MEMBERS PRESENT
Kay Thrasher, Chair
Charlie Henck, VC/Planning
Fred Betz, VC/Operations
Lindsay King
Walter Law
Tyler Lewis
Frank Mills
Askash Patel
Rob Risley
Keith Reihl
Jeremy Smith
Jim Vallort
Billy Austin, BOD ExO
Edward Tsui, Coordinating Officer

STAFF PRESENT
Karen Murray, Staff Liaison
Mark Owen

VISITORS
Eric Yang
Don Brandt
Jesse Fisher
Julia Keen
Sarah Poursharafeddin

ACTION ITEMS
<table>
<thead>
<tr>
<th>No.</th>
<th>Page</th>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>Staff Liaison</td>
<td>Send course proposal form to Mr. Henck and Mr. Mills.</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>PDC Liaisons</td>
<td>Note topics covered in each course they review and/or monitor, and provide to the Operations Subcommittee Chair.</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>PDC Members</td>
<td>Review the PDC Reference Manual on Basecamp and provide comments by November 1, 2018.</td>
</tr>
</tbody>
</table>
I. CALL TO ORDER
Ms. Thrasher called the meeting to order with introductions.

II. ASHRAE CODE OF ETHICS
Ms. Thrasher advised that the meeting would be held in strict compliance with the ASHRAE Code of Ethics.

III. REVIEW OF AGENDA
No changes noted.

IV. APPROVE MINUTES OF THE JUNE 12, 2018 CONFERENCE CALL
Mr. Henck moved and Mr. Law seconded approval of Minutes from the June 12, 2018 Conference Call without change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

V. BOARD ExO REPORT
Mr. Austin thanked the committee members for their work. He emphasized that education is a vital part of ASHRAE, and PDC has a tremendous responsibility for the future growth of ASHRAE education.

VI. FINANCIAL REPORT
The committee received electronic copies of the May 2018 Financial Statements by Program. A brief discussion led to brainstorming ideas to improve ASHRAE educational offerings. The following comments were noted:
- ASHRAE offers many forms of education through potentially competing channels. A single platform for all education may be the solution.
- Goal is to position ourselves as the quality source of education – the premier provider.
- Promos – “Here’s a taste of what ASHRAE offers…”
- Concerns for external competition. Perceived competition against manufacturers.
- Future – free easy access to information online.
- Market will drive education.

VII. STAFF REPORT/UPDATE
A. 2018 Winter Conference
   2018 (Chicago) – 20 courses/842 registrants
   2017(Vegas) – 20 courses – 1,172 registrants
B. 2017-18 In-Company/Chapter Program
   In-Company – 34 courses/1,813 registrants
   Chapter – 4 courses/330 registrants

C. 2017 Online Course Series
   2017-18 – 22 Courses /417 registrants
   2016-17 – 26/475 registrants

D. 2017-18 Courses at Industry Events
   2017-18 – 4 courses/124 registrants (CMPX and FRIGAIR)
   2016-17 – 3 courses/ 29 registrants

E. 2017-18 HVAC Design Training
   2017-18
   Level I: 14 courses/565 registrants
   Level II: 14 courses/429 registrants

   2016-17
   Level I: 15 courses/631 registrants
   Level II: 12 courses/383 registrants

G. Outstanding SDLS
   Load Calculations (Laura Southard/Jeff Spitler)
   Revised due December 2018

H. 2017-18 Global Training Center Courses
   8 courses to date:
   • 3 HVAC Design Level I – 62 registrants
   • 1 In-Company – 22 registrants
   • 1 Industry Event – 45 registrants
   • 3 Center Trainings – 71 registrants

VIII. CHAIR’S REPORT
A. Complete 2017-18 MBOs
   Ms. Thrasher led a review of the 2017-18 MBOs. Revisions are noted in Appendix A. She also noted the newly released eLearning courses listed in Appendix B.

   Dr. Keen thanked the committee for their work, noting that training is a valuable member product. She shared an update of the proposal to reshape the current Publications and Education Council (PEC) structure, emphasizing the need for strategic thinking. She reported that the item would be further discussed at the PEC meeting on the following day.

