



MINUTES

PROFESSIONAL DEVELOPMENT COMMITTEE

June 11, 2020

Virtual

MEMBERS PRESENT:

Charlie Henck, Chair
Jeremy Smith, VC/Planning
Keith Reihl, VC/Operations
Jason Alphonso, Incoming Member
Jesse Fisher
Michael Langton
Cheng Wee Leong
Aakash Patel
Kimberly Pierson, Incoming Member
Terry Schroeder
Andrew Sneed
Jim Vallort
Jon Symco, BOD ExO
Farooq Mehboob, Coordinating Officer
Randy Schrecengost, Incoming BOD ExO
Bill Dean, Incoming Coordinating Officer

STAFF PRESENT:

Karen Murray, Staff Liaison
Eunice Njeru

VISITORS:

Don Brandt
Larry Smith

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June 11, 2020**

ACTION ITEMS

No.	Page	Responsible	Action
1	2	Staff Liaison	Follow-up & determine need and resources for complete SDL updates.

I. CALL TO ORDER

Mr. Henck called the meeting to order at 9:00 a.m.

II. INTRODUCTIONS

Members and guests introduced themselves.

III. ASHRAE CODE OF ETHICS

Mr. Henck reminded everyone that the meeting would be held in compliance with the ASHRAE Code of Ethics and Core Values.

<https://www.ashrae.org/about/governance/code-of-ethics>

<https://www.ashrae.org/about/ashrae-s-core-values>

IV. REVIEW OF AGENDA

Removed Item XV.C. SUBCOMMITTEE ASSIGNMENTS.

V. APPROVAL OF MINUTES FROM FEBRUARY 3, 2020 MEETING

Mr. Vallort moved and Ms. Schroeder seconded approval of Minutes from the February 8, 2020 meeting. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

VI. REVIEW OF OPEN ACTION ITEMS

Ms. Murray reviewed the Open Action Items. Updates are included in Appendix A.

VII. BOARD ExO REPORT

Mr. Dean presented the ExO Report to Committees. He reminded the group to submit new committee member nominations. He also encouraged members with terms ending June 30, 2021 to contact the committee ExO if they would like to serve on another committee.

VIII. CHAIR'S REPORT

A. SDL REVIEWS

In follow-up to Mr. Henck's previous report of SDL reviews by the cognizant TCs, Ms. Murray received comments from several reviewers. She agreed to follow-up with the reviewers who did not respond and to explore options for complete course updates.

ACTION 1: Staff Liaison follow-up & determine need and resources for complete SDL updates.

B. PEC ACTION ITEM-FISHER REPORT

Mr. Henck thanked Mr. Fisher for his work toward PEC MBO #2 – Develop Strategy for expanding ALI Instructor core and establish procedures and criteria for instructor appointment

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and remuneration. He noted that the work would be discussed at the upcoming Council meeting.

C. CONTACT WITH ARMY CORPS OF ENGINEERS

Mr. Henck reported that he followed-up with contacts at the Army Corps of Engineers to share ASHRAE training opportunities. In doing so, he found that the Corps holds their own training programs.

D. HVAC DESIGN ESSENTIALS TRAINING Many cancelled

Ms. Murray reported that with the cancellation of onsite HVAC Design training, she will explore opportunities for virtual training.

IX. PEC RESTRUCTURE

Mr. Henck reminded participants that beginning July 1, 2020 the Professional Development Committee will be the Training and Education Committee (TEC) and will operate under a restructured Publishing and Education Council.

X. FINANCIAL REPORT

Ms. Murray reported that circumstances surrounding the pandemic had a strong impact on the training budget. In what was expected to be a record year of in-company training, all face-to-face training was cancelled through June 30. The ALI team pivoted the focus to online training, rescheduling many of the company courses and developing new online programs related to mitigating the CoV-2 virus. Plans include enhancing the fall online course series and converting the current HVAC Design Training to online packages.

XI. STAFF REPORT

Ms. Murray compared year-end course registrations to those from previous years. She noted a significant increase in online course registrants, aside from the nearly 7,000 that registered for the free CoV-2 related webinars. The complete report is included in [Appendix B](#).

