



Publishing and Education Council (PEC)

Tuesday, June 27, 2023

JW Marriott Tampa Water Street – Tampa, FL

Minutes

Voting Members

Billy Austin
Chandra Sekhar
Mark Tome
John Constantine
Arthur Giesler
Blake Ellis
Doug Cochrane
Suzanne LeViseur
Megan Tosh
Adeeba S W Mehboob
Jason Alphonso

Non-Voting Members

Nicholas Armstrong
Suz Ann M Arroyo
Harris Sheinman
Joseph L Furman
Robert Thomas Pollard
Norman Grusnick
Vinay Ananthachar
Jesse Fisher
Tim Ashby
Kimberly Pierson
Mark Owen

Position

Chair
Vice Chair
Director/ExO Cert
Director/ExO HBC
Director/ExO Hist
Director/ExO Pubs
Director/ExO TEC
Past Certification
Past Handbook & Publications Vice Chair
Past Publications
Past TEC

Certification Chair
Certification Vice Chair
Handbook Chair
Handbook Vice Chair
Historical Chair
Historical Vice Chair
Publications Chair
TEC Chair
TEC Vice Chair-Operations
TEC Vice Chair-Planning
Staff PEC Liaison

Guests

Tim Kline
Heather Kennedy
Cindy Michaels
Greg Martin
Karen Murray
David Soltis

Jeff Littleton

Additional Distribution:

Jeff Littleton, Executive Vice President, Candace DeVaughn,
ASHRAE Staff Directors, Publications & Education Managers

Table of Contents

1.	<u>Call to Order</u>	6
2.	<u>ASHRAE Code of Ethics Commitment</u>	6
3.	<u>Introduction of Members and Visitors</u>	6
4.	<u>Review of Agenda</u>	6
5.	<u>Previous Meeting Minutes Review for Approval</u>	6
6.	<u>Review of Motions</u>	6
7.	<u>Review of Action Items</u>	7
8.	<u>Review of PEC MBOs</u>	7
9.	<u>Subcommittee Reports</u>	
	9.1 Fiscal	8
	9.2 Planning	8
10.	<u>Items Referred by PEC to Other Groups</u>	8
11.	<u>Liaisons Reports</u>	16
12.	<u>Industry Roundtable Ad Hoc</u>	17
13.	<u>Old Business</u>	17
14.	<u>New Business</u>	17
15.	<u>Adjourn</u>	18

Motions
June 27, 2023 - Tampa FL

No.	Page	Motion
1	6	Approved the draft minutes as distributed for the meeting of February 7, 2023, in Atlanta, GA. 11-0-0 CNV
2	8	Approved the PEC Reference Manual as shown in Attachment C . 11-0-0 CNV
3	8	Approved PEC MOP revisions as shown in Attachment D . 11-0-0 CNV
4	9	Reduce cost of ASRHAEE duct fitting database from \$110 for members to \$10. Failed 0-11-0 CNV

Referred Motion: Motion came from Region VI 2023 Spring CRC Motion #2 (Iowa Chapter).

PEC response: Sales of the Duct Fitting Database generated more than \$35k for Society last fiscal year. Of those sales, about 50% were to members. A reduction in the member price as requested would cost approximately \$14k in lost revenue. Concurrent with this motion, work has been under way in consultation with TC 5.2 to reduce the number of fittings and features on the mobile app, making it free of charge, and keeping the online application at the market price of \$110 for members.

5	10	Offer French translation services of specific ASHRAE standards and documents to regions who have local French language use as a legal requirement and French is recognized as an official language. Failed 0-11-0 CNV
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Referred Motion: Region II 2022 Fall CRC Motion #4 (Montreal Chapter)

PEC response: This issue is part of larger discussion related to translations. PEC has an MBO to "Translate high demand products and services into languages other than English" and this motion's intent will be considered among options for which cost/benefit will be analyzed. Also, ASHRAE recently applied for a grant from the International Trade Administration (ITA) for the purpose of translating 3-4 standards currently referenced in Canadian building Codes to French and advocate at both the provincial and national level for the complete adoption of ASHRAE standards.

6	11	Change membership benefit from Handbook PDF to Handbook Online. Failed 0-11-0 CNV
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Referred Motion: Region VII 2022 Fall CRC Motion #12 (Nashville Chapter)

PEC response: Handbook Online was added as a member benefit option by the BOD at the Atlanta conference; hence the motion is moot. The PDF is also still an option.

- 7 11 Stop sending print version of the ASHRAE Journal to members.
Failed 0-11-0 CNV

Referred Motion: Region XIV 2022 Fall CRC Motion #44 (Portugal Chapter)

PEC response: The print edition of ASHRAE Journal carries advertising that generates millions of dollars of revenue to help keep dues from being higher. Without the print edition, much of that revenue would disappear. The positive impact of print copies as a member benefit is also cited by many members. From an environmental perspective, the Journal's printer has carbon offsets for the emissions associated with the print edition. As ASHRAE considers ways to reduce its Scope 3 emissions, all printing activities will be evaluated for carbon cost/benefit and how to reduce or offset our emissions.

- 8 12 Provide Continuing Professional Development (CPD) certified technical events.
Failed 0-11-0 CNV

Referred Motion: Region XIV 2022 Fall CRC Motion #46 (UK Midlands Chapter)

PEC response: Society does not have the expertise or capacity to pursue locally relevant accreditations for events held by nearly 200 chapters. PEC recommends that CTTC be engaged to assist the chapter in how to do this.

- 9 13 Have members of the society to translate Standards into other languages.
Failed 0-11-0 CNV

Referred Motion: Region XI 2022 Spring CRC Motion #11 (Regina Chapter)

PEC response: ASHRAE already engages, upon request, with members of local chapters to translate Standards. Examples can be found here: [Translated Publications \(ashrae.org\)](#). Requests can be sent to Mark Owen (mowen@ashrae.org) or Cindy Michaels (cmichaels@ashrae.org).

- 10 13 Increase annual membership fees to offset the cost of reducing or eliminating the cost for ASHRAE Members to access the ASHRAE Handbook Online (i.e., make access to the online Handbooks a free or low-cost benefit of Society membership).
Failed 0-11-0 CNV

Referred Motion: Region XI 2022 Spring CRC Motion #12 (Manitoba Chapter)

PEC response: Handbook Online was added as a member benefit option by the BOD at the Atlanta conference.

- 11 14 Reduce by 50% cost of ASHRAE Standards (Soft Copy for YEA members; especially for engineers who are not part of a big organization (over 100 employees)).
Failed 0-11-0 CNV

Referred Motion: RAL 50 Motion #50 (Lebanese Chapter)

PEC response: A choice of a standard is now a free member benefit option. Approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. However, data on current YEA membership is not collected from purchasers.

PUBLISHING & EDUCATION AGENDA · June 27, 2023 · Tampa, FL

- 12 15 Reduce by 50% cost of ASHRAE Standards updates for Engineers for repeat ASHRAE Members for Standards (Soft Copy); especially for members who bought previous edition at full price and are not part of a big Organization (over 100 employees)
Failed 0-11-0 CNV

Referred Motion: RAL 50 Motion #51 (Lebanese Chapter)

PEC response: A choice of a standard is now a free member benefit option. Approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. If half of Standards/Guidelines Member purchases are made by repeat buying members at an added 50% discount off the price they now pay, the potential annual revenue loss (not counting any gained sales) for this motion is estimated at \$75,000.

- 13 15 Approved referring RAL 50 Motion #56 (Prune Chapter) to Membership Promotion Committee (MP).
11-0-0 CNV

PEC response: New DE members get all the bookstore and education discounts other members get. Other publication discounts are for bulk quantities. If this motion refers to discounted dues, that would be a consideration for Members Council to address.

Action Items

June 27, 2023 - Tampa FL

<u>No.</u>	<u>Responsible</u>	<u>Action Item</u>
1	Staff	Post the approved minutes on the PEC page of the ASHRAE website and the PEC Basecamp website. Complete.
2	Staff	Send referral responses for referred motions to PEC. Complete. (Attachment E)
3	Staff	Include motion to approve New Products Development Subcommittee on the agenda for the Winter 2024 Chicago meeting. Complete.

1. Call to Order

Mr. Macauley called the meeting to order at

2. ASHRAE Code of Ethics Commitment

Mr. Macauley reviewed the ASHRAE Code of Ethics with the council.

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism, and diversity, and we shall avoid all real or perceived conflicts of interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

3. Self-introductions

Members and guests introduced themselves.

Subcommittee and Committee Rosters have been posted to the PEC Basecamp account for review.

4. Review of Agenda

Mr. Macauley reviewed the agenda with the council for any additions.

5. Previous Meeting Minutes Review for Approval

It was moved and seconded:

- (1) **Approve the draft minutes as distributed for the meeting of February 7, 2023, in Atlanta, GA.**

MOTION (1) Approved 11-0-0 CNV

An action was assigned to staff to post the approved minutes on the PEC page of the ASHRAE website and the PEC Basecamp website. **(ACTION ITEM 1) Complete.**

6. Review of Motions Meeting February 7, 2023- Atlanta GA.

Mr. Owen reviewed with PEC motions from the previous meeting.

#	Page	Motion
1	4	Approved the minutes as distributed for the June 28, 2022, Toronto, Canada Meeting.
		Approved unanimously, CNV

2 9 Include as a member benefit option the choice of a Certification Study Guide.

Background: The current member benefit option for an eLearning course seems to have encouraged more course subscription purchases, and the goal would be to do the same for certification applications. The Study Guides' member price is \$56 each. Certification applications and recertification fees are \$395 and \$195 each, respectively. (The motion passed by unanimous voice vote (CNV) in the Fiscal Subcommittee.)

Approved unanimously, CNV

7. Review of Action Items from Meeting February 7, 2023- Atlanta GA.

Mr. Owen reviewed with PEC action items from the previous meeting.

#	Responsible	Page	Action Item
1	Staff	4	Post approved minutes on the PEC page of the ASHRAE website and the PEC Basecamp.
Complete.			
2	Staff	10	Post PEC monthly Dashboards to Basecamp for council members to compare.
Complete.			

8. Review of PEC MBOs

Mr. Macauley gave a status update of the 2022-2023 PEC MBOs to the council shown in **red** below.

#	Description	Metric (how do we determine success?)	Completion Date	Financial Assist Req'd?	Responsible Party	MBO Comments
1	Create and identifying digital product strategies.	Develop a minimum of 3 digital products	6/30/2023	No	Publication, TEC	On-going
2	Develop ASHRAE products and services for governmental and other non-commercial entities.	Develop ASHRAE documents for GAC outreach	6/30/2023	No	Publication	On-going
3	Develop new products & services aligned with Strategic Plan initiatives 1 & 2 (ETF & TFBD).	The development of at least one new product to support the work of the ETF or TFBD.	6/30/2023	Yes	Publication, TEC, Certification	Complete
4	Translate high demand products and services into languages other than English	-Translate at least one high grossing ALI course into a language other than English. -Identify up to 3 additional ALI course to be translated. -Identify potential instructors and translators. -Identify viability of translating up to 5 high grossing ASHRAE publications.	6/30/2023	No	Publication, TEC	Complete
5	Conduct a virtual roundtable to identify new products and services	-Conduct brainstorming session at the Winter Conference. -Conduct a virtual roundtable in the spring.	6/30/2023	No	PEC	Complete
6	Establish a Products Development Subcommittee to report to the Planning Committee		6/30/2023	No	PEC	Complete
7	Implement digitizing of ASHRAE's historical records		6/30/2023	Yes	Historical, PEC	On-going

PUBLISHING & EDUCATION AGENDA · June 27, 2023 · Tampa, FL

8	Establish a permanent review panel to review local and/or topic specific tools and publications produced by an ASHRAE chapter, region, TC, TG, etc.	-Develop a policy to assist in developing locally focused or topic specific documents. - Form a review panel to expedite the review of locally focused or topic specific documents.	6/30/2023	No	PEC	Complete
Publishing and Education Council Totals						

9. Subcommittee Reports

PEC Subcommittees (*Products, Professional Development, Research Journal*) and PEC Standing Committees (*Certification, Handbook, Historical, Publications, Training & Education*) report to PEC Fiscal and Planning Subcommittees.

All reports have been posted to the PEC Basecamp account for review.

9.1 Fiscal

(Fiscal Motions for PEC consideration from all PEC Subcommittees and Standing Committees)

Mr. Macauley gave the PEC Fiscal Subcommittee Report shown in **Attachment A**.

9.2 Planning

(Planning Motions for PEC consideration from all PEC Subcommittees and Standing Committees)

Mr. Austin gave the PEC Planning Subcommittee Report shown in **Attachment B**.

(2) Approve the PEC Reference Manual as shown in Attachment C.

Background: Mr. Macauley appointed a PEC Ad Hoc to create a reference manual for PEC. The ad hoc was tasked with moving as much material as possible from PEC MOP into a PEC Reference Manual. *PEC Planning Subcommittee Approved 9-0-0 CNV*

Fiscal impact: None

MOTION (2) Approved 11-0-0 CNV

(3) Approve PEC MOP revisions as shown in Attachment D.

Background: Mr. Macauley appointed a PEC Ad Hoc to create a reference manual for PEC. The ad hoc was tasked with moving as much material as possible from PEC MOP into a PEC Reference Manual. Additionally renumbering, reformatting and minor editorials were made to streamline the PEC MOP. *PEC Planning Subcommittee Approved 9-0-0 CNV.*

Fiscal impact: None

MOTION (3) Approved 11-0-0 CNV

10. Items Referred to PEC from Other Groups

Mr. Owen reviewed Items Referred to PEC from Other Groups with PEC members.

10.1 **Region VI 2023 Spring CRC Motion #2 (Iowa Chapter)**

It was moved and seconded:

- (4) That the cost for the ASHRAE duct fitting database be reduced from \$110 for members to \$10.**

Assign to ASHRAE Staff (Owen)/PEC: Sales of the Duct Fitting Database generated more than \$35k for Society last fiscal year. Of those sales, about 50% were to members. A reduction in the member price as requested would cost approximately \$14k in lost revenue.

Mr. Owen explained there is an Online product and an App. In the past the two products were essentially the same creating a sense that paying for the more expensive product was not needed. The product is being replaced with a simplified App and an enhanced Online product. This new business model supports the two-tier pricing system.

Mr. Feiner asked if there could also be a non-interactive document made available to allow for quick duct fitting estimates. Mr. Owen reported that currently there is not a product like that, but he will take that suggestion under advisement. Mr. Feiner suggested a simple PDF with all the fittings. Mr. Fly mentioned that the tables used be in the ASHRAE Handbook. Mr. Owen agreed and will investigate the market need for selling just the tables in static form.

Mr. Sekha commented that future trends indicate that consumers want more interactive products and not less.

Mr. Feiner commented that some members in developing economies could always use cheaper options. He has been told that attending the conference, for example, can cost up to 80% of a person salary. Ms. Mehboob asked how ASHRAE decided on pricing for developing economies and Mr. Vallort discussed the factors, including development cost and market valuation, involved in setting the price structure. Ms. Mehboob reminded PEC that reducing prices sometimes results in more sales. Mr. Austin suggested comparing the ASHRAE product to the similar SMACNA product on the market. Mr. Sheinman suggested reducing prices once ASHRAE's development costs have been recovered. Mr. Gray warned that constantly chipping away at revenue and reduce the financial cushion need to innovate new products in the future. Mr. Fisher agreed. Mr. Owen explained that members should try to review the margins not the profit of a particular product, as there are successful and less successful products produced by ASHRAE, so it is a balancing act for staff to succeed at setting prices. Mr. Fly reminds members that price reductions are also a member benefit and must be considered when considered membership pricing. Mr. Giesler asked what sales numbers were with respect to sales of the App. Mr. Owen explained ASHRAE APP sales are low as the market seems to indicate that people want Apps to be free and so the plan is to use the App as an introduction to the more expensive online product.

MOTION (4) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV.

PEC response: Sales of the Duct Fitting Database generated more than \$35k for Society last fiscal year. Of those sales, about 50% were to members. A reduction in the member price as requested would cost approximately \$14k in lost revenue. Concurrent with this motion, work has been under way in consultation with TC 5.2 to reduce the number of fittings and features on the *mobile app*, making it free of charge, and keeping the *online application* at the market price of \$110 for members.

10.2 **Region II 2022 Fall CRC Motion #4 (Montreal Chapter)**

It was moved and seconded:

- (5) **That Society to offer French translation services of specific ASHRAE standards and documents to regions who have local French language use as a legal requirement and French is recognized as an official language.**

Assign to ASHRAE Staff (Owen)/PEC; likely to be part of larger discussion related to translations. UPDATE: PEC has an MBO to "Translate high demand products and services into languages other than English" and this will be considered among options for which cost/benefit will be analyzed.

In response to this motion Mr. Young reported that Government Affairs is pursuing funding from two new sources:

- Infrastructure Investment and Jobs Act (IIJA) - \$225 Million for Resilient and Efficient Codes Implementation
 - Statute specifically names SDOs and Professional Organizations as eligible partners
 - ASHRAE is an applicant on 5 proposals, one of which it is leading with a requested amount of \$9.2 million.
 - **Education and training is a huge component** of many of these proposals, including the one that ASHRAE is leading, and the Pub-Ed department is providing significant input on the proposals. **Thank you, Pub-Ed!**
- Inflation Reduction Act: \$1 Billion for the Latest and Zero Building Energy Code Adoption
 - \$330 Million for 90.1-2019 and 2021 IECC
 - \$670 Million for Zero-Energy Codes including those in the 2021 IECC

Mr. Alfonso commented that ASHRAE translations should only be approved as a cost/benefit analysis is conducted. Mr. Feiner commented that engineers in French speaking Canadian provinces are required to provide French translation of standards adopted into to code. Mr. Feiner suggested working with Canadian Standards Association (CSA).

MOTION (5) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV.

PEC response: This issue is part of larger discussion related to translations. PEC has an MBO to "Translate high demand products and services into languages other than English" and this motion's intent will be considered among options for which cost/benefit will be analyzed. Also, ASHRAE recently applied for a grant from the International Trade Administration (ITA) for the purpose of translating 3-4 standards currently referenced in Canadian building Codes to French and advocate at both the provincial and national level for the complete adoption of ASHRAE standards.

10.3 **Region VII 2022 Fall CRC Motion #12 (Nashville Chapter)**

It was moved and seconded:

- (6) **That the membership benefit to change from the Handbook PDF to handbook online.**

Assign to ASHRAE Staff (Owen) UPDATE: Handbook Online was added as a member benefit option by the BOD at the Atlanta conference. The PDF is also still an option.

Mr. Owen reported that this is currently an option.

MOTION (6) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV.

PEC response: Handbook Online was added as a member benefit option by the BOD at the Atlanta conference; hence the motion is moot. The PDF is also still an option.

10.4 **Region XIV 2022 Fall CRC Motion #44 (Portugal Chapter)**

It was moved and seconded:

- (7) **That ASHRAE stops sending monthly ASHRAE Journal paper versions for each one of its members all around the world.**

Assign to ASHRAE Staff (Owen; Martin) UPDATE: The print edition of ASHRAE Journal carries advertising that generates millions of dollars of revenue to help keep dues from being higher. Without the print edition, much of that revenue would disappear. The positive impact of print copies as a member benefit is also cited by many members.

Mr. Ellis commented that currently ASHRAE does not send print ASHRAE Journal to student members or members in developing economies. Mr. Feiner asked if we know the carbon cost of mailing the Journal. Ms. Mehboob asked if members can opt out of receiving the print Journal. Mr. Martin reported that members can and do opt out of the print version. Mr. Sekhar commented market trends indicate that the digital products are future.

Mr. Fisher asked if ASHRAE could offer a “carbon neutral” membership. Mr. Alfonso asked if ASHRAE uses recycled paper in its products. Mr. Martin reported ASHRAE Journal uses a printer that makes efforts to reduce emissions with tree planting and other harm reduction efforts. Mr. Macauley reported that, comparatively, ASHRAE emissions are low, and Society is currently investigating ASHRAE’s carbon emissions and efforts to reduce.

MOTION (7) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV

PEC response: The print edition of ASHRAE Journal carries advertising that generates millions of dollars of revenue to help keep dues from being higher. Without the print edition, much of that revenue would disappear. The positive impact of print copies as a member benefit is also cited by many members. From an environmental perspective, the Journal’s printer has carbon offsets for the emissions associated with the print edition. As ASHRAE considers ways to reduce its Scope 3 emissions, all printing activities will be evaluated for carbon cost/benefit and how to reduce or offset our emissions.

