

# STATE BOARD OF ARCHITECTURAL EXAMINERS

## BOARD MEETING MINUTES

September 11, 2007

Suite 111, 110 Centerview Drive

Columbia, SC

The State Board of Architectural Examiners convened September 11, 2007, in Columbia, South Carolina. Chairman Stephen Russell called the meeting to order at 9:50 a.m. The following persons attended the meeting:

Stephen Russell	Chairman
Stokes Browning	Secretary
Dennis Ward	Member
Thomas Johnson	Member
Jose Caban	Member
Jan B. Simpson	Administrator
Alice Richardson	Administrative Assistant
Todd Bond	Investigator
Melissa Jones	Program Assistant

Member W. Barry Jenkins and Sharon Dantzler, Esq., Advice Counsel, notified the Administrator in advance that they would be unable 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.

**Minutes:** Motion by Ward, Second by Caban: To accept the **Minutes** of the May 24, 2007, meeting. Motion carried.

### Violations Report:

Motion by Ward, Second by Browning: To accept the IRC recommendations on the following cases. Motion carried.

Case No.	Action
2007-1	Cease & Desist
2007-11	Cease & Desist
2007-14	Cease & Desist
2007-18	Cease & Desist
2007-13	Letter Caution

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

**Matthew Frye, Joel Wenzel, Jonathan Hyman, Treavor Ream & Meredith McCormick**

**Proposed Changes to the Law/Regulations** – The Board met on June 28, 2007, to discuss proposed changes to the Laws/Regulations. Attached is a copy of the recommended changes to the Statutes.

**Section 40-3-20** – added definition “Intern Architect”

**Section 40-3-115** –added wording to include board action for unlicensed practice.

**Section 40-3-120** – changed cap to \$20,000 on fines.

**Section 40-3-240** – added “application fees are nonrefundable and that applicants must be currently enrolled in ‘IDP’” to being ARE.

**Section 40-3-250** – revised continuing education credits to require all 12 hours to be in health safety and welfare.

**Section 40-3-280** – added provisions for use of electronic seals.

**Section 40-3-290** - will be reworded to include language from NCARB’s Model Law as well as updating code references relative to “the current state adopted building code”. Member Browning and Johnson will work with Administrator Simpson in the rewording of this Section.

**Successor Architect Policy** – The Board agreed to adopt the wording of the Tennessee Board of Architects policy regarding Successor Architects. This policy will be placed on the website for comments.

The Board will review changes to the Regulations at a later date.

**Clemson Funding:** Motion by Ward; second by Browning: To transfer \$15,000 to Clemson University during FY 08 for IDP enrollment fees. Motion carried.

**Library Funding Purchases:** The Board reviewed a list of materials (books, periodicals, electronic media, etc.) purchased with funds provided by the Board; the list was prepared for the Board by Gypsey Teague, Librarian, Clemson University Architecture Library. Motion by Ward, Second by Browning: To transfer \$25,000 to Clemson Architectural Library for FY 07/08 for support materials for the architectural profession. Gypsey Teague, Librarian, Clemson University, will be asked to submit documentation of all purchases made. Motion carried.

**Exemption of Continuing Education Request:** Motion by Caban, Second by Johnson: To approve the request for an exemption of the Continuing Education requirements from Frank W. Santillo for the renewal period July 1, 2006 to June 30, 2007. Motion carried.

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**Firm Application Approval:** Motion by Ward, Second by Caban: To give Administrative Assistant Alice Richardson authority to approve initial and reinstatement firm applications. Motion carried.

**Budget Report:** The Board accepted as information the budget report for the period ending July 31, 2007.

**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

ARA – ARF - firms

Number of Credentials by Prefix (Subcategory, status, Exp Date)		
Board: Board of Architectural Examiners		
Period: 06/30/2008 to 06/30/2008		
as of 8/29/2007		
Query Report: 1712		
Prefix / Subcategory	Status	Count
AR .EI	ACTIVE	30
AR .EO	ACTIVE	10
AR .I	ACTIVE	978
AR .O	ACTIVE	2451
	subtotal	3469

Number of Credentials by Prefix, Status for expiration period (all)		
Board: Board of Architectural Examiners		
Period: 12/31/2007 to 12/31/2007		
as of 8/29/2007		
Query Report: 2747		
Credential Prefix	Credential Status	Count
ARA	ACTIVE	20
ARB	ACTIVE	217
ARC	ACTIVE	93
ARD	ACTIVE	32
ARF	ACTIVE	811
	subtotal	1173

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Administrator Simpson was appointed by NCARB President Engebretson to serve on the IDP Advisory Committee for FY08. There will be two meetings; the Committee's charges have not been distributed.

The deadline for nominations to run for the Member Board Executive seat on the NCARB Board of Directors was August 24. It appears only Cindy McKim, Alabama Board Executive, applied. The open position of MBE on the Southern Region Board of Directors should be discussed.

The Board should discuss ways that NCARB can provide more services to the Board staff, e.g., through direct registration or through electronic transmittal of exam grades.

