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MINUTES OF THE REGULAR MEETING  
LOUISIANA PROFESSIONAL ENGINEERING  
AND LAND SURVEYING BOARD  
9643 BROOKLINE AVENUE, SUITE 121  
BATON ROUGE, LOUISIANA 70809-1433  
November 22-23, 2010

At 8:00 a.m. on November 22, 2010, the Chairman called the meeting to order at 9643 Brookline Avenue, Baton Rouge, Louisiana, with the following members present:

Mark A. Jusselin, P.E.	Chairman
Rhaoul A. Guillaume, P.E.	Vice Chairman
Roger D. Danzy, P.E.	Treasurer
Ali M. Mustapha, P.E.	Secretary

Timothy J. Allen, P.L.S.  
Richard L. Savoie, P.E.  
Norma Jean Mattei, Ph.D., P.E.  
Miles B. Williams, P.E.  
M. Ernest Gammon, P.L.S.  
Theodore H. Thompson, P.E.

Also present: Donna D. Sentell, Executive Director  
Victoria Hatton, Director of Enforcement  
Joe Harman, P.E., Enforcement Consultant  
D. Scott Landry, Board Attorney

Not present: James E. Bowie, Ph.D., P. E.

The invocation was led by Mr. Jusselin, and the pledge by Mr. Savoie.

Dr. Bowie, Justin Owens and Tyson Ducote entered the meeting at 8:04 a.m.

Public comment time was recognized by the Chairman. There were no comments made.

The Board unanimously approved the motion made by Mr. Savoie, seconded by Dr. Mattei, to accept the November 22-23, 2010, Call for the Meeting and the Agenda.

The Board unanimously approved the motion made by Mr. Mustapha, seconded by Mr. Savoie, to approve the Minutes from the September 20, 2010 Board meeting.

The Board unanimously approved the motion made by Mr. Danzy, seconded by Dr. Mattie, to schedule the Board's next regular meeting for January 31 – February 1, 2011.

The Board's September Task List was reviewed.

### **Enforcement**

Ms. Hatton presented the enforcement report.

**Case #2010-52** - Ms. Hatton reported on a licensed engineer who admitted to practicing and/or offering to practice engineering in Louisiana with an expired license for over 7 months. The respondent has signed and returned the proposed Consent Order offered by the Complaint Review Committee. After discussion, the Board unanimously approved the motion made by Dr. Mattei, seconded by Miles Williams, to approve the signed Consent Order.

1 **Case #2010-51 - Ms. Hatton** reported on a licensed engineering firm who  
2 admitted to practicing and/or offering to practice engineering in Louisiana  
3 with an expired license for a little over 4 months. The respondent has signed  
4 and returned the proposed Consent Order offered by the Complaint Review  
5 Committee. After discussion, the Board unanimously approved the motion  
6 made by Mr. Danzy, seconded by Mr. Mustapha, to approve the signed Consent  
7 Order.  
8

9 Ms. Celia Cangelosi entered the meeting at 8:30 a.m.

10  
11 The Board disapproved the motion made by Mr. Gammon, seconded by Mr.  
12 Danzy, with Mr. Gammon, Mr. Danzy and Mr. Allen for and Mr. Thompson, Dr.  
13 Bowie, Mr. Mustapha, Mr. Guillaume, Mr. Savoie, Mr. Williams and Dr. Mattei  
14 against, to add a check box to the Complaint Review Committee case file  
15 review and recommendation form allowing committee members the option of  
16 selecting as a consent order sanction the automatic suspension of licensure for  
17 failing to comply with the terms of the consent order.  
18

19 **Case #2008-12 - Ms. Cangelosi** reported that this case is scheduled for hearing  
20 tomorrow, however the respondent and the Complaint Review Committee  
21 have agreed on the terms of a proposed Consent Order. The respondent has  
22 signed and returned the proposed Consent Order. After discussion, the Board  
23 approved the motion made by Dr. Bowie, seconded by Dr. Mattei, with Mr.  
24 Thompson, Mr. Danzy, Mr. Williams, Mr. Gammon and Mr. Allen for and Mr.  
25 Jusselin, Mr. Savoie, Mr. Mustapha and Mr. Guillaume abstaining, to approve  
26 the signed Consent Order and cancel the joint hearing (with Case #2008-89)  
27 scheduled for 9:00 a.m., November 23, 2010.  
28

