



## MINUTES

### PROFESSIONAL DEVELOPMENT COMMITTEE

June 24, 2019  
Kansas City, MO

#### MEMBERS PRESENT

Charlie Henck, Chair  
Jeremy Smith, VC/Operations  
Tim Dwyer  
Jesse Fisher  
Lindsey King  
Walter Law  
Michael Langton, Incoming Member  
Cheng Wee Leong, Incoming Member  
Tyler Lewis  
David Meredith, Incoming Member  
Keith Reihl  
Jim Vallort  
Billy Austin, BOD ExO  
John Symko, Incoming BOD ExO  
Julia Keen, Coordinating Officer

#### STAFF PRESENT

Karen Murray, Staff Liaison/Manager of Professional Development  
Sarah Boyle, Managing Editor, Professional Development

#### VISITORS

Don Brandt  
Kristin Burke  
Natalie Moore  
John Nix  
Rob Zagar

**ACTION ITEMS**

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1	2	Staff Liaison	Post version 22 of the PEC Restructure PowerPoint to basecamp.
2	3	PDC members	Review and comment on the MOP by Sep 30, 2019.
3	3	PDC Chairs	Review the need for additional subcommittee based on the new committee responsibilities
4	4	Mr. Fisher	Develop the criteria for a course instructor and draft a list of potential new instructors for discussion at the fall conference call.
5	4	Mr. Fisher	Contact Ms. Southard to discuss repayment options.

**I. CALL TO ORDER**

Mr. Henck called the meeting to order at 8:00am.

**II. ASHRAE CODE OF ETHICS**

Mr. Henck advised everyone present that the meeting would be held in compliance with the ASHRAE Code of Ethics. (See full Code of Ethics at <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

**III. REVIEW OF AGENDA**

Certification Exam Prep added to Item XIII. NEW BUSINESS.

**IV. APPROVAL OF MINUTES FROM MAY 17, 2019 MEETING**

Mr. Reihl moved and Mr. Smith seconded approval of Minutes from the May 17, 2019 meeting without change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

**V. BOARD ExO REPORT**

Mr. Symko presented the ExO Report to Committees. He highlighted the Headquarters move, indicating it was on schedule and demolition was expected to begin this summer.

Dr. Keen thanked the committee for the time and positive responses given to the PEC restructure process. She noted that PDC is a critical component of ASHRAE and education courses are one of the top revenue streams. She reported that the 2019-20 PDC budget was aggressive and emphasized the need to maximize the potential of the courses.

The new Strategic Plan focuses on resilience and IEQ. It's essential to ensure ASHRAE members know of the existing opportunities.

Committee members discussed and suggested the following ways to increase member awareness of course opportunities. Dr. Keen recommended revising the MBOs with some of the ideas shared.

- Seek YEA input on course offerings

- Provide short, low cost webinars
- Offer subscriptions to learning packages
- Offer/reinstate revenue share to chapters that host ALI training
- Understand where someone hears about the course when they register?
- Use marketing resources
- Make Marketing aware of know what's needed; ASHRAE learning is a necessity.
- Use social media
- Establish a certificate of proficiency program
- HVAC attendees speak at YEA meeting(s)

ACTION 1: Staff Liaison will post version 22 of the PEC Restructure PowerPoint to basecamp.

**VI. CHAIR'S REPORT**

Committee officers will meet to discuss the upcoming schedule and how to accomplish the MBOs for the year.

**VII. PEC RESTRUCTURE**

**A. ROB – Training and Education Committee**

Mr. Reihl moved and Mr. Vallort seconded approval of the Training and Education Committee section of the Rules of the Board. Motion passed. CNV. The approved ROB will go to the Functional Subcommittee for review before being voted on in PEC.

**B. MOP – Training and Education Committee**

Approval of the Training and Education Committee Manual of Procedures (MOP) was tabled until the fall conference call.

ACTION 2: PDC members to review and comment on the MOP by Sep 30, 2019.

Mr. Vallort suggested reexamining the committee setup and perhaps adding another subcommittee or additional Ad Hoc. The committee chairs agreed to discuss and define the actions needed.

ACTION 3: PDC Chairs to discuss the need for a new subcommittee and potential Adhoc committees to assume potentially new committee responsibilities.

**VIII. FINANCIAL REPORT**

Not provided at the meeting.

**IX. STAFF REPORT/COURSE UPDATES**

**A. COURSE USAGE**

Ms. Murray compared year-end course registrations to those from the same time last year. She noted that registrations for this conference were higher.

<u>Annual Conf</u>	<u>Courses</u>	<u>Registrants</u>
2019 Kansas City	10	212 (final)
2018 Houston	10	173

<u>Winter Conf</u>	<u>Courses</u>	<u>Registrants</u>
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2019 Atlanta	20	747
2018 Chicago	20	842

<u>In-Company</u>	<u>Courses</u>	<u>Registrants</u>
2018-19	27	1,033
2017-18	35	1,835

<u>Chapter</u>	<u>Course</u>	<u>Registrants</u>
2018-19	12	797
2017-18	4	400

<u>Online</u>	<u>Courses</u>	<u>Registrants</u>
2018-19	23	249
2017-18	20	417

<u>Industry</u>	<u>Courses</u>	<u>Registrants</u>
2018-19	12	469
2017-18	8	240

<u>HVAC Design LI</u>	<u>Courses</u>	<u>Registrants</u>
2018-19	11	493
2017-18	8	309

<u>HVAC Design LII</u>	<u>Courses</u>	<u>Registrants</u>
2018-19	14	565
2017-18	15	441

The committee expressed concern regarding the number of active and alternate instructors who would be available to teach if the same course was requested in numerous locations. Additional instructors should be identified for existing course.

