



MINUTES OF A MEETING OF THE
TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
Paris Landing State Park,
Buchanan, Tennessee
Thursday, October 6, 2016

CALL TO ORDER

Susan Ballard, Chair, called the regular meeting of the Tennessee Board of Architectural and Engineering Examiners to order at 8:09 a.m. on October 6, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee. A quorum was declared present.

The following **Board members** were present:

| | |
|----------------------|--------------------------------|
| Susan Ballard | Registered Interior Designer |
| Robert Campbell, Jr. | Professional Engineer |
| Philip Lim | Professional Engineer |
| Blair Parker | Registered Landscape Architect |
| Rick Thompson | Registered Architect |
| Frank Wagster | Registered Architect |
| Kathryn Ware | Professional Engineer |

The following **Associate Engineer members** were present:

| | |
|----------------|-----------------------|
| Stephen King | Professional Engineer |
| Laura Reinbold | Professional Engineer |
| Ricky Bursi | Professional Engineer |

The following **Board staff** was present:

| | |
|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

The following architectural, engineering, landscape architectural, and interior design **educators** were present for part or all of the meeting:

- Neslihan Alp, The University of Tennessee at Chattanooga, College of Engineering
- Rebecca Andrews, O'More College of Design, Interior Design Program
- Jessica Etheredge, The University of Tennessee at Chattanooga, Department of Interior Design
- Michael Hagge, The University of Memphis, Department of Architecture
- Richard Helgeson, The University of Tennessee at Martin, College of Engineering and Natural Sciences
- Darrell Hoy, Tennessee Technological University, College of Engineering
- D. Dean Isham, East Tennessee State University, Interior Design Program
- Robert LeMaster, The University of Tennessee at Martin, Department of Engineering
- Vic Liptak, O'More College of Design, Interior Design Program

- Siripong Malasri, Christian Brothers University, School of Engineering
- David Matthews, The University of Tennessee at Knoxville, College of Architecture and Design
- Dana Miller, Middle Tennessee State University, Interior Design Program
- Dana Moody, The University of Tennessee at Chattanooga, Department of Interior Design
- Justin Myrick, Lipscomb University, School of Engineering
- Ahad Nasab, Middle Tennessee State University, Mechatronics Engineering Program
- K. Arthur Overholser, Vanderbilt University, School of Engineering
- Masood Parang, The University of Tennessee at Knoxville, College of Engineering
- Scott Poole, The University of Tennessee at Knoxville, College of Architecture and Design
- Jeannette Russ, Union University, Department of Engineering
- Richard Sweigard, The University of Memphis, College of Engineering

The following **guests** were present for part or all of the meeting:

- Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN)
- Don Baltimore, Tennessee Interior Design Education and Advocacy (TN IDEA)
- Ashley Cates, American Institute of Architects-Tennessee (AIA-TN)
- Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section
- John Sparks, R.A., ESa

MEETING WITH ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL AND INTERIOR DESIGN EDUCATORS

UPDATE ON BOARD ACTIVITIES

Mr. Cothron provided an update on Board activities since the last meeting with educators in October 2014, including recent law and rule changes.

UPDATE ON PROGRAMS/GRANTS PRESENTATIONS

Each educator in attendance provided an update on their program(s) and how grant funds provided by the Board have been utilized.

GRANTS PROGRAM DISCUSSION

Mr. Cothron provided an overview of the Board's grants program, including a review of the grant guidelines.

BREAKOUT SESSIONS

The following topics were discussed in breakout sessions:

- Architecture/Landscape Architecture/Interior Design
 - Update on NCARB, CLARB and CIDQ Activities
 - Licensure Outreach
- Engineering
 - NCEES Update
 - New Engineer Intern Application Process/Online Applications
 - Licensure Outreach
 - Decoupling of the Experience and Examination Requirements for PE Registration

- Value and Use of the FE Exam

The meeting recessed at 12:00 p.m., and resumed at 4:00 p.m.

Public member Susan Maynor arrived at 4:00 p.m.

PROFESSIONAL SOCIETY REPORT

Ashley Cates reported on the activities of the AIA-TN.

