

**MINUTES**  
**SC Board of Architectural Examiners**  
**Board Meeting/Hearing**  
**9:30 a.m., May 14, 2014**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Room 204**  
**Columbia, SC**

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**Meeting Called to Order**

Stephen Russell, Chairman, called the meeting to order at 9:30 a.m. Other members present were Brad Smith, Kate Schwennsen, Charles Muldrow and Tyson Nettles. Member Anthony Lawrence notified the Board in advance that he would be unavailable to attend the meeting due to a prior commitment.

Staff members participating in this meeting included Lenora Addison-Miles, Administrator; Alice DeBorde, Administrative Assistant; and Sara McCartha, Advice Counsel.

**Statement of Public Notice**

Mr. Russell 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 February 17, 2014, Meeting Minutes**

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

**Approval of Agenda**

The agenda was accepted as submitted.

**Office of General Counsel Hearing**

**Case No. 2012-10 Nicholas Nye**

**Motion:** To go into Executive Session: Schwennsen/Smith/Approved

**Motion:** To come out of Executive Session: Schwennsen/Smith/Approved

**Motion:** To dismiss the charges due to lack of evidence. Nettles/Schwennsen/Approved. The motion to dismiss was amended to issue a non-disciplinary Letter of Caution. Nettles/Schwennsen/Approved.

**Office of Investigations and Enforcement Report**

Sharon Wolfe, Chief Investigator presented the Office of Investigations and Enforcement Report. A total of six cases were received from January 1, 2014 thru May 5, 2014; four active

cases, one do not open and one pending board action. Three cases were closed from January 1, 2014 through May 5, 2014 and one was designated as “do not open.”

IRC Recommendation Reports – Sharon Wolfe, Chief Investigator presented the following IRC Recommendations dated May 2, 2014:

<b>Case No.</b>	<b>Action</b>
2013-9	Dismiss
2013-15	Dismiss
2013-18	Dismiss
2013-22	Dismiss
2013-14	Formal Complaint
2013-16	Formal Complaint
2013-17	Formal Complaint
2013-19	Formal Complaint
2013-21	Formal Complaint
2013-20	Letter of Caution
2014-1	Letter of Caution

**Motion:** To approve the IRC recommendations as submitted. Schwennsen/Smith/Approved.

IRC Recommendation Reports – Sharon Wolfe, Chief Investigator also presented the following IRC Recommendation dated May 2, 2014:

<b>Case No.</b>	<b>Action</b>
2012-3	Reconsideration Dismiss / Issue resolved. Complainant requested to withdraw complaint

**Motion:** To approve the IRC recommendations as submitted. Smith/Schwennsen/Approved. Member Russell recused himself from the discussion and vote.

### **Office of General Counsel**

Tracy Perlman, General Counsel, reported two pending cases in OGC.

The meeting recessed for a brief catered lunch.

### **Administrator’s Report**

#### **LICENSE STATISTICS – Active licenses as of April 30, 2014**

<b>Number of Active Credentials by Prefix and Subcategory Board: Board of Architectural Examiners as of 4/30/2014 Query Report: 517</b>		
<b>Credential</b>	<b>Description</b>	<b>Count</b>
AR	Architect	3782
ARA	Partnership Firm	12

<b>Number of Active Credentials by Prefix and Subcategory</b> <b>Board: Board of Architectural Examiners</b> <b>as of 4/30/2014</b> <b>Query Report: 517</b>		
Credential	Description	Count
ARB	Business Corporation Firm	165
ARC	Professional Association Firm	86
ARD	Sole Proprietor Firm	23
ARF	Firms	1008
<b>subtotal</b>		<b>5076</b>
<b>6 items</b>		

**LICENSE STATISTICS – Active licenses as of May 3, 2013**

<b>Number of Active Credentials by Prefix and Subcategory</b> <b>Board: Board of Architectural Examiners</b> <b>as of 5/3/2013</b> <b>Query Report: 517</b>		
Credential	Description	Count
AR	Architect	3893
ARA	Partnership Firm	14
ARB	Business Corporation Firm	181
ARC	Professional Association Firm	87
ARD	Sole Proprietor Firm	24
ARF	Firms	1024
<b>subtotal</b>		<b>5223</b>

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

*{end of Administrator's Report}*

**Board Member Reports**

Member Schwennsen reported that approximately 45 graduates in the Master's of Architecture program and 45 graduates in the Bachelors of Architecture program graduated. She also indicated that the applications for the graduate program had increased 48% and the applications for the undergraduate program increased by 30%.

