

**MINUTES**  
**SC Board of Architectural Examiners**  
**Board Meeting/Application Hearing**  
**9:30 a.m. January 13, 2016**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Room 105**  
**Columbia, SC**

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**Meeting Called to Order**

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

Staff members participating in this meeting included Lenora Addison-Miles, Administrator; Alice DeBorde, Program Coordinator; Tracy Gunter, Program Assistant and Donnell Jennings, Advice Counsel.

**Statement of Public Notice**

Mr. Lawrence 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 September 23, 2015, Meeting Minutes**

**Motion:** To approve the minutes as submitted. Smith/Tate/Approved.

**Approval of Agenda**

**Motion:** To approve the agenda as submitted. Schwensen/Muldrow/Approved.

**Motion:** To amend the agenda to add Item 9-D Legislative Subcommittee. Schwensen/Smith/Approved.

**REPORTS**

**Office of Investigations and Enforcement Report**

A total of sixteen cases were received from January 1, 2015 thru December 31, 2015; four active cases, three closed, six do not open and three pending board action. Sixteen cases were closed from January 1, 2015 thru December 31, 2015. Six cases were designated as "do not open."

### **IRC Recommendations**

The following IRC Recommendations were submitted to the Board as a result of the November 5, 2015, IRC meeting:

<b>Case No.</b>	<b>Action</b>
2015-11	Dismiss - Cease and Desist
2015-6	Letter of Caution

**Motion:** To approve IRC Report. Smith/Schwennsen/Approved.

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

No new cases to report. On May 19, 2015 a total of 4 cases were closed.

### **Administrators and Board Reports**

Effective November 2<sup>nd</sup>, Tracy Gunter accepted the Program Assistance position. She comes to us from the Contractor's Licensing Board. Tracy is processing applications, invoices, handling our procurement functions, and coordinating Architectural Board meetings. Tracy has 24 years of State government experience and has worked with several licensing programs in LLR.

### ***Licensing Statistics***

The licensing statistics report was provided in your meeting packets and shows a total of 5,249 active credentials as of January 7, 2016.

### ***Statement of Economic Interest Filing***

Information regarding filing 2016 Statement of Economic Interest (SEI) reports was emailed to members on January 7<sup>th</sup>. The reports must be filed electronically with the State Ethics Commission by March 30, 2016. Your individual travel information will be provided as soon as it becomes available from our Finance office.

### ***New Mileage Rate***

The new mileage reimbursement rate for trips taken on or after January 1<sup>st</sup> will be 54 cents per mile.

### ***NCARB MBE Committee***

Administrator Miles will be serving on the NCARB MBE Committee for FY15-16. In October, she attended a meeting in Washington, DC. Six charges were addressed, four charges were completed and two are underway. The major charge was conducting Quality Assurance Audit of Council Records. The committee audited 100 randomly selected records and no major errors were identified. One minor error was reported. A minor error is defined as a discrepancy in a record that would not affect licensure or certification.

**NCARB Educators and Practitioners Conference**

SC/NCARB is requesting support for the 2016 Educators and Practitioners Conference scheduled for February 13<sup>th</sup> at the Tulane School of Architecture. SC/NCARB is co-hosting the event with the Louisiana State Board of Architecture and AIA Louisiana. The registration deadline has been extended to February 1<sup>st</sup>. There is no charge to attend the conference. SC/NCARB will cover one night of hotel expenses for each university and member board. Ray Huff (Clemson University) will be attending for South Carolina.

**Licensure Statistics – Active licenses as of January 7, 2016**

Type	Count
AR	3869
ARA	12
ARB	153
ARC	77
ARD	21
ARF	1117
<b>SubTotal</b>	<b>5249</b>

**Licensure Statistics – Active licenses as of January 5, 2015**

Type	Count
AR	3941
ARA	12
ARB	164
ARC	86
ARD	23
ARF	1082
<b>SubTotal</b>	<b>5308</b>

AR = Architects  
ARA, ARB, ARC, ARD and ARF = Architectural Firms

**Board Member Reports**

No reports were provided at this meeting.

