

# STATE BOARD OF ARCHITECTURAL EXAMINERS

## BOARD MEETING MINUTES

March 27, 2007

Suite 111, 110 Centerview Drive

Columbia, SC

The State Board of Architectural Examiners convened March 27, 2007, in Columbia, South Carolina. Chairman W. Barry Jenkins called the meeting to order at 9:40 a.m. The following persons attended the meeting:

W. Barry Jenkins	Chairman
Stokes Browning	Secretary
Dennis S. Ward	Member
Stephen Russell	Member
Tom Johnson	Member
Jan B. Simpson	Administrator
Alice Richardson	Administrative Assistant
Todd Bond	Investigator
Sharon Dantzler, Esq.	LLR Advice Counsel

Member Jose Caban notified the Administrator in advance that he would be unable to attend the meeting.

Administrator Simpson stated the **public notice** of the meeting was properly posted at the Board office and provided to organizations and news media in compliance with Section 30-4-80 of the S.C. Freedom of Information Act. A quorum was present at all times.

**Minutes:** Motion by Ward, Second by Russell: To accept the **Minutes** of the January 16, 2007, meeting as amended. The minutes were updated to reflect that Member Russell recused himself from the vote on the inquiry received from Clay Wine. Motion carried.

### Violations Report:

Motion by Russell, Second by Browning: To accept the IRC recommendations on the following cases. Motion carried.

Case No.	Action
2007-3	Dismiss
2007-2	Letter of Caution

Board of Architectural Examiners  
Meeting Minutes  
March 27, 2007

The following cases were reviewed by the IRC and will go forward with issuance of a Formal Complaint.

Case No.  
2006-46  
2007-4

**Exam Candidates** – Motion by Ward, second by Browning: To approve the following persons to begin taking the Architect Registration Examination. Motion carried.

Stuart Barber  
Asheley Scott  
Charles Cooper

**Inquiry – Thom Penney** – The Board reviewed an inquiry from Thom Penney, President of LS3P Associates, Ltd., regarding use of the title “Architectural Intern” and NCARB’s application processing time. Chairman Jenkins asked the Administrator to research the Southern Region and NCARB to determine their policies regarding use of the term “architectural intern” and report back to the Board at the May meeting. Administration Simpson will write Mr. Penney that NCARB is currently in the process of a complete reorganization of employees and departments in an effort to improve the application process. A copy of this letter will be forwarded to NCARB.

**Proposed Changes to the Law/Regulations:** The Board will convene a public forum in the summer asking for input on proposed changes to the Board Laws/Regulations. Member Russell volunteered to assist in drafting proposed language. The Board unanimously agreed that changes should be considered in the following areas: electronic seals, reinstatement procedures, contract administration, biennial renewals, definition of “Intern” and continuing education language. Notice of drafting should be published by early September 2007. The target date for the proposed language is Friday, October 5, 2007.

**CE Credit for Service on NCARB Committees:** Member Ward stated that a Resolution is in the works that would allow continuing education credits for service on certain NCARB Committees (e.g., exam writing committee). Service on NCARB committees or task forces is no longer accepted as CE credit under AIA’s continuing education program. Member Ward stated that member board members and others who currently volunteer their time to NCARB will be reluctant to continue if continuing education credit is not given. The resolution will state that service on these committees and task forces meets the intent and purpose of continuing education, and that the member boards should determine if continuing education programs or service will fulfill their educational requirements. Motion by Russell, Second by Browning: Until the regulations are changed, the Board will grant continuing education credit for NCARB Committee work. Motion carried.

**Southern Conference Dues:** The Board accepted as information an increase in NCARB Southern Dues from \$2500 to \$3000 annually.

**Faculty IDP Advisor Funding:** Member Ward asked the Board to consider providing funding to the Clemson University School of Architecture faculty IDP advisor to offset costs of IDP field trips, speakers, etc. Simpson reminded the Board that the SC Architecture Education and Research Fund must be used for the advancement of education and research for the benefit of individuals and firms licensed as well as for architectural interns. The Board asked Simpson to write Professor Robert Silance requesting input regarding possible IDP-related use of this money. The Board will review his request at the May meeting.

**Unauthorized Reproduction of Bid Documents by Plan Rooms:** It has been reported to the Board that plans submitted to Plans Rooms are being reproduced without permission, and often without the knowledge of the architect, resulting in unauthorized use by contractors and others. Advice Counsel Dantzler stated that this is a civil matter that does not fall under the Board's jurisdiction unless an architect is the one who is using others' plans without permission. She advised that the Board could put together a coalition of architects, engineers, contractors, etc., to discuss this issue and consider possible legislation. Chairman Jenkins volunteered to set up a meeting with the Chairman of the Board of Professional Engineers and Land Surveyors for further discussion. This item will be carried over to the May meeting.

**Use of the word Architects:** The Board reviewed a request from the McNair Law Firm to use the word "architects" in their tagline "McNair: Legal Architects for Growth". Motion by Browning, second by Ward: To deny the use of the word "architects" based on Section 40-3-30 of the Architectural Registration Law. Motion carried.

