I. CALL TO ORDER
Chairman Labunski called the meeting to order at 8:06am and welcomed everyone. Members and guests introduced themselves.

II. REVIEW OF AGENDA
No changes.

III. APPROVAL OF MINUTES FROM 11/2/2015 CONFERENCE CALL
Charlie Henck moved and Rob Risley seconded approval of Minutes from the 11/2/2015 conference call with no change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

IV. BOARD ExO REPORT
Bill McQuade provided a society update. He highlighted items from the ASHRAE Update - ExO Report to Committees including newly established presidential ad hoc committees; 90.1 Energy Cost Budget; updated TC Websites; collaborative handbook software; Standard 188-Legionella, IAQA updates and upcoming conferences.

ACTION: Staff Liaison to forward a copy of the ASHRAE Update - ExO Report to Committees to all PDC members.
Chuck Gulledge discussed Presidential Initiatives for development of ASHRAE University Courses and a Certificate Program, both of which will involve PDC input. The university courses will consist of complete, off-the-shelf courses on subjects such as Mechanical System Design, Sustainable Building Design, Building System Controls, etc. that can be easily picked-up by universities. The courses would be multidisciplinary and include syllabus, lesson plans, presentations, quizzes, tests, etc.

Mr. Gulledge noted that an existing bEQ course, developed and presented at the University of Nebraska, would be repackaged and released as a model for future course development.

ACTION: PDC to develop a plan to roll out the bEQ course at the Annual Meeting in St. Louis and present an action plan for development of additional courses.

A Presidential ad hoc committee will be formed to explore development of the certificate program.

V. CHAIR’S REPORT [See Appendix A.]
Mr. Labunski reported that PDC MBO activities are on track.

VI. FINANCIAL REPORT
Steve Comstock reported year to date PDC revenues are less than last year but expected to improve with the January conference. Expenses remain low.

VII. STAFF REPORT/UPDATE
Karen Murray reported that because of development delays the Variable Refrigerant Flow Systems: Technology Introduction course was presented at the 2016 Winter Conference in place of the Variable Refrigerant Flow System Design & Application course. Registrants were notified in advance and the replacement course was very well received. She reported high attendance and a wait list for the replacement course, as well as for the new Standard 188-2015 - Successfully Managing the Risk of Legionellosis course. After lengthy discussion, the committee recommended seeking Level II training on each topic.

ACTION: Staff to reach out to the Variable Refrigerant Flow and Standard 188 course developers to discuss options for Level II training.

Ms. Murray provided the following ALI course summaries:

A. 2015-16 In-Company/Chapter Programs
To date, the number of in-company/chapter programs and attendance is low compared to 2014-15.

B. 2015 Fall Online Course Series
Fewer fall online courses were offered in the 2015 series than in the 2014 series. (10 vs 13). The average number of attendees per course was 10% higher in 2015 than 2014 (22 vs 20).

C. 2016 Winter Conference Registrations
To date - 20 courses/867 registrants (Avg 43 per course)

Staff Liaison’s note - Final numbers: 20 courses/916 registrants (Avg 46 per course). The average number of attendees per course was 4% lower in 2016 that 2015 (46 vs 48).
D. 2016 Spring Online Course Series
   To date - 11 courses/0 registrants

E. 2015-16 Courses at Industry Events
   To date - 6 courses/22 registrants
   2014-2015 – 14 courses/624 registrants (Avg 45 per course)

F. 2015-16 HVAC Design Training (July 1, 2015 – June 30, 2016)
   Total - 16 Level I and 12 Level II courses
   
   To date completed:
   5 Level I/294 registrants (Avg 59 per course); 4 Level II/183 registrants (Avg 46 per course)

   2014-2015 HVAC Design Training
   Total - 9 Level I/507 registrants (Avg 56 per course); 7 Level II/304 registrants (Avg 43 per course)

VIII. SUBCOMMITTEE BUSINESS [See Appendix B: Notes from 1/5/2016 subcommittees conference call.]
   A. Planning
      Review of Proposal to revise 6-hour Healthcare Facilities: Best Practice for Design & Applications course. [Sent as separate attachment.]

      The committee supports revising the 6-hour Healthcare Facilities: Best Practice for Design & Applications course, agreeing that the most successful courses are built around new technology and standard changes. However concern was raised about the high cost proposed for course revision.

      Mr. Henck moved and Ms. Thrasher seconded not approving the submitted proposal for revision of the 6-hour Healthcare Facilities: Best Practice for Design & Applications course at this time, requesting further explanation of costs. Motion passed unanimously (CNV).