DISCUSSION OF ALTERNATIVE PROCUREMENT/DELIVERY METHODS

John Sparks delivered a presentation on alternative procurement and delivery methods.

DISCUSSION OF QUALIFICATIONS-BASED SELECTION AND ADDITIONAL SERVICES

Mr. Bursi reviewed a draft memo that he prepared regarding qualifications-based selection and additional services, after which Mr. Glover explained the complexity of the issue under discussion. Mr. Glover stated that the complaint process would be the proper avenue for the Board to make a determination on QBS issues. He advised the Board to simply listen to the State Architect's presentation on Friday, and to not offer an opinion on the various procurement methods that he presents. Mr. Glover noted that the Board could make a motion to request a legal opinion on the subject. Board members agreed that they were not ready to make a decision on the issue and will need to gather additional information.

The meeting adjourned at 6:22 p.m.



MINUTES OF A MEETING OF THE
TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
Paris Landing State Park,
Buchanan, Tennessee
Friday, October 7, 2016

CALL TO ORDER

Susan Ballard, Chair, called the regular meeting of the Tennessee Board of Architectural and Engineering Examiners to order at 8:10 a.m. on October 7, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee. A quorum was declared present.

The following **Board members** were present:

| | |
|----------------------|--------------------------------|
| Susan Ballard | Registered Interior Designer |
| Robert Campbell, Jr. | Professional Engineer |
| Philip Lim | Professional Engineer |
| Susan Maynor | Public Member |
| Blair Parker | Registered Landscape Architect |
| Rick Thompson | Registered Architect |
| Frank Wagster | Registered Architect |
| Kathryn Ware | Professional Engineer |

The following **Associate Engineer members** were present:

| | |
|----------------|-----------------------|
| Stephen King | Professional Engineer |
| Laura Reinbold | Professional Engineer |
| Ricky Bursi | Professional Engineer |

The following **Board staff** was present:

| | |
|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

The following **guests** were present for part or all of the meeting:

Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN)
Don Baltimore, Tennessee Interior Design Education and Advocacy (TN IDEA)
Nathan Ridley, American Society of Landscape Architects TN (ASLA-TN)
Peter L. Heimbach, Jr., State Architect

Mr. Cothron announced that Kathryn Ware and Brian Tibbs have been appointed to serve on the Board, replacing Hal Balthrop and Jerome Headley, respectively. Stephen King has also been reappointed to the Board.

CONSENT AGENDA (attached)

Motion was made by Mr. Wagster and seconded to approve the minutes of the August 2016 meeting. The motion passed unanimously.

Motion was made by Mr. Thompson and seconded to approve the Complaints for Board Decision. The motion carried unanimously.

PROFESSIONAL SOCIETY REPORTS

Kasey Anderson, Don Baltimore, and Nathan Ridley reported on the activities of the TSPE/ACEC-TN, TN IDEA, and ASLA-TN respectively.

LEGAL CASE REPORT (presented by Ben Glover) (attached)

1. *Case No. 20150221771* *Complaint #2015022177*
Motion was made by Mr. Lim and seconded to close the complaint upon the surrender of the Respondent's engineering license and agreement to never seek a Tennessee registration ever again. The motion passed unanimously.

2. *Case No. 2016049131* *Complaint #201604913*
Mr. Campbell recused himself.
Motion was made by Mr. Thompson and seconded to authorize a Consent Order with a one hundred dollar (\$100) civil penalty and a requirement to take and pass the Board's laws and rules exam within ninety (90) days of the execution of the Consent Order. The motion passed unanimously.

3. *Case No. 2016053641* *Complaint #201605364*
Mr. Campbell recused himself.
Motion was made by Ms. Ware and seconded to authorize a Consent Order with a five hundred dollar (\$500) civil penalty and a requirement to take and pass the Board's laws and rules exam within ninety (90) days of the execution of the Consent Order. The motion passed unanimously.

DIRECTOR'S REPORT

Mr. Cothron reported his activities and those of his staff and Board members. Mr. Cothron noted that he received a follow-up communication from Senator Brian Kelsey's office regarding the reintroduction of a bill allowing persons holding a master's degree in engineering to qualify for engineer registration.

