

BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS,
LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS

220 N. E. 28th, Board Conference Room

Oklahoma City, OK 73105

February 4, 2015

9:30 a.m.

AGENDA ITEM # 2a-1

Agenda

APR 02 2015

STATE BOARD OF ARCHITECTS

1. PUBLIC COMMENTS ON CURRENT AGENDA ONLY. Time limit to five (5) minutes per individual with sign-in required five (5) minutes prior to meeting beginning.
2. CONSENT AGENDA
 - a. Board action as necessary on consent agenda items.
 1. Corrected minutes from the November 5, 2013 Board meeting and minutes from January 14, 2015 with all revenue and expenditure reports from July 1, 2014 through December 31, 2014 attached.
3. ADMINISTRATIVE/INTERNAL BOARD ISSUES
 - a. Welcome on behalf of the Board to our new Board member Gary Armbruster and the reappointment of Jeff Click as our Public Member.
 - b. Brad Klepper to present overview of the laws and expectations for Board members. Also present the Board Member Handbook as guides.
 - c. Board action as necessary concerning report from Tammie Kilpatrick on the legislative session and Board issues.
 1. Board action as necessary concerning whether or not to support the Committee Substitute for HB 1328, immunity for architects and engineers in voluntary services concerning disasters.
 2. Board action as necessary regarding SB394, authorizing contracts with other state agencies and non-profit corporations for certain scholarship purposes.
 3. Select Agencies Subcommittee of the State Senate request.
 - d. Report from Jeff Click, Home Builders Associates on proposed legislation..
 - e. Board discussions and possible actions as necessary concerning application from Mr. Allan James O'Connor, reciprocal applicant from California and evaluation of his projects. Personal appearance by Mr. O'Connor.
 - f. Board discussions and action on policy to rescind the \$90.00 testing fee for landscape architects beginning July 1st on the Plant Material Examination as part of the Board's overall policy to reduce fees.
 - g. Board action as necessary to establish scholarship criteria for applicants.
 - h. Board discussions and actions as necessary to establish amount of monies to fund the total scholarship programs and where to place those funds.
 - i. Board discussions and actions as necessary to establish how much each scholarship is and their renewals.

Board of Architects, Landscape Architects & Registered Interior Designers

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Agenda

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- j. Board action as necessary concerning questions for the universities and asking for their proposed agreements with the Board to manage the scholarship program, selections and release funds according to the Board's criteria.
- k. Board discussions and action as necessary concerning hiring a 4th person for the office.
- l. Board action as necessary concerning whether or not to adopt Rules for the Registered Interior Design continuing education program only.
- m. Board action as necessary concerning whether or not to accept the proposed consent order, fines and penalties for violations from Mr. Buford Mack Scogin Jr. for practicing architecture in the State of Oklahoma without a license or Certificate of Authority.
- n. Board action as necessary on Judy Pesek, Interior Designer from Texas who was grandfathered in without an exam.
- o. Board action as necessary to set special meeting to meet with OU and OSU on scholarship agreements with the Board.

The Board will recess for lunch approximately 11:30a.m. to 1:15 p.m. or 1:30p.m. and then resume with any remaining agenda items.

4. CLARB/NCARB/NCIDQ/ORGANIZATIONS, ISSUES AND REPORTS

- a. Report from NCARB
 - 1. Call for volunteers on NCARB Committees.
- b. Report from CLARB
- c. Report from NCIDQ
 - 1. Report from their Annual meeting held this fall.
- d. Report on AIA Architect activities
- e. Report on ASLA Landscape Architect activities
- f. Report on OIADC/ASID Interior Designer activities

5. NEW BUSINESS

In accordance with 25 O.S. § 311(9), new business will now be heard, if any.

Adjourn

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE
ARCHITECTS AND REGISTERED INTERIOR DESIGNERS

220 N. E. 28th, Board Room

Oklahoma City, OK 74105

February 4, 2015

9:30 a.m.

Minutes

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Interior Designers of Oklahoma met on Wednesday, February 4, 2015 with the following members and guests present:

David Hornbeek, Architect, Chairman
Mark Taylor, Registered Interior Designer, Vice-Chairman
Jim Hasenbeck, Architect, Secretary Treasurer
Gary Armbruster, Architect
Nate Baker, Architect
Jim Bruza, Architect
Jeff Click, Public Member
James Loftis, Architect
Randy Weatherly, Landscape Architect
Brad Klepper, Counsel
Jean Williams, Executive Director
Leslie Hanska, Executive Assistant
Tammie Kilpatrick, Consultant
Ryan Kilpatrick, Consultant
Brett Logan, Guest
Allan O'Connor, Guest

Brad Gaskins and Brian Dougherty were absent.

1. a. There were no public comments.

CONSENT AGENDA

2. a-1. Mr. Loftis moved to approve the corrected minutes from the November 5, 2014 Board meeting and minutes from January 14, 2015 with all revenue and expenditure reports from July 1, 2014 through December 31, 2014 (Attachment A). Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Click, Baker, Hasenbeck, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Motion unanimously approved. Mr. Taylor was not present for this vote.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

3. a. The Chairman welcomes new Board member Gary Armbruster and acknowledges the reappointment of Jeff Click as Public Member.

The Chairman moved items 3m and 3e up on the agenda.

3. m. Mr. Weatherly moved to accept the proposed consent order, fines and penalties of \$3850.00 for violations from Mr. Buford Mack Scogin Jr. for practicing architecture in the State of Oklahoma without

Board of Architects, Landscape Architects & Registered Interior Designers

February 4, 2015

Minutes

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a license or Certificate of Authority. Motion seconded by Mr. Baker. Voting aye: Messrs. Click, Baker, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Abstaining: Mr. Hasenbeck. Motion approved.

3. e. Personal appearance by Allan James O'Connor. Mr. Baker moved to approve the reciprocal application for Mr. O'Connor based on his 42 years' experience and license in California. Motion seconded by Mr. Bruza. Voting aye: Messrs. Click, Baker, Hasenbeck, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Motion unanimously approved.

