

STATE BOARD OF ARCHITECTURAL EXAMINERS

BOARD MEETING MINUTES

March 10, 2004

Suite 111, 110 Centerview Drive

Columbia, SC

The State Board of Architectural Examiners convened March 10, 2004, in Columbia, South Carolina. Chairman Matthews called the meeting to order at 9:30 a.m. The following attended the meeting:

J. Eugene Matthews	Chairman
Dennis S. Ward	Vice-Chairman
Jose Caban	Secretary
Stokes Browning	Member
Jane Frederick	Member
Jan B. Simpson	Administrator
Todd Bond	Investigator
Alice D. Richardson	Administrative Assistant
Richard Wilson, Esq.	LLR Advice Counsel

Member Johnson notified the Administrator in advance that he would not be able 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.

Motion by Browning, Second by Ward: To accept the **Minutes** of the January 14, 2004, meeting with the following modifications:

- ?? Page 1, paragraph two was amended to read: Member Frederick notified the Administrator in advance that she would not be able to attend the meeting. Her absence was excused.
- ?? Page 2, paragraph 6, "2004 Legislation" was amended to read: The Board has not sponsored legislation this session, but there are some bills from last session with potential impact to the architecture profession that will need to be monitored. When the Administrator contacts Board Members for input, a prompt reply is needed. There often is not much notice of upcoming meetings, but the information will be relayed to the Board as soon as it is received.

Motion carried.

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

Eric McCollum	Nicholas Nye
Jennifer Von Ahn	Curtis Gibbs
Jason White	

Budget Issues/Travel Policies - Adrienne Youmans, LLR Director, met with the Board to discuss current budget issues. Youmans noted that the money in the Architecture Education and Research Fund as well as the fines account could be used to help offset department budget problems. Youmans acknowledged that the Board has legislative approval to use the funds for professional development, education, and research in the field of architecture, and she concurred with the Board's intent to follow through with initiatives already in place. The Board may want to consider suspending allocation of funds to the Architecture Education and Research Fund account temporarily. Member Frederick asked Youmans if the Board should increase its registration fee. Youmans stated that Board fees should not be increased since the funds are not needed.

In regard to recently increased restrictions on travel, Youmans noted there is no restriction on the number of board members who may attend a Board related meeting such as a regional or national meeting; there is, however, restriction on departmental reimbursement. Rick Wilson, LLR Advice Counsel, noted that the Board was able to work with NCARB to increase dues in order to help offset travel costs. She encouraged the Board to explore such other funding sources for travel, noting that most boards' national organizations pay expenses for one member to attend meetings.

Youmans discussed briefly the newly created LLR Investigations Unit, which will go into effect July 1, 2004. She has restructured internal operations to streamline the investigative/disciplinary process, to allow greater flexibility, and to better utilize resources. The Investigations Unit will be subdivided into the Building and Business division or the Health and Medical division, all under the direction of the General Counsel, Lynn Rogers. Investigator Bond will still be responsible for investigations of this Board but may also work on investigations for other Boards. Youmans assured the Board the current IRC process will not change.

Clemson Funding - Motion by Frederick; second by Ward: To transfer \$19,850 to Clemson University School of Architecture during FY 04 to fund student enrollment in NCARB's IDP Program and to transfer \$25,000 to Clemson University during FY 04 for continuing professional development. Member Caban abstained from the vote. Motion carried.

Delegate Credential - Motion by Frederick, second by Caban: To elect Member Ward to serve as the Board Delegate at the Regional Meeting in March 2004 held in Deadwood, South Dakota. Motion carried.

Consent Order - Motion by Frederick, Second by Caban: To accept the Consent Order signed by McMillan Smith & Partners, Case No. 02/03-36. Motion carried.

Motion by Frederick, Second by Caban - To notify The State and Respondent's local newspapers of any public reprimands issued by the Board. This notice will be included in the May 2004 Newsletter. This policy will go into effect June 1, 2004. Motion carried.

Budget Report - The Board accepted as information the Budget Report as prepared by LLR's Finance division for the period ending January 31, 2004.

Administrator's Report

Licensure statistics – Will distribute in May for third quarter ending March 31, 2004.

Investigations Unit

LLR has created an Investigations Unit as a subunit of the Legal Department. All investigators will be moved, physically and organizationally, to this Unit and will operate in Teams. Investigator Bond will still be responsible for investigations of this Board but may also work on investigations for other Boards as time allows. He is on the team headed by Charlie Ido, under the general supervision of Ed Farnell. Our unit is Building and Business Investigations; other teams are grouped under Health and Medical Investigations. The move is to be completed by July 1, 2004.