IX. SUBCOMMITTEE REPORTS
A. Planning
   Mr. Henck reviewed Planning Subcommittee work on assigned MBOs including:
   • Development of a 5 year training plan and knowledge of the curriculum and core competencies needed for young engineers to set the training goal.
   • Improved course marketing.
Add course slides before sessions
- PAOE points for program promos
- Work in free copy of publications

**ACTION 1:** Staff Liaison to send course proposal form to Mr. Henck and Mr. Mills.

**B. Operations (Betz)**
Mr. Betz reviewed Operations Subcommittee work on assigned MBOs including:
- Development of an Affinity Diagram to identify common topics between courses.
- Create guidelines for PDC liaisons to ensure a quality review of all courses.

**ACTION 2:** PDC Liaisons to make note of topics covered in each course they review and/or monitor.

**X. AD HOC COMMITTEE REPORT (5-year Plan for Young Engineers)**

**XI. NEW COURSE PROPOSALS**

**A. 2019 Winter Conference Courses**
Mr. Reihl moved and Mr. Vallort seconded approval of slated 2019 Winter Conference Courses. Motion passed. CNV.

**B. Choose IECC 2018 or 90.1-2016 (6-hr) Wallace**
Development of the 6-hour course, *Choosing the Right Energy Code for Your Project: IECC 2018 or ASHRAE 90.1-2016*, was unanimously approved.

**C. Resilience (3-hr and 6-hr) Lawrence & Crawley**
Postpone to email ballot.
*Update:* The 3-hour course was unanimously approved by email ballot.

**D. Liaison report**
Mr. Reihl reported to CTTC that course cost reductions would be considered on a case by case basis.

Ms. King recommend establishing a learning path young engineers can use to tell their bosses they need.

**XII. OLD BUSINESS**

**A. PDC Reference Manual**
Posted to Basecamp.

**ACTION 3:** PDC Members to review the PDC Reference Manual in Basecamp and provide comments by November 1, 2018.

**B. Building EQ**
Awaiting stats. PDC Action on hold until further direction.

**C. Review of Open Action Items**
Updates are included in *Appendix C.*
XIII. NEW BUSINESS
   A. Potential controls course on DDC Control Systems Installation Practices (Larry Fisher)

   **ACTION 4:** Staff Liaison to follow up for proposal.

   B. Potential “soft skills” course on Project Management (Howie McKew)

   **ACTION 5:** Staff Liaison to follow up for proposal.

XIV. CAREER ENHANCEMENT CURRICULUM (ALI Certificate Program)
The committee discussed continuation of the Career Enhancement Curriculum, and agreed to further review.

   **ACTION 6:** Staff Liaison to send the program to the Planning Subcommittee for review and recommendation.

XV. BRAINSTORMING
No additional discussion.

XVI. COMMITTEE MEMBER/OFFICER ROTATION
   A. Recognition of Outgoing Members
      Ms. Thrasher recognized the outgoing committee members and thanked them for their contributions to the PDC. She then turned the meeting over to the 2018-19 PDC Chair, Mr. Charlie Henck.

      B. New Chair Welcome
      Mr. Henck thanked Ms. Thrasher for her work with the PDC and welcomed the new PDC members in attendance. He announced the following committee assignments for the coming year:

      **PLANNING**
      Fred Betz, Chair
      Tyler Lewis
      Jim Vallort
      Keith Reihl
      Lindsay King

      **OPERATIONS**
      Jeremy Smith, Chair
      Tim Dwyer
      Walter Law
      Aakash Patel
      Jesse Fisher
      Sarah Poursharafeddn

   C. 2018-2019 MBO
      Mr. Henck reviewed the proposed MBO for the coming year and requested any comments by August 1. See Appendix D.
XVII. NEXT MEETINGS
A. New Member Orientation
   Late July/early August.

