

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE BUREAU OF PRIVATE AND POSTSECONDARY EDUCATION**

**WHEREAS**, the State Personnel Board (SPB or Board) at its duly noticed meeting of October 10, 2013, carefully reviewed and considered the attached Compliance Review Report of the Bureau of Private and Postsecondary Education submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the Bureau of Private and Postsecondary Education's personnel practices. It details the background, scope, and methodology of the review, and the findings and recommendations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby adopts the Report, including all findings and recommendations contained therein. A true copy of the Report shall be attached to this Board Resolution and the adoption of the Board Resolution shall be reflected in the record of the meeting and the Board's minutes.

  
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SUZANNE M. AMBROSE  
Executive Officer

October 3, 2013

Ms. Joanne Wenzel  
Bureau Chief  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

RE: Compliance Review Report

Dear Ms. Wenzel,

The State Personnel Board conducted a baseline compliance review of the Bureau for Private Postsecondary Education (BPPE)'s appointments and Equal Employment Opportunity (EEO) program during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if the BPPE's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

The Department of Consumer Affairs (DCA) processes transactions for BPPE. However, the BPPE provided the documents that SPB requested. A cross-section of the BPPE's appointments was selected for review to ensure that samples of various appointment types, classifications, and levels were analyzed. The review of the EEO program included examining written policies and procedures, the EEO officer's role and duties, and the internal discrimination complaint process. The SPB also interviewed appropriate BPPE staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of the BPPE's administration of appointments and EEO program. The CRD will submit its findings to the five-member State Personnel Board and recommend adoption. The Board will issue a resolution either adopting these findings or issuing its own findings and order. In either event, you will be notified of the Board's action. The final Board action will be posted on the SPB's website.

Ms. Joanne Wenzel  
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We greatly appreciated the cooperation and assistance provided by BPPE personnel. If you have any questions, please contact me at (916) 651-0924.

Sincerely,

A handwritten signature in black ink, appearing to read "James L. Murray". The signature is fluid and cursive, with a large loop at the end.

James L. Murray, Chief  
Compliance Review Division  
State Personnel Board

CC: Jeffrey Sears, Personnel Officer, Department of Consumer Affairs  
Latania Robinson, Equal Employment Opportunity Officer, Department of  
Consumer Affairs