Complaint Data was presented for informational purposes only. (attached)

Licensing Data was presented for informational purposes only. (attached)

Financial Data was presented for informational purposes only. (attached)

UNFINISHED BUSINESS

- *Action Items* (attached)
The action items taken from the August meeting were reviewed and the required action had either been taken or is in process.
 - Review of the revised *Reference Manual* continues.
 - Legal counsel advised against the Board signing the "Mutual Recognition Arrangement with Australia and New Zealand Letter of Undertaking."
 - Proposed Rule changes will be drafted and presented at the December meeting.

- *Qualifications-Based Selection (QBS) and Additional Services*
State Architect Peter L. Heimbach, Jr. addressed the Board regarding different procurement models for state projects and how they relate to qualifications-based selection of design professionals.

Motion was made by Mr. Campbell and seconded for legal counsel to review the different procurement models presented by the State Architect as they relate to qualifications-based selection of design professionals and report at the December meeting. The motion passed unanimously.

Break 9:40 – 9:53 a.m.

NEW BUSINESS

- *Committee Assignments*
The Chair updated committee assignments:
 - ✓ Brian Tibbs was appointed to the Architect Committee (replacing Jerome Headley), the Law and Rules/Policies Committee (replacing Jerome Headley) and the Outreach Committee (replacing Rick Thompson).
 - ✓ Kathryn Ware was appointed to the Interior Design Committee (replacing Hal Balthrop), the Nominations Committee (replacing Philip Lim), and the Continuing Education Committee (replacing Hal Balthrop).
 - ✓ In accordance with the Bylaws, Philip Lim was named chair of the Finance Committee, replacing Frank Wagster.
 - ✓ Frank Wagster was appointed to the Interior Design Committee, replacing Jerome Headley.
 - ✓ Laura Reinbold was removed from the Continuing Education Committee.
- *Authorization of Travel and Speakers*
Motion was made by Ms. Ware and seconded to authorize Mr. Lim to observe during an ABET accreditation visit at The University of Tennessee at Martin on October 23-25, 2016, and to authorize Mr. Lim and Mr. Cothron to speak at Lipscomb University on November 10, 2016. The motion passed unanimously.
- *2017 Proposed Travel*
Motion was made by Mr. Parker and seconded to accept the 2017 travel proposal with the exception of the NCEES Regional Meeting slated to be held in St. Thomas, Virgin Islands, which will be discussed by the Engineer Committee in December. The motion passed unanimously.
- *Application/Examination Deadline Dates*
Motion was made by Mr. Campbell and seconded to approve the 2017 application/examination deadlines as proposed. The motion passed unanimously.

COMMITTEE REPORTS

The minutes of each Committee meeting follow these minutes.

- *Interior Design Committee*
Ms. Ballard reported that the Interior Design Committee did not meet due to lack of a quorum.
- *Landscape Architect Committee*
There were no recommendations from this committee.
- *Architect Committee*
The Committee, through Mr. Thompson, moved that the Board sign the Letter of Undertaking with respect to the Mutual Recognition Arrangement with Australia and New Zealand. The motion passed unanimously.
- *Engineer Committee*
The Committee, through Ms. Reinbold, moved that the Board sign the Memorandum of Understanding with the Japan PE/FE Examiners Council (JPEC). The motion passed unanimously.
- *Law and Rules/Policies Committee*
The Committee, through Mr. Thompson, moved the following:
 - Pursue a law change to eliminate the experience duration requirement in the law for architect exam applicants, and to simply require completion of the Intern Development Program (IDP)/Architectural Experience Program (AXP) for these applicants;
 - Direct legal counsel to draft all proposed rule changes with the exceptions of the change to the one-year U.S. experience requirement for engineers and the change relative to graduate degrees earned concurrently with work experience;
 - Table adding the Design Competitions/Requests for Proposals/Requests for Qualifications policy to the rules pending research by Board staff and a legal opinion;
 - Amend Part 6 of the Bylaws to combine the Publications and Licensure Outreach committees into one Outreach Committee.

The motion passed unanimously.