29 **Case #2008-89 - Ms. Cangelosi** reported that this case is scheduled for hearing  
30 tomorrow, however the respondent and the Complaint Review Committee  
31 have agreed on the terms of a proposed Consent Order. The respondent has  
32 signed and returned the proposed Consent Order. After discussion, the Board  
33 approved the motion made by Dr. Bowie, seconded by Dr. Mattei, with Mr.  
34 Thompson, Mr. Danzy, Mr. Williams, Mr. Gammon and Mr. Allen for and Mr.  
35 Jusselin, Mr. Savoie, Mr. Mustapha and Mr. Guillaume abstaining, to approve  
36 the signed Consent Order and cancel the joint hearing (with Case #2008-12)  
37 scheduled for 9:00 a.m., November 23, 2010  
38

39 Ms. Cangelosi exited the meeting at 9:10 a.m.

40  
41 Mr. Harman addressed the Board concerning his task of developing minimum  
42 standards of practice for engineers and shared information he has received  
43 from the Florida Board of Professional Engineers.  
44

45 Mr. Williams exited the meeting at 9:20 a.m.

46  
47 The Board recessed at 9:30 a.m. and resumed at 9:45 a.m.  
48

49 The Board approved the motion made by Mr. Mustapha, seconded by Mr.  
50 Thompson, with Mr. Allen, Mr. Gammon, Mr. Savoie, Mr. Guillaume, Mr.  
51 Mustapha, Mr. Thompson, Dr. Mattei and Dr. Bowie for and Mr. Danzy against,  
52 to *approve* the application of Mr. Steven D. Bass to renew his expired  
53 professional engineer license,  
54

55 Chairman Jusselin charged the Policy and Procedure Committee with  
56 reviewing the Application to Renew Expired Professional License form to  
57 determine whether the experience requirements should be modified.  
58

59 Mr. Landry exited the meeting at 10:00 a.m.  
60  
61  
62

1 Mr. Guillaume discussed the LES Joint Engineering Conference and recruited  
2 Board members to serve on a Board panel on January 21, 2011. Board  
3 members indicating availability included Mr. Guillaume, Mr. Mustapha, Mr.  
4 Williams, Mr. Thompson and Dr. Mattei, with Dr. Bowie as an alternate.  
5

### 6 **Applications**

7

8 Chairman Jusselin charged the application committees (Civil, Non-Civil,  
9 Engineer Intern and Land Surveying, chaired by Mr. Savoie, Mr. Mustapha, Dr.  
10 Mattei and Mr. Gammon, respectively) with reviewing the description for  
11 experience on the applications for professional licensure to determine whether  
12 language should be modified for clarity.  
13

14 Mr. Savoie exited the meeting at 10:25 a.m.  
15

### 16 **Application Reviews**

17

18 Mr. Mustapha made the motion to *approve* the application of Mr. Cody R.  
19 French for licensure as a professional engineer by comity. The motion failed  
20 for lack of a second.  
21

22 The Board approved the motion made by Mr. Gammon, seconded by Mr.  
23 Guillaume, with Mr. Allen, Mr. Gammon, Mr. Guillaume, Dr. Mattei, Dr. Bowie  
24 and Mr. Thompson for and Mr. Mustapha and Mr. Danzy against, to *disapprove*  
25 the application of Mr. Cody R. French for licensure as a professional engineer  
26 by comity.  
27

28 Mr. Savoie returned to the meeting at 10:40 a.m.  
29

30 The Board approved the motion made by Mr. Savoie, seconded by Mr.  
31 Mustapha, with Mr. Danzy, Dr. Mattei, Mr. Mustapha, Mr. Guillaume, Mr. Savoie  
32 for and Mr. Allen, Mr. Gammon, Mr. Thompson and Dr. Bowie against, to  
33 *approve* the application of Mr. Michael J. Giardino for certification as an  
34 engineer intern.  
35

### 36 **Application Appeals**

37

38 The Board unanimously approved the motion made by Dr. Bowie, seconded by  
39 Mr. Thompson, to *affirm* the reviewing committee's decision to *disapprove* the  
40 application of Mr. William L. Sones, Jr. for licensure as a professional engineer  
41 by examination.  
42

