at 2:46 PM. The motion was seconded and carried.

The next regularly scheduled meeting of the Board is Tuesday, September 22, 2020, at 9:30 A.M. and will be held via the web conference application, Zoom, with the following log in information:

Please click the following link to join the Zoom Meeting from your computer:

<https://us02web.zoom.us/j/89229193433>

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