B. Fall 2018 Conference Call

XVIII. ADJOURN
The meeting was adjourned at 11:50am.
## APPENDIX A - 2017-18 MBOs

### Professional Development Committee

**MBOs for Society Year 2017-18**

**Chair:** Kay Thrasher  
**Date:** June 26, 2017

<table>
<thead>
<tr>
<th>Objective</th>
<th>SP</th>
<th>Completed by</th>
<th>Fiscal Impact</th>
<th>Responsible Party</th>
<th>Comment/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a 5-year plan on developing young engineer training products</td>
<td>1C</td>
<td>Jan 2018</td>
<td>None</td>
<td>Full Committee</td>
<td>In Progress. Assigned to ad hoc (King, Smith, Vallort).</td>
</tr>
<tr>
<td>that can reach a wider audience than just our design class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Develop outlines for three (3) additional practical applications</td>
<td>3D</td>
<td>Jan 2018</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td>In progress.</td>
</tr>
<tr>
<td>courses to ‘fill the gaps’ in our current offerings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Develop a standard guideline on the method to develop, translate and</td>
<td>4?</td>
<td>Jan 2018</td>
<td>None</td>
<td>Full Committee</td>
<td>In progress. Need an ASHRAE procedure to guide efforts.</td>
</tr>
<tr>
<td>produce courses to an international market</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Develop training for use in university curriculum.</td>
<td>1C</td>
<td>Jan 2018</td>
<td>TBD</td>
<td>TBD</td>
<td>On hold until further direction. Ad hoc led by Michael Brandemuehl developed the Building EQ prototype. Course outline sent to the PDC.</td>
</tr>
<tr>
<td>bEQ Task Force Prototype Develop second course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Establish guidelines for PDC liaisons</td>
<td></td>
<td>Jan 2018</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>Complete.</td>
</tr>
<tr>
<td>6. Every course reviewed by PDC Liaison prior to presentation—Quality</td>
<td></td>
<td>Jan 2019</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>Complete. (Continuous.)</td>
</tr>
<tr>
<td>check</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>for improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective
# APPENDIX B – NEW eLEARNING

## New/Under Development/Proposed/Pending

<table>
<thead>
<tr>
<th>Recently Released/Under Development/Proposed Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New/Recently Released</strong></td>
</tr>
<tr>
<td><strong>Course Name/Title</strong></td>
</tr>
<tr>
<td>Refrigerant Literacy - UNEP</td>
</tr>
<tr>
<td>Introduction to Refrigerants</td>
</tr>
<tr>
<td>Refrigerant Selection</td>
</tr>
<tr>
<td>Refrigerant Management</td>
</tr>
</tbody>
</table>

| **Under Development**                              |
| **Course Name/Title**                              | **Status**       | **Completion Date** |
| Sound Management of Refrigerants - UNEP            | Production underway | September 2018 |
| Designing Toward Net-Zero Energy Commercial Buildings | Content Design Underway | October 2018 |
| Standard 90.1-2016: HVAC/Mechanical                | Content Design Underway | Unknown |

| **Pending Contracts / Proposed**                   |
| **Course Name/Title**                              | **Status**       | **Completion Date** |
| Clean Air Infiltration                             | Proposed         | Unknown             |
| BIM Process, Practice and Workflow                | Pending          | Unknown             |
| Building Energy Modeling (BEM)                    | Pending          | Unknown             |
| The Last Word on Energy Audits                    | Pending          | Unknown             |
| Thermal Comfort - Update                          | Pending          | Unknown             |
### APPENDIX C – OPEN ACTION ITEMS