43 The Board disapproved the motion made by Dr. Bowie, seconded by Dr. Mattei,  
44 with Dr. Bowie, Dr. Mattei, Mr. Savoie and Mr. Mustapha for and Mr.  
45 Thompson, Mr. Guillaume, Mr. Danzy, Mr. Gammon and Mr. Allen against, to  
46 *reverse* the reviewing committee's decision to *disapprove* the application of Ms.  
47 Ashley M. Theall for licensure as a professional engineer by examination.  
48

49 The Board approved the motion made by Mr. Danzy, seconded by Mr.  
50 Guillaume, with Mr. Thompson, Mr. Guillaume, Mr. Danzy, Mr. Gammon, Mr.  
51 Allen for and Dr. Bowie, Dr. Mattei, Mr. Savoie and Mr. Mustapha against, to  
52 *affirm* the reviewing committee decision to *disapprove* the application of Ms.  
53 Ashley M. Theall for licensure as a professional engineer by examination.  
54

55 Mr. Savoie and Mr. Mustapha exited the meeting at 10:52 a.m.  
56

57 Mr. Savoie returned to the meeting at 10:55 a.m. and Mr. Mustapha at 11:00  
58 a.m.  
59

1                    **Committee Reports**

2  
3                    **Education/Accreditation Committee**

4  
5                    The Board unanimously approved the motion made by the  
6                    Education/Accreditation Committee to approve the following amended policy  
7                    concerning reviewing engineering education:  
8

9                                       **Policy for Reviewing Engineering Education**

10                                       *(Approved July 2010)*

11                                       *(Amended November 2010)*

- 12  
13                    1) Staff will review transcripts received and determine the education type:  
14                    a) **Type I** - ABET accredited undergraduate engineering degree. [Rule 901(A)(1)]  
15                    b) **Type II** - Non-ABET accredited undergraduate engineering degree (requires  
16                    an additional 4 years of experience, which results in a total of 8 years  
17                    experience required). Any application with a foreign degree and associated  
18                    third party credential evaluation shall be routed to the committee for review.  
19                    [Rule 901(A)(3)]  
20                    c) **Type III** - Non-ABET accredited undergraduate engineering degree with  
21                    graduate degree in engineering from university with ABET accredited  
22                    undergraduate engineering curriculum. [Rule 901(A)(2)]  
23                    d) **Type IV** - Non-engineering degree (related science or technology) with  
24                    graduate degree in engineering from university with ABET accredited  
25                    undergraduate engineering curriculum with leveling. [Rule 901(A)(2)]  
26

27                    If there is any doubt about the type of engineering degree, such as degrees in  
28                    construction engineering, engineering management or engineering technology, the  
29                    application should be referred to the *Education Subcommittee*.  
30

- 31                    2) If an applicant is determined to have **Type I** education, the application will be sent  
32                    to the appropriate reviewing committee for review (Civil, Non-Civil or Engineer  
33                    Intern).  
34  
35                    3) If an applicant is determined to have **Type II, III, or IV** education, then:  
36                    a) The transcript(s) will be submitted to the *Education Subcommittee* for review.  
37                    b) The *Education Subcommittee* will only review education.  
38                    c) The *Education Subcommittee* will return only the summary sheet indicating  
39                    approval or disapproval.  
40                    d) The *Education Subcommittee* is comprised of one Board member and up to 2  
41                    academic emeritus Board members. (Actually this could be any composition  
42                    that the Board Chairman or current Board desire. Since the disapprovals are  
43                    sent through the Education/Accreditation Committee (step 5) and approvals  
44                    are sent through a reviewing committee (step 4), we never have a decision  
45                    that does not involve at least two Board members. Reviewing committees are  
46                    still responsible for the ultimate recommendations on applications. They can  
47                    go against the Education Subcommittee recommendation and should review  
48                    the education of the applicant even though they have the Education  
49                    Subcommittee recommendation.)  
50  
51                    4) If the *Education Subcommittee* approves the education, then:  
52                    a) The application and summary sheet will be forwarded to the appropriate  
53                    reviewing committee for review of experience, references, etc. (Civil, Non-Civil  
54                    or Engineer Intern).  
55                    b) The summary sheet will indicate that the *Education Subcommittee* has  
56                    reviewed and approved the education.  
57  
58                    5) If the *Education Subcommittee* disapproves the education, then:  
59                    a) The application, educational reports, transcripts and summary sheet will be  
60                    forwarded to the Education/Accreditation Committee and will indicate that  
61                    the *Education Subcommittee* has reviewed and disapproved the education and  
62                    will give a rationale for the disapproval.  
63                    b) If Education/Accreditation Committee affirms the disapproval of the  
64                    education, the application and summary sheet will be forwarded to the  
65                    appropriate reviewing committee (Civil, Non-Civil or Engineer Intern) (step 4)  
66                    for the purpose of determining whether there are any other deficiencies.  
67                    After review, the application shall be disapproved and the applicant will be so  
68                    notified.

