



Minutes

Certification Committee Meeting

Saturday, June 25, 2022

Voting Members

Kurt	Monteiro	Chair
Kim	Cowman	Vice Chair
Nick	Armstrong	Vice Chair
Bassel	Anbari	Member (absent)
Rodrigo	Arias	Member
Suz Ann	Arroyo	Member (absent)
R. Lee	Millies	Member
Grant	Page	Member
Badri	Patel	Member
Rachel	Stuckey	Member
Kevin	White	Member

Guests

Apichit Lumlertpongpana
Carlos Mitroga
Vikram Murthy
Keith Reihl

Non-voting Members

Mark	Tome	BOD Ex Officio
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator – Career Development

MOTIONS
Meeting of June 25, 2022

Motion 1: Adopt the consent agenda, which includes approval of the January 29, 2022 Meeting Minutes, completed action items, 2021-22 MBOs as distributed, and a slate of nominees and alternates for seven Exam Subcommittees for the 2022-25 term.

PASSED: 8-0-0 CNV

ACTION ITEMS
Meeting of June 25, 2022

Action Item 1 (June 25, 2022): Staff to remove draft status and post the Committee's January 29, 2022 minutes on the Committee's web page.

Action Item 2 (June 25, 2022): Notify nominees of the status of their self-nomination to serve on an exam subcommittee for the 2022-25 term.

Action Item 3 (June 25, 2022): Request that the Professional Development Subcommittee coordinate development of a bundled, multi-day certification exam prep course + exam package.

Action Item 4 (June 25, 2022): Task Force with Ms. Cowman, Mr. Monteiro, Mr. Murthy, Mr. Patel and Mr. Tome to develop an RFP by August 31, 2022 for examination delivery services.

Action Item 5 (June 25, 2022): Staff to request that PSI initiate a review to all team leads on ASHRAE rules for remote proctoring exam administration that is cascaded in daily team member reminders.

Action Item 6 (June 25, 2022): Task Force with Mr. Armstrong, Mr. Page, Mr. Patel and Mr. Reihl to develop for Certification Committee consideration recommended updates to the application fee schedule by September 30, 2022.

Action Item 7 (June 25, 2022): Task Force with Mr. Arias, Ms. Cowman, Mr. Murthy and Mr. Patel to draft 2022-23 MBOs for Certification Committee consideration.

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

The meeting was called to order at 8:02 a.m. A roll call was conducted.

2. **ASHRAE SIMPLIFIED RULES OF ORDER**

Meeting participants were advised that Councils and Committees are expected to be fully operational in the “ASHRAE Simplified Rules of Order” beginning July 1, 2022, in place of Roberts Rules of Order, during all Society meetings.

3. **ASHRAE CODE OF ETHICS COMMITMENT**

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

4. **ASHRAE COMMITMENT TO CARE**

Meeting participants were reminded that the meeting would be conducted in accordance with the ASHRAE Commitment to Care protocols.

5. **CONSENT AGENDA**

It was moved by Mr. Millies and seconded by Ms. Stuckey that the Certification Committee:

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PASSED: 8-0-0 CNV

Action Item 1 (June 25, 2022): Staff to remove draft status and post the Committee’s January 29, 2022 minutes on the Committee’s web page.

Action Item 2 (June 25, 2022): Notify nominees of the status of their self-nomination to serve on an exam subcommittee for the 2022-25 term.

6. **PROGRAM MONITORING TASK FORCE** [MBO# 5]

MBO #5: Monitor the effectiveness of certification programs, and recommend and implement any steps to improve program effectiveness.

As a follow-up to a meeting held on Jan. 19, 2022, the Program Monitoring Task Force with Mr. Armstrong, Ms. Arroyo, Ms. Cowman, and Mr. Millies met in particular to conduct a 6-month review of BEAP and HBDP programs, and found that the health of both programs had improved over 2021.

The Task Force recommended that the Certification Committee consider requesting that the ASHRAE Learning Institute (ALI) create and provide multi-day exam prep courses, beginning with the BEAP, CHD and HBDP programs. The Task Force believes that companies will budget for an exam prep course + exam package and that prospects will welcome the opportunity to block off time from work to develop professionally.

Action Item 3 (June 25, 2022): Request that the Professional Development Subcommittee coordinate development of a bundled, multi-day certification exam prep course + exam package.

7. **ANSI** [MBO #4.1]

Action Item 4 (June 25, 2022): Task Force with Ms. Cowman, Mr. Monteiro, Mr. Murthy, Mr. Patel and Mr. Tome to develop an RFP by August 31, 2022 for examination delivery services.

Action Item 5 (June 25, 2022): Staff to request that PSI initiate a review to all team leads on ASHRAE rules for remote proctoring exam administration that is cascaded in daily team member reminders.

8. **FINANCIALS** [MBO# 2, 1, 3]

The Certification Committee reviewed budgeted versus actual revenue and expense for the period ending May 31, 2022, as presented in the PubEd Dashboard and the Certification Financial Statement.

9. **APPLICATION FEE SCHEDULE** [MBO #8, 3.4]

In this annual evaluation, the Certification Committee evaluated the application fee schedule for possible updates.

In discussion, it was noted that the application fee schedule was last updated in January, 2016, with updates taking effect July 1, 2016. Subsequently, the non-member initial application fee increased from \$545 to \$595 on July 1, 2020.

Action Item 6 (June 25, 2022): Task Force with Mr. Armstrong, Mr. Page, Mr. Patel and Mr. Reihl to develop for Certification Committee consideration recommended updates to the application fee schedule by September 30, 2022.

Any recommendations approved by the Certification Committee will be forwarded to the ASHRAE staff Director of Publications and Education for evaluation.

10. **ExO UPDATE** [MBO# 3]

BOD Ex-Officio Mr. Mark Tome provided an update on Society-wide initiatives.

11. **STRATEGIC PLANNING** [MBO# 9]

Mr. Monteiro led Certification Committee meeting participants in using PESTLE and Porter's Five Forces analyses outcomes to identify ASHRAE Certification program Strengths, Weaknesses, Opportunities, and Threats (SWOT). The SWOT analysis will be a resource in developing 2022-23 MBOs and enable the Certification Committee to build on what ASHRAE does well, address what is lacking, seize new openings and minimize risks (<https://www.mindtools.com>).

12. **2022-23 MBOs**

Action Item 7 (June 25, 2022): Task Force with Mr. Arias, Ms. Cowman, Mr. Murthy and Mr. Patel to draft 2022-23 MBOs for Certification Committee consideration.

13. **NEW BUSINESS** [MBO# 3]

Mr. Page presented highlights from his Certification presentation at the CTTC meeting on June 24, 2022.

14. **ADJOURN**

Mr. Monteiro adjourned the meeting at 12:15 p.m. (EDT).

Respectfully Submitted,

Tim Kline