

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

220 N. E. 28<sup>th</sup>

Board Room

Oklahoma City, OK 74105

November 5, 2014

9:30 a.m.

AGENDA ITEM # 2a-1

FEB 04 2015

STATE BOARD OF ARCHITECTS

**Agenda**

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. Minutes from the September 3, 2014 meeting
3. ADMINISTRATIVE/INTERNAL BOARD ISSUES
  - a. Michael Biery, AIAOK State IDP Advisor, presentation of IDP issues and resources.
  - b. Board action to approval Board Member Handbook establishing policies for Board Member actions and responses.
    1. Distribute summary Do's and Don'ts for Board Members and notebooks.
  - c. Board action as necessary concerning Conflict of Interest definitions, filing forms and disclosures as policies of the Board, presented by Brad Klepper, Counsel.
  - d. Report to the Board from Tammie Kilpatrick on the Legislative interim studies and other legislative issues.
  - e. Secretary-Treasurer to give explanations, presentations and reports concerning financial reporting documents coming to the Board.
  - f. Report from Brian Dougherty, Chair of the Scholarship Committee with their proposed recommendations, and Board member proposed deletions and/or additions and vote on all actions as necessary.
    1. Counsel to inform the Board concerning any and all legal issues concerning the scholarship proposals.
  - g. Report from the Secretary-Treasurer, Chair of the Finance Committee with recommendations for changes and identifying possible impacts to currently budgeted expenditures and revenues.
  - h. Board actions as necessary concerning Scholarship and Finance Committees recommendations and Board member proposals, alterations, additions or deletions from agenda items 3-f. and 3.-g.
    1. Vote on the recommendations, alterations, additions or deletions, as necessary.
    2. Vote as to whether or not to make the fiscal funding changes needed to implement the decisions made from agenda item 3.-h.-1.
  - i. Board action as necessary concerning request from Nazli Mashagh Toloie for an extension to complete her ARE testing which expires July 12, 2015 due to a medical need.

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j. Board discussions and action as necessary concerning items/proposals from the NCARB Board of Directors:

1. Items discussed by the MBE/MBE October 31<sup>st</sup> and the Education Committee in November for changing Broadly Experienced Architect (known as the BEA program)

2. Approve proposal requiring two (2) years of experience in the US under a licensed Architect for Broadly Experienced Foreign Architect (known as the BEFA program)

3. Approve proposal requiring “core hours” only for Phase 1 and realign required category of experience into 6 new practice – based categories for the Phase 2 Intern Development Program (known as the IDP program)

4. Proposals by NCARB staff to allow work experience gained outside the time limitations\* for a Broadly Experience Internship program.

\*Until recently, all work had to be reported within 6 months of obtaining or the intern lost the credits. Now they can report within 5 years, but obtain only 50% of the credits. This appears to be working on allowing credit past the 5 year reporting requirement. Yet to be determined.

5. Defining the term “Intern Architect” and allowable usage of the title.

k. Chair’s report to the Board concerning immunity from liabilities for volunteer work.

l. Board action as necessary to set the dates and times for the Board meetings next calendar year.

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

a. Report from NCARB

b. Report from CLARB

c. Report from CIDQ

d. Report on AIA Architect activities

e. Report on ASLA Landscape Architect activities

f. Report on OIADC/ASID Interior Designer activities

Adjourn

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

220 N. E. 28<sup>th</sup>  
Board Room  
Oklahoma City, OK 74105  
November 5, 2014  
9:30 a.m.  
Corrected  
**Minutes**

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STATE BOARD OF ARCHITECTS

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Interior Designers of Oklahoma met on Wednesday, November 5, 2014 with the following members and guests present:

David Hornbeek, Architect, Chairman  
Mark Taylor, Registered Interior Designer, Vice-Chairman  
Jim Hasenbeck, Architect, Secretary Treasurer  
Nate Baker, Architect  
Brian Dougherty, Landscape Architect  
Bradley Gaskins, Architect  
Ben Graves, Architect  
James Loftis, Architect  
Brad Klepper, Counsel  
Jean Williams, Executive Director  
Leslie Hanska, Executive Assistant  
Tammie Kilpatrick, Consultant  
Ryan Kilpatrick, Consultant  
Jan Loftis, Guest  
Matt Heggy, Guest, OMES/Budget Analyst  
Michael Biery, Guest

Jim Bruza, Jeff Click and Randy Weatherly were absent was absent.

1. a. There were no public comments.