10.5 Region XIV 2022 Fall CRC Motion #46 (UK Midlands Chapter)

It was moved and seconded:

- (8) That ASHRAE provide Continuing Professional Development (CPD) certified technical events.**

(specific to the UK) Assign to ASHRAE Staff (Owen; Murray) UPDATE: This is assigned to the Training & Education Committee and Professional Development staff to evaluate and report in June 2023.

Secretary’s Note: The CPD Certification Service provides accreditation for organizations in the UK.

Mr. Sekhar commented that chapters are generally responsible for acquiring the certification of professional development hours (PDH) for programs they put on at the chapter level. Ms. Murray explained that ASHRAE Headquarters (HQ) manages PDH accreditation for the courses that are done by HQ staff and doesn’t think it is feasible for HQ to be responsible for obtaining certifications for all ASHRAE chapters’ events. Mr. Macauley commented that they could be a new chapter and unfamiliar with what ASHRAE does for the chapters.

Ms. LeViseur suggested referring them to their DRC for guidance. Mr. Alfonso and Mr. Vallort suggested asking CIBSE through the Associate Societies Committee to assist them.

MOTION (8) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV

PEC response: Society does not have the expertise or capacity to pursue locally relevant accreditations for events held by nearly 200 chapters. PEC recommends that CTTC be engaged to assist the chapter in how to do this.

10.6 **Region XI 2022 Spring CRC Motion #11 (Regina Chapter)**

It was moved and seconded:

- (9) **That ASHRAE use members of the society to translate Standards into other languages for its members to use.**

Staff Comments (Reiniche): The ISI task force provided feedback on translations of Standards into other languages to the Board ExCom. While they agreed that it should be done there needs to be a priority of standards as well. ASHRAE does use members to translate Standards but it's not clear who to ask on the website. Examples can be found here: <https://www.ashrae.org/technical-resources/translated-publications>

ASHRAE already offers this as opportunity for chapters wishing to do this. Mr. Owen said he would look into clarifying the language on the website that explains the process. Mr. Sekhar suggested referring these types of motions to the Global Technical Interaction Committee (GTIC) which is a new standing committee and may offer some guidance.

MOTION (9) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV

PEC response: ASHRAE already engages, upon request, with members of local chapters to translate Standards. Examples can be found here: [Translated Publications \(ashrae.org\)](https://www.ashrae.org/technical-resources/translated-publications). Requests can be sent to Mark Owen (mowen@ashrae.org) or Cindy Michaels (cmichaels@ashrae.org).

10.7 **Region XI 2022 Spring CRC Motion #12 (Manitoba Chapter)**

It was moved and seconded:

- (10) **That ASHRAE impose a modest increase on annual membership fees to offset the cost of reducing or eliminating the cost for ASHRAE Members to access the ASHRAE Handbook Online (i.e., make access to the online Handbooks a no- or low-cost benefit of Society membership).**

Staff comments (Owen): Handbook Online was added as a member benefit option by the BOD at the Atlanta conference.

ASHRAE currently does offer this option.

MOTION (10) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV

PEC response: Handbook Online was added as a member benefit option by the BOD at the Atlanta conference; hence the motion is moot.

10.8 **RAL 50 Motion #50 (Lebanese Chapter)**

It was moved and seconded:

- (11) That cost of ASHRAE Standards for Young Engineers be reduced by 50% for YEA members for ASHRAE Standards (Soft Copy); especially for engineers who are not part of a big organization (over 100 employees)**

Assign to ASHRAE Staff (Owen): Annually, approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. However, it is unclear how many of those purchases are made or would be made by YEA members.

Mr. Macauley commented that this motion has some issue. Can the bookstore vendor, Techstreet, know at point of sale if a customer is a Yea member or the size of the company they work for? Mr. Feiner asked if a coupon code could be offered to these categories of customers. Mr. Gray stated that ASHRAE needs to have a more holistic view for pricing. Mr. Fisher commented that individuals in firms buy standards for entire firm and coupon codes could be abused.

The council expressed concern that motion coming from chapters sometimes are too vague to approve and need help from DRCs and RMCRs.

MOTION (11) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV

PEC response: A choice of a standard is now a free member benefit option. Approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. However, data on current YEA membership is not collected from purchasers.

10.9 **RAL 50 Motion #51 (Lebanese Chapter)**

It was moved and seconded:

- (12) That cost of ASHRAE Standards updates for Engineers be reduced by 50% for repeat ASHRAE Members for Standards (Soft Copy); especially for members who bought previous edition at full price and are not part of a big Organization (over 100 employees)

Assign to ASHRAE Staff (Owen) UPDATE: Annually, approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. If half of Standards/Guidelines Member purchases are made by repeat buying members at an added 50% discount off the price they now pay, the potential annual revenue loss (not counting any gained sales) for this motion is estimated at \$75,000.

Mr. Alphonso and Mr. Alfonzo reported that Lebanon is dealing record inflation. Mr. Macauley comment that this motion is also just too vague to approve.

MOTION (12) Failed 0-11-0 CNV

Response to Referred Motion
Motion failed, voice vote, CNV

PEC response: A choice of a standard is now a free member benefit option. Approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. If half of Standards/Guidelines Member purchases are made by repeat buying members at an added 50% discount off the price they now pay, the potential annual revenue loss (not counting any gained sales) for this motion is estimated at \$75,000.

10.10 **RAL 50 Motion #56 (Prune Chapter)**

That ASHRAE extend corporate discount and benefits to developing economy new members.

Assign to ASHRAE Staff (Owen) UPDATE: New DE members get all the bookstore and education discounts other members get. Other publication discounts are for bulk quantities. If this motion refers to discounted (10% off) dues for companies with 5+ applicants, that would be a consideration for Members Council to address.

Mr. Giesler commented that this motion should have gone to Membership Promotion Committee (MP). The council members agreed PEC can not respond to this motion.

It was moved and seconded:

- (13) **To refer this motion to Membership Promotion Committee (MP).**

MOTION (13) Approved 11-0-0 CNV

Response to Referred Motion
Motion to refer to Membership Promotion passed, voice vote, CNV

PEC response: New DE members get all the bookstore and education discounts other members get. Other publication discounts are for bulk quantities. If this motion refers to discounted dues, that would be a consideration for Members Council to address.

An action item was assigned to staff to send referral responses for all the above referred motion to PEC. **(ACTION ITEM 2) Complete. June 27, 2023 (Attachment E)**

11. Liaisons Reports

11.1 Government Affairs Committee

Ms. Callaway, PEC Liaison to GAC, gave the GAC report to PEC. **(Attachment F)**

Mr. Young reported on the Washington office is working on a 5-year grant proposal with Infrastructure Investment and Jobs Act (IIJA) in Canada to translate documents into French.

Mr. Macauley reminded council members to think about translation opportunities in this next society year. Mr. Macauley asked when final decisions will be made on the grant. Mr. Young reported the decision results in September 2023.

Mr. Austin asked that Washington Office staff remember to inquire about products and services that ASHRAE may be able to provide or develop. Ms. Callaway mentioned that the Washington office is also surveying overseas organizations for opportunities to translate standards to get acceptance into codes.

11.2 Planning Committee

Mr. Macauley report to the council will be sending out new MBO templates. Committees are recommended to continue to develop their MBOs and just copy them into the templates when issued.

11.3 BOD Strategic Business Development Committee

Strategic Business Development Committee Members:

Dunstan Macauley	Chair
Blake Ellis	Vice Chair
Ron Gagnon	Member
Randy Schregengost	Member
Ken Fulk	Member
Luke Leung	Member
Dru Crawley	Member
Chris Gray	Member
Jeff Littleton	Consultant
Mark Owen	Staff Liaison
Farooq Mehboob	President

Mr. Macauley reported the scope of this committee is to develop recommendations to expand products, services, value to membership and revenue incorporating suggestions from Industry Roundtables as well as input from the New Products Development Advisory Board.

12. Industry Roundtable Ad Hoc

Industry Roundtable Ad Hoc Members:

Jason Alphonso

Mark Tome

Dru Crawley

Dunstan Macauley

Mr. Gray reported ASHRAE will be hosting Industry roundtable at CRCs this year. The Industry Roundtable Ad Hoc was formed to assist in developing guidance for successful roundtable discussions. After each roundtable event a summary report will be generated and sent interest groups including PEC's New Products Development Committee. Mr. Sehkar suggested using the ASHRAE website to help promote information to Industry Leaders.

Invited Industry Leaders will be given some question in advance and a facilitator with help to generate conversation. Ms. Mehbood asked if the roundtable will also help attendees recognize products and services ASHRAE already provides. Mr. Gray affirmed that the instigating survey sent out to industry leaders will include information on ASHRAE products and services.

13. Old Business

None.

14. New Business

14.1 PEC Nominating Subcommittee

The new Nominating Subcommittee will be tasked with making recommendations to the Government Affairs Committee

14.2 New Products Development Subcommittee

A motion to approve the establishment of the New Products Development Committee will be delayed until Winter Conference in Chicago January 2024. Mr. Alphonso suggested updating the PEC organizational chart to reflect the new subcommittee.

Staff have an action item to include motion to approve New Products Development Subcommittee on the agenda for the Winter 2024 Chicago meeting. **(ACTION ITEM 3)**

14.3 New ASHRAE Strategic Planning Cycle

Mr. Macauley reported the BOD has contracted with a consultant to develop a 3-year strategic plan and may be adding council liaisons to the committee that will develop the plan.

14.4 Handbook Ad Hoc

To help evaluate the Handbook Committee's concerns about the size of the Handbook-Applications volume, Mr. Austin is appointing an ad hoc to approach the committee concerns in a holistic matter.

Ad Hoc Handbook Committee Members:

John Constantinide, Director/ExO HBC

Mark Tome, Director/ExO Cert

Chris Gray, Past Handbook ExO

Megan Tosh, Publications Vice Chair

The size of Handbook chapters increasing in size is an on-going problem. Ms. Kennedy asked if she should invite outside stakeholders, such as, TAC and/or stakeholders. Mr. Macauley suggested keeping input limited to the ad hoc until have developed prelaminated recommendations. Mr. Fisher reminded the council that content are the TCs responsibility and product delivery is the purview of the Handbook Committee.

15. Adjourn

Mr. Macauley adjourned the meeting at 11:43 am.

Attachments

- A PEC Fiscal Subcommittee Report
 - A PEC Products Subcommittee Report to PEC Planning Subcommittee
 - A Handbook Committee Report to Fiscal Subcommittee
 - B Historical Committee Report to Fiscal Subcommittee
 - C Publications Committee Report to Fiscal Subcommittee
 - D Research Journal Subcommittee Report to Fiscal Subcommittee
- B PEC Planning Subcommittee Report
 - A PEC Reference Manual
 - B PEC MOP
 - C PEC Products Subcommittee Report to PEC Planning Subcommittee
 - A Handbook Committee Report to PEC Products Subcommittee
 - B Historical Committee Report to PEC Products Subcommittee
 - C Publications Committee Report to PEC Products Subcommittee
 - D Research Journal Subcommittee Report to PEC Products Subcommittee
 - D PEC Professional Development Subcommittee Report to Planning Subcommittee
 - A Certification Committee Report to PEC Professional Development Subcommittee
 - B Training & Education Committee Report to PEC Professional Development Subcommittee
- C PEC Reference Manual
- D PEC MOP
- E PEC Responses to referred motions
- F GAC report to PEC
- G PEC Report to BOD - June 28, 2023



PEC - Fiscal Subcommittee Report to PEC

Motions

None.

Information Items

1. PEC Dashboards available on Basecamp.
2. All standing committee information items are shown on committees reports available on Basecamp.



**PEC – Products Subcommittee Report
to Fiscal Subcommittee
Monday, June 26, 2023**

Attendance

Members: Jason Alphonso-Chair, Cindy Callaway, Scott Fisher, Harris Sheinman (Absent), Nissun Feiner, Thomas Pollard, Gerardo Alfonso, Vinay Ananthachar (absent), Chris Gray, Blake Ellis, Arthur Giesler

Guests: Norman Grusnick, Spenser Morasch, Franco D’Atir, Chandra Sekhar, Dunstan Macauley

Staff: Heather Kennedy, Cindy Michaels, Greg Martin

Motions for Fiscal Action

1. That the Handbook Committee divide the Applications Volume into two separate handbook volumes, so increasing the Handbook to five volumes, starting with the 2027 Applications Volume.

Background: over the past 20 years, the Applications Volume has increased in size from 872 pages (2003 Volume) to 1,543 pages (2023 Volume); a 76% increase in size. The large amount of copy during the Applications Volume year is exemplary not similar to the copy in other Volume years:

- 2020 Systems+Equipment: 1,024 pages
- 2021 Fundamentals: 1,144 pages
- 2022 Refrigeration: 806 pages
- 2023 Applications: 1,543 pages

The incongruous size has caused large hurdles and obstacles to accurately and timely issuance of the Volume.

The incongruous size causes great wear and tear on the volunteer liaisons and Volume Chair. The number of Chapters and Technical Committees assigned to a single liaison varied between 8 Chapters / 8 TCs and 16 Chapters / 4 TCs.

Products Subcommittee discussed at length concerning the delay in publishing from a four year cycle to a five year cycle. *(PEC Products Subcommittee Approved 6-2-0 CNV)*

Fiscal Impact: Net fiscal impact would be \$2,400/year. While we cannot predict Bookstore sales, another volume is likely to increase income to Society, offsetting this cost. Likewise, we cannot predict subcontractor processing, publishing, and distribution cost savings, but those too can offset more than this cost.

Staff Impact: levels out the workload of ASHRAE staff, so promoting accurate and efficient execution of the issuance of each volume of the Handbook.

Information Items

All Standing Committee Information Items are located in their reports attached.

- Handbook Committee ([Attachment A](#))
- Historical Committee ([Attachment B](#))
- Publications Committee ([Attachment C](#))
- Research Journal Subcommittee ([Attachment D](#))

Respectfully submitted,

Jason Alphonso, Chair
PEC Products Subcommittee
June 26, 2023

JAjh 06/26/2023

2023 Society Handbook Committee Report to Publication and Education Council
Annual meeting 26 June 2023
Tampa, Florida

To: Publications and Education Council, and PEC Products Subcommittee

Motions:

Motion 1 add to the HBC and renumber successive paragraphs:

1.1 We envision a world in which all ASHRAE Handbook-holders have the most current information on state-of-the-art and emerging technologies, methods, theories, and best practices in the design, construction, commissioning, operation, and maintenance of HVAC&R systems.

Fiscal impact None

Implementation Immediate

Motion 2:

Approved minor updates and changes to the HBC Manual of Procedures

Fiscal impact None

Implementation Immediate

Motion 3:

That the Handbook Committee divide the Applications Volume into two separate handbook volumes, so increasing the Handbook to five volumes, starting with the 2027 Applications Volume.

Background: over the past 20 years, the Applications Volume has increased in size from 872 pages (2003 Volume) to 1,543 pages (2023 Volume); a 76% increase in size. The large amount of copy during the Applications Volume year is exemplary not similar to the copy in other Volume years:

- 2020 Systems+Equipment: 1,024 pages
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- 2023 Applications: 1,543 pages

The incongruous size has caused large hurdles and obstacles to accurately and timely issuance of the Volume.

The incongruous size causes great wear and tear on the volunteer liaisons and Volume Chair. The number of Chapters and Technical Committees assigned to a single liaison varied between 8 Chapters / 8 TCs and 16 Chapters / 4 TCs.

Fiscal Impact: Net fiscal impact would be \$2,400/year. While we cannot predict Bookstore sales, another volume is likely to increase income to Society, offsetting this cost. Likewise, we cannot predict subcontractor processing, publishing, and distribution cost savings, but those too can offset more than this cost.

Staff Impact: levels out the workload of ASHRAE staff, so promoting accurate and efficient execution of the issuance of each volume of the Handbook.

1. Subcommittees

- Excom (Fisher) supervised, assigned task, consulted, and supported volume chairs and subcommittee chairs as needed. Worked with the vice chair (Sheinman) preparing for Society Year 2023-2024 and advancing the work of the HBC and improving communication with the TCs.
- Review/Training (Thomle) gave online training for TCs, HBC liaisons, and TAC. Four training videos have been created for the training TCs, HBC liaisons, reviewers, and authors. Currently a narrative is being added to each video. When complete and uploaded to ASHRAE HANDBOOK CENTRAL HBC liaisons, TC chairs, TC HB subcommittee chairs, lead reviewers, and others will receive training as needed outside of ASHRAE conferences.
- Electronic (Furman) reviewed current electronic processes and has not comment for revisions at this time.
- Functional (Mages) submitted an addition to the HBC MOP requiring every TC, regardless of submitting revisions must submit a completed Chapter Approval Checklist. Created and submitted a Vision statement for the HBC. The committee and staff are investigating creating an online survey for the HB Approval Checklist.
- Strategic Planning (Sheinman) reported that he has developed MBO for 2023 and 2024 (see attachment B).

2. Volume reports

- Sheinman (2023 Applications) has been printed, published, and shipped and will soon be available as Handbook Online. Neither Staff nor the Volume chair have received errata notifications from the volume Liaisons nor the relevant TCs.

- b. Furman (2024 Systems and Eq.) reported that his liaisons have been engaged with their assigned TCs and are expected to continue to receive submissions in due course.
- c. Mages (2025 Fundamentals) reported progress with Liaisons getting in contact with TC Chairs and Handbook Subcommittee chairs and completion of the review process and beginning to propose revision to their respective chapters.
- d. Thomle (2026 Refrigeration) reported progress with Liaisons getting in contact with TC Chairs and Handbook Subcommittee chairs and completion of the review process.

3. General

- a. Quorum was achieved, and the Chair opened the meeting.
- b. 2023 Winter Meeting Minutes from Atlanta were unanimously approved as noted.
- c. Heather Kennedy reported in more detail on the effectiveness of the changes to procedures put in place last Fall to ensure all revisions are captured accurately and completely. Staff workflows were discussed in detail, which go beyond the final signoff of galley proofs regardless of any edits or revisions by the TC.
- d. Heather indicated the division of tasks has allowed the HBC Staff to be more efficient and responsive.

4. MBOs and results are shown in attachment A.

Respectfully submitted,

Scott Fisher
Handbook Chair
26 June, 2023

Attachment A
2022-2023 MBOs

MBO #	Description	Metric	Initiative #	Goal #	Completion % /Date
		(how do we determine success?)			
1	Continue upgrade to MOP, ROB, ARG	Ongoing	3	2	On going

2	Investigate & recommend electronic content for development and delivery of hvac&r INFORMATION	Ongoing	3	7	100
3	Welcome Package development for Incoming HBC liaisons member	Complete	3	6	100
4	Create training videos for Liaisons, TC chairs, reviewers, etc.	Final videos are being edited	3	3	99.5
5	Vision Statement	Complete	3	1	100
6	Distribute the PDF editing document to TC	Complete	3	4	100
7	Distribute annual task list to liaisons to distribute to TCs	Complete	3	5	100
8	Renumber handbook chapters in the handbook and liaison chapter assignments per deletions and additions	Continuing	3	8	90
9	Review HBC Basecamp folder names for clarity	Complete – no changes needed	3	9	100

Attachment B

2023 to 2024 MBO

Handbook Committee MBOs for Society Year 2023-2024 Incoming Chair: Harris Sheinman Date: 27 Jun 2023						
Objective	Completion Date Target	Fiscal Impact	Responsible Party	Status	Comment	Impact on Staff Time

1	Consider Handbook volumes as a whole: balance out volume sizes.	6/24	none or positive (if moving to 5 volume years): more travel reimbursement to greater number of HBC volunteers	HB Excom	new	<p>The volumes' size imbalances cause havoc on staff workloads and the time required by subcontractors to process PDFs and Handbook Online.</p> <p>* Consider changing Handbook from a 4-year cycle to a 5-year cycle: split Applications between chapter bldg-specific applications and advanced engineering applications. Likely impact on TAC and BOD and RoB.</p> <p>* Consider relocating chapters from Applications to Systems+Equipment</p> <p>* Consider relocating chapters from Applications to Fundamentals</p> <p>* Consider relocating chapters from Systems+Equipment to Refrigeration</p>	Positive: staff will be able to plan, timings for checking content from subcontractors will be more predictable, and less staff time will be spent answering emails/phone calls about why Handbook PDFs/Online is late.
2	Review number of Chapters that are the responsibility of one TC		none	Strategic Planning	new	Even out burden on TCs; better response from individual overwhelmed TCs	None to positive.
3	Encourage TCs to develop extra features (spreadsheets, sidebar discussions, video, etc.) for Handbook Online.			HBC (all)	ongoing	Suggest to TCs that they use their YEA members	Variable but should be reasonably light impact.
4	Review and improve ARG for clarity and conciseness (this includes the Chapter submittal form)			functional	ongoing		Light initial impact, but positive savings over long term.
5	Review and improved MOP for clarity and conciseness.			functional	ongoing		Light initial impact, but positive savings over long term.

