



MINUTES OF A MEETING OF THE  
TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
University of Tennessee Chattanooga  
Chattanooga, Tennessee  
Friday, October 16, 2015

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**CALL TO ORDER**

Robert Campbell, Chair, called the regular meeting of the Tennessee Board of Architectural and Engineering Examiners to order at 8:35 a.m. on October 16, 2015, at the University of Tennessee Chattanooga (Maytag Room), in Chattanooga, Tennessee. A quorum was declared present.

The following **Board members** were present:

Susan Ballard	Registered Interior Designer
Hal Balthrop	Professional Engineer
Robert Campbell, Jr.	Professional Engineer
Jerome Headley	Registered Architect
Philip Lim	Professional Engineer
Bill Lockwood	Registered Landscape Architect
Frank Wagster	Registered Architect

The following **Board member** was absent:

Rick Thompson	Registered Architect
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The following **Associate Engineer members** were present:

Richard Bursi	Professional Engineer
Stephen King	Professional Engineer
Laura Reinbold	Professional Engineer

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Zack Nitzschke	Paralegal
Wanda Phillips	Office Manager
Wanda Garner	Administrative Assistant

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

Mack B. McCarley, Professional Engineer (PE), ODM Engineering Assoc. LLC, Chattanooga  
Dallas Rucker, City of Chattanooga, Chattanooga

Vance Travis, Registered Architect (RA), TWH, Chattanooga  
Gary B. Hilbert, City of Chattanooga, Chattanooga  
Jack Hopkins, PE, Applied Engineering, Knoxville  
Neslihan Alp, PE, University of Tennessee Chattanooga  
Karna Levitt, Registered Landscape Architect, City of Chattanooga, Chattanooga  
Wayon Hines, PE, EWH Engineering, Ooltewah  
Christopher L. Davis, CD Technical Services, Harrison

Guests were introduced and no changes were made to the agenda.

## **OPEN FORUM**

*Christopher Davis, a registered engineer in the State of Georgia, has started a business in Tennessee related to the practice of engineering. He sought clarification from the Board regarding the services he could advertise and offer in Tennessee without registration.*

### *Board Response*

The work, as described by Mr. Davis, does not constitute the practice of engineering. Mr. Cothron will provide a formal written response from the Board.

*Wayon Hines, PE, expressed concern that many plans reviewers are not licensed design professionals and asked if it was appropriate for them to make comments and suggestions on submitted plans.*

### *Board Response*

Plans reviewers are not required to be licensed.

Mr. Balthrop reminded Mr. Hines that appeal processes are in place if one disagrees with a reviewer's suggestions.

Mr. Wagster pointed out that plans reviewers/building officials have the right to require more than the codes require to protect the public's health, safety and welfare.

*Neslihan Alp, Interim Dean of UTC's College of Engineering and Computer Science, asked if there were any intentions of changing the statute to make engineering technology degrees acceptable as the education requirement for registration as an engineer.*

### *Board Response*

No. Mr. Campbell noted that there are substantial differences between an engineering technology program and an engineering program, and the Board does not feel that a technology program adequately prepares an individual to practice as a professional engineer.

*Jack Hopkins, PE*, expressed concern that the public is being endangered by building officials and inspectors with a lack of knowledge and training and by engineers with an inadequate understanding of codes. He also expressed concern regarding poor communication by building officials.

*Board Response*

Mr. Campbell summarized Board member comments:

- File a complaint if you see evidence of substandard practice.
- Design professionals must at all times recognize the primary obligation to protect the health, safety and welfare of the public in the performance of their professional duties.
- Codes change quickly; we must police and educate the profession.

Ms. Richardson reiterated that the Board can uphold the law if it knows about the “bad actors.”

*Vance Travis, Registered Architect*, commented on various subjects:

- The work of Board and staff;
- Qualifications-based selection;
- Construction administration;
- Financial matters; and
- The creation of definitions for the practice of architecture, engineering and landscape architecture.

*Board Response*

Mr. Campbell stated that the Board is cognizant of Mr. Travis’ concerns.

*Dallas Rucker*, stated that

- the Board’s *Reference Manual for Building Officials and Design Professionals* is very helpful;
- the State Fire Marshal’s Office seems to be slow to adopt new codes, and
- the state needs to have uniform codes across the state.

