



**STATE BOARD FOR ENGINEERING, LAND SURVEYING & GEOLOGY
OFFICE OF THE PROFESSIONS**

89 Washington Avenue, Albany, NY 12234
85 Allen Street, Suite 120, Rochester, NY 14608
250 Veterans Memorial Highway, Room 3A-15, Hauppauge, NY 11788

December 7, 2023
~following open session~

EXECUTIVE SESSION MINUTES

Primary Board Members Present:

- M. Noviello, P.E., L.S. (Chair), left at 1:10 P.M, returned at 1:12 P.M.
- D. D'Angelo, P.E., left at 2:54 P.M.
- P. VanHaverbeke, L.S.
- A. Friedman, P.T.
- R. Frandina, P.E., L.S. (remote in Rochester, NY)
- B. Holbritter, L.S.
- W. Kelly, P.G.
- J. Patota, P.G., joined at 1:05 P.M.
- T. Mitchell, P.E. (remote in Rochester, NY), left at 1:42 P.M.
- R. Nogle, P.E. (remote in Rochester, NY), left at 2:00 P.M.
- S. Porter, L.S.
- R. Watt, P.G. (remote in Rochester, NY), joined at 1:08 P.M.
- D. Franzl, P.G., left at 2:08 P.M.
- M. Rygel, P.G.
- J. Janora, P.G.
- G. Marcus, P.E.

Extended Board Members Present:

- E. Haas, P.E. (remote in Hauppauge, NY)

Primary Board Members Absent:

- J. Martin, P.E. (Vice Chair)
- L. Woods, P.E.

Board Office Personnel:

- E. Greppo, P.E. – Executive Secretary (ES)
- K. Fitzgerald – Associate in Professional Education

Visitors:

- None

1. Call to Order

Chair Noviello called Executive Session to order at 1:01 P.M.

2. Meeting Minutes

The Executive Session meeting minutes from the September 7, 2023 Board meeting were reviewed.

Motion – Mitchell/Holbritten: Approve September 7, 2023 meeting minutes with a minor amendment.

PASSED, with two (2) abstentions and two (2) absent at the time of vote.

3. Revised Education Program Review Form

ES provided demonstration and review of the minor edits that were made to the internal education proposal review comment form based on Board feedback from the last Board meeting and conversations internal to NYSED.

4. Updates

During the October 2023 committee meeting, one (1) 2nd and two (2) 3rd reviews occurred for ongoing program proposals. Individual comments were solicited for two (2) new proposals received after the October committee meeting. All primary Board members are sent invitations to review all proposals and subsequent review(s), as necessary. Information for one (1) more ongoing program proposal was received the day before the Board meeting and therefore could not be reviewed in time for this meeting.

Note that although NYSED approved the program changes for an existing program this fall, the Board did not support all aspects of the revised program. Board concerns were expressed to NYSED prior to the program approval.

5. Continuing Business

A discussion was held on the land surveying exam preparation class observations, along with application and examination preparation presentations.

6. New Business

It was suggested that a meeting be held with applicable school representatives, PEPR, and appropriate Board members if there are still unresolved program issues after two (2) reviews of any program proposal. The rationale for this is to make the review process more expedient and increase communication between all involved parties.

Licensee and business practice rules and regulations related to certificates of authorization were discussed as they related to applicant experience reviews.

7. Topic for Next Meeting

PE, LS & PG applicant experience review guidance and procedures.

8. Adjournment

Motion – Kelly/Friedman: Move to adjourn at 2:57 P.M.

PASSED UNANIMOUSLY.

Respectfully Submitted,

Eric Greppo, PE
Executive Secretary