

# STATE BOARD OF ARCHITECTURAL EXAMINERS

## BOARD MEETING MINUTES

September 16, 2008

Suite 202-02, 110 Centerview Drive

Columbia, SC

The State Board of Architectural Examiners convened September 16, 2008, in Columbia, South Carolina. Chairman Stephen Russell called the meeting to order at 9:30 a.m. The following persons attended the meeting:

Stephen Russell	Chairman
Stokes Browning	Secretary
Dennis Ward	Member
Jose Caban	Member
Thomas Johnson	Public Member
Sharon Dantzler	Advice Counsel
Jan B. Simpson	Administrator
Alice Richardson	Administrative Assistant
Melissa Jones	Program Assistant

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.

Member W. Barry Jenkins notified the Administrator in advance that he would be unable to attend the meeting.

The Board held Hearings for John Miraziz, examination candidate, and Dan Waddell, applicant for reinstatement. A court reporter was present to transcribe the hearings.

Motion by Caban, Second by Ward: To approve **Mr. Miraziz's** application to take the Architect Registration Examination. Motion carried.

Motion by Caban, Second by Ward: To issue an Order to **Mr. Waddell** with the following conditions for reinstatement of his license: payment of a civil penalty of Two Thousand Five Hundred (\$2,500) dollars, submittal of documentation of continuing education for the period during which he was unlicensed (2004, 2005, 2006, 2007, and 2008) and additional documentation that he earned twelve (12) hours of continuing education in topics related to safeguarding health, safety, and welfare within the last year. The license will be reinstated when all conditions have been met. Motion carried.

Angie Taylor, Executive Director, AIA/SC, joined the meeting.

**Minutes:** Motion by Ward, Second by Browning: To accept the **Minutes** of the May 7, 2008, meeting. Motion carried.

**Violations Report:**

The Board accepted as information the IRC recommendation on the following cases.

<b>Case No.</b>	<b>Action</b>
2007-16	Letter of Caution
2007-20	Hearing

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

- **Cynthia Knight, Myles Trudell, Benjamin Story, Jr, William Zion, Kevin Hyslop, Curt Berg, III, Robert Lucas, Jennifer Charzewski, Kimberly Nelson, John Crowe, Jr., Robert Vail, III, Damien Busillo, Ernest Bostic, Mark Sutton, Jenna Walker, April Magill, Abby Freeman, Dean Oang and Katie Johnston.**
- **Jana Cooper was approved for licensure after taking and passing all divisions of the ARE in California and completing IDP.**

Lynn Rogers, LLR Chief Counsel, joined the meeting.

**IRC Process Review:** At the May meeting, the Board asked Sharon Dantzler to review the Arizona Enforcement Advisory Committee Training Guide to determine similarities or differences with LLR's present IRC procedures and to report back to the Board the steps necessary to adopt a similar guide for IRC training. The Arizona Enforcement Advisory Committee Training Guide used the concept of a pool of approved architects to serve on IRC in lieu of or in addition to sitting Board member participation. After a brief discussion, it was determined that the Board will develop a pool of architects to serve as alternate IRC members and expert witnesses. Member Russell will work with Administrator Simpson in developing the list.

**Procedures for concurrent IDP/ARE:** In June 2008, Section 40-3-240(C) was changed to allow interns who have completed an accredited degree, who are enrolled in Intern Development Program (IDP) and are actively participating in IDP, and who are employed by an architectural firm to begin taking the Architect Registration Examination (ARE). The law still requires completion of IDP prior to licensure. Administrator Simpson informed the Board that Section 40-3-240 (C) maybe in conflict with Regulation 11-6 (2) which states that an NCARB record must be initiated by the applicant in writing at least one year prior to taking the examination. Motion by Johnson, second by Caban: In light of evolution of the profession and regulation requirements, the Board will not enforce the 12 month enrollment requirement for a period of two years to allow promulgation of new Regulations to allow all applicants to take the ARE as stated in Section 40-3-240 (C).