6	Author and develop how-to videos and other job aids for HBC liaisons, TC handbook subcommittee chairs, and other stakeholders.	6/24		review/ training, functional, electronic media	On-going		Light to moderate initial impact, but positive savings over long term.
7	Review single topic/multi TC Chapters responsibility to one TC		none	Strategic Planning	On-going		None to slight positive impact.
8	Develop calendar-based activity prompts job aid for HBC leadership to use in managing the HBC	1/24	none	HBC CH, HBC VCH	new		Slight initial impact, but positive long term.
9	Work with staff to update ASHRAE Handbook Central	6/24	none	Electronic Media and staff	new		Light to moderate initial impact, but positive savings over long term
10	Update the Reference Manual post on Basecamp	6/24	None	Function	ongoing		Light initial impact, but positive savings over long term



Historical Committee Report To PEC Products Subcommittee

Monday, June 26, 2023
Tampa, FL

Report

Motions Needing Action

None.

Information Items

1. Historical Committee - Chair Niss Feiner has sent out video newsletters and held some virtual meetings for Regional Historians this society year. Historical Members agreed that the general perception has improved with respect to communication between the committee and Regional Historians. Historical Committee plans to continue these activities in the next year.
2. Historical Committee will continue to solicit Regional Historians for written histories and Lou Flagg Award submissions.
3. Historical Committee report that the requested PAOE suggestions were approved which should help promote historical activities to members, chapter, and regions.
4. Historical Committee is making plans to edit and transcribe current Leadership Interviews still in need of finalization for the website.
5. Historical Committee hopes to be working with ASHRAE Journal podcast staff to produce more Leadership Interviews.
6. Historical Committee has updated their MBOs. ([Attachment A](#))
7. Historical Committee has appointed Mr. Schnable to liaise with Membership Promotion. Mr. Schnable provided Membership Promotion with a slide for their future presentations. ([Attachment B](#))
8. Historical Committee will include this slide in the Historical CRC PowerPoint presentation and the Historian's Guide.

9. Historical Committee reported PEC approved the IEEE proposal for the Engineering and Technology History Wiki (to be include at web site: www.ETHW.org) get the project moving pending legal approval and authorizing signature. (Attachment C)
10. Historical Committee has identified other groups for future collaborations. (American Society of Agricultural and Biological Engineers (ABE), Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) and American Society of Mechanical Engineers (ASME).
11. Historical Committee is developing plans to mark the 200th Anniversary of Sadi Carnot's Carnot cycle in 2024.

Respectfully submitted,

Nissim Feiner
Historical Committee Chair
June 25, 2023

2022-2023 Historical Committee MBOs

Author-Niss Feiner - Chair, Historical Committee Reference Document: ASHRAE Strategic Plan 2019-2024

Council: Publishing and Education Council

Committee: Historical Committee

Society Year:

2022-2023

#	Description	Metric (how do we determine success?) Max 3-5 best practices	Historical Committee Assigned	Committee Members Chair in RED colored	Strategic Plan Initiative # (can be more than 1)	Strategic Plan Goal (can be more than 1)	Status	Funding Req'd?
1	Establish and maintain a continuous line of communication between Society Historical Committee and Regional/Chapter Historians using via electronic communications (ie. Loom, email etc) with regular updates including: •Upcoming historical activities, or dates of historical significance to ASHRAE/HVACR Industry. •PAOE Update Summary. •Updates to Historical Training Materials (CRC Powerpoints, etc) •Remind and Encourage submissions for Chapter Historian Gold Ribbon Award & Lou Flagg Historical	Electronic communication to be by Committee Chair on a quarterly basis, with input from committee members.					Complete	
2	Develop PAOE Recommended Changes to 2022-2023 Society Year PAOE	To get ahead of the PAOE Committee Cycle with proposal for the following year's (Society Year 2022-2023) PAOE Letter in Summer 2022, Historical PAOE subcommittee needs to work with the PAOE subcommittee of	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	Complete	No
3	Encourage younger members of ASHRAE to have interest in history-related activities of the Society	Proposing to keep the PAOE line item "For a local Chapter Historical activity performed by an actively engaged YEA member". Reference 2021-2022 PAOE Newsletter - Tag# YEA8 (under YEA)	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	Complete	No
4	Identify volunteers to act as committee liaison with the following society committees: •Membership Promotion •Young Engineers in ASHRAE •Student Activities	Collaborating with other committees to support ASHRAE's mission by providing a historical context to educate and inspire members.					on-going	
5	Foster collaboration with other international societies to improve our historical research and support history-related activities of the Society	1.) Continue work on collaboration. HC has links with similar groups in CIBSE and AiCARR - opportunity to pursue to work w/similar committees in CEN, Intl Institute of Ammonia Refrigeration (IIR), Intl Institute of Refrigeration (IIR), & Global Cold Chain Alliance (GCCA). 2.) Continue work to	Morasch & Feiner	Spencer Morasch / Niss Feiner	4	2b	Complete	No for some groups, but YES for IEEE History Center
6	Leadership Recall - Arrange for videos at Winter Conference	Arrange two Presidential interviews. Review other potential interviewees	Awards / Leadership Recall Committee	Niss Feiner / Robert Pollard / Spencer Morasch (ExO)	4	1b, 2c	on-going	Possibly
7	Digitize Archived Journals + Transactions	Encourage digitalization of all Society Journals and Transactions	Administrative / Archives Committee	Glen Remington / Norman Grusnick / Atilla Biyikoglu / Spencer Morasch (ExO)	3	3b	on-going	Yes
8	Historical Committee Newsletter - Resume publishing a newsletter for the target audience of Regional & Chapter Historians.	4 Newsletters published during the Society year.	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	1b, 2a, 2c	Complete	No

HOW CAN YOUR CHAPTER HISTORIAN CHAIR HELP YOU?

- Take pictures of Chapter functions for inclusion in newsletters, website, records and programs
- Invite the Chapter Life Members to meetings which could offer referrals to new Member prospects
- Provide assistance with Membership retention & reinstating cancelled Members
- Interview presidential and long-time members to provide in writing or audio, memories of industry history and its progress for inclusion in Basecamp or newsletters as leadership recalls to enhance Chapter credibility
- Updating MP & historical records annually
- Assist the MP Chair with an employer recognition program by suggesting past companies that supported Membership
- Reporting the chapter's MP synergy progress to the Regional Historian



**Addendum to the Collaboration Agreement for the development of the
Engineering and Technology History Network Website**

This Collaboration Agreement Addendum is made as of October 1, 2022 (the “Effective Date”) between and among the American Society of Heating, Refrigerating and Air-Conditioning Engineers (“ASHRAE”) and the Participating Societies of the Engineering and Technology History Network Website (now known as the Engineering and Technology History Wiki, www.ethw.org) , as outlined in attached Collaboration Agreement for the development of the Engineering and Technology History Network Website (the “Agreement”) with the Effective Date of March 7, 2014.

The original Participating Societies are outlined in Part 1, Participating Societies. ASHRAE is a public charity organized for tax-exempt purposes under U.S. Internal Revenue Code Section 501(c)(3), and is joining the Agreement in furtherance of its charitable purposes. ASHRAE agrees to abide by all of the sections of the Agreement until and if ASHRAE withdraws from the Agreement, as accounted for in Section 3.B., Withdrawal of a Participating Society.

American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)

By: _____

Title: _____

Date: _____



Shaping Tomorrow's
Built Environment Today

Attachment C - Publications Committee Report
PEC Products Subcommittee Report
to PEC Fiscal Subcommittee

Publications Committee Report to
the Products Subcommittee of the Publishing and Education Council
Monday, June 26, 2023, 3:30-5:00 p.m.

Action Items for PEC Products Subcommittee

(none)

Information Items

Major Motions Passed:

1. During the Publications Committee on June 24, 2023, the committee voted to accept the PTAR #003 resubmission (*Design Guide for Radiant Heating and Cooling Systems*) and is forwarding this vote outcome to RAC.

Other:

1. Publications Committee welcomed the new ASHRAE Journal editor, Drew Champlin, to ASHRAE staff and to the Publications Committee.
2. Publications Committee will be including the information regarding publication contacts and technical resources that it currently provides to TC chairs (see **Attachment A**) to chapters via Chapter Notes. The committee will also make contacts to have this information posted on the TC Resources and Chapters webpages.
3. Updates on the Publications Committee MBOs for the 2022-2023 Society year are included in **Attachment B**.

Respectfully submitted,
Gerardo Alfonso, Chair
Publications Committee
26 June 2023

Attachment A

Publications Committee Information for TC/TG/MTG Chairs



The following are ASHRAE publication types that fall under the scope of Publications Committee, with information on how to submit proposals or contact ASHRAE staff with questions:

Publication Type	How to Submit Proposals	ASHRAE Staff Contact
ASHRAE Journal articles (technical, for practicing engineers)	www.ashrae.org/technical-resources/ashrae-journal/submission-guidelines-for-ashrae-journal	ASHRAE Journal Editor, Drew Champlin, DChamplin@ashrae.org
Books	Individual authors, authoring groups, and TC/TG/MTG volunteer efforts: http://cms.ashrae.biz/forms/pubplan/index.php TC/TG/MTG paid efforts: Use the Publication Topic Acceptance Request template available at https://www.ashrae.org/technical-resources/research	Special Publications Editor, Cindy Michaels, cmichaels@ashrae.org Manager of Research and Technical Services, morts@ashrae.net
ASHRAE Journal Podcast	Submit topic or guest suggestions via email to ASHRAE Journal Managing Editor Kelly Barraza at kbarraza@ashrae.org	
Insights, HVAC&R Industry News, and ASHRAE Journal Newsletter	Submit article or topic suggestions via email to ASHRAE Journal Assistant Editor Kaitlyn Baich at kbaich@ashrae.org	
CDs/DVDs/Software/Online databases	http://cms.ashrae.biz/forms/pubplan/index.php	Special Publications Editor, Cindy Michaels, cmichaels@ashrae.org
Apps	https://xp20.ashrae.org/secure/special_pubs/app_propose/	Special Publications Editor, Cindy Michaels, cmichaels@ashrae.org
Translations of ASHRAE's books, standards, guidelines, position documents, white papers, or reports	Submit requests to translate specific titles via email to Special Publications Editor Cindy Michaels at cmichaels@ashrae.org	

Your Publications Committee TAC Section Liaison will establish contact with you via email. The Publications Committee Chair can be reached at pubchair@ashrae.net.

The Publications Committee can help your vision become a reality!

Tools to Assist You in Writing Content

- **ASHRAE Terminology** (www.ashrae.org/ASHRAETerms)
Ensure consistency using this free online glossary of more than 3700 terms related to the built environment.
- **ASHRAE Authoring Portal** (<https://authoring.ashrae.org/>)
Collaborate with coauthors using this secure platform for copyrighted intellectual property.
- **ASHRAE Technology Portal** (www.ashrae.org/technologyportal)
Find published source material in downloadable PDF format.
 - Current volumes of ASHRAE Handbook (free to members!)
 - ASHRAE Journal articles and ASHRAE Research Reports (free to members!)
 - ASHRAE Technical and Conference Papers and Conference Seminars (available by subscription)
- **Authoring Tools** (www.ashrae.org/technical-resources/authoring-tools)
 - Links for learning about writing for various ASHRAE Publications
 - Interactive Authors' Manual for Books and Papers
 - ASHRAE SI Guide for HVAC&R
- **Free Resources** (www.ashrae.org/freeresources)
Obtain resources available freely to the public as well as resources available to Members only.
- **Latest Publications** (www.ashrae.org/bookstore)
Learn more about ASHRAE's most recent publications.
- **Upcoming Publications** (www.ashrae.org/technical-resources/bookstore/upcoming-ashrae-publications)
See what publications are in the works at ASHRAE.

Attachment B

Publications Committee MBOs for Society Year 2022-2023

Year 2022-2023
Council: Publishing and Education **Chair:** Gerardo Alfonso
Committee: Publications **Vice Chair:** Vinay Ananthachar

MBO #	Description	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completi on Date	Financial Assist Req'd?
1	Identify and initiate a pilot Applications guide	Based on member survey results have Meetings with Handbook Committee, TEC, TCs. Contact and Identify Potential Authors. Initiate pilot guide.	3 & 4	1a, 1b, 3a	Ongoing	Maybe
2	Develop a guideline to produce video content to promote international videos. i.e. different languages (transcripts), virtual technical tours, training videos -- sponsored)	Guideline published	4	1a, 2c, 3a	Ongoing	No
3	Develop a policy to publish video content from seminars and conferences originated in chapters and regions.	Policy published	4	1a, 2c, 3a	Ongoing	No
4	Develop and apply Publications Performance Metrics for the Publications Committee	PubC Dashboard, Information database	3	1b, 3b	Complete	No
5	Support Journal Editor in reviewing and enhancing the quality of the ASHRAE Journal	Provide Feedback and Recommendations for topics for Technical Feature Articles, review editorial calendar, Solicit journal articles from international authors, coordinate with CTTC	4	1a, 1b, 2a, 2c, 3c	Complete	No
6	Support Editor in reviewing and enhancing the quality of the ASHRAE newsletter	Provide Feedback and Recommendations for Newsletter content and editorial quality	4	1a, 1b, 2a, 2b, 2c, 3c	Complete	No

7	Develop a guideline to promote videos and free training for international Governments (GAC) oriented to policy makers, code officials and ASHRAE members. Focus on codes, standards for developing countries and HVAC for public sectors. (i.e. health, IAQ, Energy efficiency and Decarbonization)	Document send to GAC	2	2b, 3b	Ongoing	No
8	Identify all unprofitable/unused publications and formulate an action plan. Continue	database and Identification of publications, proposed action plan. Report to Products Subcommittee. Propose stagewise review, targetting books first likely instead of standards or transactions.	3	3a,	Complete	No
9	Increase International Outreach of ASHRAE Publications. Apply an action	Identify potential ASHRAE Publications of interest to International markets, engage regions and local chapters in awareness and marketing,	4	1a, 1b, 2a, 2b, 3a, 3b, 3c	Complete	No
10	Develop a metric for Video Award of the year	First series of videos measured	3&4	1a, 2c, 3a	Tabled	No
11	Develop a metric for App Award of the year	First series of APPs measured	3&4	1a, 2c, 3a	Complete	No
12	Establish a permanent alliance with Communications Committee to develop a joint plan in digital media.	First meeting with Communications Committee	3	3b	Complete	No



Research Journal Subcommittee of PEC

Report to PEC Products Subcommittee

Meeting of June 26, 2023

Attendance: Blake Ellis - Chair, Chandra Sekhar, Carey Simonson, Jeffrey Spitler, Mark Owen - Staff Liaison

Motions

None.

Information Items

1. Dr. Spitler presented the Editor's Report shown in **Attachment A**.
2. Research Journal Subcommittee members voted and approved following nominations from Dr. Spitler for the STBE Editorial Board to fill four current vacancies:
 - **Brian Fronk, Pennsylvania State University**
Subject Expertise: Refrigeration cycles, heat transfer, thermodynamics, systems
 - **Kristen Cetin, Michigan State University**
Subject Expertise: Building energy and daylight modeling, occupant effects, IoT, thermal & hygrothermal performance, inverse building models
 - **Jie Cai, University of Oklahoma**
Subject Expertise: Data-driven modeling and advanced control of building energy systems; load estimation, predictive control and grid-interactive building operations.
 - **John Zhai, University of Colorado-Boulder**
Subject Expertise: CFD, heat transfer, energy analysis, thermal comfort, IAQ, building vulnerability and safety.
3. Dr. Spitler is planning to expand the editorial board with an additional three associate editors. Suggestions from the subcommittee for nominees in the fields of Machine Learning, general HVAC, GSHP, Thermal Comfort and IEQ can be sent directly to Dr. Spitler.
4. Taylor & Francis Publisher's Report shown in **Attachment B**.

Respectfully submitted,
Blake Ellis, Chair

BE: jh/mso

Science and Technology for the Built Environment

Jeffrey D. Spitler

June 21, 2023

Numbers in red from last year

Journal metrics



Usage

- **113K** annual downloads/views
- 105K*



Citation metrics

- **1.990**
 - **1.811**
 - **2.7**
 - **Q2**
 - **0.920**
 - **0.510**
- **2.094 (2021)** Impact Factor
 - **2.121 (2021)** 5 year IF
 - **3.5 (2021)** CiteScore (Scopus)
 - **Q2 (2021)** CiteScore Best Quartile
 - **0.808 (2021)** SNIP
 - **0.493 (2021)** SJR



Speed/acceptance

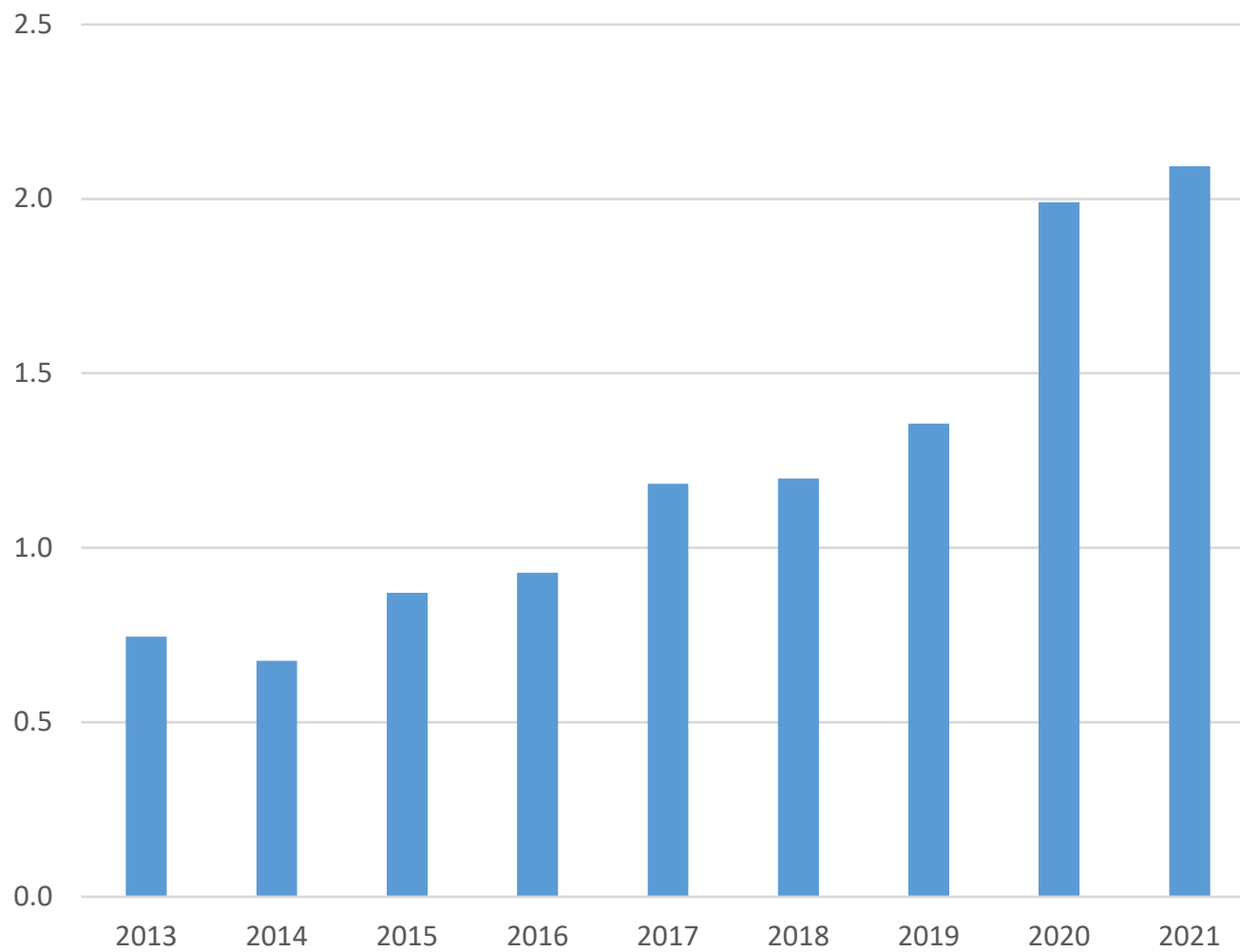
- **26** days avg. from acceptance to online publication