Mr. Rucker invited Mr. Cothron, Ms. Richardson and Board members to attend meetings of the Tennessee Building Officials Association (TBOA).

*Board Response*

Mr. Bursi and Mr. Wagster urged Mr. Rucker and other building officials to inform the Board of any rule violations they may see.

*Mack McCarley, PE*, thanked the Board members for their service and, specifically, for grants given to colleges and universities in Tennessee. He pointed out that the professions, the building officials and the Board all work together as a team.

**CONSENT AGENDA** (attached)

Motion was made by Mr. Lockwood and seconded to approve the minutes of the August 12, 2015 meeting. The motion passed unanimously.

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

### PROFESSIONAL SOCIETY REPORTS

There were no professional society representatives present.

### DIRECTOR'S REPORT

1. Mr. Cothron reported his activities and those of his staff and Board members.
2. *Complaint Data* was presented for informational purposes only. (attached)
3. *Licensing Data* was presented for informational purposes only. (attached)
4. *Financial Data* was presented for informational purposes only. (attached)

Break 10:34-10:48 a.m.

### LEGAL CASE REPORT (presented by Ellery Richardson)

- *Case No. L15-AEL-RBS-2015016881* *Complaint #201501688*  
Motion was made by Mr. Lim and seconded to authorize an informal conference conducted by Mr. King. The motion passed unanimously.
- Motion was made by Mr. Lockwood and seconded to open a complaint regarding an issue that arose out of a previous informal conference (Case No. L13-AEL-RBS-2013005781). If the respondent's reply to the complaint warrants it, the reviewer is authorized to hold an informal conference with the respondent. The motion passed unanimously.

### 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.
- *Qualification-Based Selection* (attached) is presented for informational purposes only.

### NEW BUSINESS

- *Authorization of Travel and Speakers*  
Motion was made by Mr. Balthrop and seconded
  - to authorize Ms. Ballard to speak to students at O'More College of Design, the University Tennessee at Knoxville, Middle Tennessee State University, Pellissippi State Community College and East Tennessee State University regarding interior designer registration. (She will ask former Board member, Leslie Shankman-Cohn, to speak to students at the University of Memphis.) and
  - to authorize Mr. Cothron and Mr. Bursi to speak to engineering students at University of Memphis regarding PE licensure.The motion passed unanimously.

- *Proposed Travel for 2016* (attached)  
Motion was made by Mr. Lockwood and seconded to raise the “Miscellaneous expenses for in-state speaking engagements” to \$2,000.00, and to approve the amended proposed travel for 2016. The motion passed unanimously.
- *Application/Examination Deadline Dates* (attached)  
Motion was made by Mr. Lim and seconded to approve the proposed Application/Examination Deadline Dates. The motion passed unanimously.

## **COMMITTEE REPORTS**

- *Interior Design Committee Report*  
The Interior Design Committee, through Ms. Ballard, reported on topics discussed. The minutes of the Interior Design Committee meeting follow these minutes.
- *Landscape Architect Committee Report*  
The Landscape Architect Committee, through Mr. Lockwood, reported on topics discussed. The minutes of the Landscape Architect Committee meeting follow these minutes.
- *Architect Committee Report*  
The Architect Committee, through Mr. Headley and Mr. Wagster, reported on topics discussed. The minutes of the Architect Committee meeting follow these minutes.
- *Engineer Committee Report*  
The Engineer Committee, through Mr. Balthrop, reported on topics discussed. The minutes of the Engineer Committee meeting follow these minutes.
- *Law and Rules/Policies Committee*  
The Law and Rules/Policies Committee, through Mr. Campbell, reported on topics discussed. The minutes of the Law and Rules/Policies Committee meeting follow these minutes.
- *Grants to Higher Education Committee*  
The Grants to Higher Education Committee, through Ms. Ballard, reported on topics discussed. The minutes of the Grants to Higher Education Committee meeting follow these minutes.
  - Motion was made by Mr. Headley and seconded to approve the proposed Grants Distribution (attached). The motion passed unanimously.
  - The Grants Committee, through Ms. Ballard, moved to amend the Grant Guidelines by changing the grant application deadline to September 15.
  - The Grants Committee, through Ms. Ballard, moved to delete the section in the Grant Guidelines regarding subrecipient monitoring plans. The motion passed unanimously.

