

**MINUTES**  
**SC Board of Architectural Examiners**  
**Board Meeting**  
**9:30 a.m., May 23, 2018**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Room 105**  
**Columbia, SC**

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**Meeting Called to Order**

Charles Muldrow, Chairman, called the meeting to order at 9:34 a.m. Other members participating were J. Sanders Tate, Amanda Green, Katherine Schwennsen and Anthony Lawrence.

Staff members participating in this meeting included Lenora Addison-Miles, Administrator; Alice DeBorde, Program Coordinator; and James Russell, Advice Counsel.

**Statement of Public Notice**

Mr. Muldrow announced that public notice of this meeting was properly posted at the S. C. Board of Architectural Examiners office, Synergy Business Park, Kingstree Building and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**Approval of the January 10, 2018, Conference Call Meeting Minutes**

**Motion:** To approve the minutes as submitted. Schwennsen/Lawrence/Approved.

**Approval of Agenda**

**Motion:** To approve the agenda as submitted. Tate/Lawrence/Approved.

**Approval of Excused Absences**

**Motion:** To approve the absence of member Brad Smith who was attending an NCARB Professional Conduct Committee Meeting. Schwennsen/Lawrence/Approved.

**Reports**

**Office of Investigations and Enforcement Report**

Nine (9) cases received from January 1, 2018, to May 14, 2018; 6 cases are active and 6 cases closed. The Board accepted this as information.

**Investigative Review Committee Report**

The following IRC Recommendations were submitted to the Board as a result of the December 12, 2017, IRC meeting:

<b>Case No.</b>	<b>Action</b>
2017-37	Dismiss - No violation
2017-38	Dismiss - No violation
2017-3	Dismiss – Corrective action taken
2017-6	Dismiss – Corrective action taken
2017-39	Dismiss – Cease and Desist
2017-14	Reconsideration Dismiss
2017-17	Formal Complaint
2017-23	Formal Complaint
2017-24	Formal Complaint
2017-25	Formal Complaint
2017-27	Formal Complaint
2017-28	Formal Complaint
2017-30	Formal Complaint
2017-31	Formal Complaint
2017-32	Formal Complaint
0217-33	Formal Complaint
0217-34	Formal Complaint
2017-35	Formal Complaint
2017-36	Formal Complaint
2017-40	Formal Complaint
02178-4	Formal Complaint

**Motion:** To approve IRC recommendations. Schwennsen/Lawrence/Approved.

#### **Office of Disciplinary Counsel Report**

No report was given

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

**Licensure Statistics as of May 1, 2018**

**Licensure Statistics – Active licenses as of April 10, 2017**

<b>Type</b>	<b>Count</b>
AR	4213
ARA	12
ARB	151
ARC	78
ARD	21
ARF	1258
<b>SubTotal</b>	<b>5733</b>

Number of Active Credentials by Prefix and Subcategory  
Board: ARCHITECT  
as of 5/7/2018

Credential	Description	Count
AR	Architect	4144
ARA	Partnership Firm	10
ARB	Business Corporation Firm	137
ARC	Professional Association Firm	70
ARD	Sole Proprietor Firm	21
ARF	Firms	1246
	<b>Sub Total</b>	<b>5628</b>

**Financial Reports**

The board accepted as information the April **Financial Reports**.

(End of Administrator's Report)

**Board Member Reports**

Member Lawrence reported that H3649 was accepted by the Governor on March 12, 2018.

Member Schwennsen was appointed to the Steering Committee to review the NAAB Criteria for accreditation for Clemson University.

**Office of Disciplinary Counsel – Hearings**

No hearings scheduled at this time.

**Application Hearings**

No application hearings scheduled at this time.

**New Business**

**Election of Officers**

**Motion:** The following person was elected to serve as officer of the Board, effective July 1, 2018, through June 30, 2019. Lawrence/Green/Approved.

J. Sanders Tate, Chair

**Motion:** The following person was elected to serve as officer of the Board, effective July 1, 2018, through June 30, 2019. Tate/Lawrence/Approved

Katherine Schwennsen, Vice-Chair

**Motion:** The following person was elected to serve as officer of the Board, effective July 1, 2018, through June 30, 2019. Tate/Schwennsen/Approved.

Anthony Lawrence, Secretary

### **2018 – NCARB Resolutions**

The Board reviewed and accepted the 2018 NCARB Resolutions. The board agreed to allow the delegates attending in Detroit to have latitude to change the vote at the meeting based on any new information they may glean from discussion by the larger NCARB group.

### **Sealed Plans for Townhomes**

An inquiry was received from Michael J. Nugent, Building Official, in Rock Hill, SC, asking if the board has a position on requiring sealed plans for townhomes that have three or more units. The board agreed that an architect must seal plans for townhomes that have three or more units.