23 days

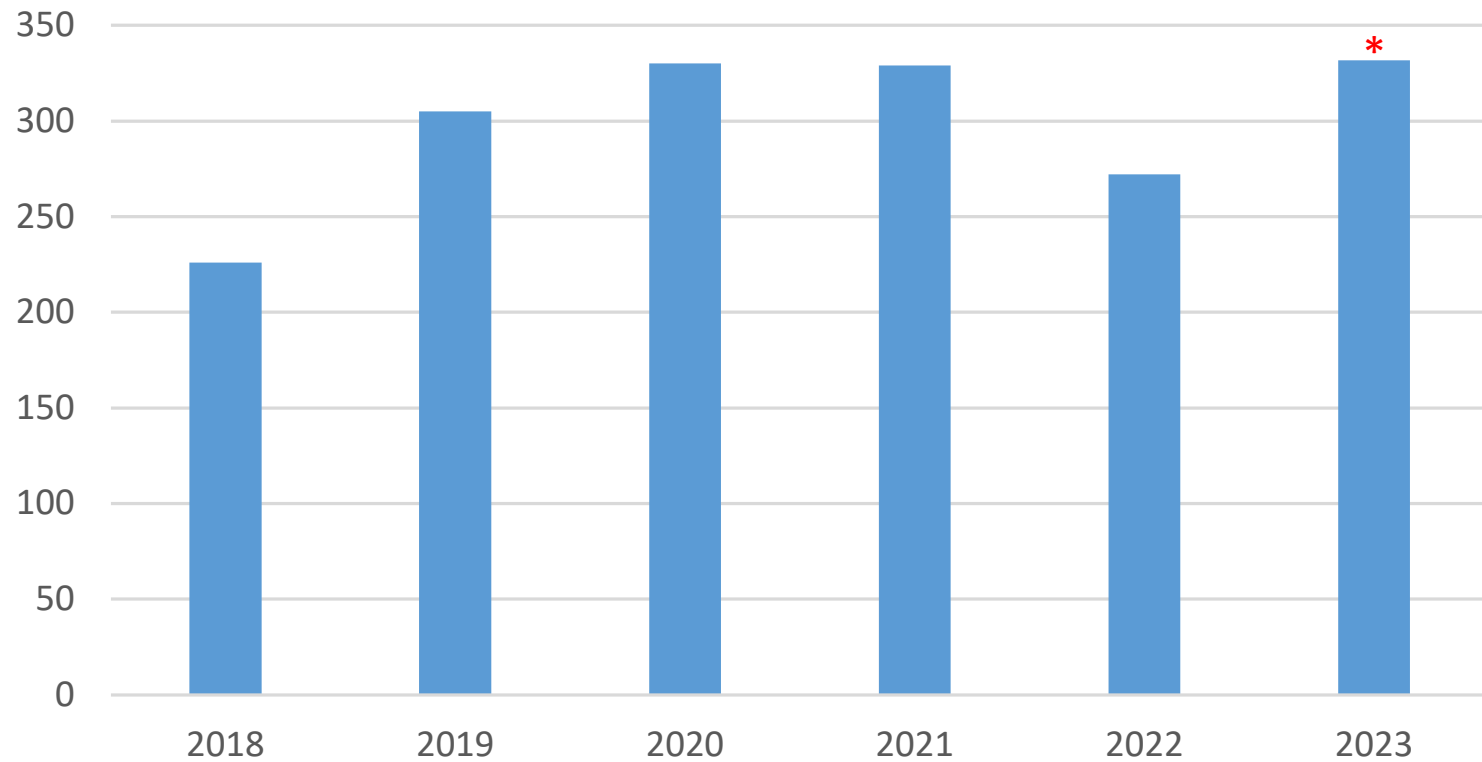
From the journal website:

<https://www.tandfonline.com/action/journalInformation?show=journalMetrics&journalCode=uhvc21>

Impact Factor



Submissions



* Projected; 149 submissions as of June 14

2022 (as of June 2023)

- 272 submissions started; 13 withdrawn
- 14 papers still in review
- JDS rejected 97 papers without sending out to AE
 - Common reasons: case studies, out of scope, poor English, lack of technical rigor.
- 29 rejections by recommendation of AE, w/o sending out for review
- 62 rejections by recommendation of AE & reviewers
- 49 accepted
- 21 withdrawn or abandoned
- Accepted: 18%; Rejected 69%; Still in review 5%;
Withdrawn/abandoned: 8%
- 2021: Accepted: 25%; Rejected 72%

2023 Special Issues & Topical Sections

- Topical Section:
 - Measured Performance (3 papers, Issue 2)
- Planned Special Issues and Topical Sections:
 - IAQ 2020: Indoor Environmental Quality Performance Approaches Transitioning from IAQ to IEQ [Part 2] (10 papers submitted; 1 accepted; 5 rejected; 4 in review)
 - ASHRAE Conference Research Papers (17 invitations; 10 submissions; 1 accepted)
 - Buildings XV Conference (Original deadline May 15; 0 submissions)
 - BPAC/Simbuild 2022 (14 commitments; 9 submissions, all in review)
 - IGSHPA 2022 (17 invitations, 6 commitments, 4 submissions)
 - Decarbonization conference in Athens (?)
- Failed
 - Clima 2021

2022/2023 Editorial Board Meetings

- In person meeting in Tampa with ~9 Associate Editors
- Late summer or early fall online meeting with remaining Associate Editors.

Misconduct allegations

- None!

Associate Editors

- 6 Associate Editors (plus Charlie Lin) with terms expiring this year:
 - Saqib Javed (renew)
 - Shengwei Wang (renew)
 - Liam O'Brien (renew)
 - Michel Bernier (retire)
 - Lorenzo Cremaschi (retire)
 - Roberto Lamberts (retire)
 - Charlie Lin (deceased)
- Previously proposed three new AE slots to handle volume of papers.

Associate Editors

Slot	Area	Proposed
Bernier replacement	General HVAC, GSHP	**
Cremaschi replacement	Cycles, heat transfer, thermo, systems	Brian Fronk, PSU
Lamberts replacement	Building energy and daylight modeling, occupant effects, IoT, envelope performance, inverse building models	Kristen Cetin
Lin replacement	CFD, heat transfer, energy analysis, thermal comfort, IAQ, building vulnerability and safety	John Zhai, UC Boulder
New AE 1	Thermal comfort, IEQ	**
New AE 2	Data-driven modeling and advanced control of building energy systems; load estimation, predictive control and grid-interactive building operations	Jie Cai, U. Oklahoma
New AE 3	Machine learning	*

** I've reached out to a candidate; * I've had a suggestion.

Reviewer Board

- Concept:
 - Recruit members from junior and mid-level faculty, recent PhD graduates.
 - Commitment to review ~4 papers per year in a timely fashion (2 weeks or less).
- Current status:
 - 45 members; 3 nominated for Associate Editor
 - Since Jan. 2022, on average:
 - 4.5 invitations
 - 3.4 acceptances
- Will ask AEs for additional nominations

Best paper award

- Will convene jury (Spitler, Owen, two Associate Editors, one member of this committee)

Logistical Problems (LaTeX)

- LaTeX submissions remain problematic.
- I queried Stephanie on October 27th about format-free submission
- January 17th:
Unfortunately, the journal is not currently eligible for this format since it would be required to use 1- T&F's Journal Editorial Office support in ScholarOne and 2- the T&F standard reference style.
- Last communication: April 17th from Mark Owen to Stephanie – next step?

Logistical problems (low backlog)

- Backlog remains low.
- January 2023: 5 papers in backlog
- Today: 6 papers in backlog

General Plans

- Recruit 3 more Associate Editors
- Continue with moving towards format-free submission.
- Continue to recruit special issues based on conferences.
- Will ask the Editorial Board to help identify non-conference-based topical issues.



Attachment B



SCIENCE AND TECHNOLOGY FOR THE BUILT ENVIRONMENT

Confidential Publishing Report

Last Updated: June 2023

Highlights

Top Performing Articles (last 12 months)

Top Downloaded Article

Article Title	No. of Downloads
Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilatio...	3,036

Top Cited Article

Article Title	No. of Citations
Integrating IAQ control strategies to reduce the risk of asymptomatic SARS CoV-2 infections in class...	49



Top Altmetric Score

Article Title	Altmetric Score
Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilatio...	392

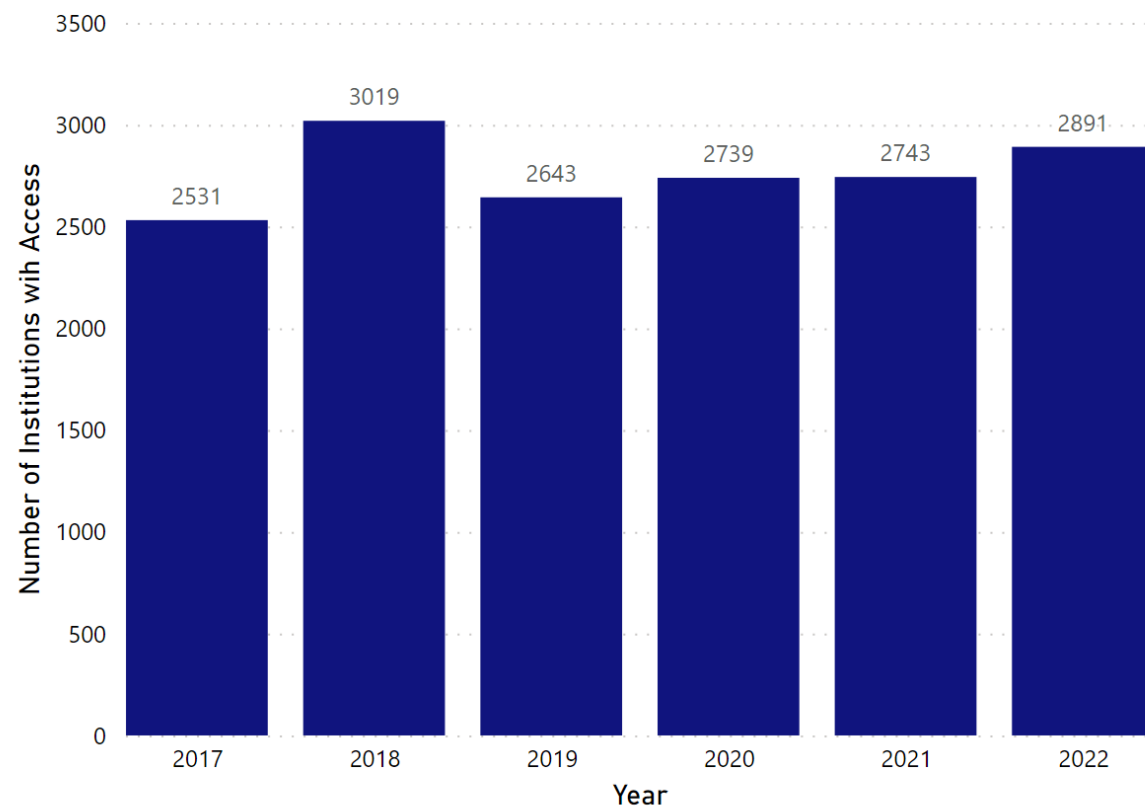
Highlights

113K 2022 Downloads	92 2022 Volume Year Publications	8 2022 Volume Year OA Publications	2.094 2021 Impact Factor	3.7 2022 CiteScore
(Blank) Acceptance Rate (%)	(Blank) Median Days Submission 1st Decision	26 Median Days Acceptance Online Pub	Q3 2021 Impact Factor Best Quartile	Q2 2022 CiteScore Best Quartile

Global Reach

Global Reach - Circulation

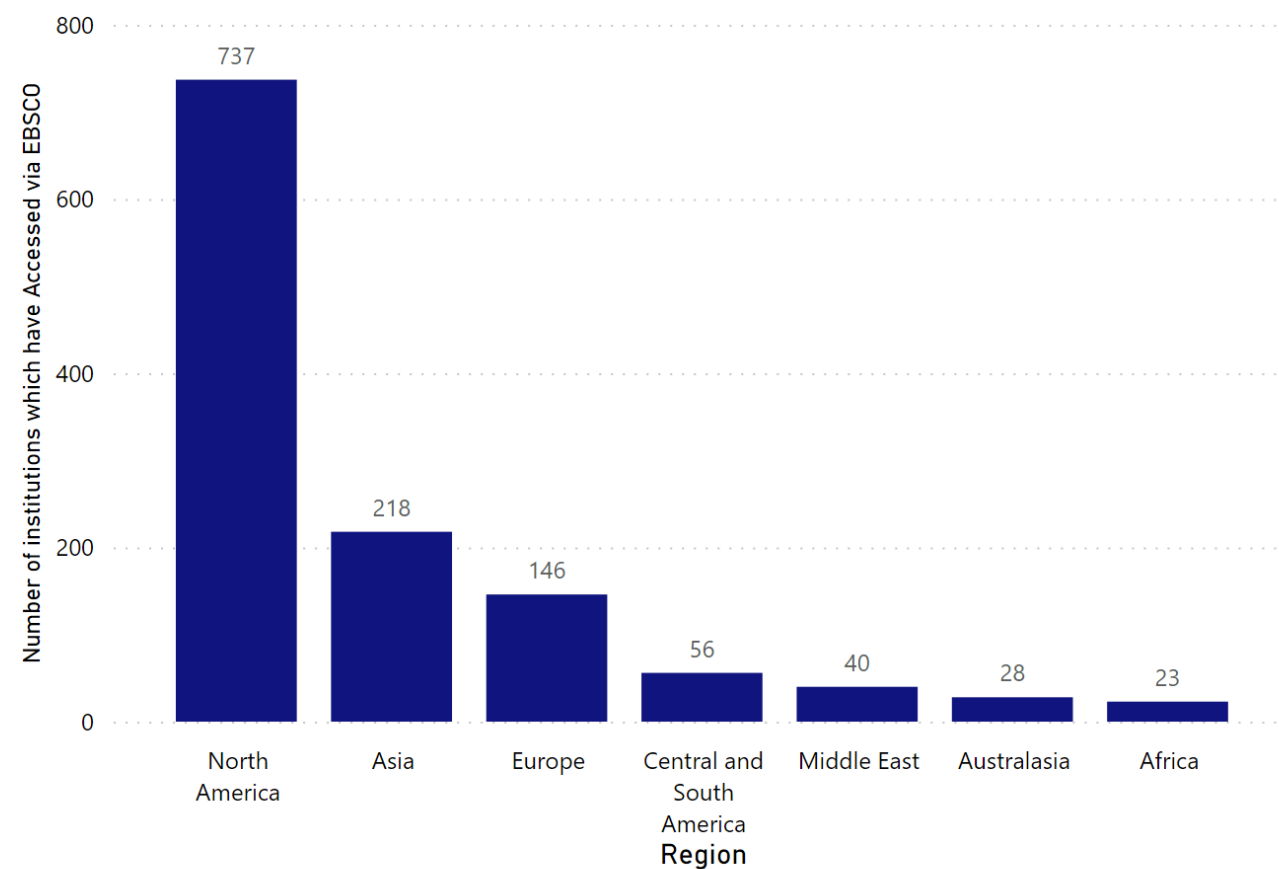
Number of Institutions with access via Sales Deal, Subject and Non-Sales Deal subscriptions



Year	Subject Collection
2017	Engineering, Computing & Technology
2018	Engineering, Computing & Technology
2019	Engineering, Computing & Technology
2020	Engineering Computing & Technology
2021	Engineering, Computing & Technology

Year	Library Collection
2017	S&T
2018	S&T
2019	S&T
2020	S&T
2021	S&T

EBSCO Coverage 2022 by Region



Most Downloaded Articles in the Past 12 Months (from Past Three Years)

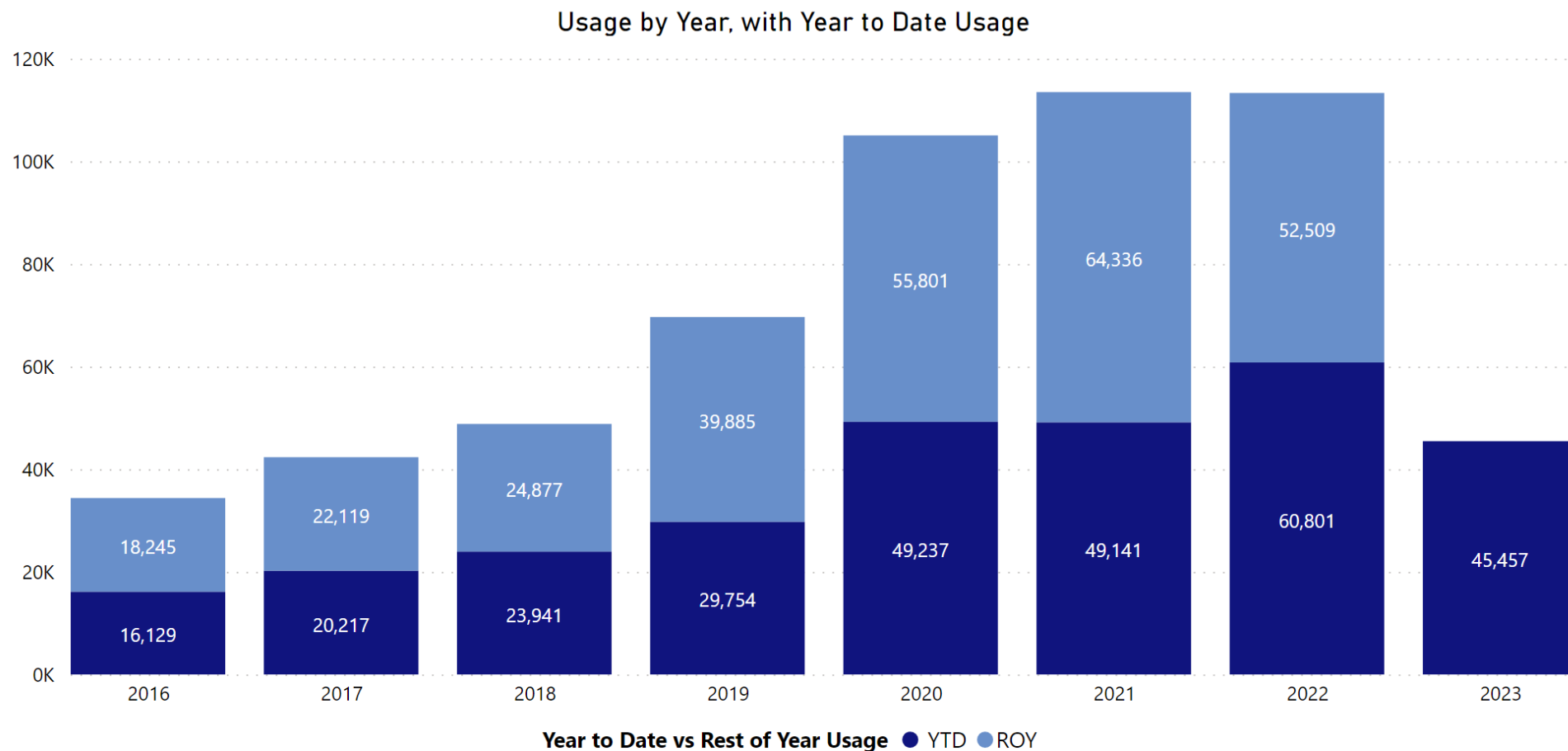
Article Title	First Author	Volume & Issue	Open Access	No. of Downloads
Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilatio...	Douglas Reindl	Volume 27 Issue 9	Yes	3,036
Airborne transmission of SARS-CoV-2 in indoor environments: A comprehensive review	Jianshun Zhang	Volume 27 Issue 10	Yes	2,203
A review of the current status and development of 5GDHC and characterization of a novel shared energ...	Dennis Johansson	Volume 28 Issue 5	Yes	1,638
Thermal resistance of ventilated air-spaces behind external claddings; definitions and challenges (A...	Dolaana Khovalyg	Volume 27 Issue 6	Yes	1,471
Integrating IAQ control strategies to reduce the risk of asymptomatic SARS CoV-2 infections in class...	Jensen Zhang	Volume 26 Issue 8	No	910
Artificial intelligence in smart buildings	Zheng O'Neill	Volume 28 Issue 9	No	778
Environmental and energy performance assessment of hybrid ground source heat pump coupled with TABS ...	Rana Mahmoud	Volume 28 Issue 10	Yes	584
Field Measurements of Building Heating and Cooling System Performance	Signhild Gehlin	Volume 29 Issue 2	No	312