**Financial Reports / Funding Request History**

The November 2015 Cash balance was \$1,349,979.14 and the Education & Research fund balance was \$66,103.21. The Board accepted this as information.

### **2016 NCARB Regional Summit**

NCARB will fund two member board delegates, and the member board executive. There is also possible funding for a Public Member Scholarship which will be distributed on a first-come, first-served basis. Member Lawrence and Tate will attend as funded delegates. Administrator Miles will look into possible funding for Public Member Green so she can attend as well.

Administrator Miles asked the Board for approval to attend the NCARB Regional Summit, March 10 – 12, 2016, in Savannah, GA. NCARB will pay for all her expenses.

**Motion:** To allow Administrator Miles to attend the NCARB Regional Summit. Muldrow/Schwensen/Approved.

### **Inquiry Amanda Mole, AIA - Development Company Sealing Drawings for a Project on their Behalf**

An inquiry was received from Amanda L. Mole, AIA, regarding sealing and signing documents for a project on behalf of a development company (which she is an employee) where her role is mostly advisory to other architects and their firms. Ms. Mole's employer is not an architectural firm. Ms. Mole asked if she needed to seal drawings on their behalf, could this be done as a sole proprietorship, or would she need the seal of her own firm.

After a brief discussion, it was determined that it would be most beneficial for Ms. Mole to sign and seal plans under her firm and contract with the development company. Chairman Lawrence will prepare a letter to Ms. Mole to clarify her responsibilities.

The board recessed briefly.

### **Application Hearing – Make3 Architecture Planning and Design LLC**

The proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

Make3 Architecture Planning and Design LLC, submitted a 2015-2017 Certificate of Authorization (COA) Late Renewal Form on November 25, 2015. According to information provided by Make3 Architecture Planning and Design LLC., the firm indicated that it has provided architectural services in South Carolina with a lapsed Certificate of Authorization. The company's Certificate of Authority lapsed on August 31, 2015. The company indicated that it provided architectural services in South Carolina "prior to August 21, 2015 and have and will continue since today, November 20, 2015." Staff could not approve the application.

**Motion:** To go into Executive Session to discuss the application, possible sanctions and to receive legal advice. Schwensen/Green/Approved.

**Motion:** To come out of Executive Session. Schwensen/Green/Approved.

**Motion:** To issue a Letter of Caution. Certificate of Authorization will be issued upon payment of the renewal fees. Smith/Schwennsen/Approved.

### **Integrated Path to Architecture**

Member Schwennsen reminded the Board that Clemson has been working with NCARB to develop an additional path to licensure that integrates the three NCARB components of licensure, education, experience and examination into an enhanced academic setting that will allow for licensure at the point of graduation. In order for the Board to proceed with this additional path to licensure, the following changes will need to be made to Sections 40-3-240 (C), 40-3-20 (b), 40-30-230 (C)(2) and 40-3-240 (C):

#### **40-3-240 (C)**

(C) An applicant must satisfy the requirements of Section 40-3-230(C)(1) and must be currently enrolled and actively participating in the ~~Intern-Development~~ Architectural Experience Program or be a student actively participating in a NCARB-accepted Integrated Path to Architecture License (IPAL) option within a NAAB-accredited professional degree program in architecture in order to be approved by the board to take the Architectural Registration Examination. Once an applicant has been approved to take the examination, any subsequent changes in the education or experience requirements do not affect the applicant's eligibility to take the examination.