- *Finance Committee*  
The Finance Committee, through Mr. Wagster, reported on topics discussed.  
The minutes of the Finance Committee meeting follow these minutes.
- *Publications Committee*  
The Publications Committee, through Mr. King, reported on topics discussed.  
The minutes of the Publications Committee meeting follow these minutes.
- *Licensure Outreach Committee*  
The Licensure Outreach Committee, through Mr. Lockwood, reported on topics discussed.  
The minutes of the Licensure Outreach Committee meeting follow these minutes.
- *Continuing Education Committee*  
The Continuing Education Committee, through Mr. Wagster, reported on topics discussed.  
The minutes of the Continuing Education Committee meeting follow these minutes.

It was agreed that Mr. Campbell will personally give Mr. Wilson Borden his Emeritus Certificate.

The meeting adjourned at 12:23 p.m.

## **Attachments**



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
INTERIOR DESIGN COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 14, 2015 – 1:00 P.M.

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**CALL TO ORDER**

Susan Ballard, Committee Chair, called the Interior Design Committee meeting to order at 1:00 p.m. on October 14, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.	Chair
Jerry Headley, R.A.	Architect Member

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
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**ANNOUNCEMENTS**

Ms. Ballard announced that the American Society of Interior Designers (ASID) is celebrating their 40<sup>th</sup> anniversary this year; she shared statistics on the interior design profession provided by ASID. Also, the University of Tennessee at Chattanooga is adding a master's degree program in interior design. The annual conference of the Council for Interior Design Qualification (CIDQ) is scheduled for November 13-14, in Atlanta, Georgia.

**NEW BUSINESS**

**OUTREACH EFFORTS**

Committee members discussed efforts to promote interior designer registration, which would include presentations at schools.

**POTENTIAL LAW, RULE, AND POLICY CHANGES**

Committee members agreed that Rule 0120-04-.09 (the “grandfathering” rule for interior designers) should be deleted since it is now obsolete.

**Adjourn.** The Chair adjourned the meeting at 1:20 p.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
LANDSCAPE ARCHITECT COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 14, 2015 – 1:30 P.M.

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**CALL TO ORDER**

Bill Lockwood, Committee Chair, called the Landscape Architect Committee meeting to order at 1:30 p.m. on October 14, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Bill Lockwood, 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:

John Cothron	Executive Director
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**NEW BUSINESS**

**POTENTIAL LAW, RULE, AND POLICY CHANGES**

The committee did not support adding a definition of landscape architecture to the law at this time. It was noted that the Council of Landscape Architectural Registration Boards (CLARB) is in the process of revising their *Model Law*, so any action would need to be delayed until after the *Model Law* is revised next year.

**CLARB ANNUAL MEETING REPORT**

Mr. Lockwood reviewed a written report on the 2015 CLARB Annual Meeting.

**Adjourn.** The Chair adjourned the meeting at 1:55 p.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
ARCHITECT COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 14, 2015 – 2:00 P.M.

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**CALL TO ORDER**

In the absence of Committee Chair Rick Thompson, Jerry Headley called the Architect Committee meeting to order at 2:00 p.m. on October 14, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Frank Wagster, R.A.	West TN Architect Member
Jerry Headley, R.A.	Middle TN Architect Member

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
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**NEW BUSINESS**

**APPLICATIONS AND AUDITS FOR REVIEW, DISCUSSION AND SIGNATURE**

There were no applications or audits for discussion.

**POTENTIAL LAW, RULE, AND POLICY CHANGES**

The committee expressed support for defining the professions in the law.

Committee members discussed the need for the experience duration requirement for architect exam applicants, which is currently three (3) years for most applicants. Many applicants are now completing the Intern Development Program (IDP) in less than three (3) years. No

Architect Committee Minutes, October 14, 2015

conclusion was reached, but the committee observed that the effect this might have on comity licensure should be considered.

**Adjourn.** Mr. Headley adjourned the meeting at 2:23 p.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
ENGINEER COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 14, 2015 – 2:30 P.M.