Top Institutions by Downloads (Past 12 Months)

Institution Name	Total No of Downloads
Texas A & M University System	1437
Xian Jiaotong University	1227
First Affiliated Hospital of Medical College of Xi'an Jiaotong University	1137
Hong Kong Polytechnic University	1087
Shanghai Jiaotong University	979
Tsinghua University	890
Tongji University	850
Dalian University of Technology	825
Carleton University	790
University College London	787
Total	10009

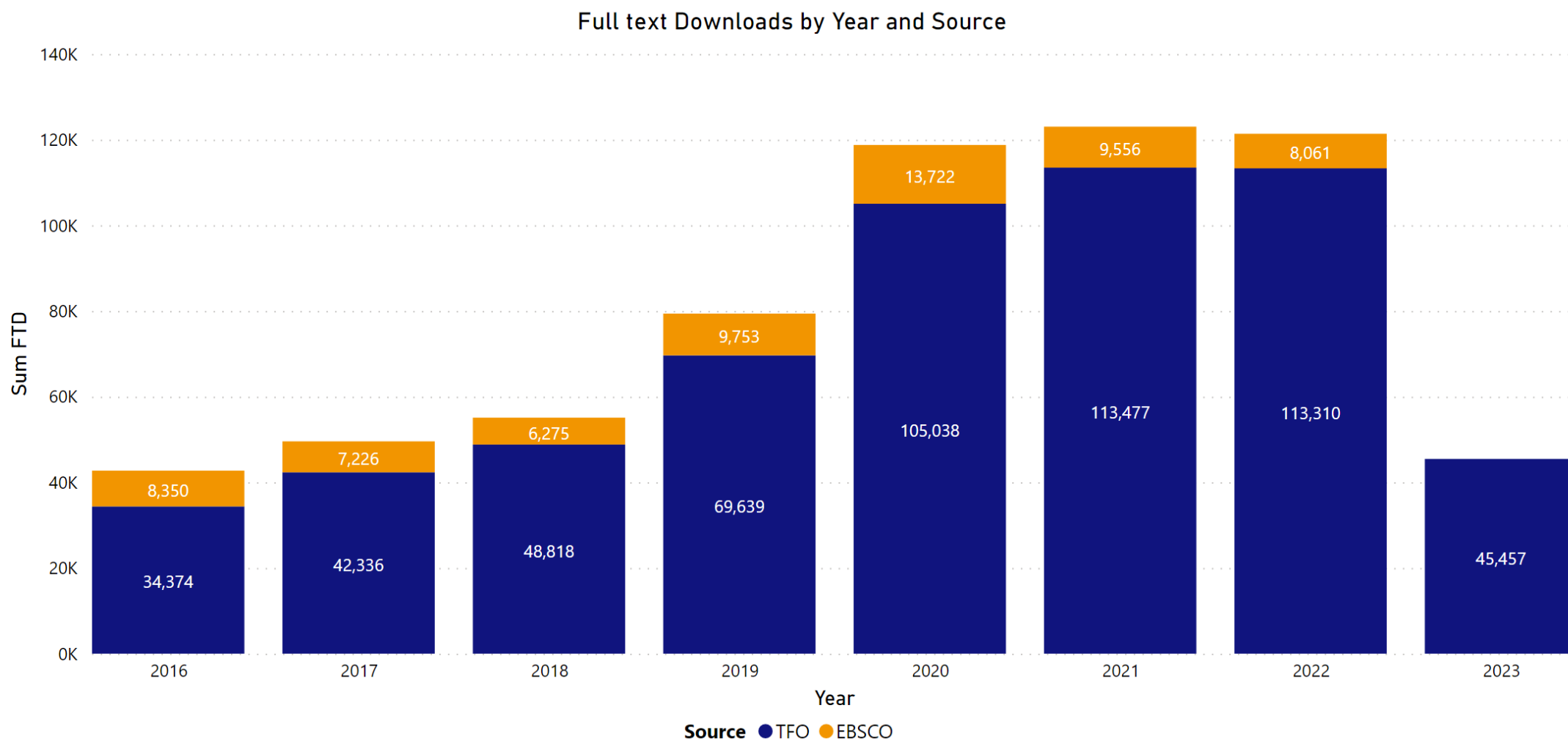
Note: Consortia have been removed from this table.

Article Downloads - Taylor & Francis Online (TFO) Usage



-25%
% Change YTD

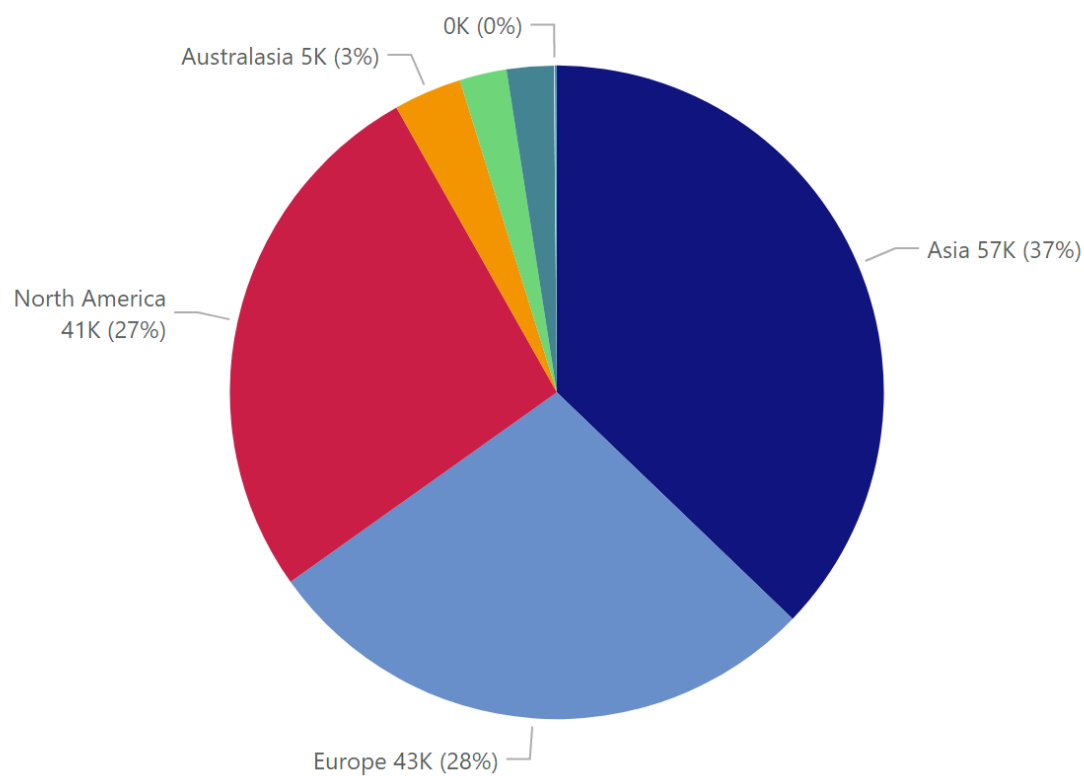
Article Downloads - Usage by Source



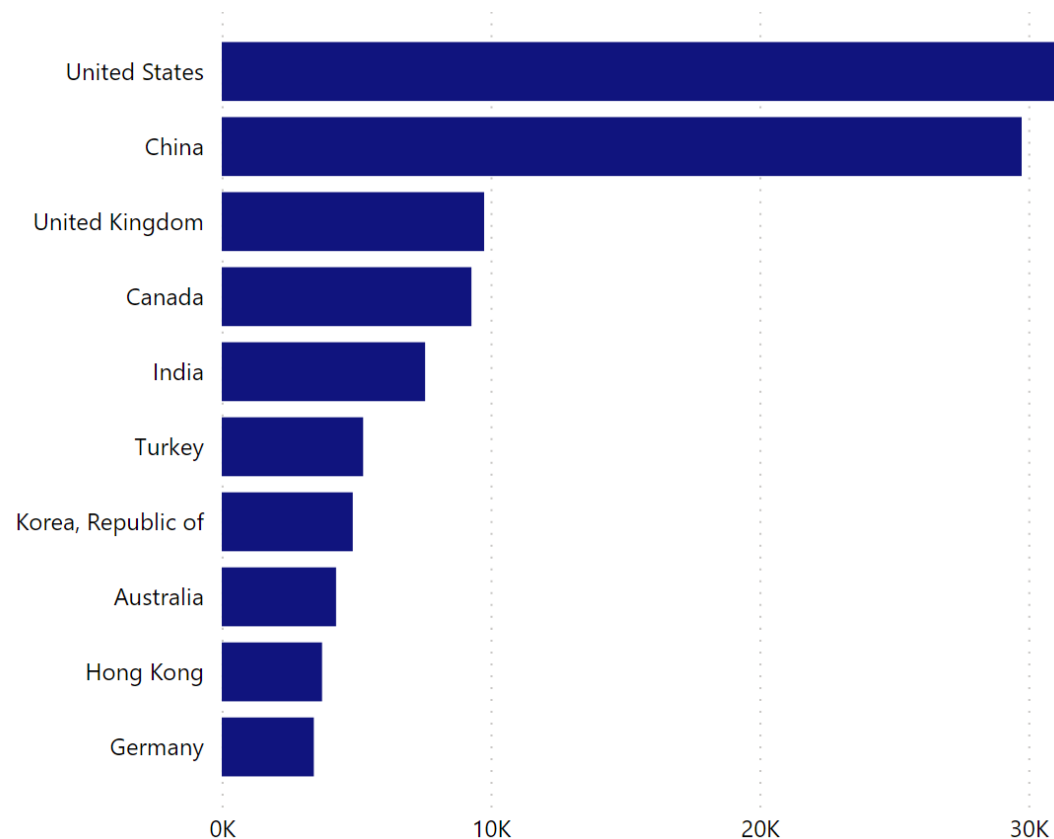
Article Downloads - Usage by Country & Region

Usage shown is for the last full year, plus the current year.

Full Text Downloads by Region



Full Text Downloads by Country



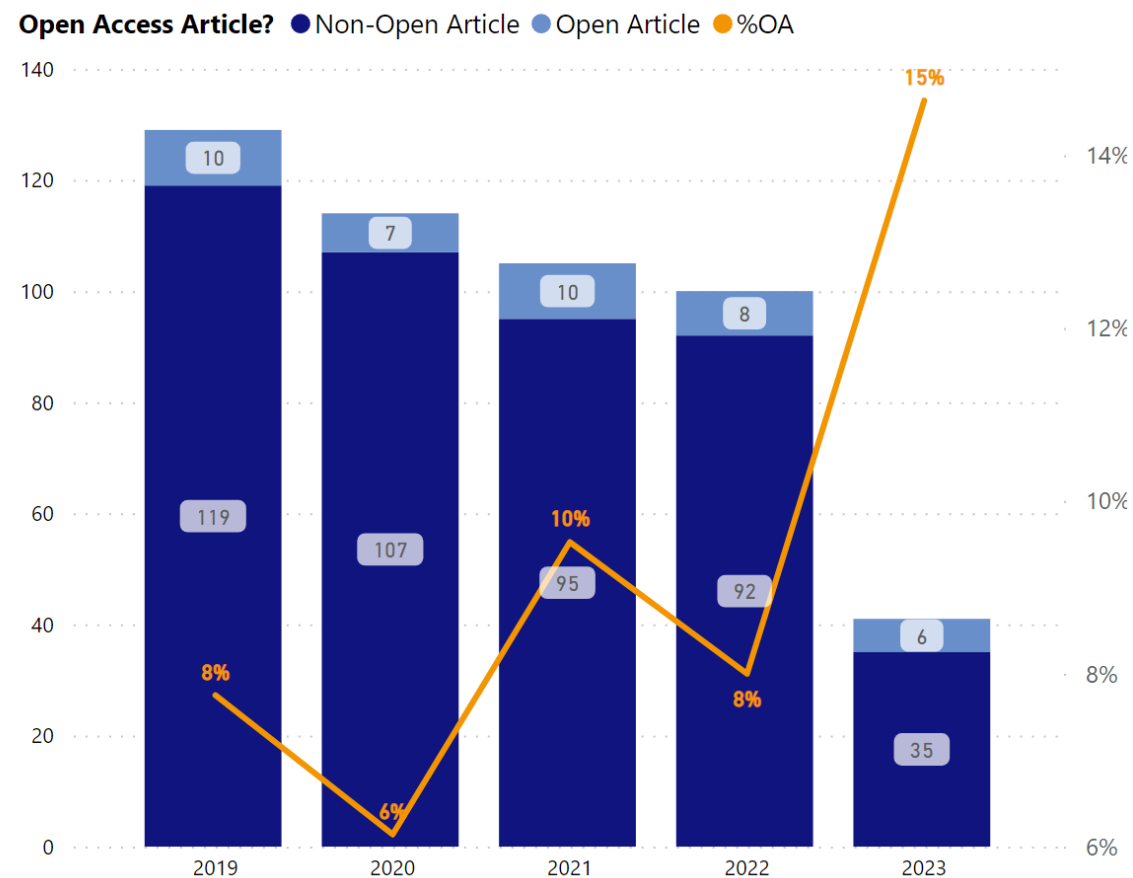
Production

Published Content

Number of Documents by Article Type (last full year and current year)

Article Type	Distinct Count of Documents
Article	133
Editorial	8
Total	141

Number of Articles Published by Volume Year - with OA Split



Production Schedule (Volume Years 2022 and 2023)

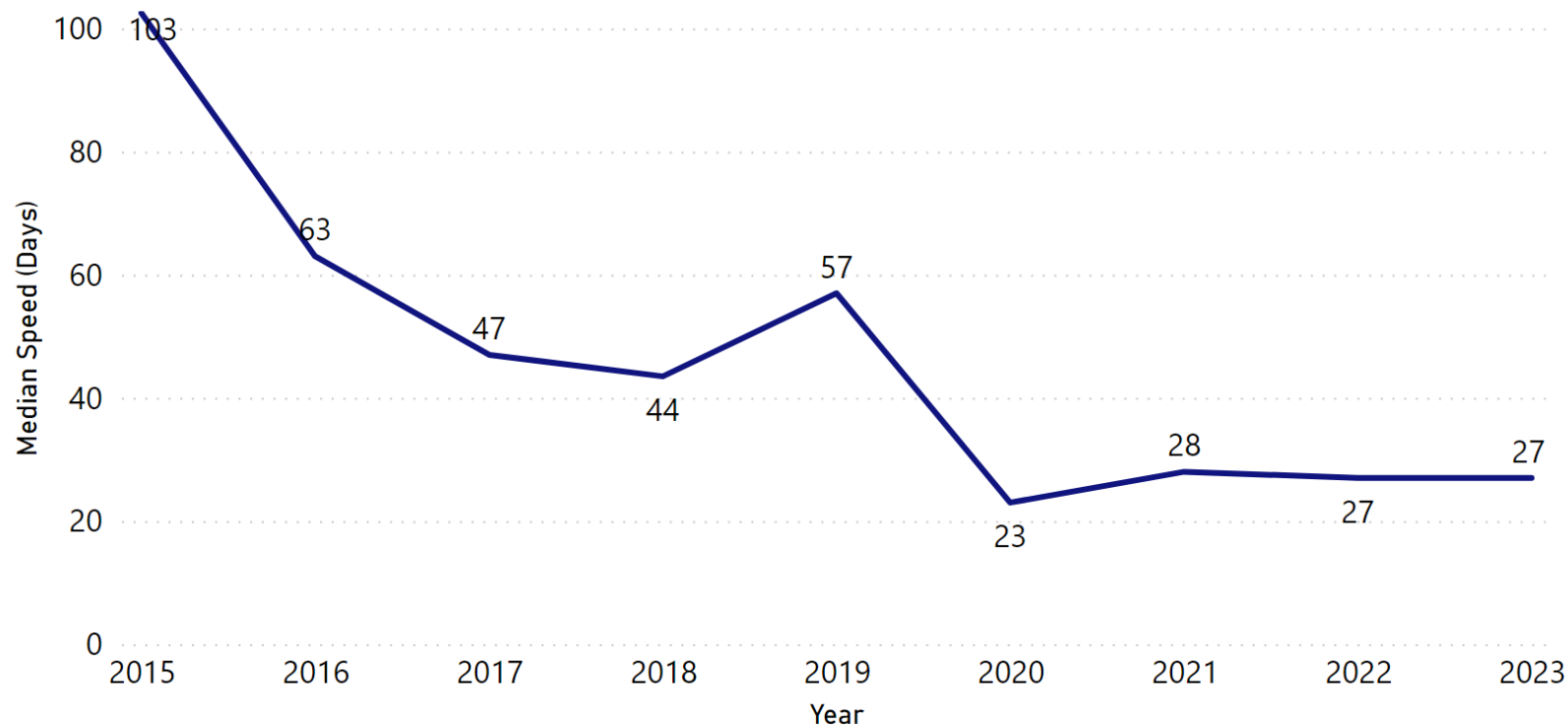
Online Issues

Issue Number	2022	2023
01	22 February 2022	20 January 2023
02	22 February 2022	30 January 2023
03	14 April 2022	28 February 2023
04	10 May 2022	25 May 2023
05	07 June 2022	08 June 2023
06	27 July 2022	30 June 2023
07	31 August 2022	31 July 2023
08	31 August 2022	31 August 2023
09	28 September 2022	02 October 2023
10	21 October 2022	31 October 2023

Print Issues

Issue Number	2022	2023
01-05	27 June 2022	12 June 2023
06-10	10 November 2022	07 November 2023

Average Speed of Article Publication*



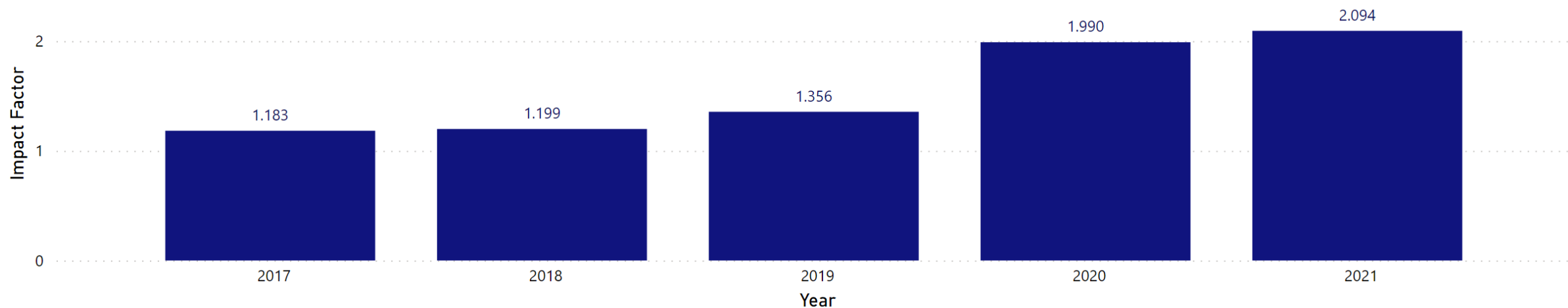
* median days from submission to Central Article Tracking System (CATS) to online publication.