**Ethics Seminar**

Member Smith reported there were 21 participants in the May 28<sup>th</sup> Ethics seminar held in Greenville, SC. Evaluations were favorable for this seminar. Member Smith will forward the evaluations to Administrator Miles for distribution to the Board. The other seminars are scheduled for May 16<sup>th</sup> in Columbia, SC and May 23<sup>rd</sup> in Charleston, SC.

The Board was reminded Dan Wueste, Clemson University's Rutland Institute of Ethics has agreed to revise the format for these seminars in 2015. Member Russell asked that a comparison be created showing the number of attendees from the 2013 and 2014 seminars with a breakdown of In-State architects versus Out-of-State architects attending.

### **Financial Report**

The Board accepted the Financial Report as information.

### **Election of Officers**

**Motion:** The following persons were elected to serve as officers of the Board, effective July 1, 2014, through July 1, 2015. Schwensen/Smith/Approved

Anthony Lawrence, Chair  
Charles Muldrow, Vice-Chair  
Brad Smith, Secretary

### **Proposed IDP Changes**

The NCARB Board of Directors is seeking comments on proposed changes to the Intern Development Program. This change specifically relates to the reporting requirement known as the "six-month reporting rule" for IDP credit. The proposed change will allow interns to earn IDP credit for valid work experience not previously reported within the timeframe specified by the reporting requirement. Currently interns must submit all experience in reporting periods of no longer than six months and within two months of completion of each reporting. The proposed change would, for the first time, allow credit for intern experience that occurred up to five years beyond the current reporting requirements. Credit for experience beyond the reporting period would be valued at 50 percent for up to five years, after which any experience would be ineligible for credit.

**Motion:** To agree on the proposed changes as presented. Schwensen/Muldrow/Approved.

### **NCARB Annual Meeting**

The NCARB Annual Meeting will be held June 18-21, 2014, in Philadelphia, PA. Members Schwensen and Muldrow will attend the meeting as NCARB funded delegates (NCARB will cover the cost for funded delegates – no cost will be incurred by LLR). Administrator Miles will also attend the meeting and her travel costs will be reimbursed by the Board.

### **Review of Board Policies**

The Board collectively reviewed/revised each policy and added frequently asked questions (FAQ) as they relate to each policy. The following interpretations were again presented to the Board for review. Once approved by the board, these interpretations will be forwarded to Sara McCarthy, Advice Counsel, for final review before posting to the Board website.

**Bidding for Services** – Member Russell added additional FAQ's regarding what information can be given in response to an RFP requesting fees.

**Motion:** To accept the Bidding for Services policy as presented. Schwennsen/Muldrow/Approved.

**Exemptions Interpretation Section 40-3-290** – Member Muldrow removed all references to “design professional” except in the sentence “If either the building size or structural safety is affected by the alteration, the services of a design professional are required.” References to the Engineering Law (Section 40-22-280) will need to be removed.

**Motion:** To table approval of the Exemptions Interpretation policy until after meeting and discussing changes with the SC Board of Engineers and Surveyors. Muldrow/Smith/Approved.

### **Joint Meeting with Board of Engineers and Surveyors and Building Codes Council**

At the November meeting, the board indicated they would like to form a joint committee with the Engineering Board and Building Codes Council to work on issues related to incidental practice and possibly draft a definition acceptable to both Boards. The joint meeting will be held on June 10, 2014, at 10:00, 110 Centerview Drive, Suite 105. Sara McCartha, Advice Counsel, indicated that Jim Justus, Jeff Mulliken, and Tim Rickborn will serve as representatives from the Board of Professional Engineers and Surveyors. Darvis Briggman, Melissa Hopkins and Mike Smith will serve as representatives for the Building Codes Council. Members Brad Smith, Stephen Russell and Charles Muldrow will serve as representatives for the Board.

### **Funding Request – no request was presented at this meeting.**

Member Russell suggested contacting Adrienne Montare, South Carolina American Institute of Architects (SC/AIA), regarding the availability of these funds for use in the advancement of education and research for the benefit of licensed architects and architectural firms.

The next meeting of the SC Board of Architectural Examiners will be held September 16, 2014.

**Motion:** To adjourn the meeting. Smith/Schwennsen/Approved. The meeting adjourned at 1:49 p.m.

Respectfully submitted,



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Alice M. DeBorde, Administrative Assistant