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**CALL TO ORDER**

Hal Balthrop, P.E., Committee Chair, called the Engineer Committee meeting to order at 2:30 p.m. on October 14, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Hal Balthrop, P.E.	Chair, Middle TN Member
Robert Campbell, P.E.	East TN Member
Philip Lim, PE	West TN Member (arrived at 3:20 p.m.)
Ricky Bursi, P.E.	West TN Associate Member
Stephen King, P.E.	East TN Associate Member
Laura Reinbold, P.E.	Middle TN Associate Member

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Phillips	Administrative Manager

**Visitor present:** Dr. Glenn Alford Church II

**NEW BUSINESS**

**APPLICANT INTERVIEW**

- **Glenn Alford Church II (Comity)** – Dr. Church presented his qualifications for registration to the committee. Due to the fact that his bachelor's degree is an engineering

technology degree, the application was disapproved. In order to qualify for registration, Dr. Church would need to provide evidence of a bachelor's degree in engineering.

Mr. Lim arrived at 3:20 p.m.

#### **APPLICATIONS FOR DISCUSSION**

- **Haider Fadhil Al-Mamoury** (Comity) – Mr. Al-Mamoury's degrees are from Iraq. He requested that the Board give the National Council of Examiners for Engineering and Surveying (NCEES) permission to use copies of his transcripts due to difficulties he has experienced obtaining original transcripts. The committee decided that he must try to obtain original transcripts from his university.
- **Jonathan David Gentry** (Comity) – The applicant has a little over eight (8) years of experience; however, only one (1) year and five (5) months was earned after award of his EAC/ABET engineering degree. He also has an engineering technology degree. The committee agreed that he must earn the required four years of post-graduate direct PE supervision to meet the Board's experience requirement.
- **Jean Bart Ruiter** (Comity) – Applicant's undergraduate degree is in engineering technology. He also has two graduate engineering degrees. The Board disapproved his application in August 2015; however, Mr. Ruiter requested that the Board accept his combined degrees toward registration. The committee concluded that Mr. Ruiter must earn an EAC/ABET accredited undergraduate engineering degree to meet the Board's educational requirement for PE registration.

#### **POTENTIAL LAW, RULE, AND POLICY CHANGES**

The committee **did not support** the following potential law and rule changes:

- Adding definitions of practice to the law.
- Amending Rule 0120-01-.10 regarding experience credit for concurrent time.

The committee **supported** the following proposed changes:

- Amending Rule 0120-02-.08(8)(b) to state, "Electronic signatures and dates of signature must be placed either across the face and beyond the circumference of the seal or adjacent to the seal."
- Adding a requirement to the Seals rule stating that drawings that are not construction documents be clearly designated "preliminary—not for construction" or by some other means indicating the drawings are not complete.

- Amending the Seals rule to state that registrants shall seal the original cover or index page(s) of all design calculations that are submitted for review.
- Amending the References rule to state that the Board prefers references from both the applicant's current employer/supervisor and a past employer/supervisor (if available).
- Amending the law to state that of letters of recommendation, reference forms, or transcripts submitted as part of or in supplement to an application are considered confidential. Ms. Richardson advised that this should be pursued as a law change and not a rule change. The committee agreed that the professional societies should be asked to pursue this change.

Mr. Campbell inquired about requiring an electronic seal and signature only on the cover sheet of plans due to the length of time required to load plans if each sheet is sealed. Mr. Balthrop responded that a NCEES task force is studying this and similar issues, and will issue a report with recommendations next year.

#### **NCEES ANNUAL MEETING REPORT**

The committee reviewed a written report on the 2015 NCEES Annual Meeting.

#### **UPDATE ON 2016 NCEES SOUTHERN ZONE MEETING**

Discussion of this topic was deferred to the December meeting.

#### **COMPONENTS OF PROGRESSIVE ENGINEERING EXPERIENCE**

Discussion of this topic was deferred to the December meeting.

#### **NEW FE APPLICATION PROCESS**

The committee agreed by consensus to adopt the fully automatic registration process for the Fundamentals of Engineering (FE) examination, beginning in January 2016. With this process, no education information is required; anyone who applies to NCEES is approved to sit for the FE exam. Individuals who pass the exam will then apply to the Board for engineer intern certification and must meet the minimum certification requirements in the law and rules.