- *Grants to Higher Education Committee*
There were no recommendations from this committee.
- *Publications and Licensure Outreach Committees*
The Committees, through Mr. King, moved to direct Mr. Cothron to invite representatives from NCEES to attend a future Board meeting to discuss licensure outreach and reducing the Fundamentals of Engineering exam cost for students, among other topics. The motion passed unanimously.
- *Continuing Education Committee*
The Committee, through Mr. Wagster, moved that a rule be drafted allowing engineers and landscape architects to report continuing education hours on a calendar year basis. The motion passed unanimously.
- *Finance Committee*
There were no recommendations from this committee.

EMERITUS CERTIFICATES

Motion was made by Mr. Thompson and seconded to issue Emeritus Certificates to Hal Balthrop, Jerome Headley, and Bill Lockwood. The motion passed unanimously.

The meeting adjourned at 10:44 a.m.

ATTACHMENTS



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
LANDSCAPE ARCHITECT COMMITTEE MEETING
Paris Landing State Park Inn and Conference Center
Buchanan, Tennessee
Wednesday, October 5, 2016

CALL TO ORDER

Blair Parker, Committee Chair, called the Landscape Architect Committee meeting to order at 1:49 p.m. on October 5, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee.

The following **Board members** were present:

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|----------------------------|------------------|
| Blair Parker, R.L.A. | Chair |
| Frank Wagster, R.A. | Architect Member |
| Robert Campbell, Jr., P.E. | Engineer Member |

A quorum was present.

The following **Board staff** was present:

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|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

Visitors present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section; Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN); and Ashley Cates, American Institute of Architects-Tennessee (AIA-TN).

NEW BUSINESS

POTENTIAL LAW, RULE, AND POLICY CHANGES

Committee members discussed the following potential rule changes:

- Amend Rules 0120-01-.04 Applications – General and 0120-04-.03 Applications regarding the application pending status period for engineer intern, registered interior

designer, and comity applications. The committee supported changing the pending status period for these applications to expire one (1) year from the date of application, but requested that the proposed rule include a provision for the Board to extend this period for extenuating circumstances.

- The committee supported amending the rules to allow architect and landscape architect exam candidates to apply directly to the National Council of Architectural Registration Boards (NCARB) and the Council of Landscape Architectural Registration Board (CLARB) to sit for the exams.
- The committee supported adding language to the rules regarding confidentiality of references.
- The committee concluded that further discussion of the policy on design competitions/RFPs/RFOs was needed before adding this policy to the rules.

CLARB ANNUAL MEETING REPORT

Mr. Parker and Mr. Cothron reviewed a written report on the 2016 CLARB Annual Meeting.

Adjourn. The Chair adjourned the meeting at 2:21 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
ARCHITECT COMMITTEE MEETING
Paris Landing State Park Inn and Conference Center
Buchanan, Tennessee
Wednesday, October 5, 2016

CALL TO ORDER

Rick Thompson, Committee Chair, called the Architect Committee meeting to order at 2:39 p.m. on October 5, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee.

The following **Board members** were present:

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|----------------------------|--------------------------|
| Rick Thompson, R.A., Chair | East TN Architect Member |
| Frank Wagster, R.A. | West TN Architect Member |

A quorum was present.

The following **Board staff** was present:

| | |
|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

Visitors present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section; Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN); and Ashley Cates, American Institute of Architects-Tennessee (AIA-TN).

NEW BUSINESS

MUTUAL RECOGNITION ARRANGEMENT WITH AUSTRALIA AND NEW ZEALAND LETTER OF UNDERTAKING

Committee members reviewed and discussed the Mutual Recognition Arrangement (MRA) with Australia and New Zealand and the associated Letter of Undertaking, as approved at the 2016 NCARB Annual Meeting. The intent of the arrangement is to facilitate licensure mobility between the United States and Australia and New Zealand. At the August Board meeting, the

Board had requested that Legal Counsel research the MRA and report at the October meeting. Mr. Glover stated that the Board has the authority to sign the Letter of Undertaking, but he recommended that the Board not sign the MRA since it would limit the Board's discretion in reviewing comity applications from individuals licensed in Australia and New Zealand.

