



THE SPECK

The Construction Specifications Institute

CSI KNOXVILLE CHAPTER MEETING TUESDAY, MAY 12TH

Presented By Eboni James, Esq.
Litigation & Safety Counsel (Global Technology Company)
Founder, Command & Counsel & Kids Cove Drop-In Child Care



SUBMITTAL CHANGE ORDERS, SCOPE CREEP, & GETTING PAID: LEGAL STRATEGIES FOR DESIGN & CONSTRUCTION PROFESSIONALS

CSI Knoxville Chapter Meeting

Tuesday, May 12th
Time: 11:30 AM EST - 1:00 PM (EST)

In-Person Meeting Location: Associated General
Contractors (AGC)
Address: [3306 Ragsdale Ave NW, Knoxville, TN 37909](https://www.google.com/maps/place/3306+Ragsdale+Ave+NW,+Knoxville,+TN+37909)

SCHEDULE
11:30 am - 12:00 pm Networking
12:00 pm - 1:00 pm Lunch Presentation

\$20 Per CSI member (Pay at the door: Cash, credit cards,
or checks are accepted)
Guests are free on first visit, then \$20 each meeting.

RSVP: Lunch Provided [Click here to make Reservation](#)

**AIA
1 LU**

The Knoxville Chapter meets on the second Tuesday of each month, U.N.O. in Calendar. Guests are Welcome!
ORGANIZED SEPTEMBER 1958 - CHARTERED MAY 1959



THE SPECK Editor

Stacy Flick Colbaugh - Editor
sfcolbaugh@gmail.com

THE SPECK is published monthly by the Knoxville Chapter of the Construction Specifications Institute. Readers are encouraged to submit articles and images of the construction industry interest for our membership. All submittals should be sent via e-mail in a typical file format, such as .pdf, .docx, or .jpg. Please verify the accuracy of the information such as correct dates, spelling, and grammar. Deadlines are the 21st of each month and the newsletter will go out on the first.

CSI KNOXVILLE IS A MEMBER OF THE CSI GULF STATES REGION

CALENDAR OF EVENTS

MAY

- 05** **CSI Board Meeting** - Tuesday, May 5th
 Meeting from 12:00 pm - 1:00 pm (EST)
 Join Zoom Meeting
- 12** <https://us02web.zoom.us/j/84470980518?pwd=kqWrh0Xdbvh0aEoN0rziXgYwsbz9xO.1>
 Meeting ID: 844 7098 0518
 Passcode: 398892
- CSI Chapter Meeting** - Tuesday, May 12th
 Time: 11:30 AM EST - 1:00 PM (EST)
Submittal Change Orders, Scope Creep, & Getting Paid: Legal Strategies for Design & Construction Professionals, Presented By Eboni James, Esq. Litigation & Safety Counsel (Global Technology Company) Founder, Command & Counsel & Kids Cove Drop-In Child Care, 1 AIA LU

RSVP: Lunch Provided

[Click here to RSVP for In-Person Meeting](#)

JUNE

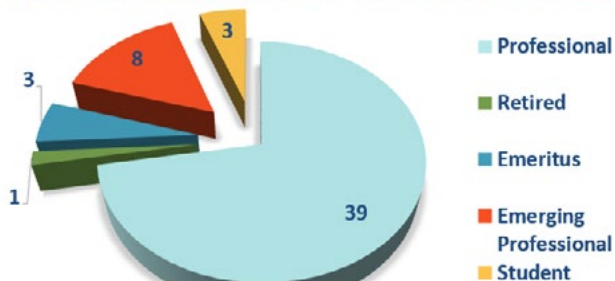
- 02** **CSI Board Meeting** - Tuesday, June 2nd
 Meeting from 12:00 pm - 1:00 pm (EST)
- 09** **CSI Chapter Meeting** - Tuesday, June 9th
 Time: 11:30 AM EST - 1:00 PM (EST) TBD
 AGC: [3306 Ragsdale Ave NW, Knoxville, TN 37909](#)

JULY

- 01** **CSI Board Meeting** - Tuesday, July 7th
 Meeting from 12:00 pm - 1:00 pm (EST)
- 09-11** **CSI GULF STATES REGION CONFERENCE**
 Thursday, July 9th - Saturday, July 11th 2026



CSI KNOXVILLE MEMBERSHIP



TOTAL MEMBER COUNT = **54**

THE PRESIDENT'S MESSAGE

CSI KNOXVILLE CHAPTER CSI GULF STATES REGION CONFERENCE

D

Please join CSI Knoxville Chapter on Tuesday, May 12th for CSI Knoxville Chapter Meeting "Submittal Change Orders, Scope Creep, & Getting Paid: Legal Strategies for Design & Construction Professionals" Presented By Eboni James, Esq. Litigation & Safety Counsel (Global Technology Company) Founder, Command & Counsel & Kids Cove Drop-In Child Care, 1 AIA LU



Registration is now open for the CSI Gulf States Region Conference, here in Knoxville, Tennessee. The event will be held at the Crowne Plaza Hotel July 9th-11th, 2026. The conference steering committee is crafting the programming around a Team Building theme, with major Key Note speakers from our local university's award winning teams. Be on the lookout for conference registration communications that have gone out to all our Gulf States Chapters.

SPONSORSHIP INFORMATION

Sponsorships are now available. Follow this link for information. [INFO](#)

Purchase a Sponsorship [HERE](#).

CONFERENCE REGISTRATION

Early Bird Registration [Open Now!](#)

HOTEL REGISTRATION

CSI Room Block now [OPEN](#).

Knoxville is thrilled to announce that our own Children's Hospital has been renamed the Dolly Parton Children's Hospital. Learn more about this new partnership and consider making a donation to support their wonderful work! [Dolly Parton Children's Hospital](#)

The Steering Committee meets bi-weekly on Wednesday's after office hours either online or face to face at MHM's new offices. There are many opportunities for local chapter members and their spouses to join the Steering Committee Team and take on small tasks to help pull this effort together. Contact Aaron Miller, Chair, to join the team.

Watch this column for up to date news on exciting events that will be included in this conference.

R. Aaron Miller AIA, CSI | Principal

amiller@mhminc.com

865 357-5646 direct

865 621-8959 mobile



We're hiring!

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Apply at bma1915.com/contact

CSI GULF STATES REGION CONFERENCE

REGISTRATION IS OPEN!



REGISTER FOR THE CONFERENCE



RESERVE YOUR HOTEL ROOM



SECURE YOUR SWAG



GSR Conference 2026

Knoxville, TN



CONFERENCE REGISTRATION
EARLY BIRD REGISTRATION [OPEN Now!](#)

HOTEL REGISTRATION
CSI Room Block NOW [OPEN.](#)



PRIMARY CONFERENCE SPONSOR

\$3,500 - 1 AVAILABLE

- Top Level Sponsor listed on all printed material and social media.
- Complimentary vendor table at entry to General Session meeting room.
- Recognition in three (3) issues of our award-winning monthly newsletter, the Speck with inclusion of full page logo or ad.
- 3-5 minute introduction or video presentation (by sponsor) at Conference Welcome & Recognition.
- Includes two (2) full Conference Registrations including Awards Banquet and Hospitality.
- Sponsor's logo will be featured on the Official GSRC T-shirt

HOSPITALITY EVENT SPONSOR \$3,000 - 1 AVAILABLE

- Top Level Sponsor listed on all printed material and social media.
- Complimentary vendor table at entry to General Session meeting room.
- Recognition in three (3) issues of our award-winning monthly newsletter, the Speck with inclusion of full page logo or ad.
- 3-5 minute introduction (by sponsor) at Hospitality Event – TN Smokies Baseball Game.
- Includes two (2) full Conference Registrations including Awards Banquet.
- Sponsor's logo will be featured on the Official GSRC T-shirt

AWARDS BANQUET SPONSOR \$2,500 - 1 AVAILABLE

- Mid-Level Sponsor listed on all printed materials and social media.
- Recognition in two (2) issues of our award-winning monthly newsletter, the Speck with inclusion of half page logo or ad.
- 3-5 minute introduction or video presentation (by sponsor) at Awards Banquet.
- Includes two (2) full Conference Registrations including Hospitality.
- Sponsor's logo will be featured on the Official GSRC T-shirt

BREAKFAST SPONSOR \$1,500 - 2 AVAILABLE

- Mid-Level Sponsor listed on all printed materials and social media.
- Recognition in one (1) issue of our award-winning monthly newsletter, the Speck with inclusion of half page logo or ad.
- Dedicated sponsor signage at the breakfast buffet.
- Sponsor's logo will be featured on the Official GSRC T-shirt

LUNCH SPONSOR \$1,500 - 2 AVAILABLE

- Mid-Level Sponsor listed on all printed materials and social media.
- Recognition in one (1) issue of our award-winning monthly newsletter, the Speck with inclusion of half page logo or ad.
- Dedicated sponsor signage at each table.
- Sponsor's logo will be featured on the Official GSRC T-shirt

STUDENT ADVANCEMENT SCHOLARSHIP

\$1,000 - 1 AVAILABLE

- Support our region's students by donating to the student advancement scholarship fund. The student advancement sponsor will receive recognition during the conference, 2 tickets to the Awards Banquet to present the scholarship to the student, their logo on the conference t-shirt, and their logo on marketing materials/signage.

KEYNOTE SPEAKER SPONSOR \$1,000 - 2 AVAILABLE

- Mid-Level Sponsor listed on all printed materials and social media.
- 2-3 minute introduction (by sponsor) at the beginning of the keynote speaker session.

SPEAKER SPONSOR \$850 - MULTIPLE AVAILABLE

- Sponsor listed on all printed materials and social media.
- 2-3 minute introduction (by sponsor) at the beginning of the speaker session.

SNACK SPONSOR \$750 - 3 AVAILABLE

- Sponsor listed on all printed materials and social media.
- Dedicated sponsor signage at the snack buffet.

REGISTRATION TABLE SPONSOR \$750 - 1 AVAILABLE

- Exhibitor gets a single vendor table outside of conference meeting rooms for all three days.
- Exhibitor signage will be featured on GSRC Registration Table
- Includes one (1) full Conference Registration including Awards Banquet and Hospitality. (Second Exhibitor Conference Registration available)
- Breaks will be provided before and after sessions for interaction with conference attendees.
- Additional costs may apply if power is needed.

GSR CONFERENCE SPONSOR HIGHLIGHT!

Thank you to our

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GSR Conference 2026
Knoxville, TN



SUBMITTAL CHANGE ORDERS, SCOPE CREEP, & GETTING PAID:

LEGAL STRATEGIES FOR DESIGN & CONSTRUCTION PROFESSIONALS



TUESDAY, MAY 12TH



**11:30-1:00
CEU BEGINNING AT
NOON**

[Click here to RSVP](#)

EBONI JAMES, ESQ.





Course Name:

Submittal Change Orders, Scope Creep, & Getting Paid: Legal Strategies for Design & Construction Professionals

Course Date: **Tuesday, May 12, 2026, at Noon**

Course Number: CSIK-012

Provider Name: CSI National

Provider Number: S000

Continuing Education: 1.0 LU

INSTRUCTOR BIO

Eboni James, Esq.

Litigation & Safety Counsel (Global Technology Company)

Founder, Command & Counsel & Kids Cove Drop-In Child Care

Eboni James is an attorney, business owner, and operator who works at the intersection of legal risk and day-to-day project execution. She currently serves as Litigation & Safety Counsel at a global technology company, where she manages complex litigation and safety-related regulatory matters. Additionally, Eboni served as a Government Contract Administrator, Corporate Secretary, and as Associate General Counsel at Oak Ridge Associated Universities, a government contracting agency in Oak Ridge, Tennessee.

Alongside her legal career, Eboni is the co-owner of Kids Cove, a Knoxville-based hourly drop-in child care center she opened with her husband in 2023. Through Kids Cove, she has navigated commercial leasing, design, construction, permitting, and regulatory licensing from the owner's seat – experiences that directly inform this course.

Eboni is also the founder of Command & Counsel, a consulting and speaking firm that provides practical legal and HR guidance to small businesses, professionals, and operators.

ABOUT THIS COURSE

Most project disputes don't begin as legal problems — they begin as unprotected decisions. Informal approvals, vague scopes, verbal change orders, and schedule commitments made without honest capacity conversations quietly convert routine project activity into legal exposure. This course examines where design and construction projects most commonly break down, and offers practical, documentation-grade safeguards participants can apply immediately.

Drawing on the presenter's dual perspective as a litigation attorney and small-business owner, the course uses real-world scenarios to walk through three core principles — Clarity, Documentation, and Control Early — and then applies them to the areas professionals feel most acutely: getting paid, managing scope, and meeting schedule commitments. Attendees will leave with a working toolkit for



defining scope, structuring fees and escalation clauses, gating change orders, and recognizing the compliance triggers that scope additions can create.

At the conclusion of the presentation, attendees will be invited to share their own project experiences. Discussion will focus on practical strategies for protecting margin, time, and professional relationships across the full project lifecycle – from proposal through closeout.

LEARNING OBJECTIVES

- 1. Identifying Unprotected Decisions:** Participants will learn to recognize the common moments in a project where informal communications, verbal approvals, and undefined expectations quietly convert routine activity into legal exposure — including scope creep, misalignment, payment delays, and documentation gaps.
- 2. Contract Clarity and Documentation Discipline:** Participants will understand how to draft and administer contracts that remove interpretation rather than invite it, including defining scope in enforceable language, documenting approvals, change orders, and email confirmations, and establishing the recordkeeping habits that hold up when disputes arise.
- 3. Fee Structures, Payment Schedules, and Escalation Clauses:** Participants will review the fee models commonly used in design and construction engagements (hourly, flat fee, and hybrid), typical installment structures (mobilization, progress draws, and retainage), and the escalation provisions — material cost pass-through, CPI adjustments, late-payment interest, and notice requirements — that protect project economics when conditions change.
- 4. Scope Management and Change Order Discipline:** Participants will learn how to define what is included (and, equally important, excluded) in a project scope, how to gate all changes through a single documented protocol, and how to recognize the downstream permit, code, insurance, and licensing compliance triggers that unmanaged scope additions can create.
- 5. Schedule Commitments and Performance Risk:** Participants will understand how “time is of the essence” provisions function in practice, the role of milestone remedies and honest capacity representations at the proposal stage, and how contractors and design professionals can structure schedule commitments that protect both the project and the relationship when delays occur.

LOCATION

CSI Knoxville meet at the AGC Building at 3306 Ragsdale Ave NW, Knoxville, TN, 37909. Lunch is served at 11:45 and the Program begins at noon. Reservations are encouraged in order to get a head count for meals. First time guests to our chapter can attend this Program Free of Charge.

To register as a first-time guest, follow the link below and enter the code: **V366kFFI**.

https://csiknoxville.org/meal_reservations

We hope to see you soon, at CSI Knoxville!

HINDSIGHT

PHOTOS FROM CSI KNOXVILLE CHAPTER MEETING ON APRIL 14TH



General Contractors Wanted



Before



After



The City of Knoxville Housing and Neighborhood Development Department seeks licensed general contractors to perform work for participants of City housing programs for low-to moderate-income residents.

Program needs include:

- New home construction
- Single-family renovations
- Exterior and interior renovations

To qualify, contractors must have:

- Home Improvement License or Contractor's License
- Credit Review
- Proof of insurance, including worker's compensation
- References
- Meet Housing & Neighborhood Development contractor criteria

Interested?

Contact Charles Sherrod

Csherrod@knoxvilletn.gov or call 865-215-2610

Housing and Neighborhood Development Department,
City of Knoxville



CSI GULF STATES REGION LEADERS – 2025-2026

Region Officers:

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SAVE THE DATE
CSI CONFERENCE TEES IT
UP,
COMES TO KNOXVILLE!

**2026 CSI GULF
STATES
REGIONAL
CONFERENCE**

**JULY 9 - 11,
2026**

**CROWNE PLAZA
HOTEL
DOWNTOWN
KNOXVILLE, TN**



CSI

GSR Conference 2026
Knoxville, TN



CSI KNOXVILLE MEMBERS – MAY 2026

Suzan Jordan CSI, CCPR®, CDT®
 A. Gordon Heins III CSI
 Douglass Lowrie CSI
 Curtis Rolen CSI
 Samer Shatara CSI
 Paul Pierson CSI, Member Emeritus
 Kathy Proctor FCSI, Member Emeritus, CDT®
 Deborah Brooks CSI
 Jerry Smith CSI
 Patricia Corbitt CSI
 James Carten CSI, CDT®
 Susan Davis CSI, CDT®
 Benjamin Brewer CSI, CCCA®, CDT®
 Ken Buschle FCSI, Member Emeritus, CDT®
 R. Aaron Miller CSI
 Peter Tarbell CSI
 Stacy Colbaugh CSI, CDT®
 Juan Rodriguez CSI, CDT®
 Darson Buckner CSI
 Paul Crow CSI
 James Rose CSI
 Kathryn Richardson CSI, CCCA®, CDT®
 Geoffrey Cavalier CSI
 Alisha Gotham CSI
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 Andy Salley CSI, CDT®

Abigail Allshouse CSI, CDT®
 Tyler Goza Pettiford CSI
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 Ben Hoffman CSI
 Lorena Martin CSI
 Allen Quinlan CSI
 Jeanne Curtis CSI
 Joshua Williams CSI
 Vincent Vandenbroeck CSI
 Christopher Vlcek CSI
 Aaron Waldrupe CSI



MEMBERSHIP ENROLLMENT FORM

Personal Information

First Name: _____ Middle Initial: _____ Last Name: _____

Nickname: _____

Title: _____

Firm Name: _____

Website: _____

Primary Address: _____

City | State | Zip: _____

Primary Phone: _____

Primary Email: _____

Date of Birth: _____

Occupation Code: _____ Firm Type Code: _____

Membership Dues and Chapter Designation

Membership Dues (See types of membership above) \$ _____

Home Chapter (See reverse side) _____ Included

Membership Certificate (Optional) \$ 15.00

Total (All funds in US) \$ _____

Signature* _____ (Required to validate our enrollment form. *For those in CSI's online family, "Member Dues" and if renewing membership, include member ID on reverse form.)

Visa Mastercard AMEX Check

Card # _____ CVV Code _____ Exp. Date _____

Signature* _____ (Signature required for credit card authorization. If using a credit card, please do not email form for security purposes.)



Membership has its benefits
 Your CSI member benefits include generous discounts on CSI standards and formats such as MasterFormat® Groups Subgroups And Divisions, as well as discounts on numerous resources to assist you in the preparation of specifications, as well as other construction documents.

Not a CSI Member? Join Today!
www.csiknoxville.org



2025-2026 CSI KNOXVILLE CHAPTER LEADERS

OFFICERS

President	Aaron Miller	amiller@mhminc.com	(865) 621-8959
President Elect	Tyler G. Pettiford	tpettiford@dia-arch.com	(865) 410-7431
Secretary	Geoffrey Cavalier	cavaliergeoffrey@gmail.com	(615) 964-1260
Treasurer	Suzan Jordan	suzanwjordan@icloud.com	(865) 389-9476
Past President	Brent Williams	brent@archteva.com	(865) 924-9757
Lord of the Privy Council	Gary Bergeron	gary@kelso-regen.com	(865) 748-6304

DIRECTORS

2025-2027

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	Suzan Jordan	suzanwjordan@icloud.com	(865) 389-9476
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Faculty Advisor	Vacant	

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Fundraising

Product Show	Josh Brock	joshua.brock@generalshale.com	(865) 388-1833
Golf Tournament	Wes Crow	wcrow@johnsongalyon.com	(865) 770-0727

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