#### **DISCUSSION RE: ACCEPTANCE OF APPLICANTS WHO PASSED THE PE EXAM IN ANOTHER JURISDICTION AND APPLY FOR REGISTRATION BY EXAM RATHER THAN COMITY**

The committee concluded that applicants who pass the Principles and Practice of Engineering (PE) exam in another jurisdiction, but who are not registered in that jurisdiction, may apply for registration by exam rather than comity without retaking the PE exam, even if the applicant sat

for the exam before completing the required experience. The required experience must be completed before registration may be granted. Rule 0120-01-.10(2) Education and Experience Requirements – Engineer will be amended to reflect this practice.

### **UNFINISHED BUSINESS**

#### **LICENSING AGREEMENTS WITH FOREIGN JURISDICTIONS**

Discussion of this topic was deferred to the December meeting.

#### **DECOUPLING OF EXPERIENCE AND EXAMINATION REQUIREMENTS FOR PE REGISTRATION**

Discussion of this topic was deferred to the December meeting.

#### **GENERAL EDUCATION (HUMANITIES/SOCIAL SCIENCES) DEFICIENCIES**

The committee revised and adopted the following policy establishing criteria for fulfillment of the ABET humanities/social sciences (general education) requirement (in lieu of completing additional college coursework):

Progressive engineering experience in the U.S., if applicant has practiced over five (5) years in the U.S. = **0.5 semester hour per year**

Involvement in one (1) civic or professional organization in the U.S. = **0.5 semester hour per year**

Passing tests for U.S. citizenship = **1 semester hour**

Continuing education in ethics/humanities/social sciences (earned within 2 years of application date) = **1 semester hour per 15 PDH's**

Advanced degree from a U.S. institution = **9 semester hours**

CLEP credits will be accepted to fulfill up to 12 semester hours of humanities/social sciences deficiencies only if they are offered by a regionally accredited college or university and appear on the official college or university transcript.

#### **ENERGY SERVICE COMPANIES AND ENGINEERING REGISTRATION LAWS**

Discussion of this topic was deferred to the December meeting.

#### **INCLUSION OF STATEMENT ON REFERENCE FORMS RELEASING REFERENCES FROM LIBEL AND SLANDER CLAIMS**

Action on this item was deferred until the law is amended providing for the confidentiality of references.

**Adjourn.** The Chair adjourned the meeting at 6:00 p.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
LAW AND RULES/POLICIES COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 15, 2015 – 8:35 A.M.

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**CALL TO ORDER**

In the absence of Committee Chair Rick Thompson, Robert Campbell, Jr. called the Law and Rules/Policies Committee meeting to order at 8:35 a.m. on October 15, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.  
Robert Campbell, Jr., P.E.  
Jerry Headley, R.A.  
Bill Lockwood, R.L.A.  
Laura Reinbold, P.E., Associate Member  
Frank Wagster, R.A.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Garner	Administrative Assistant
Wanda Phillips	Administrative Manager

**NEW BUSINESS**

**POTENTIAL LAW, RULE, AND POLICY CHANGES**

Action was **deferred** on the following potential law and rule changes:

- Amending the law regarding the experience duration requirement for architect exam applicants; the Architect Committee will continue to discuss this issue.
- Adding definitions of architecture, engineering, and landscape architecture to the law. Committee members agreed that if a definition is adopted for one profession, definitions must be adopted for all professions. Mr. Lockwood noted that the Council of Landscape Architectural Registration Boards (CLARB) is in the process of revising their *Model Law*, so any action would need to be delayed until after the *Model Law* is revised next year.
- Amending the Rules of Professional Conduct regarding service in areas of competence, which is connected to the definitions of practice referenced above.
- Adding title block requirements to the rules. The committee concluded that further discussion is needed and asked Ms. Richardson to draft proposed language for their consideration.
- Requiring a specific number of ethics continuing education hours. The committee decided that further discussion of this proposal is needed. Discussion of other proposed changes to the continuing education rules was deferred until the Continuing Education Committee meeting.
- Adopting a rule allowing professional corporations to issue shares of stock to non-licensed individuals. The committee asked Mr. Cothron to request a list of professional corporations offering services regulated by the Board from the Secretary of State's office and to ask the professional societies for an opinion on this issue.