      ACTION: Staff to obtain details of costs included in the proposal that relate to development of slide graphics, as most of the necessary graphics may be available in the new guideline or in the handbook.

      The committee expressed concern with the potential gap in courses that correspond with top selling ASHRAE publications.

      ACTION: Staff to cross-check courses with new and top selling publications and note existing gaps.

   B. Operations
      Discussed in conference call

IX. MBO DISCUSSION [See Appendix A.]
    Mr. Labunski led a review of the 2015-16 PDC MBOs.
X. OLD BUSINESS
   A. SOW for new Residential Course
      Ms. Thrasher highlighted her discussions with the Residential Building Committee (RBC). The RBC agreed with the drafted outlines and SOW for two residential courses, one for homeowners and one for residential contractors. It was agreed that with the target audiences being primarily non-engineers, the courses would be well suited for presentation at home shows, real estate agent meetings and contractor association conferences or meetings. In addition, the RBC recommended offering several course modules and webinars. While PDC agreed to the recommended course locations, and potentially partnering with Home Depot and Lowes to reach the target audience, the committee agreed it best to start with a smaller number of courses and expand as needed based on market demand.

      Ms. Thrasher motioned and Mr. Henck seconded moving forward to develop two initial residential courses, one focused on homeowners and one focused on residential contractors, rather than developing multiple course modules.

      ACTION: Ms. Thrasher agreed to inform the RBC of the course plans.

   B. Committee Member Recommendations
      Mr. Labunski emphasized that this is a continuous request. He encouraged current PDC members to let the PDC Chair or Staff Liaison know any time they have a new committee member recommendation.

   C. ASHRAE Career Enhancement Curriculum
      Mr. Labunski announced that 2 individuals have received the Energy Savings Practices Certificate.

   D. Manual of Procedures (MOP)
      The PDC Manual of Procedures (MOP) can be found at www.ashrae.org/pdc. Committee recommended changes to the MOP should be directed to the Operations Subcommittee.

      ACTION: Staff Liaison will resend the MOP mark-up to the committee for review and further edit.

   E. Review of Open Action Items [See Appendix C]
      No Open Action Items.

XI. NEW BUSINESS
   A. Investigate PP 168 Engineering Education Requirements and make a recommendation to PEC at the January 2016 meeting in Orlando. (Action Item 18, PEC fall meeting)

      PDC discussed the possible requirements of a Master’s Degree and increased number of PDHs to become prerequisites for licensure and practice of professional engineering. The additional requirements have the potential to decrease the value of a Bachelor Degree and, even with the potential benefit of drawing more individuals to ASHRAE courses, it was thought to not be in the best interest of the society to support the additional requirements.

      Mr. Thrasher moved and Mr. Henck seconded to recommend to PEC that ASHRAE not support PP 168 Engineering Education Requirements. Motion passed unanimously (CNV).
B. Reports from PDC Members who attended ALI courses

Mr. Labunski encouraged PDC members to attend ALI course held at ASHRAE conferences. Registration is free to PDC members in return for their review of the course and comments back to the committee.

ACTION: Staff to notify PDC as soon as dates and times are confirmed for courses held in conjunction with the ASHRAE Winter and Annual Conferences.

XII. Brainstorming

A. Instruction from Industry Sales Reps
   No discussion.

B. Seeking new ASHRAE Training
   No discussion.

XIII. NEXT MEETING

Spring Conference Call – March/April

IX. ADJOURN

The meeting was adjourned at 12:15pm.
**APPENDIX A - ‘15-‘16 MBOs**

**Professional Development Committee**  
MBOs for Society Year 2015-16  
**Chair:** Cameron Labunski  
**Date:** July 14, 2015

<table>
<thead>
<tr>
<th>Objective</th>
<th>SP 2014</th>
<th>Compl. by</th>
<th>Fiscal Impact</th>
<th>Resp. Party</th>
<th>Comment/Status</th>
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<tbody>
<tr>
<td>1. Develop courses that reach a wide range of audiences</td>
<td>3D</td>
<td>Ongoing</td>
<td>None</td>
<td>Planning</td>
<td>Identify products/methods for use by region/chapters</td>
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<tr>
<td>2. Engage membership for new course ideas that align with the Strategic Plan</td>
<td>3D</td>
<td>Ongoing</td>
<td>Varies</td>
<td>Operations</td>
<td>Solicit and/or survey new course ideas through TCs, YEA members, design guide developers and Chapters/CTTC</td>
</tr>
<tr>
<td>3. Develop products for international members</td>
<td>4A</td>
<td>Ongoing</td>
<td>Varies</td>
<td>Planning</td>
<td>Develop strategy and approaches to offer useful courses to international members (Adds value but does not lose money; may help those doing surveys)</td>
</tr>
<tr>
<td>4. Position PDC to offer new residential courses</td>
<td>5A</td>
<td>Ongoing</td>
<td>Varies</td>
<td>Full PDC</td>
<td>Develop strategy and approaches to offer useful courses related to residential built environment. (Long-term effort; may help those doing surveys.)</td>
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<tr>
<td>5. Make PDC materials a greater value to chapters</td>
<td>3D</td>
<td>June 2016</td>
<td>None</td>
<td>Operations</td>
<td>Explore different models to provide training to ASHRAE Chapters with improved quality and content.</td>
</tr>
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</table>

