

**General Session Minutes  
State Board of Registration for Professional Engineers  
November 15, 2010**

The State Board of Registration for Professional Engineers met in the Falcon Center Board Room on the campus of Fairmont State University at 1201 Locust Avenue in Fairmont, WV on Monday, November 15, 2010. Those present for all or part of the general session were:

Edward L. Robinson	President
Bhajan S. Saluja	Secretary
Leonard J. Timms	Member
Richard E. Plymale	Member
Lesley L. Rosier-Tabor	Executive Director
Don W. Johnson	Board Investigator
Debra L. Hamilton	Legal Counsel

The meeting was called to order at 9:05 a.m. There were no additions to the agenda.

The Board meeting minutes for September 28, 2010 were reviewed. A motion to approve the minutes was made by Mr. Timms, seconded by Mr. Saluja. Motion carried.

The Board budget summaries for September and October were received and reviewed. The detailed purchasing card expenditures were also received and reviewed. A motion to approve the current expenditures and purchasing card transactions was made by Mr. Timms, seconded by Mr. Saluja. Motion carried.

Ms. Rosier presented the Executive Director's report and addressed all Board questions and comments. Ms. Rosier discussed her participation in recent events and presentations made by her and Mr. Johnson to various groups since the last Board meeting. She also reviewed the office's schedule of upcoming activities. The annual WV Licensing Board Seminar hosted by the State Auditor's Office is scheduled for December 1<sup>st</sup>. Board members were encouraged to attend. A motion was made by Mr. Timms, seconded by Mr. Plymale, to approve attendance and travel for staff activities outlined in the Executive Director's report and updated 2010-2011 calendar of events.

The October 2010 exam administrations were discussed. The Board observers reported that both days went smoothly with no problems reported. There were 3 PE absences and 23 FE absences. The results will not be released by NCEES until late December.

Ms. Rosier presented a summary of the 2010 renewal season, reporting the on-line renewal was the most successful renewal to date. In 2010, renewal notices were mailed to 7034 PE renewals, 2410 COA renewals and 263 retiree renewals. Lapsed notices were sent to 147 PEs, 25 Retirees and 78 COAs. Currently 14 COAs have been contacted regarding possible invalidation due to EIRC issues. The continuing professional competency PDH audit is in progress. A total of 401 registrants are being audited including staff and Board members. The audit activities should conclude in early December.

Ms. Rosier discussed her participation in recent NCEES CBT Taskforce meetings and their ongoing progress. NCEES President Timms reported that Mr. Pierson has been added to the

Taskforce as an EPE representative. Ms. Rosier indicated he provided valuable insight into the process at the recent meeting.

Mr. Timms moved to enter into Executive Session at 9:45 am, seconded by Mr. Plymale. Motion carried.

At the conclusion of the Executive Session, Mr. Timms moved to enter into General Session with a second by Mr. Plymale. Motion carried and the Board then took the following actions:

- A motion was made by Mr. Timms, seconded by Mr. Plymale, to schedule complaint C2009-11 for hearing at the January Board meeting if unable to timely reach a settlement. Motion carried.
- The Board instructed counsel to invite the respondent in complaint C2010-19 to the January Board meeting for an informal conference.
- The Board instructed counsel to invite the respondent in complaint C2011-02 to the January Board meeting for an informal conference.
- Mr. Timms moved that complaint C2011-04 be dismissed and letter be sent to respondent, copied to her employer at both their address of record and the address where she is employed. The Board also directed staff to copy the dismissal letter in C2011-05 to Respondent's Ohio address. (Mr. Robinson recused himself and absented himself during all discussion, deliberation and decision-making).
- Mr. Timms moved that Inquiry I2010-23 be received and filed as a Board-initiated complaint. Motion was seconded by Mr. Saluja and carried. Mr. Robinson abstained from the vote and advised the Board he will be recusing himself.
- Mr. Plymale moved to approve a \$1500 merit increase for all Board staff effective immediately. Mr. Timms seconded and the motion carried.

There were no Special Applications for Board consideration.

Mr. Timms moved that the Executive Director have discretion regarding the dissemination of mail addressed to Board members and received at the Board's offices. This discretion includes the decision to dispose of the mail, to forward on to Board members, to hold the mail until the next meeting of the Board, or to ask the President how to handle the received items. If the latter, the President in turn has the discretion to direct staff regarding whether and how to disseminate the received items.