Motion was made by Mr. Wagster and seconded to recommend that the Board sign the Mutual Recognition Arrangement Letter of Undertaking. The motion passed unanimously.

POTENTIAL LAW, RULE, AND POLICY CHANGES

Committee members discussed the following potential law and rule changes:

- The committee supported eliminating the experience duration requirement in the law for architect exam applicants, and to simply require completion of the Intern Development Program (IDP)/Architectural Experience Program (AXP). This would be submitted as a legislative proposal for 2018.
- Amend Rules 0120-01-.04 Applications – General and 0120-04-.03 Applications regarding the application pending status period for engineer intern, registered interior designer, and comity applications. The committee supported changing the pending status period for these applications to expire one (1) year from the date of application, with the inclusion of a provision for the Board to extend this period for extenuating circumstances.
- The committee supported amending the rules to allow architect and landscape architect exam candidates to apply directly to the National Council of Architectural Registration Boards (NCARB) and the Council of Landscape Architectural Registration Board (CLARB) to sit for the exams.
- The committee supported restoring subparagraph (d) to Rule 0120-01-.11(3), regarding the acceptability of architectural degrees from a program accredited by the Canadian Architectural Certification Board (CACB), or from a program deemed substantially equivalent by the National Architectural Accrediting Board (NAAB).
- The committee supported adding language to the rules regarding confidentiality of references.
- The committee did not support adding the policy on design competitions/RFPs/RFQs to the rules, and suggested repealing the policy. It was noted that many states do not allow unlicensed architects to participate in design competitions or respond to RFPs or

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RFQs. Mr. Glover suggested that if the policy is added to the rules, a time limit would need to be imposed for applicants to complete the application process.

Adjourn. The Chair adjourned the meeting at 3:08 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
ENGINEER COMMITTEE MEETING
Paris Landing State Park Inn and Conference Center
Buchanan, Tennessee
Wednesday, October 5, 2016

CALL TO ORDER

Laura Reinbold, P.E., Committee Chair, called the Engineer Committee meeting to order at 3:14 p.m. on October 5, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee.

The following **Engineer Board members** were present for part or all of the meeting:

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|-----------------------|-----------------------------------|
| Laura Reinbold, P.E. | Chair, Middle TN Associate Member |
| Robert Campbell, P.E. | East TN Member |
| Philip Lim, P.E. | West TN Member |
| Kathryn Ware, P.E. | Middle TN Member |
| Ricky Bursi, P.E. | West TN Associate Member |
| Stephen King, P.E. | East TN Associate Member |

A quorum was present.

The following **Board staff** was present:

| | |
|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

Visitors present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section; Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN); and Ashley Cates, American Institute of Architects-Tennessee (AIA-TN).

NEW BUSINESS

POTENTIAL LAW, RULE, AND POLICY CHANGES

Committee members discussed the following potential rule changes:

- Amend Rules 0120-01-.04 Applications – General and 0120-04-.03 Applications regarding the application pending status period for engineer intern, registered interior designer, and comity applications. The committee supported changing the pending status period for these applications to expire one (1) year from the date of application, with the inclusion of a provision for the Board to extend this period for extenuating circumstances.
- The committee supported adding language to the rules regarding confidentiality of references.
- The committee opposed amending Rule 0120-01-.10(2) to state, “At least one (1) year of engineering experience must either be completed in the United States or show a familiarity with U.S. codes and engineering practice.” The committee concluded that there is value in retaining the requirement for one (1) year of experience in the U.S.
- The committee supported amending Rule 0120-01-.10(2) to state that a graduate degree that is used, in part or in whole, to satisfy education requirements cannot be applied for experience credit toward licensure. However, the committee did not support adding language stating that experience credit for a graduate degree cannot be earned concurrently with work experience credit.
- The committee did not support adding the policy on design competitions/RFPs/RFQs to the rules, and requested that staff research the history of the policy and which jurisdictions allow unlicensed design professionals to participate in design competitions or respond to RFPs or RFQs. The committee also requested a legal opinion on the meaning of “offer to practice.”