**HSW Definition:** The Board unanimously agreed that the policy adopted in 2003 should not be revised. (see attached policy)

**Effective Date of New Continuing Education HSW Requirements:** In June 2008, Section 40-3-250(A) was revised to state: The continuing education requirement for license renewal remains at 12 hours annually but the change requires that all 12 hours be obtained in health, safety and welfare-related topics. Previously, 8 of the 12 hours were required to be in health or safety-related topics, while 4 hours were allowed in practice related topics. Motion by Johnson, Second by Browning: To set the effective date as June 30, 2009, for completion of 12 hours of CE in health, safety and welfare. Notification letter will be sent to all architects informing them of the change and effective date. This notification will also be posted on the Board website. Motion Carried.

**Architectural Education and Research Fund – Establish Guidelines:** The Board unanimously agreed that the original guidelines established in Section 40-3-255 are sufficient.

**Construction Administration Services:** There was a discussion of whether construction administration services falls under the definition of the practice of architecture, the difference between field observation and construction administration services, and whether an architect is required to perform construction observation. Member Browning will draft clarification of the services that may be offered by someone performing “field observation” and someone who performs construction administration services. Member Jenkins will assist with the draft. Administrator Simpson will ask the SC Building Codes Council to add a link to the Board of Architecture web site for this information.

**Direct Registration:** NCARB offers all Member Boards the Direct Registration program which is intended to help reduce jurisdictions administrative efforts between the time a registrant meets NCARB’s initial ARE eligibility requirements through completion of NCARB Intern Development Program (IDP) and the Architect Registration Examination (ARE). By participating in this program, the Board would authorize NCARB to act on the Board’s behalf for the purpose of qualifying individuals to sit for the ARE, maintaining and distributing score reports and notifying them of completion of NCARB’s IDP requirements. Motion by Ward, Second by Caban: To adopt the Direct Registration program offered by NCARB. Motion carried 5-1.

**Clemson Architecture Center in Charleston – Intern Program Funding Request:** Rob Miller, Professor, Clemson Architectural Center in Charleston (CAC.C), asked the Board for support for its Intern Program at Charleston. Since the initiation of the CAC.C Intern Program in 2002-2003 until this year, Clemson University has offered participating graduate students a tuition remission equivalent to what it offers Graduate Assistants. The remission was a big incentive for architecture students to gain work experience and a structured, positive introduction to professional practice. Interns working in professional offices received not only pay and course credit, but also a significant reduction in tuition. Due to state funding, this program has received a 2-1/2% cut with more cuts likely in the future.

Motion by Johnson, second by Caban: To approve \$20,000 to cover the continuation of the tuition remission program for architecture students. Motion Carried. The Board asked Rob Miller to look into setting up a partnership program with Clemson University where contributions to the tuition remission initiative by the Board would be matched by Clemson based on the Graduate

Assistantship Differential. A maximum amount for Board contributions will be determined later if the partnership is approved by the University.

**AIA Draft Policy – Pro Bono “Free-Services” Services:** Michael Watson, President, AIA/SC, joined the meeting to discuss a Draft Policy regarding Pro Bono Services being considered for adoption by the AIA’s national Board of Directors. The Board noted that the proposed policy is in direct conflict with Regulation 11-12-D(2). Mr. Watson was asked to caution the members of AIA/SC of this potential conflict with the Board’s existing regulations 11-12 D (2) regarding gifts and regulation 11-12 A (1) and its policy on Bidding for Services. Ms. Simpson provided Mr. Watson with a copy of the policy which is also posted on the Board’s web site.

**Funding Request – School of Architecture Clemson University lecture series:** The Board reviewed a request from Clemson School of Architecture Professor Robert Silance to fund a lecture series specific to the School of Architecture to run concurrently with the existing Clemson Advancement Foundation Lecture Series. Motion by Browning, Second by Caban: To approve total funding of \$6000 to sponsor two lectures, one lecture in spring 2009 and one lecture in fall 2009, with a national speaker. The lectures must be specifically related to architecture, and Clemson’s School of Architecture must provide the costs for promoting the lectures. The Board would like to be credited in promotional material as a sponsor. Motion carried.