**Motion:** To form a committee consisting of members Lawrence and Muldrow to review Section 40-3-290 as it relates to townhomes and report back to the board with recommended revisions, if any. Tate/Schwennsen/Approved.

### **RFP for Conditions Assessment**

An inquiry was received from Dennis Knight regarding an RFP for Historic Conditions Assessment of the Laurens County Courthouse. Mr. Knight asked for a definitive statement from the board that an architectural or engineering firm responding to this RFP:

1. That AE firms responding to this solicitation will not be subject to complaints, claims, rulings or fines of to the architectural and engineering boards for seeking work on a basis other than qualifications,
2. That the conditions assessments required by this RFP do not require an architect or engineer to affix their stamps to the documents, and,
3. That all individuals and firms responding to this RFP must be licensed and registered to practice architecture and/or engineering in the State of South Carolina and that non-licensed firms would be subject to claims being filed with the boards for practicing engineering or architecture without a license.

**Motion:** To have the Committee (set up above consisting of members Lawrence/Muldrow) to review this inquiry regarding this RFP and report back to the board at the September meeting. Tate/Schwennsen/Approved.

### **Proposed FY19 Travel Budget**

Administrator Miles presented to the board a proposed travel budget for FY19.

**Motion:** To accept the travel budget as submitted. Schwennsen/Lawrence/Approved.

### **Compliance with Section 40-10-250(C)**

This item will be carried over to the September meeting.

### **Chapter 11 Revisions**

An Executive Order issued by Governor McMaster on April 20, 2017, informing board members to review their current Regulations in order to clarify and reduce regulations where possible. The Board reviewed Chapter 11 and made the following suggested changes:

- **11-1 – change IDP to AXP**
- **11-2 – no change**
- **11-3 – no change**
- **11-4 – no change**
- **11-5 – add online payment/credit card**
- **11-6 – change IDP to AXP**
- **11-7 – no change**
- **11- 8 – no change**
- **11-8.1(C)(1) – remove “calendar year” and add “biennial licensure period”, remove “twelve (12)” and add “twenty-four (24)”**
- **11-8.1(C)(2) remove “two calendar years preceding the calendar year in which the license is set to expire” and add “prior biennial licensure period”.**
- **11-9 – no change**
- **11-10 – no change**
- **11-11 – Add section F Minimum Construction Administration Services**
- **11-12 B(4)(5) reverse order**
- **11-12(E)(2) delete the word “all”**
- **11-13 – no change**
- **11-14 – no change**

**Motion:** Member Lawrence will contact the Building Code Official to gain some additional input on Construction Administration services as it relates to Section 11-11 (F). The Board will have a called meeting in order to have the changes reviewed and approved prior to the September meeting.

### **Formal Certificates**

At the November 2017 Meeting, Chair Muldrow brought up for discussion the formal certificates issued to first time licensees. The board was in agreement that the quality of certificates has regressed over time and requested that the certificates be changed. Per the board’s request, Administrator Miles presented the issue to LLR management and though it would be an increase in spending, management is not against changes to the certificates, but the board would need to utilize the current supply before making changes. The board accepted this as information.

## **Board Member Education and Training Program**

LLR does not have an official training program for Board Members, but does have a manual available that gives a brief overview of board member roles/responsibilities. The board accepted this as information. Advice counsel Russell indicated that Chief Advice Counsel Coleman conducts a presentation, to boards, that contains some ethics information. Mrs. Miles was asked to check on the possibility of having this presentation for the September meeting.

## **Funding Requests**

### **Clemson University, Emery A. Gunnin Architecture Library**

**Library Funding** - The Board considered a request from Clemson Gunnin Architecture Library for \$30,000 from the Board's Education and Research Fund for the purchase of materials for the Architecture Library.

**Motion:** To approve funding of \$30,000 to Clemson Gunnin Architecture Library. Lawrence/Green/Approved. Member Schwennsen recused herself from the vote.

## **Other Business**

Member Schwennsen inquired if the board could use funding from the Education and Research Fund to pay the annual renewal fee for IPAL participants. She was asked to have that department send in a funding request form to be reviewed by the board.

Member Lawrence asked to place Incidental Practice on the September agenda as an item for discussion.

Member Schwennsen informed the board that Clemson University is looking to start an Interior Architecture and/or Interior Design program. She may ask for an opinion from the Board regarding this issue at a later date.

## **Public Comments**

No public comments

The next meeting of the SC Board of Architectural Examiners will be held September 12, 2018.

**Motion:** To adjourn the meeting. Green/Schwennsen/Approved. The meeting adjourned at 11:38 a.m.

Respectfully submitted,



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Alice M. DeBorde, Program Coordinator