MINUTES
TRAINING & EDUCATION COMMITTEE (TEC)
Spring Meeting
May 6, 2021

Members Present:
Jeremy Smith, Chair
Keith Reihl, VC/Planning
Jim Vallort, VC/Operations
Jason Alphonso
Jesse Fisher
Michael Langton
Cheng Wee Leong
Kim Pierson
Terry Schroeder
Andrew Sneed
Randy Schrecengost, ExO

Staff Present:
Karen Murray, Staff Liaison
David Soltis
Eunice Njeru
Susan Polite

Action Items

No.	Responsible	Action
1	Committee	Review financials prior to the June meeting
2	Staff Liaison	Add high level action to MBO #1
3	Staff Liaison	Provide sample of what course participants are sent for course evaluations
4	Operations	Provide links to relational database
5	Staff Liaison	Post subcommittee meeting notes to Basecamp
6	Staff Liaison	Post key words list to Basecamp
7	Staff Liaison	Define membership option for a free eLearning course
8	Staff Liaison	Seek additional information on the request for training on system applications

1.   Call to Order
     The meeting was called to order at 9:00 A.M.

2.   ASHRAE Code of Ethics Commitment
     Mr. Smith 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
   Members and guests acknowledged attendance.

4. Review of Agenda
   Mr. Smith led a review of the agenda. Item 12.2 Professional Development Webpage Tab was added.

5. Minutes of January 21, 2021 Meeting
   Ms. Schroeder moved and Mr. Vallort seconded approval of Minutes of the January 31, 2021 virtual meeting. Motion passed unanimously (CNV). Minutes posted on ASHRAE Website TEC Page.

6. Staff Report/Financials
   Ms. Murray reported committee information and updates are continually added to Basecamp. She encouraged everyone to go there for quick information and to let her know if additional information is requested.

   She reviewed current ALI course registration reports, indicating a year over year increase of ~67% and an increase of ~45% compared to 2019. The complete report is included in Appendix A.

   Ms. Murray highlighted work on the following projects:
   - DOE Better Buildings Workforce Accelerator: ASHRAR will offer approximately five courses over a 3-year period in support of DOE's **Better Buildings** Workforce Accelerator (BBWA). The courses will reference the *High-Performance Buildings Simplified* publication and support the vision of an increased U.S. building workforce.

   - NYSERDA Heat Pumps Course Series: ASHRAE will develop a series of approximately 15 courses on community heat pumps. Opportunities will exist for ASHRAE use of the courses beyond the NYSERDA commitment. Details are developing.

   - ASHRAE Learning Pathways: Plans are underway to establish learning pathways for specific topics using existing courses and topical resources. The program will support certification efforts and may develop into a credential/badge program.

   ACTION 1: Committee members asked to review the financials on Basecamp prior to the June meeting.

7. Review Open Action Items
   Updates are included in Appendix B.

8. Review TEC MBOs
   Updates are included in Appendix C.

   ACTION 2: Ms. Murray asked to add high level action to MBO #1

9. Planning Subcommittee Report
   Mr. Reihl reported on the April 14, 2021 Planning Subcommittee Meeting.

10. Operations Subcommittee Report
   Mr. Vallort reported on the March 29, 2021 Operations Subcommittee meeting.

   ACTION 3: Ms. Murray asked to provide sample of the course evaluation form received by attendees

   ACTION 4: Operation committee members asked to post links to relational database on Basecamp.

   ACTION 5: Ms. Murray asked to post all subcommittee meeting notes to Basecamp.

   ACTION 6: Ms. Murray asked to post key words list to Basecamp

   ACTION 7: Ms. Murray asked to define the new membership option for a free eLearning course

11. Old Business
   11.1 Soft-Skills Course Proposal
   Ms. Murray reported that by majority vote the TEC approved development of two 2-day soft skills courses, one "Soft Skills for Engineers" and two "Soft Skills for Managers." ALI staff is working with the authors to schedule the first course and otherwise move forward with the project.