**State Requirements concerning electronic seals:** An inquiry was received from Herschman Architects, Inc, Cleveland, OH, about electronic stamping, sealing and signing of construction documents. Administration Simpson will draft a response for Board review prior to mailing. The firm will also be notified that the issue of electronic seals and signatures is currently being reviewed for possible revision by the State legislature.

**Budget Report:** The Board accepted as information the budget report for the period ending November 30, 2006.

### **Administrator's Report:**

#### **License Statistics**

Architects	In-state	997
	Emeritus	52
	Out of State	2639
Total:		3688
Firms		1185

#### **Imaging**

Alice Richardson has initiated imaging of all paper files, resulting in elimination of five 4-drawer filing cabinets. The imaging system allows easy access to files and ensures safekeeping of

records. The imaged files are backed up daily and a redundant system is stored offsite. We are retaining the paper files offsite for three years in case there are mistakes or problems with the imaged files.

### **Compiled Disciplinary Actions**

One of the tasks for a new employee will be to compile and categorize past disciplinary actions taken by the Board, either in Consent Agreements or Formal Orders. This information will assist the Investigative Review Committee and the Board in recommending and levying consistent and appropriate sanctions.

### **Clemson's IDP Enrollment Program**

At the invitation of Professor Rob Silance, Administrator Simpson spoke to Clemson University architecture students in March about the IDP Program, licensure, and S.C. requirements for taking the exam. At the end of the program, IDP application packets were distributed with the goal of enrolling 4<sup>th</sup>-year students and any graduate students not already enrolled. Several 3<sup>rd</sup> year students expressed interest in signing up. NCARB later confirmed that 3<sup>rd</sup> year students may enroll in IDP prior to completion of the 3<sup>rd</sup> year in a pre-professional degree program, but their experience will not count until they have completed the third year. Professor Silance praised the Board for providing the funding for IDP enrollment as well as additional funding for the architecture library at Clemson.

While at Clemson, Administrator Simpson also met with the new Chair of the School of Architecture, Dr. Ted Cavanagh. The Board asked Simpson to write Dr. Cavanagh welcoming him to South Carolina.

*{End of Administrator's Report}*

**NCARB Score Report:** Administrator Simpson brought to the Board's attention discrepancies in NCARB Score report format since the change to a national five-year "rolling clock" on January 1, 2006. The former four-year rolling clock that affected South Carolina candidates changed on January 1, 2006, to coincide with the national rolling clock. The Board decided to allow South Carolina candidates to retain credit for divisions still valid on the date of the change. Candidates who lost credit for divisions prior to January 1, 2006, are required to retake those divisions in addition to any divisions not yet passed. The Summary Report (grade report) shows "exempt" for divisions where scores are no longer valid in South Carolina, misleading the exam candidate to believe the division does not have to be retaken. NCARB is working with several Boards to remove this confusing information or locate it on an additional page. The Board accepted this as information.

**2007 Joint Regional Meeting – Orlando, FL:** The Board was asked to review all proposed Resolutions and be prepared for discussion at the May meeting.

**2007 Annual Meeting – Denver, CO :** Members Ward, Russell, Caban, Jenkins and Administrator Simpson will attend the meeting.

## **OTHER BUSINESS**

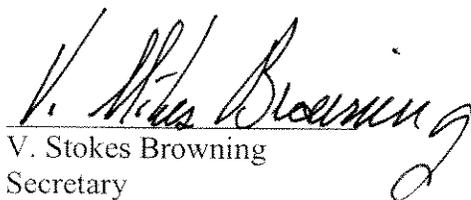
**Successor Architect Policy:** Administrator Simpson asked the Board if they wished to draft a policy regarding successor architects. Administrator Simpson stated that she has received requests for guidance in situations where an architect of record leaves a company, is removed from a project by the owner, or dies before design documents are complete or before the structure is built. The Board unanimously agreed that this item should be included with the proposed changes to the Board Laws/Regulations. Administrator Simpson will research this issue with Southern Region states also.

Members again expressed an interest in obtaining laptops to use for Board-related business and at board meetings. Board meeting packets could be e-mailed to members and the laptops could be used at all meetings, reducing copying and mailing costs. Administrator Simpson will look into this matter.

**Disciplinary and Compliance Issues:** Members expressed concern that they are approving final actions on disciplinary matters without full knowledge of how the Investigative Review Committee functions and parameters generally employed by the IRC. Motion by Russell, Second by Browning: To obtain a summary of cases voted on and closed within the last 30 days and for Investigator Bond to provide specific information regarding the basis of decisions made by the Investigative Review committee (IRC). This information will be presented at the May meeting. Motion carried.

There being no further business, the meeting adjourned at 1:30 p.m. so the Board could convene the Formal Hearing on Tony W. Gibson.

Respectfully submitted,

  
V. Stokes Browning  
Secretary