



**MINUTES
TRAINING AND EDUCATION COMMITTEE (TEC)
Fall Meeting
October 20, 2021**

Members Present:

Keith Reihl, Chair
Jim Vallort, VC/Planning
Jesse Fisher, VC/Operations
Jason Alphonso
Michael Langton
Cheng Wee Leong
Terry Schroeder
Andrew Sneed
Randy Schrecengost, ExO

Visitors:

Rob Risley

Staff Present:

Karen Murray, Staff Liaison
David Soltis
Eunice Njeru

Action Items

<u>No.</u>	<u>Responsible</u>	<u>Action</u>
1	Ms. Murray	Provide a record of instructor-led course registrants to date.
2	Mr. Reihl	Meet with Ms. Njeru to discuss how the eLearning courses are currently bundled.
3	Ms. Murray	Provide the committee with a list of active eLearning courses and course libraries.
4	Ms. Murray	Resend eLearning course access to the full committee for reference.
5	TEC members	Share by what you'd like to see in the committee dashboard.
6	Mr. Risley	Submit a proposal for the new decarbonization webinar and three short courses.

1. Call to Order
Mr. Reihl called the meeting to order at 8:00 a.m.
2. ASHRAE Code of Ethics Commitment
Mr. Reihl reminded everyone that the meeting would be held in compliance with the ASHRAE Code of Ethics and Core Values.

Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>
Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>
3. Introduction of Members and Visitors/Roll Call
Committee members and visitors introduced themselves.
4. Review of Agenda
No changes noted.
5. Minutes of June 9, 2021 Meeting
Mr. Vallort moved and Mr. Langton seconded approval of Minutes of the June 9, 2021 virtual meeting. Motion passed unanimously (CNV). Minutes posted to ASHRAE.org/TEC.
6. Financial Report
Ms. Murray reported revenue from online instructor-led and eLearning courses is on track to meet the 2022 budget. Revenue from the HVAC Design training is low but expected to increase in the new calendar year. Expenses remain low as the instructor-led courses continue to be held online.

7. Staff Report

7.1 Instructor-led Training (See Attachment A.)

Ms. Murray reported receiving a continuous stream of online course requests. Based on the number of in-company courses scheduled to date, revenue is expected to exceed budget. She also reported that the first Soft Skills for Engineers course was held October 6-7, 2021. Registration was lower than anticipated; however, participant comments indicate the course was valuable. Mr. Reihl stated that he sat-in on the course and found it to be a great experience, adding it was a very interactive and well presented.

ACTION 1: Ms. Murray agreed to provide a record of instructor-led course registrants to date.

7.2 eLearning (See attachment B.)

Ms. Njeru reported that eLearning courses are undergoing extensive revisions to update the content and improve interactivity to meet the market demand. To date, eight courses have been revised. She added that eLearning expects to update four courses during the 2021-2022 Society Year. When asked if TEC help was needed to review existing courses, she stated TEC could help with course bundling for valued sales.

Ms. Njeru reported a potential partnership with ESCO Group (<https://hvacr.elearn.network/>) to help expand ASHRAE's training market to higher education. Discussions are in progress and no decisions have been made to date.

ACTION 2: Mr. Reihl agreed to meet with Ms. Njeru to discuss how the courses are currently bundled.

ACTION 3: Ms. Murray will provide the committee with a list of active eLearning courses and course libraries.

ACTION 4: Ms. Murray will resend eLearning course access to the full committee for reference.

8. Chair's Report

Mr. Reihl introduced his plan to move forward with a meeting of the full TEC or one subcommittee each month throughout the year. Conference meeting will include time for brainstorming and sharing committee member ideas.

Mr. Reihl discussed the need for a simple dashboard to identify course activities.

ACTION 5: TEC members share by email what you'd like to see in the committee dashboard.

9. 2021-22 MBOs (Appendix A)

Mr. Reihl introduced the TEC 2021-22 MBOs. The MBO format includes two sets of objectives, one for the full TEC and one for the subcommittees.

10. Open Action Items (Appendix B)

11. Subcommittee Reports

11.1 Planning Subcommittee (Vallort)

Mr. Vallort emphasized the key roles of the Planning Subcommittee are to review the quality and integrity of courses, ensure courses are current, and serve as an objective observer.

11.2 Operations Subcommittee (Fisher)

No report

12. Old Business

12.1 Learning Pathway Updates

13. New Business (Appendix C)

13.1 Proposed Webinars from the Task Force on Building Decarbonization (Appendix E)

Mr. Risley discussed plans of the Task Force on Building Decarbonization to share information on their work through conference sessions, webinars and short courses. Several topics will be included in sessions at the 2022 winter conference and the task force plans to propose up to three ALI short courses for presentation at the 2022 annual conference, Toronto.