**PDC MEETING January 2018 (Chicago)**

<table>
<thead>
<tr>
<th>No.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>PDC</td>
<td>Direct comments or suggestions for the new Strategic Plan to Mr. Austin. Continuous.</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Operations</td>
<td>Develop an affinity diagram of related ALI courses. In progress.</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>Operations</td>
<td>Identify gaps in existing training and recommend new courses to meet current needs. In progress.</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Staff Liaison</td>
<td>Establish a schedule of mailings to past course attendees to make them aware of similar courses that might expand their training. Complete. Will begin with August 2018 HVAC Design training.</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Staff Liaison</td>
<td>Send new eLearning course information to the full committee upon release. Complete/Continuous. New releases will be posted on Basecamp.</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Staff Liaison</td>
<td>Provide status of all active SDLs. Complete. Sent as attachment with this meeting agenda.</td>
</tr>
<tr>
<td>7</td>
<td>6</td>
<td>Mills</td>
<td>Submit a proposal to develop a presentation on Hot Climate Design. Complete.</td>
</tr>
<tr>
<td>8</td>
<td>6</td>
<td>Staff Liaison</td>
<td>Send new publication sales stats to the Planning Subcommittee. Complete. Will be added to basecamp prior to each conference meeting.</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
<td>Staff Liaison</td>
<td>Prepare and submit request for changes to the PDC MOP. Complete. No changes required at this time.</td>
</tr>
<tr>
<td>10</td>
<td>6</td>
<td>Staff Liaison</td>
<td>Provide draft PDC Liaison Responsibilities to the Operations Subcommittee for review. Complete.</td>
</tr>
<tr>
<td>11</td>
<td>7</td>
<td>King, Smith, Vallort (ad hoc)</td>
<td>Establish recommended courses for YEA 5-year training plan. In progress. (AdHoc)</td>
</tr>
<tr>
<td>12</td>
<td>7</td>
<td>Staff Liaison</td>
<td>Reach out to Technology Department for guidance on course translations. MBO #3. See Action Item 1, June Meeting. Complete.</td>
</tr>
<tr>
<td>13</td>
<td>7</td>
<td>Staff Liaison</td>
<td>Distribute the draft Reference Manual to the committee for review. Complete. Added to Basecamp.</td>
</tr>
<tr>
<td>No.</td>
<td>Page</td>
<td>Responsible</td>
<td>Action</td>
</tr>
<tr>
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</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Thrasher</td>
<td>Reach out to Al Veeck to discuss interest in the potential course. Complete. Received course proposal.</td>
</tr>
<tr>
<td>14</td>
<td>7</td>
<td>Reihl/Staff Liaison</td>
<td>Respond to CTTC regarding request for reduced chapter course pricing. Complete.</td>
</tr>
<tr>
<td>15</td>
<td>8</td>
<td>Staff Liaison</td>
<td>Contact TC with recommendations for development of a new Lab Design course. Complete.</td>
</tr>
</tbody>
</table>
# APPENDIX D – DRAFT 2018-19 MBOs

## Professional Development Committee

**MBOs for Society Year 2018-19**  
**Chair:** Charlie Henck  
**Date:** June 26, 2018

<table>
<thead>
<tr>
<th>Objective</th>
<th>SP</th>
<th>Completed by</th>
<th>Fiscal Impact</th>
<th>Responsible Party</th>
<th>Comment/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class</td>
<td>1C</td>
<td>June 2019</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td>In progress. Planning adhoc (King, Smith, Vallort).</td>
</tr>
<tr>
<td>2. Develop topics and RFPs for an additional (3) practical applications courses to ‘fill the gaps’ in our current offerings.</td>
<td>3D</td>
<td>Jan 2019</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td></td>
</tr>
<tr>
<td>3. Review all SDLs and issue RFPs for the ones that need updating.</td>
<td></td>
<td>Jan 2019</td>
<td>None</td>
<td>Planning Committee</td>
<td></td>
</tr>
<tr>
<td>4. Review all existing courses and sunset those that have not been used in 5 years</td>
<td></td>
<td>Jan 2019</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td></td>
</tr>
<tr>
<td>5. Establish guidelines for liaison</td>
<td></td>
<td>Jan 2019</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td></td>
</tr>
<tr>
<td>6. Every course reviewed by PDC Liaison prior to presentation—Quality check</td>
<td></td>
<td>Jan 2019</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td></td>
</tr>
<tr>
<td>7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement</td>
<td></td>
<td>Jan 2019</td>
<td>TBD</td>
<td>Planning Subcommittee</td>
<td></td>
</tr>
</tbody>
</table>

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

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective