



## Minutes

### Certification Committee Meeting

Saturday, June 22, 2019

#### Voting Members

Mike	Fullerton	Chair
Mark	Bettin	Vice Chair
D. Nirmal	Ram	Vice Chair (absent)
Nick	Armstrong	Member
Bradley	Brooks	Member (absent)
Kimberly	Cowman	Member
Mark	Fly	Member
Kurt	Monteiro	Member
Dan	Pettway	Member
Rachel	Stuckey	Member (absent)
Ashley	Weekly	Member

#### Visitors

Bassel Anbari
Suz Ann Arroyo
Billy Austin
Esteban Baccini
Cameron Labunski
Keith Reihl
Samir Traboulsi
Kevn White

#### Non-voting Members

Chandra	Sekhar	BOD Ex Officio
Julia	Keen	Coordinating Officer
Tim	Kline	Certification Manager

**MOTIONS**  
**Meeting of June 22, 2019**

**Motion 1:** Adopt the consent agenda, which includes approval of the January 12, 2019 Meeting Minutes, completed action items, 2018-19 MBOs as distributed, and the slate of nominees and alternates for six exam subcommittees for the 2019-20 term.

PASSED: 7-0-0 CNV

**Motion 2:** Approve the updates in the Certification ROB and MOP.

PASSED: 7-0-0 CNV

**Motion 3:** Approve the updates to the *Reference Orientation Manual*.

PASSED: 7-0-0 CNV

**Motion 4:** Accept the proposed updates to the Certified HVAC Design (CHD) education eligibility requirements.

PASSED: 7-0-0 CNV

**ACTION ITEMS**  
**Meeting of June 22, 2019**

**Action Item 1 (June 22, 2019):** Staff to remove draft status and post the Committee's January 12, 2019 minutes on the Committee's web page.

**Action Item 2 (June 22, 2019):** Staff to notify the slate of nominees and alternates for six exam subcommittees of their appointment for the 2019-20 term.

**Action Item 3 (June 22, 2019):** Staff to forward the Committee vote results to the PEC Functional Subcommittee Chair Mo Hosni before the Subcommittee meeting scheduled for Monday, June 24 at 3:30 p.m.

**Action Item 4 (June 22, 2019):** Staff to update the CHD *Candidate Guidebook* to reflect the updated education eligibility requirements.

**Action Item 5 (June 22, 2019):** Staff to acknowledge to ANSI receipt of the OFI.

**Action Item 6 (June 22, 2019):** Staff to update the CHD recertification requirements in the Candidate Guidebook to reflect that an HVAC Design-assist project will fulfill the requirement to participate in one HVAC design project.

**Action Item 7 (June 22, 2019):** Mr. Armstrong, Ms. Arroyo, Ms. Cowman and Ms. Weekly to evaluate the effectiveness of current certification programs.

**Action Item 8 (June 22, 2019):** Mr. Bettin, Ms. Weekly and Mr. Monteiro to finalize the 2019-20 MBOs in light of the new Strategic Plan and self-assessment data reviewed in the June 22, 2019 meeting.

**Action Item 9 (June 22, 2019):** Upload the Executive Officer PowerPoint presentation to Basecamp.

1. **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:00 a.m. A roll call was conducted.

2. **ASHRAE CODE OF ETHICS COMMITMENT**

Meeting participants were reminded the meeting would be conducted in accordance with the ASHRAE Code of Ethics Commitment.

3. **CONSENT AGENDA**

It was moved by Mr. Fly and seconded by Mr. Pettway that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the January 12, 2019 Meeting Minutes, completed action items, 2018-19 MBOs as distributed, and the slate of nominees and alternates for six exam subcommittees for the 2019-20 term.

PASSED: 7-0-0 CNV

**Action Item 1 (June 22, 2019):** Staff to remove draft status and post the Committee's January 12, 2019 minutes on the Committee's web page.

**Action Item 2 (June 22, 2019):** Staff to notify the slate of nominees and alternates for six exam subcommittees of their appointment for the 2019-20 term.

4. **PEC RESTRUCTURE**

Per PEC Restructuring Ad Hoc request, Certification Rules of the Board (ROB) and Manual of Procedures (MOP) were updated with input from the Chair and Vice Chairs to better reflect Committee intent and purpose as well as Committee member current responsibilities. These ROB and MOP updates subsequently were reviewed by the PEC Restructuring Ad Hoc and the Society Rules Committee (SRC), which had no comments or recommended changes. During review of the revisions, the Committee agreed to further revise the MOP to reflect that the two Vice Chairs have Marketing and Accreditation responsibilities, respectively.