#### **Section 40-3-20 Definitions (11)(b)**

(b) is currently enrolled in and actively participating in the ~~Intern-Development~~ Architectural Experience Program or who has completed the ~~Intern-Development~~ Architectural Experience Program; and

#### **40-3-230 (C)(2)**

(2) have satisfactorily completed the training requirements established by the National Council of Architectural Registration Boards (NCARB) for the ~~Intern-Development~~ Architectural Experience Program (IDP) (AEP). ~~Changes in the program subsequently adopted by the board do not affect those persons currently enrolled in a previously adopted IDP program;~~

**Motion:** To approve the suggested changes to the Practice Act. Schwennsen/Smith/Approved.

### **Design Professional Inquiry – David Stokes, Building Official, Oconee County**

David Stokes, Building Official, Oconee County attended the meeting to discuss his concerns regarding an office renovation project in an industrial office building. The building is a two-story, type 2B structure that is well in excess of 5000 square feet. The proposed remodel would demo nine small office partitions and one large community office's partition walls. The areas that are opened up would be re-equipped with cubicles, likely increasing the occupant load. Mr. Stokes would like to know if this would require a design professional for this project.

**Motion:** Once you meet the threshold of 5000 square feet with occupancy and alterations under that threshold it would require an architect. Tate/Schwennsen/Approved.

### **Legislative Subcommittee**

The Board discussed developing a Legislative Subcommittee in order to address concerns regarding changes to the Architectural Registration Laws/Regulations. Currently the Board has changes which need to be addressed concerning Continuing Education as well as updates to the Practice Act as it relates to the Integrated Path to Architectural Licensure. The Board will ask Holly Beeson, Communications and Governmental Affairs, to attend the May meeting to discuss the process/procedures for making these changes.

**Motion:** Members Lawrence, Schwensen and Smith will serve on the Legislative Subcommittee (as a permanent standing committee) to report to the Board for a term of two years. Tate/Muldrow/Approved

**Motion:** To amend the motion to also consult with Member Green as the public member of the Board regarding changes. Kate/Smith/Approved.

The Board was asked to email any suggested changes to the Laws/Regulations to the subcommittee for review.

### **Joint Task Force Subcommittee Update**

Per the last report to the Board, out of the Joint Committee there is a Subcommittee that is comprised of Darbis Briggman, who represents the Building Codes Council, Jim Justus, who represents the Professional Engineers and Surveyors Board, and Chairman Lawrence. The committee has been researching policies and practices from other states, as it relates to incidental practice, to see how they can incorporate language on the issue to re-format the South Carolina Building Official Manual. The Joint Committee is still working on a final draft. Once the draft is finalized, the Joint Committee will meet for discussion and closure.

### **Office of Disciplinary Counsel – Hearings**

No Hearings were scheduled at this time.

### **Continuing Education Clarification**

Changes to the Laws/Regulations as they relate to continuing education will be discussed by the Legislative Subcommittee.

### **NCARB IDP Experience Portfolio Documentation**

The NCARB Board of Directors is considering development of a new program. The Intern Development Program reporting requirement (known as the “six month rule”) was implemented in July, 2010. At that point, no experience older than eight months could be reported and used to satisfy the IDP experience requirements. Last year, the Council expanded the reporting of experience to allow 50% credit for experience up to five years in the past. According to Member Boards, there is a cohort of individuals who have work experience that falls outside of the current reporting requirements, with more than 5 years old. This proposed program is intended

to provide a path for completing the experience requirements for those who: left the profession and would like to come back; did not document their IDP experience with NCARB; did not pursue licensure in a timely fashion and can otherwise meet licensure requirements including education and examination. The Board is in support of the changes.

### **2015 Ethic Seminars**

The Board accepted the Ethic Seminar evaluations as information. It was noted that these seminars will only be provided on renewal years to ensure funding is available.

### **Funding Requests**

No requests were presented to the board at this meeting.

### **Other Business**

Administrator Miles was asked to revise the FAQ's on the website to include licensure questions as it related to the inquiry from Amanda Mole. She was also asked to contact Adrienne Montare with AIA to see if they would include information regarding firm licensure in their next newsletter and/or on their website.

The next meeting of the SC Board of Architectural Examiners will be held May 11, 2016.

**Motion:** To adjourn the meeting. Schwennsen/Muldrow/Approved. The meeting adjourned at 1:50 p.m.

Respectfully submitted,



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Alice M. DeBorde, Program Coordinator