The committee **did not support** the following potential rule change:

- Amending Rule 0120-01-.10 regarding experience credit for concurrent time.

The committee **supported** the following proposed changes:

- Amending the law to state that architect and landscape architect exam candidates will retain credit for any parts of the exam passed in accordance with the policies of the National Council of Architectural Registration Boards (NCARB) and CLARB. Ms. Richardson advised that this should be pursued as a law change and not a rule change. The committee agreed that the professional societies should be asked to pursue this change.
- Repealing Rule 0120-04-.09 (the "grandfathering" rule for interior designers), which is now obsolete. Ms. Ballard suggested amending T.C.A. § 62-2-904 to update the name of the Foundation for Interior Design Education Research (FIDER), which is now known as the Council for Interior Design Accreditation (CIDA).

- Amending Rule 0120-02-.08(8)(b) to state, “Electronic signatures and dates of signature must be placed either across the face and beyond the circumference of the seal or adjacent to the seal.”
- Adding a requirement to the Seals rule stating that drawings that are not construction documents be clearly designated “preliminary—not for construction” or by some other means indicating the drawings are not complete.
- Amending the Seals rule to state that registrants shall seal the original cover or index page(s) of all design calculations that are submitted for review.
- Amending the References rule to state that the Board prefers references from both the applicant’s current employer/supervisor and a past employer/supervisor (if available).
- Amending the law to state that of letters of recommendation, reference forms, or transcripts submitted as part of or in supplement to an application are considered confidential. Ms. Richardson advised that this should be pursued as a law change and not a rule change. The committee agreed that the professional societies should be asked to pursue this change.
- Adding a rule stating that registrants cannot lie or give false information to the Board.

Board policies will be reviewed at the next meeting.

**Adjourn.** Mr. Campbell adjourned the meeting at 9:50 a.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
GRANTS TO HIGHER EDUCATION COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 15, 2015 – 10:00 A.M.

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**CALL TO ORDER**

Susan Ballard, Committee Chair, called the Grants to Higher Education Committee meeting to order at 10:00 a.m. on October 15, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.  
Philip Lim, P.E.  
Bill Lockwood, R.L.A.  
Frank Wagster, R.A.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Garner	Administrative Assistant
Wanda Phillips	Administrative Manager

**NEW BUSINESS**

**DISTRIBUTION OF GRANT FUNDS**

A motion was made by Mr. Lockwood and seconded to allow Middle Tennessee State University to submit a supplemental request for the full \$3,000 grant and to recommend approval of the proposed distribution of grant funds for fiscal year 2016, as prepared by Board staff. The motion passed unanimously.

**REVIEW OF GRANT GUIDELINES**

Mr. Cothron noted that one university had asked about the possibility of using grant funds for research awards for undergraduate students. Mr. Lim advised against it since it could hurt schools that do not engage in a lot of research, but Ms. Ballard supported the proposal and suggested also offering grants for visiting professors. The committee agreed that this matter should be discussed with the deans and program directors next October. Deans and program directors will also be asked to supply information on how grant funds have been utilized at this meeting.

A motion was made by Mr. Lockwood and seconded to recommend changing the grant proposal deadline in the grant guidelines to September 15<sup>th</sup> and to delete the subrecipient monitoring plan requirement. The motion passed unanimously.

**Adjourn.** The Chair adjourned the meeting at 10:30 a.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
FINANCE COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 15, 2015 – 11:55 A.M.

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**CALL TO ORDER**

Frank Wagster, Committee Chair, called the Finance Committee meeting to order at 11:55 a.m. on October 15, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Frank Wagster, R.A.  
Robert Campbell, Jr., P.E.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Garner	Administrative Assistant
Wanda Phillips	Administrative Manager

**NEW BUSINESS**

**REVIEW OF FINANCIAL DATA**

Committee members reviewed the financial reports prepared by Board staff.

Mr. Campbell suggested lowering the \$140 registration fee by \$5-\$10 to reduce the amount of surplus revenue rolling into reserves each year. The committee asked Mr. Cothron to prepare a report calculating the impact a registration fee reduction would have on the budget.