- 1 c) If the Education/Accreditation Committee approves the education, then the  
2 application and summary sheet will be reviewed under step 4.  
3  
4 6) If an applicant appeals the disapproval of his/her application based on education,  
5 then:  
6 a) The application will be returned to the Education/Accreditation Committee.  
7 b) The Education/Accreditation Committee will make a recommendation to the  
8 full Board for action on the appeal.  
9 c) These applications will not yet have been reviewed by a reviewing committee  
10 (as in step 4).  
11

12 Mr. Williams returned to the meeting at 10:58 a.m. Mr. Guillaume exited the  
13 meeting at 10:58 a.m. and returned at 11:15 a.m.  
14

15 Dr. Bowie presented the NCEES Education Standard and asked that this  
16 document be shared with two Board-approved credential evaluation  
17 providers: Josef Silny and Associates, Inc. and FCSA (Foreign Credential  
18 Services of America).  
19

### 20 **Policy and Procedure Committee**

21  
22 The Board unanimously approved the motion made by Mr. Savoie, seconded by  
23 Mr. Guillaume, to approve the following policy for the application process for  
24 the April 2011 exam administration:  
25

#### 26 **Policy for Application Process for April 2011 Exam Administration**

- 27  
28 1. January 1, 2011 – deadline to receive complete applications from  
29 FE/non-students, FS, PE and PLS applicants  
30 2. January 7, 2011 – deadline to receive complete applications from  
31 FE/graduate students\*  
32 3. February 1, 2011 – deadline to receive complete applications from  
33 FE/undergraduate students and FS/undergraduate students\*  
34 \*See attached flyer sent to all schools  
35 4. February 18, 2011 – deadline for all applicants to register with  
36 NCEES  
37 5. Applications received are separated into complete and incomplete  
38 stacks.  
39 \*See attached cover sheet developed to assist applicant and staff  
40 6. All applicants will be notified by email that applications have been  
41 received (although not yet reviewed for completeness).  
42 7. Complete applications will be worked first.  
43 8. Complete applications will be sent to appropriate committee for  
44 review (Civil, Non-Civil, EI, LS, Education Subcommittee (ESC) or  
45 Education/Accreditation (EA)).  
46 9. In order to be responsive to applicants, Board members are  
47 requested to return applications within 7 days of receipt.  
48 10. Applicants will be notified (by email and letter) of  
49 approval/disapproval. This email/letter will also include  
50 information about registering with NCEES.  
51 11. If the reviewing committee is not in consensus for  
52 approving/disapproving an application, the application will be  
53 reviewed at the January Board meeting.  
54 12. If an application is reviewed after the January Board meeting and  
55 the reviewing committee is not in consensus, the application will  
56 be deferred until the March Board meeting and the applicant will  
57 not be approved for the April exam administration.  
58 13. Applicants with incomplete applications will be notified of  
59 deficiencies, including being told the submittal of an incomplete  
60 application may result in missing the current exam cycle.  
61 14. Applicants will be informed of the NCEES '[noreply@ncees.org](mailto:noreply@ncees.org)'  
62 email address to ensure timely communications with NCEES  
63 regarding registration.

- 1 15. Applications will continue to be processed and sent to committees  
2 for review until February 11.  
3 16. A weekly report will be sent to *the chairman of the applicable*  
4 *reviewing committee, the reviewing Board members and the*  
5 *Chairman of the Board* indicating applications sent for review that  
6 have not been returned within the requested 7-day turnaround.  
7

8 The Board meeting is January 31/February 1. If necessary, multiple  
9 failure interviews will be conducted at that time.