**Final Report on Special Inspections:** The Office of School Facilities (OSF) has issued forms for completion and sealing by the “Design Professional in Responsible Charge” as a condition for permit issuance in accordance with the Special Inspection requirements of the International Building Code. Also, Greenville County has similar forms for sealing by the Design Professional in Responsible Charge. The Board is concerned that architects sealing these forms could be in violation of state Laws and Regulations. Motion by Russell, Second by Browning: Member Ward will draft a letter to be signed by the Chair at the November meeting addressing this issue and informing OSF and Greenville County that this is not the responsibility of the architect. Motion carried.

**Meeting Room Space Fee for SC/AIA Seminar:** Simpson reported that the AIA/SC Emerging Professionals Committee has used conference rooms at LLR to help curtail costs for one-day seminars for interns. Since LLR has been renovating office space, a few of the conference rooms are now unavailable. Simpson asked the Board if they would be willing to fund rental space for these meetings, if needed. In order for the Board to approve funding, they asked that this committee submit a written request to the Board of review and approval.

**Budget Report:** The Board accepted as information the budget report for the period ending June 30, 2008.

**Administrator’s Report:**

Key to chart below:

- AR.I– licensed individual, resident of SC
- AR.O – licensed individual, out-of-state resident
- EI – Emeritus, in-state resident

EO – Emeritus, out-of-state resident

**Number of Active Credentials by Prefix and Subcategory**  
**Board: Board of Architectural Examiners**  
**as of 9/4/2008**  
**Query Report: 517**

<b>credential</b>	<b>description</b>	<b>count</b>
AR .EI	Emeritus In-State Architect	35
AR .EO	Emeritus Out-of-State Architect	9
AR .I	In-State Architect	1023
AR .O	Out-of-State Architect	2717
ARA.	Partnership Firm	18
ARB.	Business Corporation Firm	213
ARC.	Professional Association Firm	95
ARD.	Sole Proprietor Firm	31
ARF.	Firms	879
	<b>subtotal</b>	<b>5020</b>

9 items

Administrator Simpson was unable to speak to the Professional Practice Class at Clemson University in August but will reschedule to include the class members when she attends the IDP Seminar later in the semester. There are 8 students in the class at Clemson; other students are in the program in Charleston.

The Board's comments on the proposed changes to the Supreme Court rules were submitted and identical comments were also submitted from the Board of Engineers and Surveyors.

The Board's formal certificates, issued to newly licensed architects in South Carolina, will now be 8 1/2" x 11" with the state seal and the board seal in gold. There will no longer be room for all board member signatures. The signature of the Chair will be electronically printed on the certificates.

*{End of Administrator's Report}*

**2009 Board Meeting Dates:** Members will be polled for available dates in 2009.

Stephen Russell again encouraged the members of the Board to submit letters to the Governor if they have an interest in continuing to serve on the Board.

**2008 Board Meeting Dates:** November 13, 2008

There being no further business, the meeting adjourned at 4:00 p.m.

Respectfully submitted,



Alice D. Richardson  
Administrative Assistant

South Carolina  
Board of Architectural Examiners  
Board Policy

HSW CONTINUING EDUCATION REQUIREMENTS

Be it resolved:

That the South Carolina Board of Architectural Examiners has become aware of widespread abuse by certain providers in the awarding of Health/Safety/Welfare (HSW) continuing education credits for coursework, tours and/or seminars that do not meet the definition of HSW under South Carolina laws and regulations. Therefore, the Board would like to make all South Carolina registrants aware that individual registrants are responsible for ascertaining that any credits claimed for purposes of annual renewal of the license in South Carolina do, in fact, comply with S.C. Regulation 11-8.1 (C)3(a) and Reg. 11-8.1.6 and as further defined in the NCARB model law Section 100.006. Any HSW continuing education credits accrued after June 30, 2008, will be subject to audit and the individual registrant must be prepared to provide evidence as required by the South Carolina Board of Architectural Examiners that such continuing education activities meet South Carolina requirements.

Be it further resolved that this statement of the Board be carried forward to the NCARB Southern Conference regional meeting so that other member states may be made aware of this action.

Adopted 3/18/2008