3. b. No action taken.

3. c. Presentation by Tammie Kilpatrick regarding the legislative session, including moving forward with SB394, the Board's scholarship bill. The AIA has another bill SB 846 that addresses building types again this session.

3. c-1. Mr. Hasenbeck moved to support HB1328 regarding immunity for architects and engineers in voluntary services concern disaster. Motion seconded by Mr. Weatherly. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Click, Baker, Hasenbeck, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Motion unanimously approved.

3. c-2. Tabled for consideration with items 3g-3j.

3. c-3. Select Agencies Subcommittee of the State Senate has requested agency information. No action taken.

3. d. Jeff Click gave a brief report regarding the Home Builders Association proposed legislation. He noted that the overwhelming majority of Home Builders support licensing and SB199 with oversight directed by the Construction Industries Board (CIB).

3. f. Mr. Weatherly moved to rescind the \$90.00 testing fee for Landscape Architects on the Plant Material Examination, beginning July 1st, as part of the Board's overall policy to reduce fees. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Click, Baker, Hasenbeck, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Motion unanimously approved.

3. g. Mr. Hasenbeck moved to approve using the presented scholarship criteria (Attachment B) for applicants as discussed, authorizing the Scholarship Committee to finalize as necessary. Motion seconded by Mr. Bruza. Voting aye: Messrs. Click, Baker, Hasenbeck, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Motion unanimously approved.

3. h. Mr. Bruza move to accept the established amount of monies to fund the total scholarship programs, determine where to place those funds and to establish how much each scholarship is and their renewals as determined by the Finance and Scholarship Committees. Motion seconded by Mr. Weatherly. Voting aye: Messrs. Click, Baker, Hasenbeck, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Motion unanimously approved.

3. i. See item 3h.

3. j. See item 3g. No action taken.

3. k. The Chairman requested that the Finance Committee look into details concerning hiring a 4th person for the office. No action was taken.

Break for Lunch.

Reconvened from Lunch.

3. l. Mr. Taylor moved to accept the proposed Rules for the Registered Interior Design continuing education program only. (Attachment C) Motion seconded by Mr. Weatherly. Voting aye: Messrs. Click, Baker, Hasenbeck, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Motion unanimously approved.

3. n. Mr. Hasenbeck moved to approve the reciprocal registration application submitted by Judy Pesek, Interior Designer from Texas who was grandfathered in without an exam, based on 15 years of experience and accredited degree. Motion seconded by Mr. Loftis. Discussion noted that Ms. Pesek has been registered in Texas since 1993. Voting aye: Messrs. Click, Baker, Hasenbeck, Hornbeek, Bruza, Armbruster, Loftis and Weatherly. Voting nay: None. Motion unanimously approved.

3. o. The Chairman appoints the Scholarship Committee to set special meeting to meet with OU and OSU on scholarship agreements with the Board. No action taken.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

4. a. NCARB – The Chairman reminded everyone of the Regional Summit, March 12-14, 2015 in Long Beach, CA. There is a call for volunteers for NCARB Committees for anyone interested in applying.

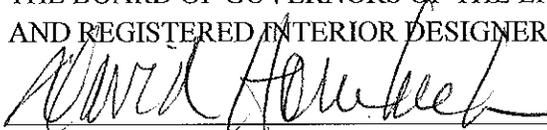
4. b. CLARB – Mr. Weatherly reported that CLARB is trying to get a better handle on data control in order to see from college to licensure what happens. Diversity in the profession is being focused on with the increase in Hispanic and Asians. They continue to receive good reviews on the all computerized LARE exam. There is a pilot study to look into offering the exam overseas, including the security aspect involved.

4. c. NCIDQ – No report.

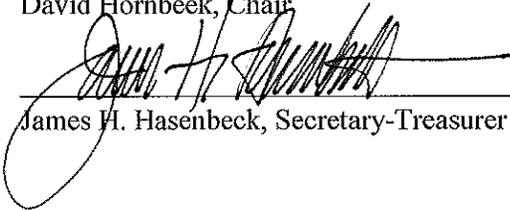
4. d. AIA – Mr. Hornbeek reported that he was appointed to the AIA State Board. AIA will support SB394, this Board's scholarship bill. They have also filed a bill for hold overs from last year. Mr. Loftis reported that the Governor's Office told him that there should be separation between professional organizations and the State Board therefor he would not be reappointed due to his wife being the Executive Director of AIA Oklahoma and one of their registered lobbyist. Membership in the organization is acceptable, but holding an office in the organization is perceived as a conflict of interest. Mr. Baker stated that he believes it could be perceived as a conflict of interest. Mr. Hornbeek agreed to check into the matter with the Governor's Office. Discussion also included whether or not serving on NCARB, CLARB or CIDQ could be considered a conflict of interest. Mr. Weatherly said he would also contact the Governor's Office as he is incoming president of CLARB. (*Note: Mr. Hornbeek contacted the Governor's Office concerning whether or not it is a conflict of interest to serve as a voting member of AIA Oklahoma. The Governor's General Counsel responded that it is indeed a conflict of interest. A person can serve on one or the other, but not both while serving on the Board of Architects, Landscape Architects & Registered Interior Designers. Mr. Hornbeek immediately resigned from AIA Oklahoma. Mr. Armbruster, having heard the response from the Governor's Office, resigned immediately as an officer of AIA Central Oklahoma chapter. Mr. Weatherly also contacted the Governor's Office. He was told that it is not a conflict of interest to serve on CLARB.)

- 4. e. ASLA – No report.
- 4. f. OIADC/ASID – No report.

THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS
AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA



David Hornbeek, Chair



James H. Hasenbeck, Secretary-Treasurer

AGENDA ITEM # 2a-1

APR 02 2015

STATE BOARD OF ARCHITECTS AGENDA ITEM # 5

FEB 04 2015

STATE BOARD OF ARCHITECTS



State of Oklahoma
Office of Management and Enterprise Services
6 Digit Object of Expenditure Report
From: July 01, 2014 To: January 31, 2015
From Business Unit: 04500 To Business Unit: 44500

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Business Unit	Major Class	Sub Class	Account		Current Month	Fiscal YTD
04500	510000		PERSONAL SERVICES			
		511000				
			511110	Sals-Regular Pay	16,083.34	112,583.38
			511210	Longevity Pay-State Employees	0.00	1,250.00
			511400	Compensation - Brd-Com Members	911.29	2,179.00
			511420	Excess Benefit Allowance	186.62	1,278.42
			Sub Class 511000 Total		16,501.25	117,290.83
		512000				
			512110	Insur.Prem-Health-Life-State Plan	3,754.98	25,752.78
			512210	Unemployment Compen.-Payroll	149.51	175.45
			512310	Insur.Prem-Workers Comp.	0.00	1,029.00
			Sub Class 512000 Total		3,904.49	26,957.23
		513000				
			513110	State Share-FICA	964.01	6,945.14
			513120	State Share-MQFB/FICA	225.45	1,624.26
			513230	State Share OPERS	2,653.75	18,782.50
			513280	St.Match-Ad Fee-State Annuity	79.65	557.55
			Sub Class 513000 Total		3,922.86	27,909.45
		515000				
			515010	Offices Of Lawyers	2,628.75	13,428.75
			515380	Other Computer Related Svc	0.00	7,569.35
			515400	Admin Mgmt-Gen.Mgmt Consulting	0.00	16,666.65
			515540	Other Prof, Sc, & Tech.Svc	0.00	3,333.33
			515560	Office Administrative Services	320.00	1,280.00
			515580	Business Support Services	220.00	1,510.00
			515610	Business Service Centers	0.00	3,198.48
			Sub Class 515000 Total		3,168.75	46,986.56
		519000				
			519130	Flexible Benefits-Adminis.	0.00	166.76
			Sub Class 519000 Total		0.00	166.76

Report Name: OCGL0060
Query Title: OCP_GLA060 and OCP_GLB060

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State of Oklahoma
 Office of Management and Enterprise Services
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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
	Major Class 510000 Total			27,497.35	219,310.83
04500	520000		TRAVEL		
		521000			
			521110 In-State Mileage-Motor Vehicle	0.00	308.00
			521120 In-State Meals-Subsistence Exp	0.00	46.00
			521140 In-State Miscellaneous Charges	0.00	15.80
			521210 Out-of-State Mileage-Priv.Veh.	0.00	34.72
			521230 Out-of-State Meals-Subsistence	0.00	631.50
			521240 Out-of-State Local Transp.	0.00	66.12
			521250 Out-of-State Misc.Charges	0.00	54.44
			521310 Travel Reimb.-Non-State Empls.	128.55	7,615.73
			Sub Class 521000 Total	128.55	8,772.31
		522000			
			522110 OutofSt Pur Trans Cst Agcy Dir	0.00	2,165.55
			522130 OutofSt Pur Food Ldg Agcy Dir	0.00	2,943.59
			522150 Registration - Agency Direct	0.00	3,390.00
			Sub Class 522000 Total	0.00	8,499.14
			Major Class 520000 Total	128.55	17,271.45
04500	530000		ADMINISTRATIVE EXPENSE		
		531000			
			531110 Freight Expenses	0.00	195.78
			531130 Telecommunication Services	25.22	336.39
			531150 Printing & Binding Contrs	0.00	2,113.16
			531170 Informational Services	0.00	52.00
			531230 ERP System Services	0.00	201.12
			531260 Membership in Organizations	0.00	13,185.00
			531310 Prem-Property or Liab.Insur.	0.00	624.67
			531500 Moving Expenses-General	0.00	1,240.00

Report Name: OCGL0060
 Query Title: OCP_GLA060 and OCP_GLB060



State of Oklahoma
Office of State Finance
Summary of Receipts and Disbursements
From Business Unit 04500 To Business Unit 04500
For the Month of January, 2015

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BUSINESS UNIT 04500
CLASS 79901

Accounting Period	Revenue (Credit) Debit 4XXXXX	Expenditures (Credit) Debit 5XXXXX	Change in Liabilities (Incr) Debit 2XXXXX	Change in Receivables (Incr) Debit 1XXXXX	Net Payroll Withholdings (Credit) Debit 633XXX	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Begin Bal			0.00	0.00				0.00	8,605.00
1-Jul	(2,345.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,950.00
2-Aug	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,815.00
3-Sep	2,431.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,383.72
4-Oct	(2,396.28)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,780.00
5-Nov	10,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6-Dec	(15,965.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,965.00
7-Jan	(930.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,915.00
8-Feb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,915.00
9-Mar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,915.00
10-Apr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,915.00
11-May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,915.00
12-Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,915.00
Column Totals:	(8,310.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Correct Ledger Balance:			0.00	0.00					

Class/Fund Balance:

	0.00	16,915.00
Current Ledger Balance - Liabilities:		0.00
Current Ledger Balance - Receivables:		0.00
Budgeted Cash Balance:		16,915.00

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report. - 1800.00 (Bad)

Jew
2/3/2015
15,115.00

Report Name: OCGL0059

Query Title: OCP_GL0059



State of Oklahoma
 Office of Management and Enterprise Services
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 From : July 01, 2014 To: January 31, 2015
 From Business Unit: 04500 To Business Unit: 44500