Citation Analysis

Citation Metrics (Impact Factor)

Year	Impact Factor	Impact Factor Rank	5 Year IF	Article Influence	Eigenfactor
2017	1.183	(37/59 Thermodynamics, 38/62 Construction & Building Technology, 87/128 Engineering, Mechanical)	1.183	0.264	0.00100
2018	1.199	(42/63 CONSTRUCTION & BUILDING TECHNOLOGY - SCIE, 43/60 THERMODYNAMICS - SCIE, 90/129 ENGINEERING, MECHANICAL - SCIE)	1.287	0.324	0.00134
2020	1.990	39 / 62 THERMODYNAMICS - SCIE, 41 / 66 CONSTRUCTION & BUILDING TECHNOLOGY - SCIE, 78 / 135 ENGINEERING, MECHANICAL - SCIE	1.811	0.418	0.00218
2021	2.094	39 / 63 THERMODYNAMICS - SCIE, 47 / 68 CONSTRUCTION & BUILDING TECHNOLOGY - SCIE, 78 / 137 ENGINEERING, MECHANICAL - SCIE	2.121	0.416	0.00215
2019	1.356	42 / 63 CONSTRUCTION & BUILDING TECHNOLOGY - SCIE, 47 / 61 THERMODYNAMICS - SCIE, 96 / 130 ENGINEERING, MECHANICAL - SCIE	1.468	0.354	0.00183

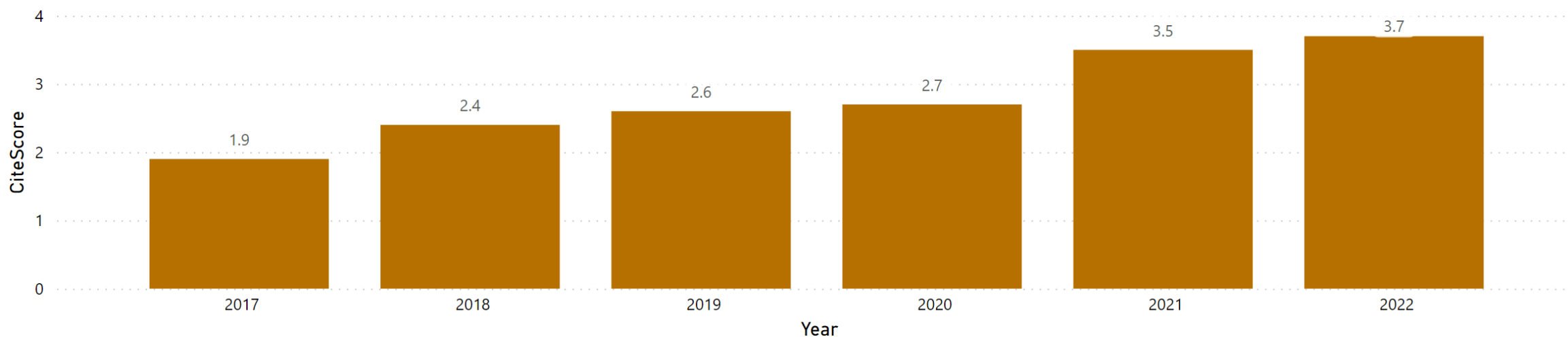
Impact Factor by Year



Citation Metrics (Scopus)

Sum of Year	CiteScore	CiteScore Rank	SNIP	SJR
2018	2.4	27 / 83 Fluid Flow and Transfer Processes, 56 / 124 Environmental Engineering, 63 / 176 Building and Construction	0.77	0.597
2019	2.6	32 / 83 Fluid Flow and Transfer Processes, 61 / 132 Environmental Engineering, 62 / 174 Building and Construction	0.83	0.594
2020	2.7	39 / 83 Fluid Flow and Transfer Processes, 70 / 185 Building and Construction, 70 / 146 Environmental Engineering	0.92	0.510
2021	3.5	38 / 87 Fluid Flow and Transfer Processes, 73 / 173 Environmental Engineering, 79 / 211 Building and Construction	0.81	0.493
2022	3.7	40 / 92 Fluid Flow and Transfer Processes, 72 / 200 Building and Construction, 85 / 184 Environmental Engineering	0.71	0.471

CiteScore by Year



Top Cited Articles

7.2%

% Self-Citations

Article Title	Author Name	Published Online Year	Number of Citations	Altmetric Score
Integrating IAQ control strategies to reduce the risk of asymptomatic SARS CoV-2 infections in class...	Jensen Zhang	2020	49	379
The ASHRAE Great Energy Predictor III competition: Overview and results	Clayton Miller	2020	44	5
Airborne transmission of SARS-CoV-2 in indoor environments: A comprehensive review	Jianshun Zhang	2021	34	124
Associations of bedroom temperature and ventilation with sleep quality	Richard De dear	2020	33	69
Review of studies on thermal comfort in Indian residential buildings	Jyotirmay Mathur	2020	28	1
Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilatio...	David A. Rothamer	2021	24	392
Fault detection and diagnosis for the screw chillers using multi-region XGBoost model	Zhimin Du	2021	18	
Evaluation of in-duct UV-C lamp array on air disinfection: A numerical analysis	Yunus Emre Cetin	2020	15	1
Model-free optimal chiller loading method based on Q-learning	Zhengwei Li	2020	13	
Simulation of humidity and temperature distribution in green roof with pozzolana as drainage layer: ...	Mostafa Kazemi	2021	13	1

Citing Sources & Regions

Citing Journal	Citing Articles - Sources
Building and Environment	106
Energy and Buildings	63
Science and Technology for the Built Environment	62
Energies	43
Journal of Building Engineering	41
Applied Thermal Engineering	24
Sustainability	24
Buildings	23
Energy	18
Indoor Air	17
Sustainable Cities and Society	15
Applied Energy	14
Applied Sciences	14
Journal of Building Performance Simulation	13

Country name	Citing Articles - Countries
China	264
USA	158
Canada	89
India	72
United Kingdom	45
Turkey	37
Denmark	36
Singapore	35
Italy	33
Belgium	31
Australia	29
Japan	29
South Korea	27
Iran	26

Impact Factor

2021 JOURNAL IMPACT FACTOR

2.094

[View calculation](#)

JOURNAL IMPACT FACTOR WITHOUT SELF CITATIONS

1.976

[View calculation](#)

Journal Impact Factor Trend 2021

[Export](#)



Citation Breakdown Chart

ARTICLE CITATION MEDIAN

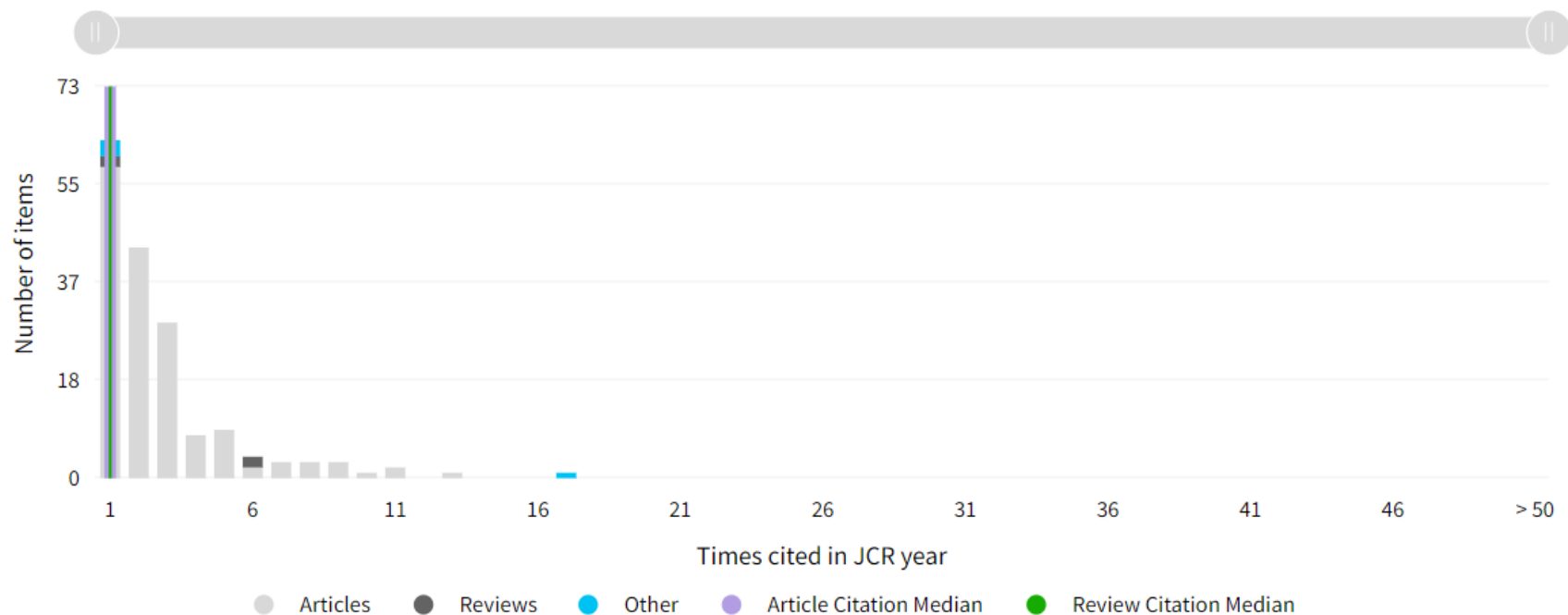
1

REVIEW CITATION MEDIAN

1

UNLINKED CITATIONS

42



TIMES CITED

0

ARTICLES

77

REVIEWS









2

OTHER

17

Altmetric Analysis

Altmetric Analysis – Top Altmetric Scores (Past Year)

Badge	Altmetric Attention Score	Article Title	Publication Date
	393	Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilation and mask effective filtration efficiency	July 2021
	219	IAQ and energy implications of high efficiency filters in residential buildings: A review (RP-1649)	January 2019
	124	Airborne transmission of SARS-CoV-2 in indoor environments: A comprehensive review	September 2021
	70	Energy and ventilation performance analysis for CO2-based demand-controlled ventilation in multiple-zone VAV systems with fan-powered terminal units (ASHRAE RP-1819)	October 2020
	69	Associations of bedroom temperature and ventilation with sleep quality	May 2020
	48	Exploring smart thermostat users' schedule override behaviors and the energy consequences	September 2020
	36	Fouling and Its Effects on Air-cooled Condensers in Split System Air Conditioners (RP-1705)	June 2019
	28	Indoor air quality in 24 California residences designed as high-performance homes	January 2015

Overview and Source Breakdown of Altmetric Attention (Past Year)

Total Mentions

4548

Total mentions for research outputs in this report.

Outputs with
Mentions

36

Total number of research outputs in this report that
have Altmetric mentions

Research Outputs

36

Total number of research outputs in this report,
including those without mentions

ATTENTION SOURCE BREAKDOWN

The number of mentions from each source that Altmetric has tracked for the research output in this report



44

News mentions



3

Blog mentions



1387

Twitter mentions



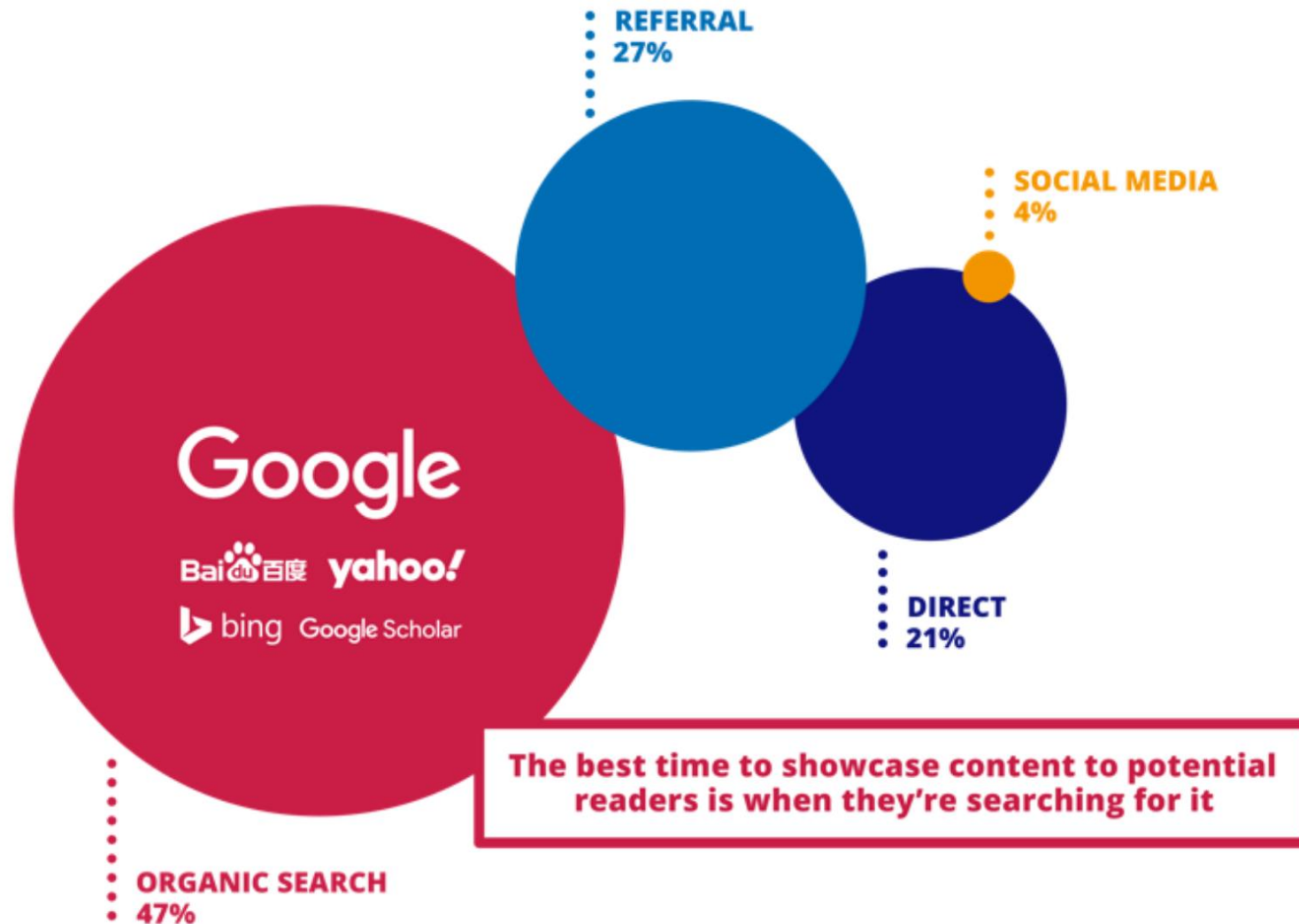
2

Facebook mentions

<https://www.altmetric.com/explorer/report/269fecca-3cf3-409d-956b-56161e477766>

Marketing

Search Engine Optimisation



Journal Homepages

Recent SEO and accessibility developments include:

Breadcrumbs

Short descriptors

Text to speech

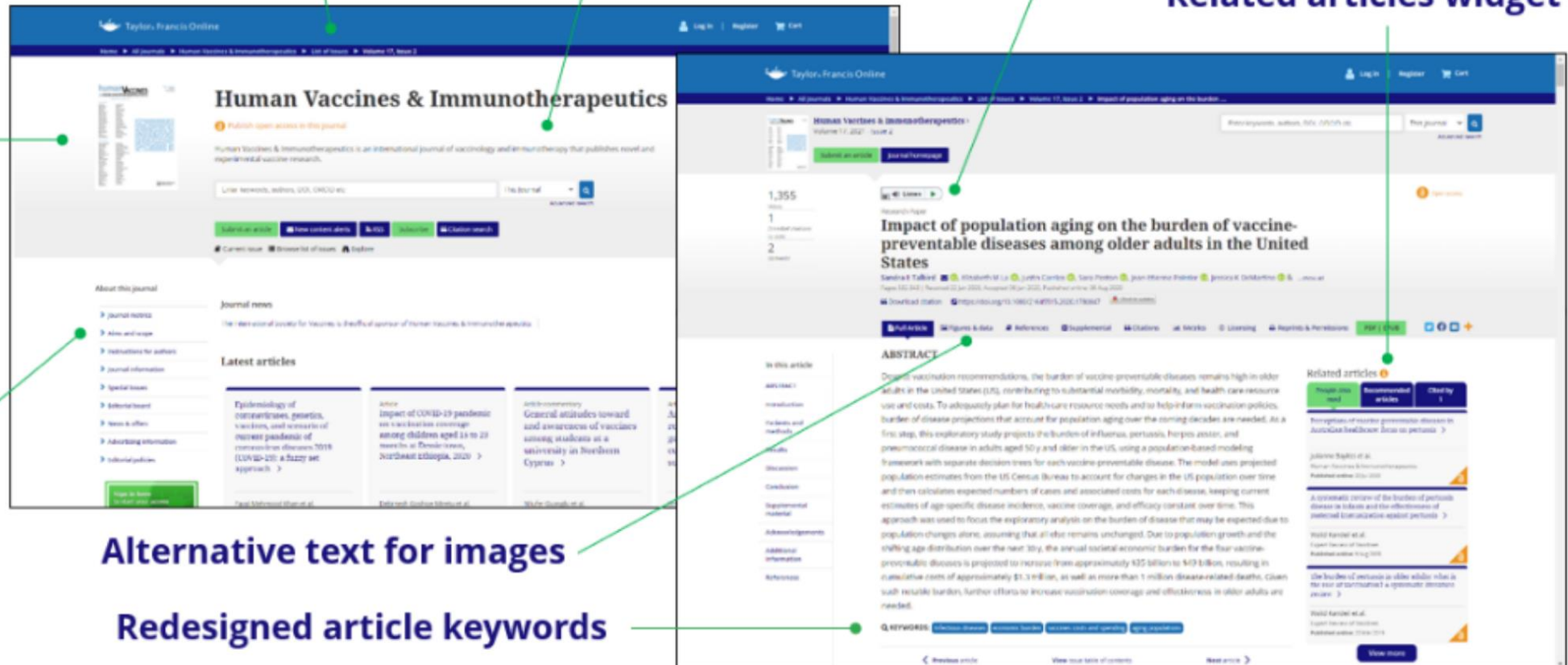
Related articles widget

Faster page
loading
speed

Optimised
Aims & Scope

Alternative text for images

Redesigned article keywords



Reaching Readers

Subject-specific emails promoting latest articles.

- Sent every two weeks
- Tailored to the recipients' interests

2022 stats:



11.7 million
emails sent



3.6 million
emails opened



0.07%
unsubscribe rate

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JOSE
Journal of Occupational Safety and Ergonomics

USING NEURAL NETWORKS TO PREDICT HIGH-RISK FLIGHT ENVIRONMENTS FROM ACCIDENT AND INCIDENT DATA
Elizabeth Maynard, Don Harris - International Journal of Occupational Safety and Ergonomics
"Pre-flight risk analysis tools (FRATs) aid pilots in evaluating risk arising from the flight environment. Current FRATs are subjective, based on line..." | [Read Full Text >](#)

Check out what else is new for you this week...

Computer Vision Syndrome, Visual Ergonomics and Amelioration among Staff Members in a Saudi Medical College
Mawaz Zia, Salim Almer, Ghada Wassef - International Journal of Occupational Safety and Ergonomics
"Background: Nearly 60 million people suffer from Computer vision syndrome (CVS) globally, resulting in reduced work productivity. Objectives: To determine the prevalence of the CVS, describe the..." | [Read now >](#)

Incorporation of hazard rectification performance for safety assessment
Mei Liu, Heng-yi Chong, Pin-chao Liao - International Journal of Occupational Safety and Ergonomics
"Introduction: Safety assessment helps the development of continuous improvement strategies in construction safety, especially coping with dynamic changes to the on-site environment with uncertainty..." | [Read now >](#)

The correction of clothing insulation and ergonomic design through 3D CAD reverse engineering
Ivana Jelenc, Stjepan Petric, Maja Mahnić Naglić - International Journal of Occupational Safety and Ergonomics
"3D scanning and CAD technology is used in engineering and ergonomics practice for several years, due to their admissibility in producing accurate 3D object representation, scan data restoration and..." | [Read now >](#)

Gender Differences in Associating Musculoskeletal Complaints, Housework, Electronic Device Usage and Physical Exercise for Administrative Workers
Tânia M. Lima, Denise A. Coelho - International Journal of Occupational Safety and Ergonomics
"Introduction: The study assessed musculoskeletal complaints (MSCs) in administrative workers, associating MSCs with non-paid housework, home use of electronic devices and physical exercise, while..." | [Read now >](#)

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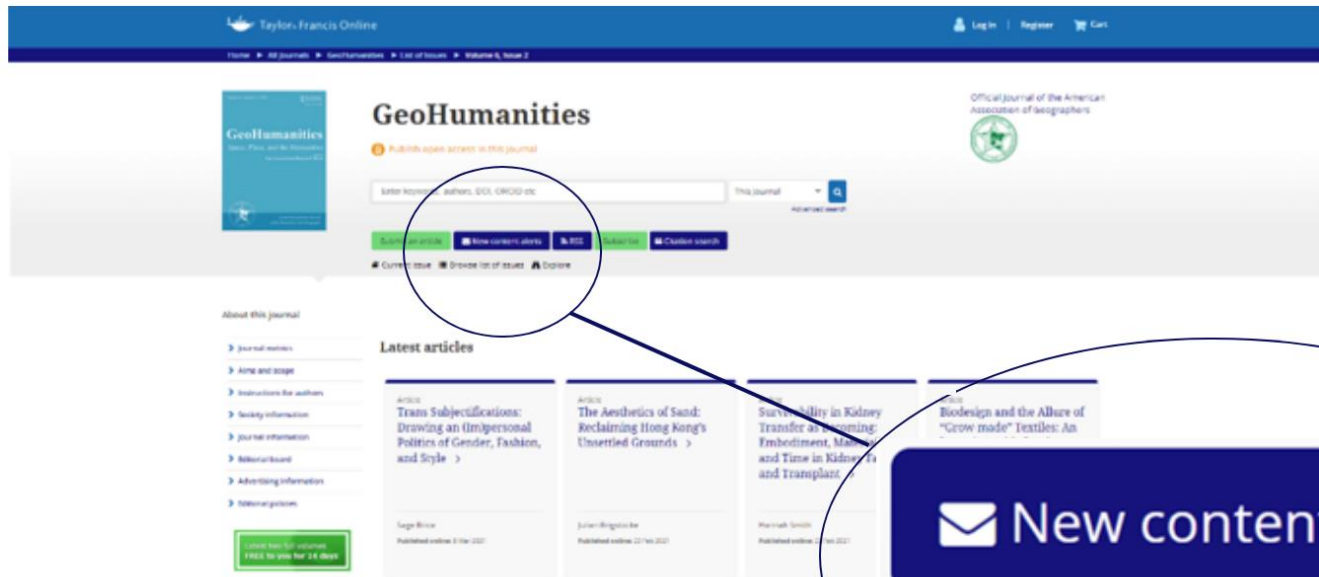
155 articles from your journal have been promoted this way since January 2021.