APPLICATIONS AND AUDITS FOR DISCUSSION

- **Mitchell Glenn LaBiche** (Comity) – Following discussion of the applicant’s felony conviction, committee members agreed to approve the application.

FUNDAMENTALS OF ENGINEERING (FE) EXAM WAIVER

The law currently exempts applicants with twelve (12) years or more of acceptable engineering experience from the requirement to take and pass the FE exam [T.C.A. § 62-2-401(a)(2)]. Mr. Bursi noted that the issue of FE exam waivers was discussed at the NCEES Annual Meeting, and it was suggested that these waivers should be removed to facilitate mobility. The committee requested that staff research how many jurisdictions have a similar exemption, how many applicants apply under this provision, and how this change would impact comity registration.

Mr. Lim arrived at 4:19 p.m.

CONTINUING EDUCATION UNIFORMITY

Following a discussion of the need for greater continuing education uniformity among jurisdictions, the committee concluded that they would like to pursue a rule change allowing engineers to report continuing education hours on a calendar-year basis, similar to the alternative continuing professional development option rule adopted for architects and registered interior designers in 2015. The rule would also include a definition of health, safety, and welfare subjects. Committee members agreed to refer this matter to the Continuing Education Committee.

REPORT ON NCEES ANNUAL MEETING

The committee reviewed a written report on the 2016 NCEES Annual Meeting.

OUTREACH TO EMPLOYERS RE: EXPERIENCE REQUIREMENTS

Mr. Campbell suggested outreach to managers through ACEC-TN as an effective approach to educate employers regarding the experience requirements for PE licensure. Mr. Bursi was asked to write an article on this subject for inclusion in the Board's newsletter, with assistance from Mr. Campbell.

USE OF EXPERIENCE INFORMATION IN NCEES RECORDS

Ms. Phillips explained that many applicants with NCEES records complain about the requirement to list their experience on the state application form when the same information is included in their record. The committee concluded that it would be acceptable for applicants

to refer to their NCEES experience record and not list this information on the state application form. However, applicants will still need to list their references on the application.

UNFINISHED BUSINESS

LICENSING AGREEMENT WITH JAPAN PE/FE EXAMINERS COUNCIL (JPEC)

Motion was made by Ms. Ware and seconded to recommend that the Board sign the Memorandum of Understanding with JPEC as drafted, retaining the requirement that at least one (1) year of experience be completed in the United States. The motion passed unanimously.

ENERGY SERVICE COMPANIES AND ENGINEERING REGISTRATION LAWS

Mr. Cothron reported that he will follow up with the Association of Energy Engineers (AEE) regarding the committee's request that an AEE representative attend a future committee meeting to discuss the certifications they offer.

Adjourn. Ms. Reinbold adjourned the meeting at 5:17 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
LAW AND RULES/POLICIES COMMITTEE MEETING
Paris Landing State Park Inn and Conference Center
Buchanan, Tennessee
Thursday, October 6, 2016

CALL TO ORDER

Rick Thompson, R.A., Committee Chair, called the Law and Rules/Policies Committee meeting to order at 1:00 p.m. on October 6, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee.

The following **Board members** were present:

Rick Thompson, R.A., Chair
Susan Ballard, R.I.D.
Robert Campbell, Jr., P.E.
Blair Parker, R.L.A.
Laura Reinbold, P.E., Associate Member

A quorum was present.

The following **Board staff** was present:

| | |
|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

Visitors present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section; Ashley Cates, American Institute of Architects-Tennessee (AIA-TN); and Don Baltimore, Tennessee Interior Design Education and Advocacy (Tennessee IDEA).