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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
04500	530000		ADMINISTRATIVE EXPENSE		
		Sub Class 531000 Total		25.22	17,948.12
		532000			
		532110	Rent of Office Space	2,255.00	6,366.66
		532130	Rent of Other Building Space	325.00	325.00
		532160	Rent-Elec Data Processing Eq.	0.00	1,269.00
		Sub Class 532000 Total		2,580.00	7,960.66
		533000			
		533130	Mico-Rep.-Tel.Equip-Vendor	0.00	2,405.90
		533140	Mico-Rep.-DP Equip-Vendor	0.00	486.38
		Sub Class 533000 Total		0.00	2,892.28
		536000			
		536130	Office Supplies Non-Expendable	0.00	318.99
		536140	Office Supplies (Expendable)	119.85	2,640.75
		536170	Food and Catering Service	0.00	2,308.99
		Sub Class 536000 Total		119.85	5,768.73
	Major Class 530000 Total			2,725.07	34,569.79
04500	540000		PROP,FURN,EQUIP & RELATED DEBT		
		541000			
		541110	Office Furniture & Equipment	0.00	156.00
		Sub Class 541000 Total		0.00	156.00
	Major Class 540000 Total			0.00	156.00
Business Unit 04500 Total				30,350.97	271,308.07

FY13 & 14 PO'S TO BE REDUCED

= CLOSED

= 68,273.45

FY15 OBLIGATED = 118,650.24



State of Oklahoma
 Office of State Finance
 Outstanding Encumbrances
 From Business Unit:04500 To Business Unit:04500
 As of January 31,2015

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Bus Unit	Class	DealId	Bud Ref	Purchase Order	Line	Sched Line	Dist Line	Date	Acct	Sub Acct	CFDA No	Oper unit	Contract	Balance Remaining	Vendor Id	Vendor Name	HDC Vendor
20000																	
1000010																	
			13	0459000145	1	1	1	12/10/2012	531310					730.80	0000000090	OFFICE OF MANAGEMENT & EN	N
			13	0459000146	3	1	1	4/22/2013	519130					182.97	0000000090	OFFICE OF MANAGEMENT & EN	N
			13	0459000148	1	1	1	12/10/2012	515610					5,211.34	0000000090	OFFICE OF MANAGEMENT & EN	N
			13	0459000149	1	1	1	12/10/2012	531130					3,095.87	0000000090	OFFICE OF MANAGEMENT & EN	N
			14	0459000143	2	1	1	10/17/2012	532110					1,014.00	0000286983	LANDMARK TOWERS OFFICE BU	N
			14	0459000145	2	1	1	12/10/2012	531310					760.42	0000000090	OFFICE OF MANAGEMENT & EN	N
			14	0459000148	2	1	1	12/10/2012	515610					3,704.76	0000000090	OFFICE OF MANAGEMENT & EN	N
			14	0459000149	2	1	1	12/10/2012	531150					460.00	0000000090	OFFICE OF MANAGEMENT & EN	N
			14	0459000152	1	1	1	8/8/2013	601100					36,209.63	000001101	AUTHORITY ORDER-PCARD	N
			14	0459000154	1	1	1	9/12/2013	512310					17.00	0000000390	COMPSOURCE OKLAHOMA	N
			14	0459000155	3	1	1	9/19/2013	515610					3,976.42	0000000090	OFFICE OF MANAGEMENT & EN	N
			14	0459000155	4	1	1	9/19/2013	531150					6,145.88	0000000090	OFFICE OF MANAGEMENT & EN	N
			14	0459000159	1	1	1	9/26/2013	601100					2,411.92	000001100	AUTHORITY ORDER VENDOR	N
			14	0459000162	1	1	1	1/16/2014	515540					0.66	0000252277	FRID KILPATRICK GUNNLL	N
			14	0459000166	1	1	1	3/21/2014	515060					309.00	0000000300	STATS AUDITOR AND INSPECT	N
			15	0459000143	2	1	2	10/17/2012	532110					1,298.84	0000286983	LANDMARK TOWERS OFFICE BU	N
			15	0459000162	1	1	2	1/16/2014	515400					3,333.39	0000252277	FRID KILPATRICK GUNNLL	N
			15	0459000163	1	1	2	1/27/2014	515010					1,800.00	000023213	J BRADLEY KLBPPR PLLC	N
			15	0459000167	1	1	1	3/26/2014	532110					7,892.50	0000000570	PROF ENGINEER & LAND SURV	N
			15	0459000174	1	1	1	6/23/2014	512310					1,039.00	0000000390	COMPSOURCE OKLAHOMA	N
			15	0459000175	1	1	1	6/24/2014	601100					6,989.26	000001100	AUTHORITY ORDER VENDOR	N
			15	0459000176	1	1	1	7/2/2014	515560					960.00	0000000090	OFFICE OF MANAGEMENT & EN	N
			15	0459000176	2	1	1	7/2/2014	519130					294.93	0000000090	OFFICE OF MANAGEMENT & EN	N
			15	0459000176	3	1	1	7/2/2014	515610					4,623.86	0000000090	OFFICE OF MANAGEMENT & EN	N



State of Oklahoma
 Office of State Finance
 Outstanding Encumbrances
 From Business Unit:04500 To Business Unit:04500
 As of January 31,2015