10  
11 The Board recessed for lunch at 11:30 a.m. and resumed at 12:30 p.m. Dr.  
12 Mattei, Mr. Harmon, Mr. Ducote and Mr. Owens were not present.

13  
14 **Finance Committee**

15  
16 The Board unanimously approved the motion made by the Finance Committee  
17 to approve the 2010-2011 Board budget as amended.

18 The Board unanimously approved the motion made by Mr. Guillaume,  
19 seconded by Mr. Mustapha, to approve the software maintenance agreement  
20 with CAVU/Iron Data. The term of the agreement will be for one year  
21 beginning **July 1, 2010 and ending June 30, 2011**, in the amount not to  
22 exceed **\$15,000.00**.  
23

24 Mr. Savoie exited the meeting at 1:25 p.m.  
25

26 **Strategic Planning Committee**

27  
28 The Board unanimously approved the motion made by Mr. Danzy, seconded by  
29 Mr. Williams, to reaffirm the current **Disaster Recovery Plan** and to share this  
30 information with the staff.

31  
32 Mr. Williams made the motion, seconded by Dr. Bowie, to reduce  
33 licensure/certification renewal fees by \$20 for all licensees and interns for the  
34 Spring 2011 renewal cycle. This motion was withdrawn.  
35

36 Mr. Savoie entered the meeting at 2:15 p.m.  
37

38 Mr. Mustapha made the motion, seconded by Mr. Thompson, to maintain the  
39 current licensure/certification renewal fees of \$120 for professional engineers,  
40 professional land surveyors and firms and \$60 for engineer interns and land  
41 surveyor interns, but to give each licensee/certificate holder a \$20 credit. This  
42 would only be effective if the Attorney General's opinion allows us to give  
43 licensees/certificate holders such a credit.  
44

45 The Board approved the motion made by Dr. Bowie, seconded by Mr. Gammon,  
46 with Mr. Allen, Mr. Gammon, Mr. Mustapha, Mr. Danzy, Mr. Thompson and Dr.  
47 Bowie for, and Mr. Williams against, to table the previous motion until the  
48 Board receives the Attorney General's opinion.  
49

50 The Board recessed at 2:30 p.m. and resumed at 2:45 p.m.  
51

52 **Land Surveying Committee**

53  
54 Mr. Gammon briefed the Board on the recent letter and edits to the Minimum  
55 Standards for Property Boundary Surveys sent to LSPS and the recent visit  
56 with the faculty and staff at LSU concerning the land surveying curriculum.

1  
2 The Board recessed at 3:15 p.m. and resumed at 8:30 a.m., November 23, 2010.  
3

4 **Liaison and Law Review Committee**

5  
6 Mr. Landry was present.  
7

8 Mr. Williams brief the Board on rules changes the committee plans to propose.  
9 A draft will be sent to the Board for review by January 21, 2011 and for  
10 discussion at the January 31/February 1 Board meeting.  
11

12 **Closing Business**

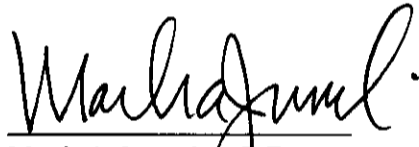
13 The Board unanimously approved the motion made by Dr. Mattei, seconded by  
14 Mr. Guillaume, to approve all committee recommendations and actions.  
15

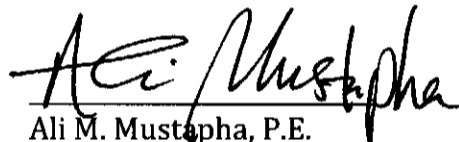
16 The Board unanimously approved the motion made by Mr. Allen, seconded by  
17 Mr. Mustapha, to acknowledge and confirm all licenses and certificates issued  
18 by the Board.  
19

20 The Board unanimously approved the motion made by Dr. Mattei, seconded by  
21 Mr. Danzy, to approve all Board expenses and the attached Board member  
22 compensation log.  
23

24 The Board unanimously approved the motion made by Mr. Guillaume,  
25 seconded by Mr. Danzy, to adjourn.  
26

27 The meeting adjourned at 11:25 a.m. on November 23, 2010.  
28

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31  
32 \_\_\_\_\_  
33 Mark A. Jusselin, P.E.  
34 Chairman  
35

  
\_\_\_\_\_  
Ali M. Mustapha, P.E.  
Secretary