MINUTES
TRAINING AND EDUCATION COMMITTEE (TEC)
2022 Annual Meeting
June 26, 2022
Toronto, ON Canada

Members Present
Keith Reihl, TEC Chair
Jim Vallort, TEC VC Planning
Jesse Fisher, TEC VC Operations
Jason Alfonso
Tim Ashby (Incoming member)
Michael Langton
Kozen Law (Incoming)
Adeeba Mehboob (Incoming member)
Cheng Wee Leong
David Meredith
Jim Piscopo (Incoming member)
Terry Schroeder
Andrew Sneed

Staff Present
Tim Kline
Karen Murray (Staff Liaison)
David Soltis

Action Items

<table>
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<th>No.</th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Staff Liaison</td>
<td>Share June financial report.</td>
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<td>2</td>
<td>2</td>
<td>Staff Liaison</td>
<td>Include required break-even numbers on the attendance reports.</td>
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<tr>
<td>3</td>
<td>3</td>
<td>Staff Liaison</td>
<td>Include conference attendance in the course reports.</td>
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<td>4</td>
<td>3</td>
<td>Staff Liaison</td>
<td>Investigate a survey of individuals that registered for past meetings and didn’t register for Toronto.</td>
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<td>5</td>
<td>4</td>
<td>eLearning Staff</td>
<td>Review registrant data to determine courses users.</td>
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<td>6</td>
<td>5</td>
<td>Staff Liaison</td>
<td>Ballot committee approval of upcoming fall online courses.</td>
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<td>7</td>
<td>5</td>
<td>TEC Chair/Staff Liaison</td>
<td>Establish dates for committee orientation.</td>
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<tr>
<td>8</td>
<td>5</td>
<td>TEC Chair/Staff Liaison</td>
<td>Establish upcoming committee meeting dates.</td>
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1. **Call to Order**
   Mr. Reihl called the meeting to order at 1:00pm.

2. **ASHRAE Code of Ethics Commitment**
   Mr. Reihl advised everyone present that the meeting would be held in compliance with the ASHRAE Code of Ethics and Core Values.
   
   The committee was encouraged to focus on empathy and assume positive intent during discussions and interactions.

3. **Introduction of Members and Visitors**
   Committee members, guests and staff introduced themselves.

4. **Review Agenda**
   No changes noted.

5. **Approve Minutes of the January 12, 2022 Meeting**
   Mr. Langford moved and Mr. Vallort seconded approval of Minutes from the January 12, 2022 committee meeting. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

6. **Financial Report**
   Ms. Murray referenced the May 2022 financials noting overall revenue and expenses. In-company and instructor-led course revenues are high; eLearning revenue is close to budget; while revenue from HVAC Design training, conference courses, and Self-Directed Learning is comparatively low.

   **Action 1:** Staff Liaison to share June financials.

   **Action 2:** Staff Liaison to include required break-even numbers on the attendance reports.

7. **Staff Reports**

   7.1 **ASHRAE Learning Institute**
   Ms. Murray reviewed year-end course registrations. She reported a record number of registrants for the virtual Level I training in early June which significantly boosted overall registration and revenues. She also noted that course registrations for the current conference are lower than expected.
In-person HVAC Design Training venues were added back to the schedule in March 2021, and registrations are slowly increasing. The 2022-23 schedule targets one in-person Level I & Level II (combo), one virtual Level I, and one virtual Level II training each month. Registration for the in-person training is capped at 60 and the virtual training is capped at 45.

7.1 ASHRAE eLearning

Mr. Soltis announced that a new, experienced staff member recently joined the eLearning team. He also reported a new sales partnership with ESCO Group (https://www.escogroup.org/) offering eLearning courses to higher education.

Mr. Soltis then presented a PPT summarizing eLearning sales. (See Appendix A.)
Action 5: eLearning asked to review and report registrant data such as member grade, location, individual or company registration, etc. to know where the registrants are coming from.

8. Chair’s Report
Mr. Reihl addressed the challenge of the new workforce dynamics and emphasized that a focus has and must be maintained on the quality and integrity of ASHRAE content.

9. 2021-22 MBOs
Updates included in Appendix B.

10. Open Action Items
Updates included in Appendix C.

11. Subcommittee Reports
11.1 Planning Subcommittee
11.2 Operations Subcommittee

12. Old Business
12.1 SDL Product Discussion
The committee discussed the value of the SDLs, and an overhaul is being evaluated. ASPE’s program was suggested as a model to review. However, because review and revision of existing courses will be included in the 2022-23 MBOs, the currently open action item is closed. (See Appendix C.)

12.2 Proposed Course Status
12.2.1 Building Decarbonization (TFBD)
The new Introduction to Building Decarbonization course took place yesterday at the Annual Meeting here in Toronto. The two additional two courses, Fundamentals of Decarbonization Design Systems and Equipment Applications, and Operation of Buildings with Decarbonization as a Metric were postponed and removed from the Annual Meeting schedule.