NEW BUSINESS

POTENTIAL LAW, RULE, AND POLICY CHANGES

Committee members discussed the following potential law and rule changes:

- Motion was made by Mr. Campbell and seconded to recommend that the Board pursue a law change to eliminate the experience duration requirement in the law for architect exam applicants, and to simply require completion of the Intern Development Program (IDP)/Architectural Experience Program (AXP). The motion passed unanimously.
- Amend Rules 0120-01-.04 Applications – General and 0120-04-.03 Applications regarding the application pending status period for engineer intern, registered interior designer, and comity applications. The committee supported changing the pending status period for these applications to expire one (1) year from the date of application, with the inclusion of a provision for the Board to extend this period for extenuating circumstances.
- The committee supported amending the rules to allow architect and landscape architect exam candidates to apply directly to the National Council of Architectural Registration Boards (NCARB) and the Council of Landscape Architectural Registration Board (CLARB) to sit for the exams.
- The committee supported restoring subparagraph (d) to Rule 0120-01-.11(3), regarding the acceptability of architectural degrees from a program accredited by the Canadian Architectural Certification Board (CACB), or from a program deemed substantially equivalent by the National Architectural Accrediting Board (NAAB).
- The committee supported adding language to the rules regarding confidentiality of references.
- The committee opposed amending Rule 0120-01-.10(2) to state, “At least one (1) year of engineering experience must either be completed in the United States or show a familiarity with U.S. codes and engineering practice.”
- The committee supported amending Rule 0120-01-.10(2) to state that a graduate degree that is used, in part or in whole, to satisfy education requirements cannot be applied for experience credit toward licensure. However, the committee did not support adding language stating that experience credit for a graduate degree cannot be earned concurrently with work experience credit.

Motion was made by Mr. Campbell and seconded to recommend to the Board that legal counsel be directed to draft all proposed rule changes with the exceptions of the change to the one-year U.S. experience requirement for engineers and the change relative to graduate degrees earned concurrently with work experience. The motion passed unanimously.

- Motion was made by Mr. Parker and seconded to recommend that the Board table adding the Board policy on design competitions/RFPs/RFQs to the rules pending research by Board staff and a legal opinion. The motion passed unanimously.

PROPOSED BYLAWS CHANGE

Motion was made by Mr. Campbell and seconded to recommend that the Board amend Part 6 of the Bylaws to combine the Publications and Licensure Outreach committees into one Outreach Committee. The motion passed unanimously.

Adjourn. Mr. Thompson adjourned the meeting at 1:31 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
GRANTS TO HIGHER EDUCATION COMMITTEE MEETING
Paris Landing State Park Inn and Conference Center
Buchanan, Tennessee
Thursday, October 6, 2016

CALL TO ORDER

Susan Ballard, Committee Chair, called the Grants to Higher Education Committee meeting to order at 2:02 p.m. on October 6, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.
Philip Lim, P.E.
Blair Parker, R.L.A.
Frank Wagster, R.A.

A quorum was present.

The following **Board staff** was present:

| | |
|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

Visitors present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section; Ashley Cates, American Institute of Architects-Tennessee (AIA-TN); and Don Baltimore, Tennessee Interior Design Education and Advocacy (Tennessee IDEA).

NEW BUSINESS

PROPOSAL TO INCREASE GRANTS APPROPRIATION

Mr. Cothron reported on the status of the Board's request to increase the grants appropriation to \$500,000. Brian T. McCormack, the Assistant Commissioner of Regulatory Boards, will present alternative proposals for the Board's consideration.

REVIEW OF GRANT GUIDELINES

The committee reviewed the current grant guidelines, and no changes were suggested.

UPDATE ON PROPOSAL SUBMISSIONS

Mr. Cothron reported on the status of grant proposal submissions, which are due by October 28, 2016.

Adjourn. The Chair adjourned the meeting at 2:19 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
CONTINUING EDUCATION COMMITTEE MEETING
Paris Landing State Park Inn and Conference Center
Buchanan, Tennessee
Thursday, October 6, 2016

CALL TO ORDER

Frank Wagster, Committee Chair, called the Continuing Education Committee meeting to order at 2:30 p.m. on October 6, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee.

The following **Board members** were present:

Frank Wagster, R.A.
Ricky Bursi, P.E., Associate Member
Blair Parker, R.L.A.
Laura Reinbold, P.E., Associate Member

A quorum was present.

The following **Board staff** was present:

| | |
|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

Visitors present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section; Ashley Cates, American Institute of Architects-Tennessee (AIA-TN); and Don Baltimore, Tennessee Interior Design Education and Advocacy (Tennessee IDEA).