**Adjourn.** The Chair adjourned the meeting at 12:30 p.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
PUBLICATIONS COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 15, 2015 – 10:30 A.M.

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**CALL TO ORDER**

Stephen King, Committee Chair, called the Publications Committee meeting to order at 10:30 a.m. on October 15, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.  
Ricky Bursi, P.E., Associate Member  
Stephen King, P.E., Associate Member  
Bill Lockwood, R.L.A.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Garner	Administrative Assistant
Wanda Phillips	Administrative Manager

**NEW BUSINESS**

**NEWSLETTER ARTICLES**

Ms. Ballard volunteered to write a newsletter article on social media ethics.

**UNFINISHED BUSINESS**

**REFERENCE MANUAL REVISIONS**

- Mr. Cothron was asked to add a sentence to the occupancy definitions section on page 2 clarifying that the 1985 Standard Building Code is cited only for occupancy definitions and for no other purpose.
- Ms. Richardson recommended that the Expert Testimony policy be repealed and added to the Most Commonly Asked Questions section. She will draft appropriate language.
- The committee agreed that the Commissioning of Engineered Systems, Sealing Manufactured Product Details, Review Letters, and Shop Drawings, and Spill Prevention, Control and Countermeasure (SPCC) Plans policies should be added to the *Reference Manual*.
- It was noted that some of the code references in Appendix E, the Cover Sheet for Plans Submissions, are still in need of revision (this had been assigned to Rick Thompson).
- Committee members discussed the frequency of *Reference Manual* updates and agreed that it should be updated more frequently, perhaps on a continual basis as a web-based document instead of a printed document.

Revisions to the *Reference Manual* will be finalized in December.

**Adjourn.** The Chair adjourned the meeting at 11:05 a.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
LICENSURE OUTREACH COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 15, 2015 – 11:08 A.M.

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**CALL TO ORDER**

Bill Lockwood, Committee Chair, called the Licensure Outreach Committee meeting to order at 11:08 a.m. on October 15, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.  
Stephen King, P.E., Associate Member  
Bill Lockwood, R.L.A.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Garner	Administrative Assistant
Wanda Phillips	Administrative Manager

**NEW BUSINESS**

**OUTREACH ACTIVITIES**

Mr. Cothron outlined several outreach ideas, including a possible program for new registrants and outreach to building officials.

**MEETINGS WITH DEANS/PROGRAM DIRECTORS**

Ms. Ballard volunteered to prepare a list of items for deans and program directors to address at the next meeting with educators in October 2016. She also asked that the travel budget for in-state speaking engagements be raised to allow for more outreach.

**Adjourn.** The Chair adjourned the meeting at 11:17 a.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
CONTINUING EDUCATION COMMITTEE MEETING  
The University of Tennessee at Chattanooga  
Chattanooga, Tennessee  
October 15, 2015 – 11:30 A.M.

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**CALL TO ORDER**

Frank Wagster, Committee Chair, called the Continuing Education Committee meeting to order at 11:30 a.m. on October 15, 2015, at the University of Tennessee at Chattanooga (Maytag Room), in Chattanooga, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.  
Hal Balthrop, P.E.  
Ricky Bursi, P.E., Associate Member  
Bill Lockwood, R.L.A.  
Frank Wagster, R.A.

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Garner	Administrative Assistant
Wanda Phillips	Administrative Manager

**NEW BUSINESS**

**POTENTIAL RULE AND POLICY CHANGES**

Committee members supported amending the continuing education rules to allow credit for patents (up to 10 PDH's per biennium) and authoring accepted licensing examination items (up to 5 PDH's per biennium). They also supported amending the rules to allow up to 10 PDHs per biennium for each published peer-reviewed paper, article or book in the licensee's area of

professional practice, and up to 5 PDHs per biennium for other published papers, articles or books.

The committee did not support amending the rules to require a specific number of ethics hours.

Committee members supported reducing the time period to complete additional continuing education hours after disallowance from 180 days to 90 days (rather than 60 days as originally proposed).

Ms. Richardson will draft proposed rules incorporating these changes for the Board's consideration.

**Adjourn.** The Chair adjourned the meeting at 11:52 a.m.