Article Title	Total No. of Contacts ▼
Appraisal of indoor environment quality (IEQ) in nearly Zero Energy Building (nZEB): a literature review	9393
Model prediction of the purification time when PM2.5 is removed unevenly by an air purifier	7587
Simulation-based Assessment on Stochastic Load Scheduling for Building Cooling Systems	7250
High Efficiency 3-D Printed Microchannel Polymer Heat Exchangers for Air Conditioning Applications	7240
Effect of Forced-Air Warming Blankets on Indoor Air Quality in Unidirectional Flow Operating Theatres	7036
Origins of whole-building energy simulations for high-performance commercial buildings: Contributions of NATEOUS, SHEP, TACS, CP-26, and RESPTK programs	6435
A simulation-based approach for evaluating indoor environmental quality at the early design stage	6368
Laboratory Load Based Testing and Performance Rating of Residential Heat Pumps in Heating Mode	6111
Impact of inlet and outlet opening height variation on the air quality and ventilation efficiency in the on-top wind catcher buildings: A CFD simulation	5403
Modeling of Transient Conduction In Building Envelope Assemblies: A Review	4814

New Content Alerts

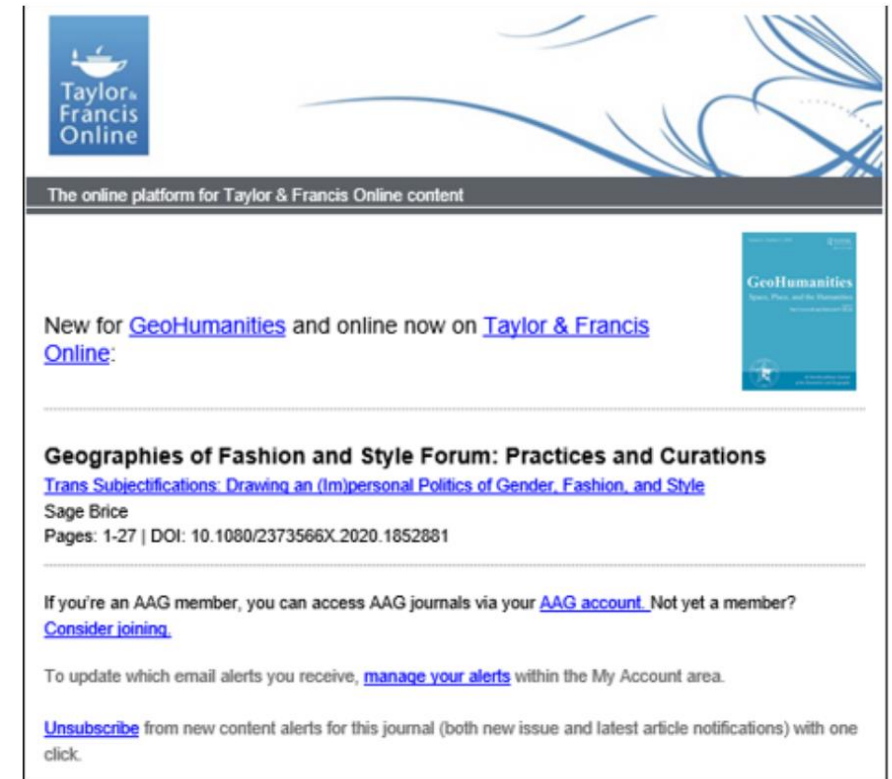
Journal-specific emails promoting new content

- Individual articles & full issue alerts
- Recipient can tailor frequency



 New content alerts

Subscribe at an individual journal's homepage.



Your journal currently has

154

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Post-Publication Emails

after online publication, your journal's authors receive
five emails:



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one year



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article metrics



and encourage
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(marketing opt-in is not required)



38%
open rate



5.5%
click rate

*2022 Media & Publishing email benchmarks (Mailchimp)
22% open rate, 4.63.6% CTR*

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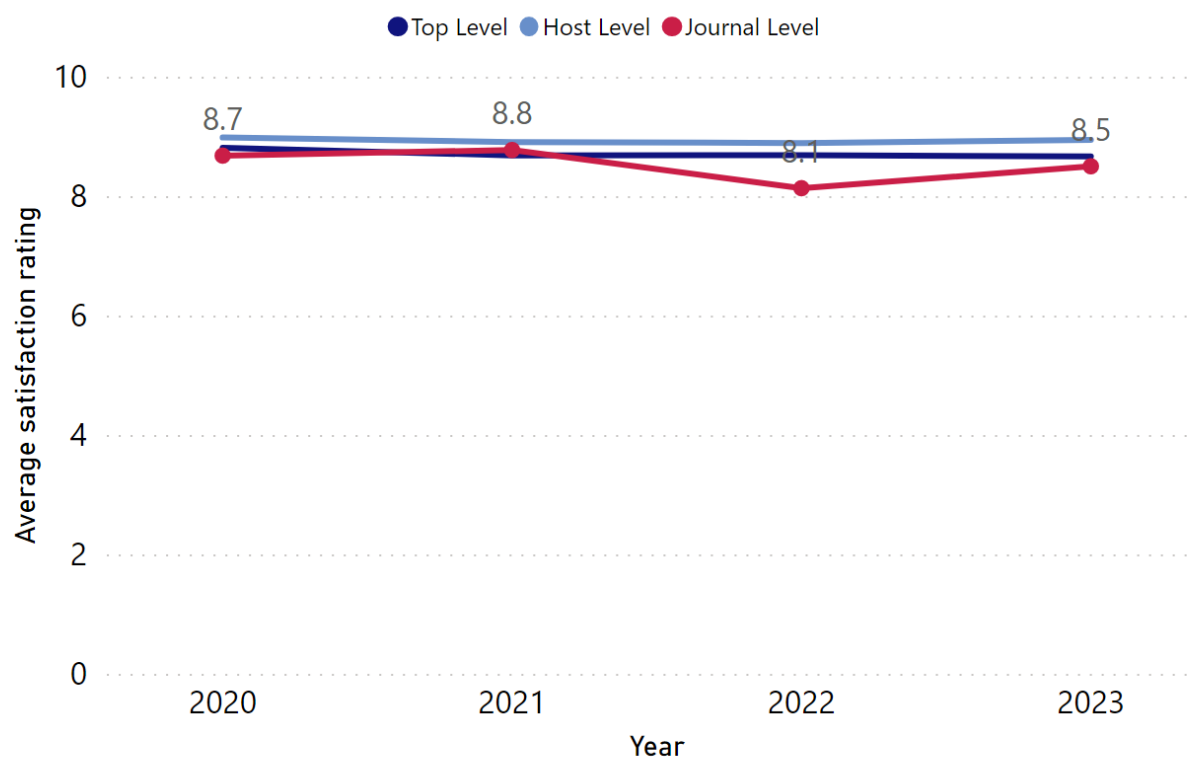
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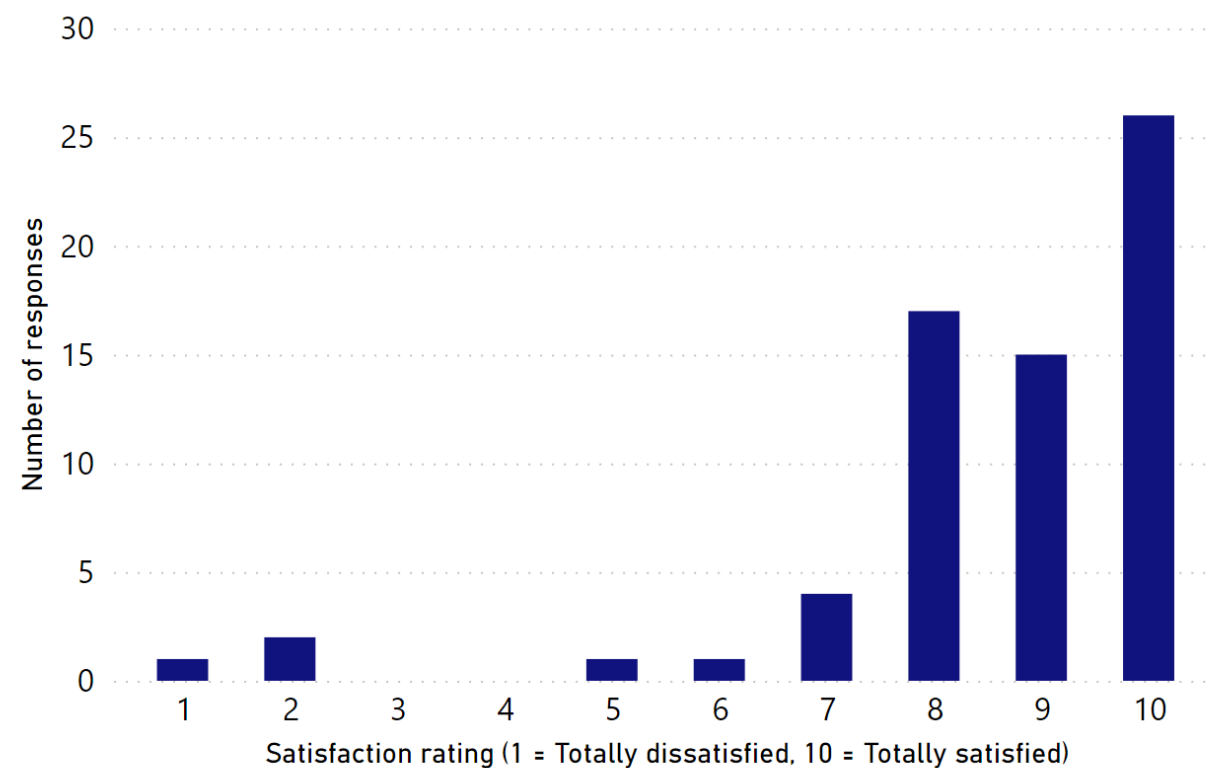
Author Survey

Author Survey - Overall Satisfaction

Overall satisfaction trend

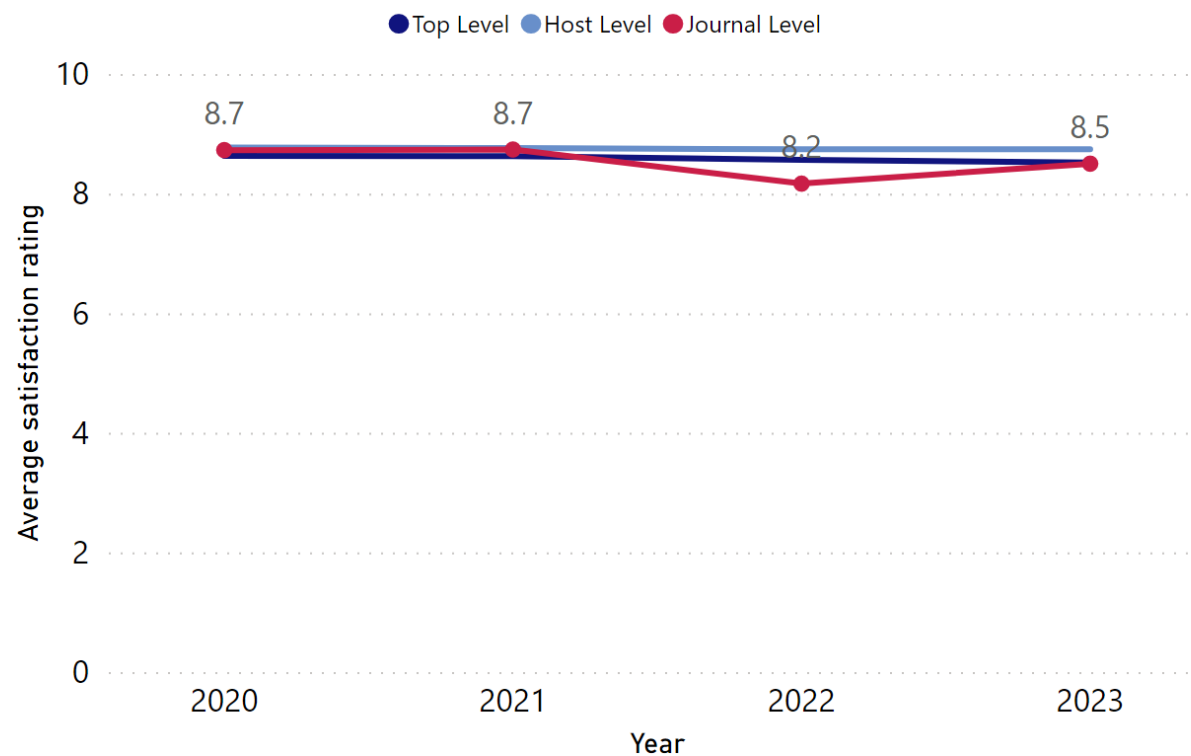


Overall satisfaction - distribution of responses (n=67)

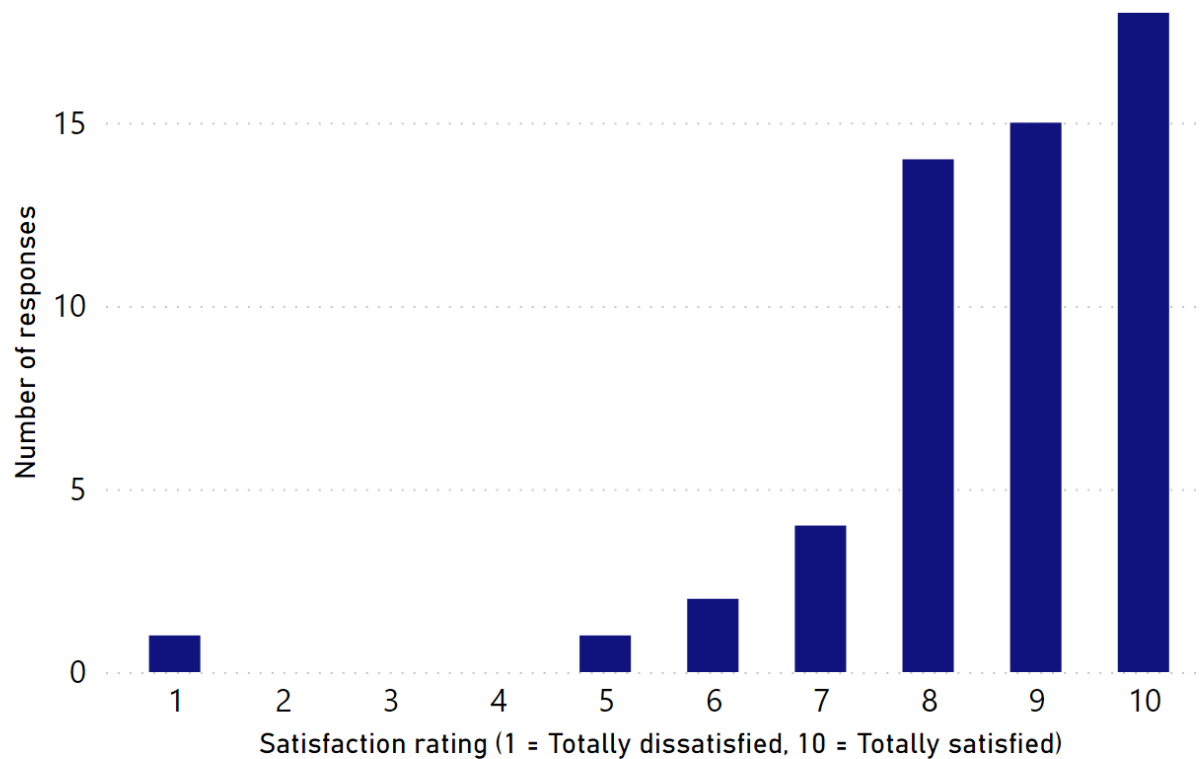


Author Survey - Satisfaction with Refereeing Process

Satisfaction with peer review process trend



Satisfaction with peer review (n=55; Average=8.6)



Resources

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- <https://librarianresources.taylorandfrancis.com/services-support/development-initiatives>
- <https://www.taylorandfrancis.com/sdgo>



Journal Contacts



Contact Points for Queries and Support



Editorial Queries & Support

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PEC - Planning Subcommittee Report to PEC
Monday, June 27, 2023

Members: Billy Austin-Chair, Cindy Callaway, Kurt Monteiro (absent), Mark Fly, Nicholas Armstrong, Suz Ann Arroyo (absent), Harris Sheinman (absent), Joseph Furman (absent), Thomas Pollard, Norman Grusnick, Jesse Fisher, Adeeba Mehboob, Vinay Ananthachar(absent), Rob Hoadley (absent), Mark Tome, Art Giesler,

Guests: Chandra Sekhar, Franco D'Atir, Michael Patton, Jesse Fisher

Staff: Tim Kline, Cindy Michaels

Motions for PEC Action

1. **Approve adding the following Mission Statement to the Handbook Committee MOP as show below:**

1.1 [We envision a world in which all ASHRAE Handbook-holders have the most current information on state-of-the-art and emerging technologies, methods, theories, and best practices in the design, construction, commissioning, operation, and maintenance of HVAC&R systems.](#)

Background: Renumbering and formatting to include this mission statement were considered minor editorial changes.

Fiscal impact: None

PEC Products Subcommittee Approved 8-0-0 CNV, PEC Planning Subcommittee Approved 9-0-0 CNV

2. **Approve the PEC Reference Manual as shown in **Attachment A.****

Background: Mr. Macauley appointed a PEC Ad Hoc to create a reference manual for PEC. The ad hoc was tasked with moving as much material as possible from PEC MOP into a PEC Reference Manual.

Fiscal impact: None

PEC Planning Subcommittee Approved 9-0-0 CNV

3. **Approve PEC MOP revisions as shown in [Attachment B](#).**

Background: Mr. Macauley appointed a PEC Ad Hoc to create a reference manual for PEC. The ad hoc was tasked with moving as much material as possible from PEC MOP into a PEC Reference Manual. Additionally renumbering, reformatting and minor editorials were made to streamline the PEC MOP. *PEC Planning Subcommittee Approved 9-0-0 CNV.*

Fiscal impact: None

Information Items

All Standing Committee Information Items are located in their reports attached.

- PEC Products Subcommittee Report to PEC Planning Subcommittee ([Attachment C](#))
 - Handbook Committee Report to PEC Products Subcommittee ([Attachment A](#))
 - Historical Committee Report to PEC Products Subcommittee ([Attachment B](#))
 - Publications Committee Report to PEC Products Subcommittee ([Attachment C](#))
 - Research Journal Subcommittee Report to PEC Products Subcommittee ([Attachment D](#))
- PEC Professional Development Subcommittee Report to PEC Planning Subcommittee ([Attachment D](#))
 - Certification Committee Report to PEC Products Subcommittee ([Attachment A](#))
 - TEC Committee Report to PEC Products Subcommittee ([Attachment B](#))



PUBLISHING and EDUCATION COUNCIL (PEC)

REFERENCE MANUAL

Publishing & Education Council Reference Manual

TABLE OF CONTENTS

Section 1:	Introduction.....	page 3
Section 2:	Definitions.....	page 3
Section 3:	Responsibilities of Council Standing Committees and Subcommittees	page 4
Section 4:	Meetings.....	page 6

TABLE OF ACRONYMS

BOD	Board of Directors
ExCom	Executive Committee
ExO	Ex Officio
HVAC&R	Heating, ventilation, air conditioning, and refrigeration
MOP	Manual of Procedures
PEC	Publishing & Education Council
ROB	Rule of Board
MBO	Management by objectives

Publishing & Education Council Reference Manual

REFERENCE MANUAL

PUBLISHING AND EDUCATION COUNCIL

1. INTRODUCTION

- 1.1. This Reference Manual for Publishing and Education Council contains detailed operational, background and historical information that is useful for the operation of the Council. This document is subject to the approval of only the Council..