The Board met over lunch with leadership from Fairmont State University, including representatives from the Provosts Office, engineering technology faculty and administrators. Dr. Anthony Gilberti, Dean of the College of Science and Technology, also joined the Board to discuss issues of interests to both groups. After lunch, Ms. Rosier and the Board made a presentation on licensure and the examination process to a group of engineering technology students and faculty, followed by a question and answer session.

The Board meeting resumed at 1:40pm, immediately following the presentation.

A draft letter addressing the "General Engineering Contractor" designation used by the Contractor's Board was reviewed. A motion was made by Mr. Plymale and seconded by Timms

to finalize the correspondence and send to the Department of Labor memorializing this Board's understanding of the designation. Motion carried.

Personnel Matters – Ms. Rosier reported that Tiffany Davis has been hired to fill the Administrative Assistant vacancy in the office. Ms. Davis had previously worked for the Board as a summer intern for two years while completing her degree at Marshall University. She will begin work on November 22, 2010.

Mr. Timms reported on his recent activities as the NCEES President:

- ASCE and NSPE, along with NCEES continue to look into eliminating the industrial exemption.
- Mr. Timms reported that the Credential Evaluation function has been relocated to Clemson, SC. A new director has been appointed.
- The ASCE certification for “Sustainable Infrastructure” was discussed. It appears to be another certificate program which could cloud the PE designation.

Ms. Rosier discussed the Northeast Zone “Enny” Awards. One application has been received to date. Nominations are due no later than March 30, 2011.

The new NCEES Education Standard was discussed. The non-EAC/ABET accredited degree evaluation program (coupled with a MS or PhD) poses some questions that need to be researched before the Board determines whether or not they will be utilizing that portion of the added service. The Board requested staff to review the program and report back. It was also suggested that previously reviewed Board files be sent to NCEES for their evaluation to see how the two independent findings compare.

A letter was sent by President Robinson to all Deans and Department Chairs for all ABET engineering and engineering technology programs in WV addressing the use of the NCEES publication “Using the Fundamentals of Engineering Examination as an Outcomes Assessment Tool”. Copies of the publication were included in each mailing, with the exception of WVU officials, who reported they had already requested the publications from NCEES and disseminated them to their faculty and ABET representatives.

Ms. Rosier presented a report from NCEES IT staff regarding the success of the NCEES Examinee Management System during its first few months in operation. WV examinees and staff reported the system was very user-friendly, expedited the registration process and made information more readily available to the examinees and the Board office.

The Board directed staff and counsel to monitor any interim legislative activity that may affect professional licensing boards. Counsel hopes to have a draft of the PE Board's proposed code changes for review at the January 2011 Board meeting.

The Board discussed the tentative plans for participation in the 2011 WV EXPO. The Board plans to continue to have an exhibitor booth, to place a one-page ad in the EXPO program to serve the engineering community's need for a professional development hour reporting form, and to conduct a 1-2 hour seminar on engineering licensure. The WV Board tentatively plans to participate in a joint session with the WV Society of Professional Engineers honoring our successful 2010 WV PE examinees. A motion was made by Mr. Timms, seconded by Mr. Plymale to approve the expenditures for EXPO, including a new exhibit booth and necessary informational materials. Motion carried.

Ms. Rosier requested that articles for the 2011 WV PE Board newsletter be completed and submitted by December 15<sup>th</sup>. The WV PE Board Annual Report will also be submitted to the appropriate authorities no later than December 31<sup>st</sup>.

Ms. Rosier presented a 2011 Board Calendar for review. The Board discussed the number of hearings and conferences scheduled for the January 2011 Board meeting and elected to modify the tentative schedule to hold the Board meeting in Charleston instead of the WVU campus in Morgantown. Ms. Rosier will contact WVU officials with the update.

The next Board meeting is scheduled for Tuesday, January 18, 2011. The meeting will take place in the Board offices at 300 Capitol Street in Charleston, WV.

Upon motion by Mr. Plymale, seconded by Mr. Timms, the meeting adjourned at 3:10 p.m. The Board members will be compensated one day per diem plus travel expenses.

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**Edward L. Robinson, P.E.**  
**Board President**

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**Bhajan S. Saluja, P.E.**  
**Board Secretary**