12.1.2 Designing Residential Ventilation Systems to Meet ASHRAE Standard 62.2 (RBC)
The deadline for receipt of the final version of the course was extended. The course is expected to be complete in 2022.

12.1.3 Request for PDHs (TAC)
Awaiting a proposal from the Technical Activities Committee.

13. New Business
13.1 ASHRAE Simplified Rules of Order
The new, simplified rules are effective July 1, 2022.

13.1 Upcoming Fall Online Courses
Email ballot will be sent to committee.
Action 6: Ms. Murray to ballot committee approval of all online courses.

13.2 Subcommittee Assignments

**Planning**  
Terry Schroeder  
Jason Alphonso  
Adeeba Mehboob  
Jim Piscopo  
Ashley Weekly

**Operations**  
Jesse Fisher  
Tim Ashby  
Kozen Law  
Kimberly Pierson  
Tahir Raza  
Shan Ahmed Siddiqui*

*added post-meeting

13.3 New Member Orientation

New member/leadership meeting will be set-up.

Action 7: Chair/Staff Liaison to establish dates for committee orientation.

13.4 Recognition of Outgoing Committee Members

14. Open Committee Discussion

15. Next Meeting

Doodle poll expected for meeting between chairs and subcommittee kick-off meetings.

Action 8: Chair/Staff Liaison to establish meeting dates.

16. Adjourn

The meeting was adjourned at 5:00 p.m.
eLearning Staff Report
ASHRAE Annual Conference – Toronto 2022

Slide 1

Slide 2

Slide 3

Slide 4

Slide 5

Slide 6

<table>
<thead>
<tr>
<th>Course Updates Project</th>
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<tbody>
<tr>
<td>Fully Updated</td>
<td>8</td>
</tr>
<tr>
<td>Awaiting Development</td>
<td>5</td>
</tr>
<tr>
<td>Under Development</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
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New Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Date</th>
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<tbody>
<tr>
<td>Essentials of DOAS</td>
<td>Complete</td>
<td>July 2021</td>
</tr>
<tr>
<td>Solar Decathlon Building Science Education Training</td>
<td>Complete</td>
<td>January 2022</td>
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<tr>
<td>Energy Conservation &amp; Efficiency</td>
<td>TBD</td>
<td></td>
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ESCO-ASHRAE Partnership

- eLearning has partnered with ESCO Group ([https://www.escogroup.org/](https://www.escogroup.org/))
- Partnership will expand ASHRAE’s training into Higher Education Market
- Launched – May 1, 2022

Thank you
### 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 | List 2 ideas and implement timeline |
2. Develop Dashboard for QUICK LOOK analytics for TEC | 1-1-22 | Reihl/Staff | TEC dashboard Dashboard will be created once the new channels have been finalized. |
3. Develop/Modify HVAC 101 courses to prepare for CHD exam. Look at BCxP, BEMP, BEAP. | TBD | Planning Subcommittee | Back to instructors. What topics does your course cover? In progress with the instructors (staff) taking the lead. |
4. Develop Financial Model for course evaluation | Operations Subcommittee | Draft expected data needs. Per course needs Data collection has been an issue. Staff is currently using a model for each training occurrence that ensures we breakeven. |

**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

<table>
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<tr>
<th>Objective</th>
<th>SP Complete by</th>
<th>Fiscal Impact</th>
<th>Responsible Party</th>
<th>Comment/Status</th>
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<tbody>
<tr>
<td>1. Develop topics and RFPs for an additional (3) practical applications course</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td>Closed as not complete.</td>
<td></td>
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<tr>
<td>2. Review SDLs and issue RFPs for the ones that need updating on prescribed schedule</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>Combined into a 22-23 MBO</td>
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<td>3. Review existing courses and sunset those that have not been used in 5 years or recommend updates</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>Combined into a 22-23 MBO</td>
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<tr>
<td>4. Every course reviewed by TEC Liaison prior to presentation—Quality check</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td>Complete.</td>
<td></td>
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<td>5. Develop marketing plan for TEC courses/branding. Work with ASHRAE marketing to understand and improve</td>
<td>TBD</td>
<td>Operations Subcommittee</td>
<td>Continuous – 1 conf. call early fall and 1 conf. call early spring</td>
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APPENDIX C – Open Action Items

PDC Meeting June 11, 2020 (Virtual)

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<td>Staff Liaison</td>
<td>Follow-up &amp; determine need and resources for complete SDL updates. Action delayed 2020-21 due to financial constraints. In progress again with new budget. Will discuss at annual meeting. Action closed. This item is indirectly included in the 2022-23 MBOs to establish a comprehensive review policy determine the need to renew, refresh or sunset all ASHRAE learning courses.</td>
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