It was moved by Mr. Armstrong and seconded by Mr. Fly that the Certification Committee:

**Motion 2:** Approve the updates in the Certification ROB and MOP.

PASSED: 7-0-0 CNV

**Action Item 3 (June 22, 2019):** Staff to forward the Committee vote results to the PEC Functional Subcommittee Chair Mo Hosni before the Subcommittee meeting scheduled for Monday, June 24 at 3:30 p.m.

## 5. REFERENCE ORIENTATION MANUAL

The Certification Committee reviewed three proposed updates to the *Reference Orientation Manual* that related to monitoring program effectiveness, examination proctors and conflict of interest.

It was moved by Mr. Pettway and seconded by Ms. Weeks that the Certification Committee:

**Motion 3:** Approve the updates to the *Reference Orientation Manual*.

PASSED: 7-0-0 CNV

## 6. ELIGIBILITY REQUIREMENTS

Following initial questions regarding the education and work experience eligibility requirements for the Certified HVAC Designer (CHD) certification, the CHD Exam Subcommittee generated the following recommended updates (blue font):

Any individual who submits a completed application and meets one of the following sets of education and work experience requirements will be eligible to take the examination for the CHD certification.

- Bachelor's degree in engineering or a related<sup>1</sup> field and two (2) years of HVAC Design work experience

OR

- Associate's degree in Science, Technology, Engineering or Math (STEM), or Technical degree or certificate in design, construction, engineering or a related<sup>2</sup> field and three (3) years of HVAC Design work experience

OR

- High School diploma or equivalent and five (5) years of HVAC Design work experience

<sup>1</sup>"Related" field = STEM, which includes all sciences, architecture and building science. A Bachelor's degree in an unrelated field requires 3 years of HVAC Design work experience.

<sup>2</sup>"Related" field = STEM, which includes all sciences, architecture and building science. An Associate's degree in an unrelated field requires 5 years of HVAC Design work experience.

It was moved by Ms. Cowman and seconded by Mr. Fly that the Certification Committee:

**Motion 4:** Accept the proposed updates to the Certified HVAC Design (CHD) education eligibility requirements.

PASSED: 7-0-0 CNV

**Action Item 4 (June 22, 2019):** Staff to update the CHD *Candidate Guidebook* to reflect the updated education eligibility requirements.

7. **ANSI**

In providing an update on the outcome of the ANSI Year 4 Annual Surveillance of ASHRAE's accredited programs, Mr. Fullerton referenced a single (1) Opportunity for Improvement (OFI) citation received from the assessment team assigned to ASHRAE.

**Action Item 5 (June 22, 2019):** Staff to acknowledge to ANSI receipt of the OFI.

8. **2018-19 BUDGET**

ASHRAE Certification is nearly meeting budget for revenues and is better than budget for expenses through May 31, 2019.

9. **MARKETING**

**Action Item 6 (June 22, 2019):** Staff to update the CHD recertification requirements in the Candidate Guidebook to reflect that an HVAC Design-assist project will fulfill the requirement to participate in one HVAC design project.

10. **CERTIFICATION COMMITTEE SELF-ASSESSMENT**

Anonymous Certification Committee self-assessment data was referenced, with high weighted averages across all roles and responsibilities noted.

11. **2019-20 MBOs**

In referencing draft 2019-20 MBOs, Incoming Chair Mark Bettin advised that one consideration in finalizing the 2019-20 MBOs in July-August will be the new Strategic Plan.

In referencing a rubric created by the Monitoring Program Effectiveness Task Force, Mr. Bettin asked for volunteers for a Task Force to implement this new policy and procedure.

**Action Item 7 (June 22, 2019):** Mr. Armstrong, Ms. Arroyo, Ms. Cowman and Ms. Weekly to evaluate the effectiveness of current certification programs.

**Action Item 8 (June 22, 2019):** Mr. Bettin, Ms. Weekly and Mr. Monteiro to finalize the 2019-20 MBOs in light of the new Strategic Plan and self-assessment data reviewed in the June 22, 2019 meeting.

## **12. ExO UPDATE**

**Action Item 9 (June 22, 2019):** Upload the Executive Officer PowerPoint presentation to Basecamp.

## **13. EXAM DEVELOPMENT**

Mr. Fullerton referenced an overview of current exam development activities:

BCxP: Limited exam development budgeted for 2019-20.

BEMP: Limited exam development budgeted for 2019-20.

CHD: Exam passing score to be finalized in August-September.

HBDP: New form to launch in November.

HFDP: New form to launch in November.

## **14. SY VOLLUNTEERS**

Mr. Fullerton recognized retiring 2018-19 Committee Members, Dan Pettway and Nirmal Ram, thanking them for their service.

## **15. ADJOURN**

Mr. Fullerton adjourned the meeting at Noon.

Respectfully Submitted,

Tim Kline