**Additional Recommendations for Strategic Planning:** None at this time

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective  
CL:km 14 July 2015
NOTES
PDC Planning and Operations Subcommittees Conference Call
January 5, 2016

MEMBERS PRESENT
Cameron Labunski, Chair
Jim Bochat, VC/Planning
Fred Betz
Charlie Henck
Rob Risley
Jeremy Smith
Vincent Tse

MEMBERS ABSENT
Kristin Schaefer, VC/Operations
Hank Bagheri
Mo Hosni
Kay Thrasher
Branko Todorovic

STAFF PRESENT
Karen Murray, Staff Liaison

I. CALL TO ORDER
Cameron Labunski called the meeting to order at 10:33am EST and welcomed everyone.

II. REVIEW AGENDA
Mr. Labunski led a review of the agenda. No changes were made.

III. PLANNING SUBCOMMITTEE
A. Update on Proposed Courses
   Jim Bochat reported that the new short courses, *ASHRAE Standard 188-2015 – Successfully
   Managing the Risk of Legionellosis* and *Variable Refrigerant Flow System Design & Applications*,
   will be presented at the Winter Conference in Orlando.

B. Review New Proposals
   Karen Murray reported receipt and preliminary review of a new proposal to revise the 6-hour
   Healthcare Facilities: Best Practice for Design & Applications course.

   ACTION: Staff to send proposal to the full committee for review.

C. Course Liaisons
   Mr. Bochat reported that the PEC is actively seeking new committee members. He requested
   recommendations from existing members.

   ACTION: Staff to send a request to the committee for recommendations.

   No discussion.

IV. OPERATIONS SUBCOMMITTEE
A. Course Updates
   1. SCs in Progress
      No updates.
   2. PDSs in Progress
      No updates.
B. Approved Proposals (Newly approved proposals voted on after the last meeting)
   No new proposals.

D. Review of Non-performing Courses
   Mr. Labunski emphasized that course performance should be regularly reviewed. He
   encouraged PDC members to attend available courses and report their observations to the
   full committee.

   **ACTION:** Staff to send the committee a list of the courses scheduled to take place in
   Orlando, in order of attendance from Low-High.

E. Review of PDC MOP
   Mr. Labunski informed the committee that the PDC Manual of Procedures (MOP) can be
   reviewed at [www.ashrae.org/PDC](http://www.ashrae.org/PDC) (near the bottom of the page).

V. **OLD BUSINESS**
   No discussion.

VII. **NEW BUSINESS**
   No discussion.

VIII. **MBO DISCUSSION**
   Committee members discussed the 2015-16 MBOs with emphasis on Objective 5 - Make PDC
   materials a greater value to chapters. MBO’s will be further discussed at the Orlando meeting.

VIII. **ADJOURN**
   The meeting adjourned at 11:02.
APPENDIX C – Open Action Items as of January 5, 2016

Action Items
Meeting of January 5, 2015 (Subcommittees Conference Call)

<table>
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<td>1</td>
<td>1</td>
<td>Staff</td>
<td>Send Healthcare Facilities: Best Practice for Design &amp; Applications</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>course revision proposal to the full committee for review. (Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1/12/2016.)</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Staff</td>
<td>Send request to committee for new member recommendations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Complete 1/12/2016.)</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Staff</td>
<td>Send committee a list of courses taking place in Orlando, in order of</td>
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<td></td>
<td></td>
<td></td>
<td>attendance from Low-High (Complete 1/12/2016.)</td>
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Action Items
Meeting of November 2, 2015 (Fall Conference Call)

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<td>2</td>
<td>2</td>
<td>Chair/Staff</td>
<td>Include SOW for new Residential Course on the Orlando meeting agenda.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(Complete 1/12/2016.)</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Ms. Thrasher</td>
<td>Discuss new instructors for the GSHP course at the winter meeting in</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Orlando. (Complete. Discussed by email 2/26/2016.)</td>
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