XII. SUBCOMMITTEE REPORTS

A. PLANNING

Mr. Smith reported that the Planning Subcommittee met May 7, 2020. No existing or new course proposals currently await review.

1. Existing Course Proposals
2. New Proposals
3. Certification training courses
4. Strategic Plan Review

B. OPERATIONS

Mr. Reihl reported that the Operations Subcommittee met May 12, 2020. While no new courses are currently in progress, he reported that plans are underway to review non-

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performing courses to determine those that should be revised or sunset. The subcommittee will also work with staff to revise the TEC Reference Manual.

1. Existing Courses in Progress
2. Non-Performing Courses
3. Updates to Reference Manual

XIII. 2019-20 MBO PROGRESS

Updates are included in [Appendix C](#).

XIV. OLD BUSINESS

A. PEC APPROVAL OF MOP

The PDC MOP is expected to be reviewed at the June 17, 2020 PEC Functional Subcommittee Meeting, followed by Council approval.

XV. NEW BUSINESS

A. STRATEGIES FOR ADDED REVENUE DURING PANDEMIC

The top committee suggestion was to pivot to more, distinct online training including the multiday HVAC Design training.

B. 2020-21 MBOs

The 2020-21 MBOs will be distributed after the meeting.

C. (Removed from agenda)

D. NEW-MEMBER TRAINING

An electronic copy of the new TEC orientation will be provided after the meeting.

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.

XVI. NEXT MEETING

Fall Conference Call
2021 Winter Meeting

XVII. ADJOURN

The meeting adjourned.

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APPENDIX A – OPEN ACTION ITEMS

PDC Meeting February 2020 Orlando

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1	2	PDC	Review the eLearning usage report. (Complete)
2	2	Staff Liaison	Include Ms. Njeru on PDC info. (Complete/Continuous)
3	3	Staff Liaison	Send top 5-10 requested course topics to CTTC. (Complete)
4	4	Planning (Ad Hoc)	Develop RFP for Energy Audits exam prep course.
5	4	Mr. Henck	Follow-up with USACE regarding available ASHRAE training. (Complete)
6	4	Staff Liaison	Arrange access to the SDLs for review. (Complete)
7	4	Mr. Fisher (Ad Hoc)	Provide final report prior to the June meeting. (Complete)
8	4	Full Committee/ Planning	Review Strategic Plan Goal 1 for training opportunities. Assigned to Ms. Schroeder and Mr. Sneed will draft ideas for review. (In progress.)
9	5	Staff Liaison	Send latest restructure draft to the full committee (Complete)
10	6	Staff Liaison	Send PEC Ad Hoc Committee report on profit margins to the PDC for review. (Complete)

PDC Meeting December 2019 (Call)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
3	3	Operations	Report on Non-performing courses (In progress)
4	3	Operations	Review eLearning and Global Training Center courses (In progress)

APPENDIX B – SUMMARY OF ALI COURSE REGISTRANTS

SUMMARY OF ALI* COURSE REGISTRANTS

Year (Locations)	Winter	Annual	Online	Company	Chapter	Industry	HVAC I	HVAC II	GTC	TOTAL*
2019-20 (Orlando/Virtual)	1,138	Virtual	752**	665	200	42	312	250	597	3,956
2018-19 (Atlanta/Kansas City)	746	212	260	735	600	453	548	331	730	4,615
2017-18 (Chicago/Houston)	838	173	417	1,813	400	124	565	441	153	4,924
2016-17 (Vegas/Long Beach)	1,161	231	449	882	405	51	680	383		4,242
2015-16 (Orlando/St. Louis)	916	214	418	662	430	126	777	444		3,987

*Total does not include eLearning or SDL registrants.

** An additional 6,909 individuals registered for free online webinars.

APPENDIX C– 2019-20 MBOs

Professional Development Committee

MBOs for Society Year 2019-20

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	In progress
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	Continuous
3. Review all SDLs and issue RFPs for the ones that need updating.		Jun-20	None	Operations Subcommittee	Continuous
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	Update with approval of restructure
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
Additional Recommendations for Strategic Planning: Not at this time					