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BUS Unit	Class	Deptid	Bud. Ref	Purchase Order	Line	Sched Line	Dist Line	Date	Acct	Sub Acct	CEDA No	Oper Unit	Contract	Balance Remaining	Vendor Id	Vendor Name	HDC Vendor
			15	0459000176	4	1	1	7/22/2014	531150					9,886.84	0000000990	OFFICE OF MANAGEMENT & EN	N
			15	0459000176	5	1	1	7/22/2014	515580					1,320.00	0000000990	OFFICE OF MANAGEMENT & EN	N
			15	0459000177	1	1	1	7/22/2014	601100					41,435.75	0000001101	AUTHORITY ORDER-PCARD	N
			15	0459000182	1	1	1	10/27/2014	536140				0000003214	2,182.61	0000067950	STAPLES CONTRACT & COMMER	N
			15	0459000186	1	1	1	12/4/2014	531110					520.19	0000072038	FEDEX FREIGHT EAST INC	N
			15	0459000189	1	1	1	1/21/2015	515010					4,171.25	0000371364	JERI D TOWLER PC	N
Department Total														151,969.49			
20000																	
1000088																	
			13	0459000150	1	1	1	2/20/2013	515370				0000003240	37.62	0000000990	OFFICE OF MANAGEMENT & EN	N
			13	0459000150	2	1	1	2/20/2013	515370				0000003240	420.00	0000000990	OFFICE OF MANAGEMENT & EN	N
Department Total														457.62			
20000																	
8800010																	
			13	0459000151	1	1	1	5/8/2013	532160				0000002816	518.10	0000072751	STANDLEY SYSTEMS LLC	N
			13	0459000151	2	1	1	5/8/2013	533140				0000002816	200.00	0000072751	STANDLEY SYSTEMS LLC	N
			13	0459000151	3	1	1	5/8/2013	533140				0000002816	300.00	0000072751	STANDLEY SYSTEMS LLC	N
			14	0459000151	1	1	2	5/8/2013	532160				0000002816	52.50	0000072751	STANDLEY SYSTEMS LLC	N
			14	0459000151	2	1	2	5/8/2013	533140				0000002816	633.81	0000072751	STANDLEY SYSTEMS LLC	N
			14	0459000151	3	1	2	5/8/2013	533140				0000002816	904.80	0000072751	STANDLEY SYSTEMS LLC	N
			14	0459000156	2	1	2	9/20/2013	515380					73.38	0000000990	OFFICE OF MANAGEMENT & EN	N
			14	0459000157	1	1	1	9/20/2013	515380					912.17	0000000990	OFFICE OF MANAGEMENT & EN	N
			15	0459000151	4	1	1	5/8/2013	532160				0000002816	2,474.10	0000072751	STANDLEY SYSTEMS LLC	N
			15	0459000151	5	1	1	5/8/2013	533140				0000002816	128.01	0000072751	STANDLEY SYSTEMS LLC	N
			15	0459000151	6	1	1	5/8/2013	533140				0000002816	177.70	0000072751	STANDLEY SYSTEMS LLC	N
			15	0459000171	1	1	1	6/3/2014	515610				0000003070	7,353.72	0000076300	GET IMAGING INC	N
			15	0459000173	1	1	1	6/18/2014	541230					4,065.35	0000000990	OFFICE OF MANAGEMENT & EN	N
			15	0459000176	6	1	1	7/22/2014	515380					402.24	0000000990	OFFICE OF MANAGEMENT & EN	N
			15	0459000176	7	1	1	7/22/2014	515380					7.95	0000000990	OFFICE OF MANAGEMENT & EN	N



State of Oklahoma
 Office of State Finance
 Outstanding Encumbrances
 From Business Unit:04500 To Business Unit:04500
 As of January 31,2015

2/2/2015
 14:21:36 PM
 Page 3

<u>Bus Unit</u>	<u>Class</u>	<u>Dept/Id</u>	<u>Bud Ref</u>	<u>Purchase Order</u>	<u>Line</u>	<u>Sched Line</u>	<u>Dist Line</u>	<u>Date</u>	<u>Acct</u>	<u>Sub Acct</u>	<u>CFDA No</u>	<u>Oper unit</u>	<u>Contract</u>	<u>Balance Remaining</u>	<u>Vendor Id</u>	<u>Vendor Name</u>	<u>HDC Vendor</u>
			15	0459000176	8	1	1	7/2/2014	531230					234.64	0000000090	OFFICE OF MANAGEMENT & EN	N
			15	0459000178	1	1	1	7/28/2014	691100					10,000.00	0000001101	AUTHORITY ORDER-PCARD	N
			15	0459000183	1	1	1	11/1/2014	531130				000002839	199.97	0000054123	COX OKLAHOMA TELCOM LLC	N
			15	0459000184	1	1	1	11/24/2014	515380					5,858.14	0000000090	OFFICE OF MANAGEMENT & EN	N
<u>Department Total</u>														<u>34,496.58</u>			
<u>Class Total</u>														<u>186,923.69</u>			
<u>Business unit Total</u>														<u>186,923.69</u>			
<u>Grand Total</u>														<u>186,923.69</u>			

AGENDA ITEM # 2a-1AGENDA ITEM # 2a-1

APR 02 2015
Oklahoma State Board of Architecture Scholarship
 STATE BOARD OF ARCHITECTS

JAN 14 2015

STATE BOARD OF ARCHITECTS

Mission: To encourage students seeking a first professional degree in the field of Architecture, Landscape Architecture or Interior Design to pursue professional licensure in the state of Oklahoma, so long as it remains under the control of the State Board of Architecture.

Eligibility:

- Must be enrolled in a college/university in the state of Oklahoma.
- Must be accepted into a professional degree program in Architecture, Landscape Architecture or Interior Design.
- Applicants must be seeking their first professional degree.
- Must have a collegiate GPA \geq TBD.
- Financial need is considered.
- Preference for first-time applicants.
- Preference for students who have graduated from an Oklahoma high school.

AGENDA ITEM # 2a-1

FEB 04 2015

STATE BOARD OF ARCHITECTS

Renewal:

- Full-time enrollment; coursework must be accepted into the profession course of study (NAAB/LAAB/NCIDQ).
- Retention GPA = TBD.
- X amount award to be distributed over Y number of semesters.

Funds may be used for tuition, fees and book expenses at any accredited institution of higher education for degree or programs in Architecture, Landscape Architecture or Interior Design in the state of Oklahoma. Payments are made directly to the school. Scholarship awards may be used for Study Abroad, if the Study Abroad program/coursework has been approved within the student's plan of study in their professional degree program.

Supplemental Questions:

1. Please provide a written statement in response to the following questions: (a) Why do you think it is important for your profession to include licensure, and (b) what have you already done to pursue licensure in the state of Oklahoma (may include IDP, summer internships, preparation for NCIDQ, etc.)?
2. Please submit a project in Architecture, Landscape Architecture or Interior Design. Your project may be created for the scholarship competition or may be projects submitted for academic coursework. The submitted project does need to be produced within the last 12 months. No group projects will be accepted. Photo/graphic presentations must be submitted by pdf, jpg, or png format.
3. Provide a brief written reflection statement describing why you decided to pursue this field, as well as your immediate and long-term goals. (500 word maximum.)

Start Date: March 1End Date: June 15Number of Awards: variesAward Amount: TBDFirst award to be granted in the following academic year: 2015-2016 (i.e.: 2014/2015 AY)**Review Committee Structure:**

SIX TOTAL: comprised of 3 people for the state board (1 architect/1 landscape architect/ 1 interior designer – board members) and 3 people from the practice fields representing the professions (1 architect/1 landscape architect/1 interior designer). No current faculty members may be on the review committee.

Review Committee Evaluation Criterion: TBD: ideas include project, essay, academics, etc.

(i.e.: leadership, financial need, community service, essay, academics, scholarship specific questions, etc.)

Review evaluation criteria suggestions:

- Has this applicant satisfactorily met all requirements for this scholarship? (YES/NO)
- OCCF Mandatory Conflict of Interest Statement:

I have no conflict of interest in the execution of my responsibilities as a member of the assigned Scholarship Selection Committee. I am not a relative of any of these applicants/potential award recipients, nor am I a person who may receive tangible or intangible benefit(s) from my participation on this Scholarship Selection Committee. I further agree to adhere to IRS rules and Foundation Scholarship Committee policies in fulfilling my responsibilities as a member of this committee: (1) All awards must be given for educational purposes; (2) Selection of recipients must be made on an objective, non-discriminatory basis; (3) There must be broad dissemination of eligibility requirements and deadlines for application; and (4) Recommendations for award recipients must be submitted electronically or in writing. All award recommendations must be ratified by the Oklahoma City Community Foundation Trustees. (YES/NO)
- Additional Oklahoma State Board of Architecture Scholarship Conflict of Interest Statement:

I agree to review each application based on objective criteria reasonably related to the purposes of this scholarship, and I will refrain from favoritism based on school affiliation. (YES/NO)
- Financial Need (zero being the lowest score and 10 being the highest score)
- Essays are well written and communicate a thoughtful response (zero being the lowest score and 10 being the highest score)
- Ranking of the applicant's project with respect to the values of safety, esthetics and professional commitment as compared to other applications. (zero being the lowest score and 10 being the highest score)
- Give an overall rating of this application (zero being the lowest score and 10 being the highest score).

APR 02 2015

TITLE 55. THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS,
LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS

CHAPTER 10. LICENSURE AND PRACTICE OF ARCHITECTS,
LANDSCAPE ARCHITECTS AND
REGISTRATION OF INTERIOR DESIGNERS

AGENDA ITEM # 31

FEB 04 2015

SUBCHAPTER 9. LICENSING AND REGISTRATION STATE BOARD OF ARCHITECTS

55:10-9-7. Emeritus status requirements

Licensees and Registrants who are residents of Oklahoma and who have been licensed or registered in this state for ten (10) consecutive years, sixty-five (65) years of age or older and retired from active practice, providing services as interior design or other related professional activities, may request emeritus status by filing the application showing compliance with this Section. If the Rules of this Chapter have been met, all fees and penalties for biennial License or Registration shall be waived by the Board. Emeritus status Licensees and Registrants are also exempt from continuing education requirements unless they reinstate their License or Registration to active status in accordance with OAC 55:10-9-9. At that time, they shall complete the continuing education requirements for the current licensing period.

55:10-9-10. Reinstatement of canceled License or Registration

(a) Reinstatement of any License or Registration within three (3) years. Licenses or Registrations canceled for nonpayment of fees and/or failure to comply with continuing education requirements if applicable, may be renewed at any time within three (3) years from the date of the cancellation, upon compliance with the Act and the Board's current Rules and upon paying the Board all fees which shall have been accrued at the time of the cancellation and which would have been paid at the time of reinstatement had not the License or Registration been suspended and revoked, together with the amount of penalties prescribed in 55:10-3-13. Additionally, no License or Registration shall be reinstated unless the individual has completed all past continuing education requirements, where applicable for the three (3) years and paid to the Board the penalties for reinstatement set forth in OAC 55:10-3-13. These Licenses and Registrations may be reinstated by the Board's staff upon compliance with the Act and Rules of the Board without Board action.

(b) Reinstatement of initial License or Registration after three (3) years. For those Architects, Landscape Architects or Registered Interior Designers licensed or registered initially in Oklahoma that allow their License or Registration to remain cancelled for a period exceeding three (3) consecutive years, such former Licensee or Registrant may have the License or Registration reinstated in a manner as determined by the Board consistent with the Act and these Rules, after reapplying and paying a readmission application fee. Additionally, the Licensee or Registrant shall meet all continuing education requirements where applicable, that would have been otherwise required, and pay all back fees and penalties.

(c) Reinstatement of Reciprocal Licenses or Registrations after three (3) years. Any Architect or Landscape Architect licensed to practice in Oklahoma by reciprocity must, after his/her reciprocal License has been canceled for more than three (3) years, re-apply through the means of which the initial License was granted or demonstrate a current License in another jurisdiction, meet all continuing education where applicable that would have been required, and pay a readmission application fee and all back fees and penalties. Registered Interior Designers must re-apply and prove a current Registration in another jurisdiction or through CIDQ, pay a readmission application fee, meet all continuing education requirements where applicable, that would have been otherwise required, and pay all back fees and penalties.

(d) Returning from temporary military deployment. Licensees or Registrants returning from temporary military deployment shall notify the Board office consistent with OAC 55:10-3-13(b)

SUBCHAPTER 17. CONTINUING EDUCATION REQUIREMENTS

Section

- 55:10-17-1. Purpose
- 55:10-17-2. Board responsibilities
- 55:10-17-3. Noncompliance and sanctions
- 55:10-17-4. Continuing education requirements
- 55:10-17-5. Exemptions
- 55:10-17-6. Computation of credits
- 55:10-17-7. General course/program requirements
- 55:10-17-8. Instructional guidelines
- 55:10-17-9. Disallowance
- 55:10-17-10. Licensee responsibilities
- 55:10-17-11. Biennial Report and affidavit
- 55:10-17-12. Requirements and responsibilities

55:10-17-1. Purpose

These Rules provide for a continuing education program to insure that all Architects and Landscape Architects licensed in the state and Registered Interior Designers remain informed of technical and professional subjects that the Board deems appropriate to the practice of architecture, and landscape architecture and interior design to safeguard life, health, and promote the public welfare.

55:10-17-2. Board responsibilities

(a) The Board shall:

- (1) Perform continuing education audits of all professionals ~~Architects and Landscape Architects.~~
- (2) Determine if courses address the health, safety and welfare of the public through an audit.
- (3) Discipline Architects, and Landscape Architects and Registered Interior Designers, as may be appropriate.

(b) Members of the Board may attend courses for purposes of auditing the content and compliance with this rule.

55:10-17-3. Noncompliance and sanctions

The continuing education requirements contained in this Section will apply to every Architect and Landscape Architect as a condition for renewing of his/her license and Registered Interior Designers and/or the Certificate of Authority and Certificate of Title. Failure to fulfill the continuing education requirements, or file the required biennial report and affidavit, properly completed and signed, or to pay all required fees by June 30th of the renewal year, shall result in non-renewal of an Architect's or Landscape Architect's License, Registered Interior Designers certificate and/or Certificate of Authority or Certificate of Title.

55:10-17-4. Continuing education requirements

(a) Beginning with applications for renewal of licenses which expire on June 30, 2001, every other year, each Architect, and Landscape Architect and Registered Interior Designer shall have completed 24 CEU's of acceptable continuing education requirements during the two-year period immediately preceding the biennial renewal date as a condition for License-renewal. One CEU shall represent one Contact Hour. No credit will be allowed for introductory remarks, meals, breaks, or business/administration matters related to courses of study.

(b) If the ~~Architect or Landscape Architect~~ person exceeds the continuing education requirements in any renewal period, ~~the Licensee~~ they may carry a maximum of 4 CEU's forward into the subsequent renewal period.

55:10-17-5. Exemptions

~~An Architect or Landscape Architect~~ A person may be exempt from participating in the continuing education program required by these Rules for one of the following reasons:

(1) A first-time License or Registration issued by examination or reciprocity shall be exempt for his/her first renewal period if the first renewal period is less than two years from the original date of licensure or registration. A Reciprocal Licensee or Registrant will be exempt from these requirements if the Licensee or Registrant is licensed or registered in another jurisdiction and has met continuing education requirements equal to or exceeding the requirements of this Subchapter. The Licensee person shall certify to the Board that the requirements of this Subchapter have been met and substantiate same when audited.

(2) ~~An Architect or Landscape Architect~~ A person who has taken emeritus status must certify to the Board that they are not currently practicing ~~one of these professions architecture or landscape architecture~~. In the event the emeritus individual elects to return to active practice, the individual shall earn the continuing education required for the current licensing period, not to exceed two (2) years.

(3) ~~An Architect or Landscape Architect~~ A person called to active military duty in the armed forces of the United States shall be exempt from obtaining the continuing education required for the duration of the temporary deployment and all penalties, if applicable and shall comply with OAC 55:10-3-13.

(4) ~~An Architect or Landscape Architect~~ A person experiencing physical disability, illness or other extenuating circumstances may request exemption from the continuing education requirements. The individual shall provide supporting documentation for the Board's review. Such hardship cases will be considered by the Board on an individual basis.

55:10-17-7. General course/program requirements

(a) All programs and courses are subject to auditing and the Board may disapprove any course not meeting the intended continuing education criteria set forth in this Subchapter.

(b) All courses sponsored by NCARB, CLARB, The American Institute of Architects, and the American Society of Landscape Architect, Interior Design Continuing Education Council, American Society of Interior Designers, and International Interior Design Association or their successors will count for the required continuing education requirements if they met the requirements of this Subchapter and the intent of the Board.

(c) Continuing education courses must be at least one Contact Hour in length and meet the topic area guidelines described in this Subchapter.

(d) Continuing education courses will be approved or disapproved by the Board based upon the information presented at the time of audit.

(e) To qualify for continuing education, the course must:

- (1) include technical and practical applications which impact public health, safety and welfare and,
 - (A) maintain, improve, expand or enhance the quality of the existing technical knowledge;
 - (B) fill voids that may exist in the professional education and internship training; or
 - (C) develop new and relevant technical profession skills and knowledge.
- (2) have clear purposes and objectives;
- (3) be well organized, presented in a sequential manner, and provide evidence of pre-planning;

- (4) be presented by individuals who are well-qualified by education or experience in the field being taught; and
- (5) provide individual participant documentation for record keeping and reporting.
- (f) Architects, and Landscape Architects and Registered Interior Designers may secure continuing education credit through the following types of programs and courses:
- (1) attending professional or technical presentations at meetings, conventions or conferences;
 - (2) attending in-house programs sponsored by corporations or other organizations;
 - (3) successfully completing seminars, tutorials, short courses, correspondence courses, televised courses or video-taped courses;
 - (4) making professional or technical presentations at meetings, conventions or conferences;
 - (5) teaching or instructing, complying with OAC 55:10-17-6;
 - (6) authoring published papers, articles or books;
 - (7) successfully completing college or university sponsored courses; and
- (g) Subject content acceptable for purposes of architecture continuing education shall be limited to:
- (1) Study of Codes including safety codes, and laws and regulations governing the practice of architecture.
 - (2) Environmental Issues.
 - (3) Design proficiency.
 - (4) Study within planning, engineering, interior design, construction contracting and related disciplines.
 - (5) Legal aspects of contracts, documents, insurance, bonds, project administration, etc.
 - (6) Specialization, preservation, adaptive reuse, building types) etc.
 - (7) Construction Documents and Services.
 - (8) Materials and Methods.
 - (9) Mechanical, Plumbing, Electrical and Life Safety.
 - (10) Structural technology.
 - (11) Energy efficiency.
 - (12) Project administration.
 - (13) Professional ethics.
 - (14) Americans with Disabilities Act guidelines.
- (h) Subject content acceptable for purposes of landscape architecture continuing education shall be limited to:
- (1) Study of codes including safety codes, and laws and regulations governing the practice of landscape architecture;
 - (2) Environmental issues;
 - (3) Design proficiency;
 - (4) Study within planning, engineering, horticulture, construction contracting and related disciplines;
 - (5) Legal aspects of contracts, documents, insurance, bonds, project administration, etc.
 - (6) Specialization in areas of concentration;
 - (7) Construction documents and sources;
 - (8) Project administration;
 - (9) Professional ethics;
 - (10) Safety guidelines (Playgrounds, trails, etc.);
 - (11) Herbicide and pesticide use;
 - (12) American Disability Act Guidelines;
 - (13) Irrigation system design;
 - (14) Grading and drainage.
- (i) Subject content acceptable for purposes of interior design continuing education shall be limited to:
- (1) Legal: codes, including life-safety codes and standards, laws and regulations

governing the practice of interior design; professional ethics, zoning, insurance to protect owners and public

(2) Environmental: energy efficiency, sustainability, natural resources, hazardous materials, weather proofing, insulation and natural hazards

(3) Design: interior building design, interior specifications, accessibility, safety and security measures

(4) Study within planning, interior design, construction contracting and related disciplines

(5) Legal aspects of contracts, documents, insurance, bonds, project administration, etc.

(6) Preservation: historic, adaptation, reuse, building types

(7) Construction Documents and Services

(8) Materials and Methods: building systems, products, finishes, furnishings, equipment

(9) Technical: structural, mechanical, electrical, communications, fire protection, controls

(10) Pre-design: programming, project analysis, survey of existing conditions, including materials and configuration of the interior space of a project

(11) Occupant Safety: indoor air quality, lighting, acoustics, ergonomics

(12) Project administration

(13) Americans with Disabilities Act guidelines

55:10-17-9. Disallowance

(a) The Board has final authority with respect to approval of courses, credits, and continuing education hours.

(b) If the Board determines through an audit that continuing education hours are to be disallowed, an Architect or Landscape Architect shall have 30 calendar days after notification to substantiate the original claim or earn other continuing education hours to meet minimum requirements and submit documentation to the Board office. This section only applies to persons who met the requirements by the biennial deadline.

(c) Fraud or misrepresentation in certification of course attendance or any other aspect of fulfilling continuing education requirements will be disciplined in accordance with the Act, including revocation or denial of the renewal of a License and/or Certificate of Authority, if applicable.

55:10-17-10. Licensee responsibilities

(a) The Architect or Landscape Architect and Registered Interior Designer is responsible for retaining proof of participation in continuing education activities. Such verification includes, the following as applicable:

- (1) A log showing activity claimed, sponsoring organization, location, duration, etc. signed by the Sponsor; or
- (2) Attendance certificates; or
- (3) Signed attendance receipts; or
- (4) Sponsor's list of attendees (signed by an individual in responsible charge of the activity).

(b) These records must be retained until January 1st following the filing of an application for License or Registration renewal. Copies shall be furnished to the Board for audit purposes if requested.

(c) The Architect, or Landscape Architect and Registered Interior Designer must be present for the entire duration of the course for all approved course Contact Hours.

55:10-17-11. Biennial report and affidavit

(a) Each Architect, or Landscape Architect or Registered Interior Designer, at License or Registration renewal, shall submit an affidavit attesting to the individual's fulfillment of continuing education requirements during the two years preceding the renewal. Affidavits, with an accompanying report

concerning the courses taken by the individual to fulfill continuing education requirements, shall be submitted either on the back of the Licensee's or Registrant's renewal form provided by the Board or attached separately to the renewal form.

(b) Each affidavit shall be reviewed by the Board's staff for completeness, and may be subject to audit for verification of compliance with requirements. ~~Architects and Landscape Architects~~ All persons shall retain proof of fulfillment of requirements until January 1st after submission in the event that the affidavit and report is selected for audit and the submissions pass the audit as completed.

55:10-17-12. Requirements and responsibilities

(a) The Board has set forth the following criteria that will be reviewed in approving continuing education hours:

(1) Subject matter meeting the intent and purpose of requiring continuing education for Architects, and Landscape Architects and Registered Interior Designers that complies with the requirements of the Act and these Rules.

(b) Courses shall be related to health, safety or welfare only as adopted by this Board

(c) ~~Architects, and Landscape Architects~~ and Registered Interior Designers are encouraged to take programs of intermediate and advanced levels.

(d) Courses that are issuing reporting certificates should contain the following: participant's name, sponsor name, course title, number of contact hours, date course given, sponsor or monitor signature.

(e) Licensees or Registrants shall maintain a record of all ~~reporting certificates~~ or other documentation issued for verification of attendance until January 1st after submitting the License or Registration renewal and passing the audit as completed. Duplication or falsification, as well as misuse, of reporting certificates or other documentation may be grounds for disciplinary action against the Licensee or Registrant.

(f) Courses should issue to attendees seeking continuing education credit, a "Course Evaluation Summary Form".

(g) Sponsors should verify the identity of course participants.

(h) Sponsors are encouraged to publicize their courses. A list of licensed Architects and/or Landscape Architects and/or Registered Interior Designers may be secured for a nominal fee from the Board. Applicable fees must be submitted with the request. The Board shall have thirty (30) days from receipt of the request to process and provide the requested listing.

(i) Architects, and Landscape Architects and Registered Interior Designers cannot obtain partial credit for portions of courses taken.

(j) Brief absences or tardiness during a course are discouraged, however, if necessary the total of the absence of the attendee from the course should not exceed 10% of the course Contact Hours.

(k) Administrative procedures and introductions should be limited to no more than 10% of the course's Contact Hour credits. Specific course content should utilize no less than 80% of the course Contact Hours.