CONSENT AGENDA

2. a. Mr. Loftis moved to approve the consent agenda with correction of minutes to reflect Mark Taylor as Vice-Chairman and Jim Hasenbeck as Secretary Treasurer. Motion seconded by Mr. Hasenbeck.  
Voting aye: Messrs. Dougherty, Baker, Gaskins, Loftis, Graves, Hasenbeck, Taylor and Hornbeek.  
Voting nay: None. Motion unanimously approved.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

3. a. Michael Biery, AIAOK State IDP Advisor presented the Board with IDP issues and resources. He reviewed items/proposals from the NCARB Board of Directors (agenda item 3j) emphasizing the streamlining of IDP and focusing more on core hours. Mr. Biery reported that the universities are getting more involved/hands on with candidates facilitating IDP registration and test

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preparations. AIA Eastern Oklahoma is having success with 8 week study group prior to taking exams. AIA Central Oklahoma has a similar program.

3. b. Board Member Handbook was discussed and some changes suggested. No action was taken.

3. c. Conflict of Interest definitions, filing forms and disclosures as policies of the Board was discussed. No action taken.

3. d. Legislative report presented on interim studies. Two that continue to stand out are Government Modernization as well as Public Finance: Revolving Funds.

3. e. Secretary-Treasurer presented financial reporting.

Mr. Graves left meeting.

3. f. Report from Brian Dougherty, Chair of the Scholarship Committee including recommended criteria from the committee for selection process. (Attachment A) Mr. Gaskins moved to approve \$5,000 to contract with attorney Jerri Towler to prepare an AG opinion on the legal ability of the Board to administer, for state purpose, its own scholarship program. Motion seconded by Mr. Taylor. Voting aye: Messrs. Dougherty, Baker, Gaskins, Loftis, Hasenbeck, Taylor and Hornbeck. Voting nay: None. Motion unanimously approved.

3. g. Report from the Secretary-Treasurer, Chair of the Finance Committee. Discussion regarding funding for the scholarship program. The Director informed the Board that current budget would need to be revised should the program be implemented this fiscal year.

3. h. No action was taken.

3. i. Mr. Loftis moved to approve a one year extension to Nazli Mashagh Toloie to complete her ARE testing which expires July 12, 2015 due to a medical need. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Gaskins, Loftis, Hasenbeck & Hornbeck. Voting nay: Messrs. Dougherty and Baker. Abstaining: Mr. Taylor. Motion failed. The recent change in testing accommodations allow candidate to test every 90 days per section. The Chair would like it noted to Ms. Toloie that she has time to schedule two separate exams prior to time lapsing and advising that she take advantage of the new national policy prior to July 17, 2015.

3. j. The Board discussed NCARB Board of Directors items/proposals. There is no need to vote on the items at this time. It was noted in the discussion that the Chair and Director both responded to NCARB on behalf of the Board regarding their proposed changes to the BEA, BEFA & IDP following the September 3, 2014 regular meeting. Questions and concerns regarding Oklahoma having not signed the Canadian agreement were discussed. The Chair informed the Board that NCARB was notified that if they could come up with an equivalent that satisfies our state's requirement regarding SSN numbers and provide documents behind the "blue cover" that this board can equate, then Oklahoma would sign the agreement. There are also concerns regarding the difference in the Canadian exam versus ARE. Director reported that the OSU students expressed concern that there will no longer be incentive for masters as it will no longer count as credit toward IDP. Broadly Experience Internship program is not ready to vote on. The term "Intern Architect" is already defined in the Board's Rules.

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3. k. Chair reported regarding continued work on legislation concerning immunity from liabilities for volunteer work and the Good Samaritan Law. Both Mr. Hornbeek and Mr. Hasenbeck have read the proposed language and have also made suggestions.

3. l. Mr. Hasenbeck moved to set dates and times for the Board meetings next calendar year as follows: February 4, 2015, April 1, 2015, June 3, 2015, September 2, 2015, November 4, 2015. Motion seconded by Mr. Taylor. Dougherty, Baker, Gaskins, Loftis, Hasenbeck, Taylor and Hornbeek. Voting nay: None. Motion unanimously approved.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

4. a. NCARB – no report

4. b. CLARB - no report

4. c. CIDQ – Mr. Taylor and Director are attending the annual meeting in Albuquerque.

4. d. AIA - no report

4. e. Report on ASLA Landscape Architect activities – no report

4. f. Report on OIIC/ASID Interior Designer activities – no report

NEW BUSINESS

Chair would like to acknowledge past and future Board members with pictures on wall of Board's new permanent home. Director informed past board member pictures were lost years ago in a move and never recovered.

Adjourn

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



David Hornbeek, Chair



James H. Hasenbeck, Secretary-Treasurer

## Oklahoma State Board of Architecture Scholarship

JAN 14 2015

### 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.

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### 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.

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### 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).