NEW BUSINESS

POTENTIAL RULE AND POLICY CHANGES

Mr. Bursi and Mr. Parker expressed an interest in expanding the alternative continuing professional development option in Rule 0120-05-.14, which allows registrants to report continuing education hours on a calendar year basis, to include engineers and landscape architects.

Mr. Wagster suggested that at some point the continuing education rules should be amended to require calendar year reporting for all registrants and to “sunset” the original requirement to report hours earned during the two years immediately preceding the application for renewal.

Motion was made by Mr. Bursi and seconded to recommend to the Board that legal counsel be directed to draft a rule change allowing engineers and landscape architects to report continuing education hours on a calendar year basis (with no changes to the current health, safety and welfare and carryover hour provisions for those professions). The motion passed unanimously.

Committee members suggested that the elimination of carryover hours and a proposal to require all continuing education hours to address health, safety and welfare issues continue to be discussed.

Adjourn. The Chair adjourned the meeting at 2:57 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
JOINT PUBLICATIONS/LICENSURE OUTREACH COMMITTEE MEETING
Paris Landing State Park Inn and Conference Center
Buchanan, Tennessee
Thursday, October 6, 2016

CALL TO ORDER

Stephen King, Committee Chair, called the joint Publications/Licensure Outreach Committee meeting to order at 3:00 p.m. on October 6, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee.

The following **Board members** were present:

Ricky Bursi, P.E., Associate Member
Stephen King, P.E., Associate Member
Blair Parker, R.L.A.
Rick Thompson, R.A.

A quorum was present.

The following **Board staff** was present:

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|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

Visitor present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section.

NEW BUSINESS

PUBLICATIONS REVISIONS

Mr. Cothron reported on the status of the *Reference Manual for Building Officials and Design Professionals*, which was revised in December 2015. The revised *Reference Manual* is currently being reviewed by the Fire Prevention Division and legal staff.

NEWSLETTER ARTICLES

Mr. Bursi, with assistance from Mr. Campbell, will write an article on the experience requirements for engineer registration for inclusion in the Board's newsletter.

LICENSURE PROMOTION ON CAMPUSES

Mr. Cothron reported on outreach efforts, and Board members were encouraged to participate in these efforts.

MEETINGS WITH DEANS/PROGRAM DIRECTORS

Mr. Cothron noted that 20 educators attended this year's meeting with deans and program directors, and feedback from the meeting was positive. Another meeting with educators will be scheduled in October 2018.

Motion was made by Mr. Bursi and seconded to recommend that the Board extend an invitation for a NCEES representative(s) to attend a future Board meeting to discuss licensure outreach and reducing the Fundamentals of Engineering exam cost for students, among other topics. The motion passed unanimously.

Adjourn. The Chair adjourned the meeting at 3:22 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
FINANCE COMMITTEE MEETING
Paris Landing State Park Inn and Conference Center
Buchanan, Tennessee
Thursday, October 6, 2016

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CALL TO ORDER

Philip Lim, Committee Chair, called the Finance Committee meeting to order at 3:31 p.m. on October 6, 2016, at the Paris Landing State Park Inn and Conference Center, in Buchanan, Tennessee.

The following **Board members** were present:

Philip Lim, P.E.
Susan Ballard, R.I.D.
Robert Campbell, Jr., P.E.
Rick Thompson, R.A.

A quorum was present.

The following **Board staff** was present:

| | |
|-----------------|--------------------------|
| John Cothron | Executive Director |
| Benjamin Glover | Legal Counsel |
| Zack Nitzschke | Paralegal |
| Wanda Garner | Administrative Assistant |
| Wanda Phillips | Administrative Manager |

Visitor present: Ashley Cates, American Institute of Architects-Tennessee (AIA-TN).

NEW BUSINESS

REVIEW OF FINANCIAL DATA

Committee members reviewed the financial reports prepared by Board staff.

PROPOSAL TO INCREASE GRANTS APPROPRIATION

Mr. Cothron reported on the status of the Board's request to increase the grants appropriation to \$500,000. Brian T. McCormack, the Assistant Commissioner of Regulatory Boards, will present alternative proposals for the Board's consideration.

Adjourn. The Chair adjourned the meeting at 3:53 p.m.