ACTION 4: Mr. Fisher will develop the criteria and qualifications for a course instructor and draft a list of potential new instructors for discussion at the fall conference call.

Mr. Fisher reported that, due to other commitments, Laura Southard would not be available to continue her work on the Heating & Cooling Loads SDL. He noted that Ms. Southard agreed to refund ASHRAE the amount received to revise the SDL.

ACTION 5: Mr. Fisher will contact Ms. Southard to discuss options.

**X. SUBCOMMITTEE REPORTS**

**A. PLANNING**

Mr. Valort moved and Mr. Reihl seconded approval of the proposed slate of courses for the 2019 Fall Online Course Series. Motion passed unanimously (CNV).

Mr. Valort moved and Mr. Reihl seconded approval of the proposal to develop a one-hour course tentatively titled, *Standard 189.1 and the International Green Construction Code – A Brief Overview*. Motion passed with 1 abstention (CNV).

Mr. Valort moved and Mr. Fisher seconded approval of the proposal to develop a three-hour course tentatively titled, *The ASHRAE Commissioning Process for New Construction*. The proposed course will replace the previous Guideline 0 and Standard 202 courses. Motion passed unanimously with recommended title change (CNV).

**B. OPERATIONS**

**XI. MBO PROGRESS**

Updates included in [Appendix A](#).

**XII. OLD BUSINESS**

**A. BUILDING EQ COURSE UPDATE**

Mr. Dwyer reported no new updates.

**B. REVIEW OF OPEN ACTION ITEMS**

Updates included in [Appendix B](#).

**XIII. NEW BUSINESS**

**A. COURSE REPORTS/EVALUATIONS (PDC Liaisons)**

Reports shared by email.

**B. MBO 2019-20**

Updates included in [Appendix C](#).

**C. SUBCOMMITTEE ASSIGNMENTS**

Mr. Henck announced the following assignments for Society Year 2019-20:

**Planning**

Jeremy Smith, Chair

Walter Law

Dave Meredith

Andrew Sneed

Jim Vallort

**Operations**

Keith Reihl, Chair

Jesse Fisher

Michael Langford

Cheng Leong

Aakash Patel

Sarah Poursharafeddin

**D. NEW-MEMBER TRAINING**

New member orientation will take place mid-summer in the form of self-review of the PDF slides of how PDC operates. It was discussed that the PDF slides for training would be sent to each committee member.

**E. RECOGNITION OF OUT GOING COMMITTEE MEMBERS**

Mr. Henck recognized the outgoing committee members and thanked them for their contributions to the PDC. He announced that he would remain as chair through the 2019-20 year.

**F. CERTIFICATION EXAM PREP**

Ms. Murray announced that ALI is working with Certification to create pilot exam prep courses for the Commissioning and HVAC Design certification exams.

**XIV. NEXT MEETING**

Fall 2019 Conference Call

**XV. ADJOURN**

The meeting was adjourned at 12:00pm.

**APPENDIX A – 2018-19 MBOs**

**Professional Development Committee**

MBOs for Society Year 2018-19

Chair: Charlie Henck      Date: June 27, 2018

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

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

**APPENDIX B – OPEN ACTION ITEMS**

**PDC MEETING JANUARY 14, 2019 (ATLANTA)**

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
6	4	Operations	Report on Non-Performing courses at the Spring 2019 PDC meeting. <a href="#">In progress. Info available by the Fall committee meeting.</a>
7	4	Staff Liaison	Continue discussions with existing 3- and 6-hour course instructors to determine ways to convert their courses to a series of training. In progress. Info available by the June meeting. <a href="#">(Complete/Continuous)</a>
15	6	Staff Liaison	Send PDC Liaison guidelines to the full committee. <a href="#">(Complete)</a>



**APPENDIX C– 2019-20 MBOs**

**Professional Development Committee**

MBOs for Society Year 2019-2020

Chair: Charlie Henck Date: June 24, 2019

Objective	SP	Complete by	Fiscal Impact	Responsible Party	Comment/ Status
1. Review new strategic plan for items that apply to PDC and develop a plan to implement.		Jun-20	None	Planning Subcommittee	
2. Develop topics and RFPs for an additional (3) practical applications courses to ‘fill the gaps’ in our current offerings for developing young engineers.		Jan-20	None	Planning Subcommittee	Add Alternate teaching methods.  Add Members and Affiliate Societies #2.
3. Review all SDLs and issue RFPs for the ones that need updating.		Jun-20	None	Operations Subcommittee	Review by Jan Issue RFP by June
4. Review all existing courses and sunset those that have not been used in 5 years or recommend updates		Jun-20	None	Operations Subcommittee	Continuous
5. Update of the Reference Manual		Jun-20	None	Operations Subcommittee	
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jun-20	None	Operations Subcommittee	Continuous
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jun-20	TBD	Planning Subcommittee	Continuous
<b>Additional Recommendations for Strategic Planning:</b> None at this time					