Outreach

Investigator Bond will speak to students in the Professional Practice class at the Charleston Civic Design Center at the invitation of the Center's Director who also serves as Adjunct Professor in Clemson's Architecture School. He will discuss case studies in disciplinary matters.

Revised Documents

Staff is revising correspondence it sends to exam candidates to include more information on the rolling window and our office procedures for sending exam grades. The newly created infosheet will also be posted on the web site.

New Database

The individual and firm database has been converted to a "universal" licensing software now used by LLR. Once all boards are transitioned to this database, all LLR employees will have access to a list that shows all licenses an individual holds, but only employees of this Board will be able to look at architect records. For example, the database list might show that an architect also holds a contractors license and a real estate license. The Board's staff cannot access his contractor license files or any other license files, nor can Contractors Board staff access his architect files.

Renewal Forms

Because staff has the capability of renewing individual licenses online this year due to the universal licensing software, renewal forms are being redesigned. For the first time, staff will issue wallet cards to individuals. The conversion to the new database has been challenging, but online renewals are one of its distinct advantages. {end of Administrator's Report}

Building Official Manual - Members Browning and Ward are working on updating the Code references in the Manual and making the language more informal. Browning will have a draft of the Manual available for review at the May meeting.

Regional Meeting and Elections - The Board reviewed the candidates running for Regional offices and accepted this as information.

Building Codes - Member Browning appeared before the Building Codes Council Study Committee in January to advocate for inclusion of a Code Footprint in Chapter 1 of the International Building Code. Member Browning would like to encourage the Board to continue support of the Code Footprint. The Board's position is to advocate usage of the Code Footprint.

Proposed Resolutions for Regional Meeting - The Board reviewed the proposed resolutions and accepted them as information. These resolutions will be discussed in detail at the May meeting.

2006 Regional Meeting - South Carolina will host the 2006 Regional Meeting. The Board unanimously agreed that the meeting should be held in Charleston, SC.

Taking Architect Registration Examination prior to completing Intern Development Program – A group of architecture students who publish a weekly electronic newsletter, ArchiVoices, recently printed instructions on how to begin taking the ARE prior to completion of IDP. A total of seven states currently allow candidates to take the ARE prior to completing internship; however, most states require completion of IDP before issuing a license. South Carolina Board Regulations require that candidates must hold an accredited degree and must have completed IDP before applying to the Board to take the ARE. The Board will take no action and accepted it as information.

Clemson University School of Architecture Receives National Award - Clemson was awarded the 2004 Association of Collegiate Schools of Architecture Collaborative Practice Award. The Board congratulated Jose Caban on this achievement.

Motion by Ward, Second by Browning: To go into Executive Session to discuss legal matters. Motion carried.

EXECUTIVE SESSION

Motion by Ward, Second by Frederick: To return to Open Session. Motion carried.

Motion by Caban, Second by Frederick: To accept the Investigative Review Committee's recommendation in the following cases: Motion carried

Case No.	IRC Action
02/03-30	Letter of Caution
03/04-27	Dismiss
03/04-34	Letter of Caution
03/04-35	Letter of Caution
03/04-10	Cease and Desist

Motion by Caban, Second by Frederick: To issue Formal Complaints in Case No. 03/04-13 and Case No. 03/04-15. Motion Carried.

Urban Planning: Member Browning discussed his concerns about urban planners performing population and zoning studies as well as master planning. While these planners may have some type of professional training, they are not required to hold a professional license. It was noted that, on occasion, urban planning could progress into designing or renovating buildings. When that happens, architects and engineers must be employed. Since the Board has no jurisdiction over urban planners, the Board accepted this as information.

Regional Meeting Travel - In order for Administrator Simpson to attend the 2004 Regional Meeting in Deadwood, SD, and to pay for some of the expenses that will be incurred by Member Frederick, the Board unanimously agreed to use \$2000 from regional dues, which is earmarked for travel, to be split between Frederick and Simpson for reimbursement of expenses for attending the meeting. They asked Administrator Simpson to determine the expenses the state is willing to reimburse and use the regional dues to pay the remainder of her costs. The remainder of the funds will be used to reimburse Member Frederick.

There being no further business, the Board Meeting adjourned at 12:55 p.m. The next meeting will be held on Wednesday, May 12, 2004.

Respectfully Submitted,

Jose R. Caban, Secretary