*{End of Administrator's Report}*

**Report on sanctions related to applications and renewals:** The Board accepted as information the following report submitted by Program Assistant Melissa Jones for FY 06/07 renewal period:

Letter of Caution	13
Consent Agreements	3
Hearings	2
Acknowledgement Letter of Sanction	13
Cease and Desist Orders	1

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

**Interior Design Legislation:** Angie Taylor, Executive Director, AIA/SC, informed the Board that AIA is working on a brochure to indicate the impact licensing interior designers would have on architects. The brochure will indicate that the interior design industry does not need to be regulated because their activities do not affect the public's health, safety and welfare.

**Funding Request – AIA Legal Seminar:** Angie Taylor, Executive Director, AIA/SC asked that this request be removed from the agenda. She was unable to get documentation in time to make the request. She stated that AIA will be holding a number of seminars in the future and may ask for some funding at a later date.

**2008 Board Meeting Dates:** The Board set the following dates:

January 29, 2008, March 18, 2008, May 7, 2008, September 16, 2008, and November 13, 2008

**Scheduled Hearing Dates:**

October 30, 2007, the Board will hold two Hearings.

November 13, 2007, the Board will have a regular scheduled meeting and a Hearing.

Administrator Simpson asked the board to submit any articles that they would like to appear in the Fall Newsletter.

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There being no further business, the meeting adjourned at 2:55 p.m.

Respectfully submitted,

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V. Stokes Browning  
Secretary

Proposed Changes to the Laws.

**SECTION 40-3-20.** Definitions.

(11) "Intern Architect" means a person who: (1) has completed a NAAB accredited first professional degree and is eligible in all respects for licensure through examination, (2) is currently enrolled in and actively participating in Intern Development Program ("IDP") or who has complete Intern Development Program ("IDP"), and (3) is employed by a firm which is lawfully engaged in the practice of architecture in this state. The person may use the title "Intern Architect" only in connection with the person's employment with such firm. The title may not be used to advertise or offer to the public that such person is performing or offering to perform architectural services, and accordingly such person may not include himself in any listing of architects or in any listing of persons performing architectural services. Such person may use a business card identifying himself as an "intern architect", provided the business card also includes the name of the architectural firm employing the person.

**SECTION 40-3-115.** Jurisdiction over actions of licensees.

~~The board has jurisdiction over the actions of licensees and former licensees as provided in~~ The board has jurisdiction over practice undertaken by nonlicensed individuals, ~~and the~~ The board has jurisdiction over actions committed or omitted by current and former licensees during the entire period of licensure. The board has jurisdiction to act on any matter which arises during the practice authorization period of licensed practitioners as provided for in Section 40-1-115.

**SECTION 40-3-120.** Fines; public knowledge of finding of guilt.

(A) The board may impose a civil fine of up to two thousand dollars for each violation of a provision of this chapter or a regulation promulgated under this chapter; however, the total fines may not exceed ~~ten~~ twenty thousand dollars

**SECTION 40-3-240.** Application for licensure; examination; credits from other jurisdictions.

(A) An application for licensure must be made on board application forms. A completed application signed and sworn to by the applicant must be filed with the board office and must be accompanied by all applicable fees. No application may be considered until the fees have been paid. Application fees are nonrefundable.

(B) The Architectural Registration Examination will be administered in a format and manner prescribed by the National Council of Architectural Registration Boards (NCARB) to all applicants for initial licensure. Applicants must pass all subject areas within the time prescribed by the National Council of Architectural Registration Boards (NCARB). Scores for the individual subject areas cannot be averaged.

(C) An applicant must satisfy the requirements of Section 40-3-230(C)(1) ~~and (2)~~ and must be currently enrolled in Intern Development Program (~~"IDP"~~) and actively participating in Intern Development Program ("IDP") in order to be approved by the board to take the Architectural Registration Examination. Once an applicant has been approved to take the examination, the applicant does not lose eligibility because of subsequent changes in the education or experience requirements.

(D) The board may accept transfer credits for individual subject areas of the examination passed by the applicant from another jurisdiction.

**SECTION 40-3-250.** Renewal of license.

(A) An individual and firm licensed under this chapter shall satisfy license renewal requirements as established by the board in regulation, which shall include continuing education requirements for individuals. A minimum of ~~The requirements, consisting of~~ twelve continuing education hours annually

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must be obtained, ~~shall include at least eight continuing education hours in topics related to safeguarding health, safety, and welfare and four continuing education hours in practice-related topics.~~ Emeritus architects are not required to meet continuing education requirements. Individuals and firms annually shall pay the required renewal fee on a date set by the board in order to continue practicing architecture in South Carolina.

**SECTION 40-3-280. Seal.**

(A) Every architect and firm practicing in this State shall have a seal, ~~the impression of which shall contain~~ containing the name, the place of business, and the words "Registered Architect, State of South Carolina" with which they shall seal ~~stamp~~ all drawings, prints, and specifications for use in their profession.

(B) The seal of the individual architect in responsible charge, as well as the seal of the firm, must appear ~~as an original~~ on each print of the drawings and the index sheet, or sheets, of each set of specifications offered to secure a building permit and one record set for use on the construction site. The required seal identification may be a rubber stamp impression placed on original drawings and specification copy. The architect in responsible charge shall affix his signature over his seal. An electronic seal and signature are permitted to be used in lieu of an original seal and signature by applicable policy or regulation ~~upon compliance with criteria established in Regulation.~~