12. New Business
   12.1 Suggested Application Guide on Systems
   Mr. Smith led a review of the request from Don Brandt to develop Face-to-face and virtual training related to systems applications.

   ACTION 8: Ms. Murray agreed to seek more information.

   12.2 Professional Development Webpage Tab
      The committee discussed the potential value of renaming the Professional Development tab on the ASHRAE Webpage to reference training. It was agreed that no change is currently needed.

13. Next Meeting
   June 9th (Virtual)

14. Adjourn
   Mr. Langton moved and Ms. Schroeder seconded adjournment. Motion passed unanimously. The meeting was adjourned at 11:15 A.M.

Appendix A – Course Registration Report

SUMMARY OF ALI COURSE REGISTRANTS
(To date May 6, 2021)

Year Conference/Location	Winter	Annual	Online	In-Company	Chapter	Industry	HVAC I	HVAC II	GTC	TOTAL*
2020-2021 (Virtual/Virtual)	Virtual	Virtual	831**	1,022	400	1,008	311	72	1,573	5,217
2019-20 (Orlando/Virtual)	1,138	Virtual	752***	665	200	42	312	250	339	3,698
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 2,584 individuals registered for free online webinars.
*** An additional 6,909 individuals registered for free online webinars.

TEC Meeting January 21, 2021

No.	Page	Responsible	Action
2	3	TEC Chair	Assign a liaison to the eLearning course work.
4	4	Staff Liaison	Compare free ALI and GTC course registrations to paid registrations to determine how many who attended a free course registered and paid for a later course. In progress
7	4	Mr. Smith/ Ms. Murray	Update the TEC Reference Manual and repost to Basecamp for review before the next committee meeting.
8	5	Mr. Smith	Reach out to the Evansville Chapter for more details and explanation of existing availability. Complete
10	5	Operations Subcmte	Examine how to create a relational database, potentially using keywords as a search option. In progress
11	5	Course Liaisons	Review assigned courses prior to March 30 to identify topics and key words to link the course to others.
13	6	Mr. Vallort	Create a timeline for posting participant and TEC Liaisons course reviews to Basecamp.

PDC Meeting February 2020

No.	Page	Responsible	Action
4	4	Planning (AdHoc)	Develop RFP for Energy Audits exam prep course. An opportunity exists to align courses with each certification. The TEC Planning Subcommittee will reach out to the Certification Committee to determine if interest still exists for the BEAP exam and possibly for others. In progress.

Training & Education Committee
MBOs for Society Year 2020-21
Chair: Jeremy Smith   Date: December 1, 2020

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	Planning Subcommittee	Review started Complete
2. Develop topics and RFPs for an additional (3) practical applications courses			None	Planning Subcommittee	In progress
3. Review SDLs and issue RFPs for the ones that need updating on prescribed schedule			None	Operations Subcommittee	36 mos. post issuance Continuous
4. Review existing courses and sunset those that have not been used in 5 years or recommend updates			None	Operations Subcommittee	Continuous Most eLearning courses were developed in 2007. Updates began ~1 yr ago. Should eLearning be included? TEC to audit? Yes. ACTION: Ms. Murray will send list of courses to TEC. (Also incl in Action 4 from 12/2019 mtg.) (Action complete)
5. Every course reviewed by TEC Liaison prior to presentation– Quality check			None		Continuous – 1-2 months prior to meetings ACTION: Ms. Murray will post assignments and review form to Basecamp. (Action complete)
6. Develop marketing plan for TEC courses/branding. Work with ASHRAE marketing to understand and improve			TBD	Planning Subcommittee	Continuous – 1 conf. call early fall and 1 conf. call early spring ACTION: Ms. Murray will post a report to Basecamp listing marketing efforts within in the last 6 months (Action complete)
7. Develop Financial Model for course evaluation				Operations Subcommittee	Draft by Mar 21 Final by TBD In progress
Additional Recommendations for Strategic Planning: Not at this time					