In addition, the task force requests support to present a 1.5-hour webinar in mid-January that will include discussions on Embodied Carbon, Applications, and Standards and Codes. While the TEC will support the task force work, it was noted that a complete proposal will be required for each webinar and ALI short course.

ACTION 6: Mr. Rob was asked to submit a proposal for the new decarbonization webinar and three short courses.

14. Next Meeting

November - Planning Subcommittee (Vallort)
December - Operations Subcommittee (Fisher)
Mid-January – Virtual Full Committee Meeting
January 30, 2022 – F2F Full Committee, 1:00PM–5:00PM Caesars Palace, Las Vegas

15. Adjourn

Appendix A - 2021-22 TEC MBOs

Training & Education Committee

MBOs for Society Year 2021-22

Chair: Keith Reihl Date: July 16, 2021

Planning Subcommittee Chair Jim Vallort

Operations Subcommittee Chair Jesse Fisher

Objective	SP	Complete by	Fiscal Impact	Responsible Party	Comment/ Status
1. Review new strategic plan for items that apply to TEC and develop a plan to implement 2 ideas from the review. Implement 1 idea in the fall and 1 in the spring.			None		List 2 ideas and implement timeline
2. Develop Dashboard for QUICK LOOK analytics for TEC		1-1-22	None	Reihl/Staff	
3. Develop/Modify HVAC 101 courses to prepare for CHD exam. Look at BCxP, BEMP, BEAP.			TBD	Planning Subcommittee	
4. Develop Financial Model for course evaluation				Operations Subcommittee	
Additional Recommendations for Strategic Planning: Not currently.					

Training & Education Committee
Subcommittee MBOs for Society Year 2021-22

Chair: Keith Reihl Date: July 16, 2021

Planning Subcommittee Chair Jim Vallort

Operations Subcommittee Chair Jesse Fisher

Objective	SP	Complete by	Fiscal Impact	Responsible Party	Comment/ Status
1. Develop topics and RFPs for an additional (3) practical applications courses			None	Planning Subcommittee	
2. Review SDLs and issue RFPs for the ones that need updating on prescribed schedule			None	Operations Subcommittee	
3. Review existing courses and sunset those that have not been used in 5 years or recommend updates			None	Operations Subcommittee	
4. Every course reviewed by TEC Liaison prior to presentation– Quality check			None	Planning Subcommittee	
5. Develop marketing plan for TEC courses/branding. Work with ASHRAE marketing to understand and improve			TBD	Operations Subcommittee	Continuous – 1 conf. call early fall and 1 conf. call early spring

Appendix B – Open Action Items

TEC Annual Meeting, June 9, 2021

<u>No.</u>	<u>Responsible</u>	<u>Action</u>
1	Staff Liaison	Post ExO report to Basecamp. Complete
2	Staff Liaison	Send suggested Learning Pathways topics to the committee for review Complete.
3	Staff Liaison	Send course info to YEA for social media posts In progress.
4	Staff Liaison	Update last presented sunset recommended courses. In progress.
5	Operations	Create model course evals to meet budget–fixed, break-even quality ASHRAE brand
6	Mr. Brandt	Provide a proposal for Appl Guides course(s) To be completed in early 2022.
7	TEC Rep & Staff Liaison	Work with Marketing to develop survey and actively bring people to the Learning Pathways webpage. Held over for discussion at the winter meeting.

TEC Meeting Spring May 6, 2021

<u>No.</u>	<u>Responsible</u>	<u>Action</u>
4	Operations	Provide links to relational database before winter meeting.
8	Staff Liaison	Seek additional information on the request for training on system Applications.

TEC Meeting Winter January 21, 2021

<u>No.</u>	<u>Responsible</u>	<u>Action</u>
2	TEC Chair	Assign a liaison to the eLearning course work. No courses need review. Mr. Reihl will discuss with Ms. Njeru
7	Mr. Smith/ Ms. Murray	Update the TEC Reference Manual and repost to Basecamp for review before the next committee meeting. Expect completion by winter meeting. Ms. Schroeder and Mr. Alphonso agreed to work on the project. Ms. Murray will request they be given access to the authoring portal. In progress
10	Operations	Examine how to create a relational database, potentially using keywords as a search options. In progress.
11	Course Liaisons	Review assigned courses prior to March 30 to identify topics and keywords to link the course to others. Complete.
13	Mr. Vallort	Create a timeline for posting participant and TEC Liaisons course reviews to Basecamp. Complete.