2. DEFINITIONS (drawn directly from the noted Society Bylaw or ROB)

2.1. Councils

- 2.1.1. The councils of the Society are extensions of the Board of Directors and, except as otherwise restricted by law, shall administer the policies of the Board (SBL 6.1). The councils shall act on behalf of the Board of Directors within the limits of fiscal and functional authority granted to them by the Board of Directors, implement society policy, and administer activities of the committees within their organizational structure (SBL 6.2).

2.2. Standing Rules

- 2.2.1. The standing rules of a council or committee are the constitution of that Council or committee. Proposed changes to these rules shall be submitted to the Board of Directors for approval (ROB 2.300.001.1).

2.3. Manual of Procedures

- 2.3.1. Each Council shall maintain a Manual of Procedures for itself and its assigned committees, which may include interpretations of Society policy as it pertains to that specific activity (ROB 2.300.005).
- 2.3.2. A Manual of Procedures of a council or committee is a document developed within the council or committee to describe the methods and procedures by which the council or committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the council or committee for its own guidance. The council or committee MOP requires approval from the council. The MOP further details the duties of the council/committee. It also describes the responsibilities of assigned members, subcommittee organization, and the procedure for revising rules. MOP appendices, if any, describe special functions of the council/committee requiring BOD approval. (ROB 1.100.002.4).
- 2.3.3. For councils and standing committees reporting directly to the Board of Directors, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors. (ROB 2.105.002.2)

2.4. Reference Manual

- 2.4.1. Each council or committee may establish a Reference Manual, which may contain guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and requires the approval of that council or committee only. (ROB 1.100.002.5).

Publishing & Education Council Reference Manual

3. RESPONSIBILITIES OF COUNCIL STANDING COMMITTEES AND SUBCOMMITTEES

3.1. Fiscal Subcommittee

3.1.1. The subcommittee consists of

- One VP member designated as subcommittee chair by PEC chair
- Five committee Chairs, five committee members from the standing committees, one Vice President, two past committee members, and three ExOs.

3.1.2. The subcommittee shall assist the PEC Director in managing the budget, providing data to help drive decisions and manage advertising activities.

3.1.3. The subcommittee shall assist the PEC Director in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of PEC and Society.

3.2. Planning Subcommittee

3.2.1. The subcommittee consists of

- One VP member designated as subcommittee chair by the PEC chair
- Five committee Vice Chairs, five committee members from the standing committees, one Vice President, three past committee members, and two ExOs.

3.2.2. The subcommittee shall set strategic direction, develop MBOs, prioritize resource allocations, ensure alignment with Society Strategic Plan, identify future PEC leadership, maintain MOP and ROB of PEC, assist with committees' MOP and ROB, act as a resource for rule interpretation, assist with motions, review MBO progress, recommend action when goals are not met, and evaluate and document progress toward Society Strategic Planning goals.

3.2.3. The subcommittee shall review the status of all strategic plan objectives assigned to PEC and recommend action.

3.3. Products Subcommittee

3.3.1. The subcommittee consists of

- Three past committee members
- Chair and Vice Chair of Handbook, Publications, and Historical standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)
- Three ExOs of Handbook, Publications, and Historical standing committees

3.3.2. The subcommittee shall monitor the progress and activities of the Handbook, Publications, and Historical standing committees and report to PEC.

3.3.3. The subcommittee's chair and vice-chair shall be determined by vote of the subcommittee.

Publishing & Education Council Reference Manual

3.4. Professional Development Subcommittee

3.4.1. The subcommittee consists of

- Two past committee members
- Chair and Vice Chair of Certification and Training and Education standing committees. (Committees with more than one Vice Chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)
- Two ExOs of Certification and Training and Education standing committees

3.4.2. The subcommittee shall monitor the progress and activities of the Training and Education and Certification standing committees and report to PEC.

3.4.3. The subcommittee's chair and vice-chair shall be determined by vote of the subcommittee.

3.5. Research Journal Subcommittee

3.5.1. The Research Journal Subcommittee reports to the Product Subcommittee.

3.5.2. The subcommittee consists of:

- ExO of Publications Committee
- Two ASHRAE Fellows selected according to 4.5.1.2
- *Science and Technology for the Built Environment* editor (ex-officio member)
- Director of PEC (staff liaison)

3.5.3. ExO shall serve as chair of the subcommittee.

- The two ASHRAE Fellows serving on the subcommittee shall be appointed by the PEC chair, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Director of PEC shall prepare annually a list of candidates meeting the qualifications for appointment.

3.5.4. The subcommittee has the following responsibilities:

- Appoint the editor of the Research Journal acting upon recommendations and suggestions made by the Director of PEC.
- Confirm the recommendations of the editor for persons to serve as associate editors.
- Recommend approval of the annual budget and four-year plan.
- Submit a report to the Products Committee before their meeting at the Winter Annual Conference.

3.5.5. ASHRAE *Science and Technology for the Built Environment* Research Best Paper Award

- To solicit nominations
- To determine the most outstanding paper published in the volume year of *Science and Technology for the Built Environment* preceding the ASHRAE Winter Meeting

Publishing & Education Council Reference Manual

- To forward the name of the recommended award recipient to the Honors & Awards Committee at the Winter Conference for awarding at the Annual Conference.

4. MEETINGS

4.1. Council Agenda

- 4.1.1. The secretary of the council (PEC Director) shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by chair at previous meeting; committee reports and recommendations; subcommittee reports; old and new business.
- 4.1.2. Any member of the council desiring that a subject be placed on the agenda for discussion should notify chair not less than thirty days before such a meeting.
- 4.1.3. A preliminary agenda shall be circulated to council members by the secretary so as to be in their possession no less than five working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.

Attachment B – PEC Reference Manual
PEC Planning Report to PEC

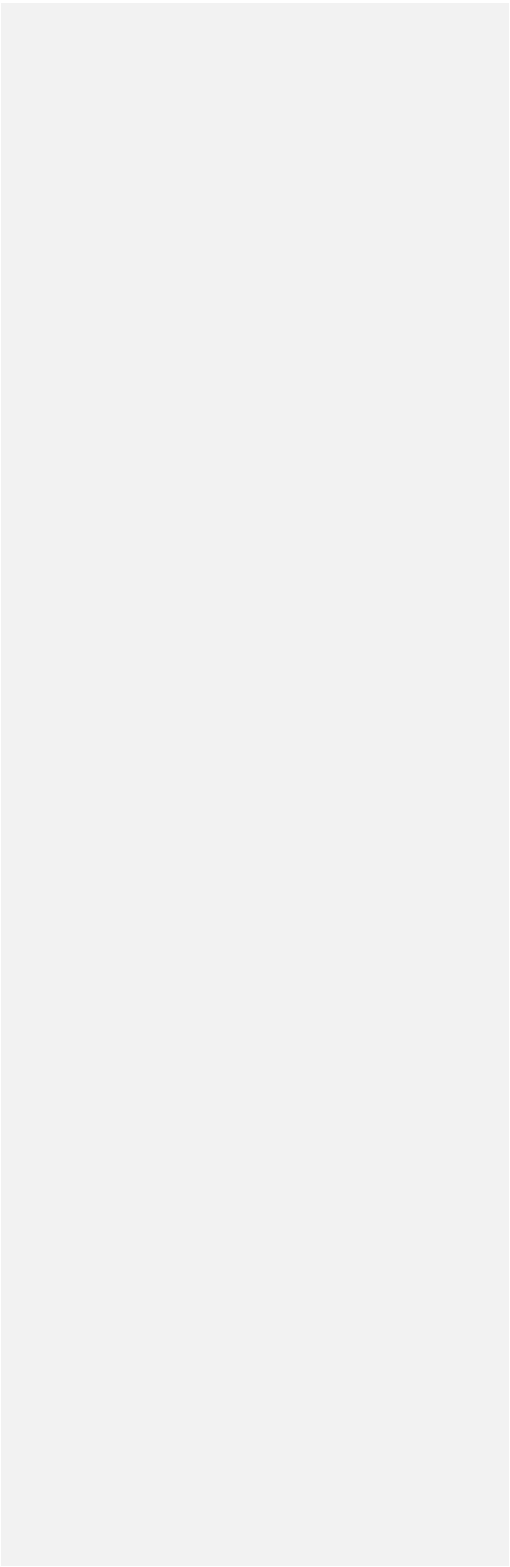


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PUBLISHING and EDUCATION COUNCIL (PEC)

MANUAL OF PROCEDURES (MOP)

Effective July 1, 2020



Publishing & Education Council MOP – BOD Approved xxx

TABLE OF CONTENTS

Section 1:	Introduction.....	page 3
Section 2:	General Responsibilities of the Council	page 3
Section 3:	Appointment of Subcommittees.....	page 4
Section 4:	Responsibilities of Council Standing Committees and Subcommittees.....	page 4
Section 54 :	Responsibilities of the Chair.....	page 64
Section 65 :	Responsibilities of the Vice Chair	page 65
Section 76 :	Responsibilities of the Directors.....	page 65
Section 87 :	Responsibilities of Voting Members.....	page 76
Section 98 :	Responsibilities of Non-Voting Members	page 86
Section 109 :	Responsibilities of Publishing & Education Director.....	page 86
Section 11:	Responsibilities of All Council Members	page 8
Section 1210 :	Fiscal Planning	page 86
Section 1311 :	Motions	page 97
Section 1412 :	Meetings.....	page 97

TABLE OF ACRONYMS

BOD	Board of Directors
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ExO	Ex Officio
HVAC&R	Heating, ventilation, air conditioning, and refrigeration
MOP	Manual of Procedures
PEC	Publishing & Education Council
ROB	Rule of Board
MBO	Management by objectives

Publishing & Education Council MOP – BOD Approved xxx

**MANUAL OF PROCEDURES
PUBLISHING AND EDUCATION COUNCIL**

1. INTRODUCTION

- 1.1. The MOP is an internal document of PEC. It is subject to change from time to time as needed due to changes in the Society.
- 1.2. The MOP provides a description of some, but not all, of the duties and responsibilities of the Council Members, Chair, Vice Chair, and Directors.

2. GENERAL RESPONSIBILITIES OF THE COUNCIL

- 2.1. Refer the following types of action to the BOD for action:
 - Approval of policy statements
 - Change fiscal limits
 - Change existing ASHRAE policy
 - Approval of projects exceeding the authority of the Council
- 2.2. Act as a communications link between BOD and committees.
 - 2.2.1. BOD to PEC
 - PEC Chair designates one or more Directors to work with staff to distribute key BOD actions to PEC members immediately following preparation of the BOD minutes.
 - Communicating BOD actions to standing committees remains the responsibility of the BOD ExO.
 - 2.2.2. PEC to BOD
 - PEC will report in writing to the BOD all principal motions immediately after each PEC meeting. At the Winter and Annual Conferences, the written reports shall be distributed to the BOD in time for its meeting.
 - PEC reports and actions shall include summary support information provided to it by its standing committees.
 - 2.2.3. Committees to Council
 - The Products Subcommittee, Professional Development Subcommittee, Planning Subcommittee and Fiscal Subcommittee shall hold meetings outside of the regular PEC meetings. Subcommittee reports shall be provided to PEC in writing prior to its meeting. The report must include all principle motions as well as summary information regarding the actions of the subcommittee and supporting information.
 - Minutes of standing committees under the Products Subcommittee shall be distributed to all members of the Fiscal Subcommittee.
 - Minutes of standing committees under the Professional Development Subcommittee shall be distributed to all members of the Fiscal Subcommittee.
 - Minutes of the Fiscal and Planning Subcommittees shall be distributed to all members of PEC.

Publishing & Education Council MOP – BOD Approved xxx

- The Products Subcommittee shall prepare a combined committee report of its reporting committees (Publications, Handbook, Historical). This report shall be provided in writing prior to regular PEC meetings, and include all principle motions requiring PEC action, and supporting information.
- Education). This report shall be provided in writing prior to regular PEC meetings, and include all principle motions requiring PEC action, and supporting information.

2.2.4 Council to Council

- Actions of PEC for which parallel or supporting action is required by another council shall be communicated in writing to that council chair for inclusion in the meeting agenda of the other Council. Where an oral presentation is necessary, the PEC chair will arrange for an appearance of a PEC member wishing to report.
- Minutes of all PEC meetings shall be sent to all Council chairs and vice chairs.

3. ESTABLISHMENT OF SUBCOMMITTEES

- 3.1. The PEC chair shall establish subcommittees deemed appropriate and make appointments from PEC members. Such subcommittees can be standing or ad hoc at the discretion of the chair.
- 3.2. Responsibilities of subcommittees shall be delineated by the PEC chair at the time of establishment.
- 3.3. If a subcommittee is established as a standing subcommittee, the PEC chair or that subcommittee chair shall recommend appropriate responsibilities to PEC for inclusion in section 4 of the PEC MOP.

~~4. RESPONSIBILITIES OF COUNCIL STANDING COMMITTEES AND SUBCOMMITTEES~~

~~4.1. Fiscal Subcommittee~~

~~4.1.1. The subcommittee consists of~~

- ~~• One VP member designated as subcommittee chair by PEC chair~~
- ~~• Five committee Chairs, five committee members from the standing committees, one Vice President, two past committee members, and three ExOs.~~

~~4.1.2. The subcommittee shall assist the PEC Director in managing the budget, providing data to help drive decisions and manage advertising activities.~~

~~4.1.3. The subcommittee shall assist the PEC Director in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of PEC and Society.~~

~~4.2. Planning Subcommittee~~

~~4.2.1. The subcommittee consists of~~

- ~~• One VP member designated as subcommittee chair by the PEC chair~~
- ~~• Five committee Vice Chairs, five committee members from the standing committees, one Vice President, three past committee members, and two ExOs.~~

Publishing & Education Council MOP – BOD Approved xxx

~~4.2.2. The subcommittee shall set strategic direction, develop MBOs, prioritize resource allocations, ensure alignment with Society Strategic Plan, identify future PEC leadership, maintain MOP and ROB of PEC, assist with committees' MOP and ROB, act as a resource for rule interpretation, assist with motions, review MBO progress, recommend action when goals are not met, and evaluate and document progress toward Society Strategic Planning goals.~~

~~4.2.3. The subcommittee shall review the status of all strategic plan objectives assigned to PEC and recommend action.~~

~~4.3. Products Subcommittee~~

~~4.3.1. The subcommittee consists of~~

- ~~• Three past committee members~~
- ~~• Chair and Vice Chair of Handbook, Publications, and Historical standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)~~
- ~~• Three ExOs of Handbook, Publications, and Historical standing committees~~

~~4.3.2. The subcommittee shall monitor the progress and activities of the Handbook, Publications, and Historical standing committees and report to PEC.~~

~~4.3.3. The subcommittee's chair and vice chair shall be determined by vote of the subcommittee.~~

~~4.4 Professional Development Subcommittee~~

~~4.4.1. The subcommittee consists of~~

- ~~• Two past committee members~~
- ~~• Chair and Vice Chair of Certification and Training and Education standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)~~
- ~~• Two ExOs of Certification and Training and Education standing committees~~

~~4.4.2. The subcommittee shall monitor the progress and activities of the Training and Education and Certification standing committees and report to PEC.~~

~~4.4.3. The subcommittee's chair and vice chair shall be determined by vote of the subcommittee.~~

~~4.5 Research Journal Subcommittee~~

~~4.5.1. The Research Journal Subcommittee reports to the Product Subcommittee.~~

~~4.5.2. The subcommittee consists of:~~

- ~~• ExO of Publications Committee~~

Publishing & Education Council MOP – BOD Approved xxx

- ~~Two ASHRAE Fellows selected according to 4.5.1.2~~
- ~~Science and Technology for the Built Environment editor (ex-officio member)~~
- ~~Director of PEC (staff liaison)~~

~~4.5.2.1 ExO shall serve as chair of the subcommittee.~~

~~4.5.2.2 The two ASHRAE Fellows serving on the subcommittee shall be appointed by the PEC chair, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Director of PEC shall prepare annually a list of candidates meeting the qualifications for appointment.~~

~~4.5.3 The subcommittee has the following responsibilities:~~

- ~~Appoint the editor of the Research Journal acting upon recommendations and suggestions made by the Director of PEC.~~
- ~~Confirm the recommendations of the editor for persons to serve as associate editors.~~
- ~~Recommend approval of the annual budget and four-year plan.~~
- ~~Submit a report to the Products Committee before their meeting at the Winter Annual Conference.~~

~~4.5.3.1 ASHRAE Science and Technology for the Built Environment Research Best Paper Award~~

- ~~To solicit nominations~~
- ~~To determine the most outstanding paper published in the volume year of Science and Technology for the Built Environment preceding the ASHRAE Winter Meeting~~
- ~~To forward the name of the recommended award recipient to the Honors & Awards Committee at the Winter Conference for awarding at the Annual Conference.~~

5.4. RESPONSIBILITIES OF THE CHAIR

5.1.4.1. Preside over meetings of the PEC.

5.2.4.2. Prepare meeting agendas, check meeting minutes, and prepare or approve designated reports to the BOD.

5.3.4.3. Establish standing and special ad hoc subcommittees as may be required and assign chair and members to these subcommittees.

5.4.4.4. Delineate responsibilities and duties of the established subcommittees.

5.5.4.5. Serve as the conduit between PEC and the BOD, bringing issues of the BOD to PEC for action and PEC issues requiring BOD action forward.

Publishing & Education Council MOP – BOD Approved xxx

6.5. RESPONSIBILITIES OF THE VICE CHAIR

6.1.5.1. Preside over PEC meetings in the absence of PEC chair and assist PEC chair with preparation of the agenda and supporting documentation.

6.2.5.2. Perform such other duties as may be assigned by PEC chair.

7.6. RESPONSIBILITIES OF THE DIRECTORS

7.1.6.1. Each Director will serve on at least one of the PEC standing committees.

7.2.6.2. In the case of absence by PEC chair and vice chair, preside over PEC meeting.

7.3.6.3. The Director is an advisor to, and an advocate for, the committees to which they are assigned by the president-elect.

7.3.1.6.3.1. Serves as ExO non-voting member of the committee, its subcommittees and its Excom.

7.3.2.6.3.2. Is invited to attend and participate in all committee, subcommittee and ExCom meetings. Attendance at subcommittee meetings may be counted towards quorum requirements.

7.3.3.6.3.3. Moves committee motions to council and acts as an advocate for the committee in all relevant discussions.

7.3.4.6.3.4. Assists committee in preparation of written motions. (To include answers to: who, what, when, why and how much. If fiscal impact been budgeted by ASHRAE, and if so, in which fiscal year?)

7.3.5.6.3.5. Communicates committee plans to other Director's to allow for inter-committee contribution and cooperation.

7.3.6.6.3.6. Conveys presidential goals to the committees.

7.3.7.6.3.7. Assists committee in preparation of objectives to satisfy committee scope, presidential goals and strategic plans.

7.3.8.6.3.8. Assists committee and staff liaison in the process of monitoring progress toward timely completion of objectives.

7.3.9.6.3.9. Assists committee in the ongoing review of operational guide, MOP, relevant ROB and Strategic Plan objectives.

7.3.10.6.3.10. Suggests changes in assigned scope, function and personnel.

7.3.11.6.3.11. Receives copies of all committee correspondence, including invitations to all committee meetings.

Publishing & Education Council MOP – BOD Approved xxx

~~7.3.12-6.3.12.~~ Interprets BOD and PEC actions to the committee.

~~7.4.6.4.~~ At BOD meetings; acts as an advocate for committees to which they are ExO, in all relevant discussions.

~~8.7.~~ RESPONSIBILITIES OF VOTING MEMBERS

~~8.1.7.1.~~ Fully participate in all assigned subcommittees and complete assignments by the designated time.

~~8.2.7.2.~~ PEC is supplied by the Director of Publications and Education with fiscal reports covering all publications. It is the duty of PEC members to review these reports and act on recommended changes, if needed, to keep publications within budget.

~~9.8.~~ RESPONSIBILITIES OF NON-VOTING MEMBERS

9.1 Each committee vice chair shall be non-voting members of the council and will act in the absence of the committee chair. (Committees with more than one vice chair, only one is to be designated to serve in this capacity.)

~~10.9.~~ RESPONSIBILITIES OF DIRECTOR OF PUBLICATION & EDUCATION

~~10.1.9.1.~~ The Director of Publications and Education serves as secretary to PEC. The Director also advises PEC on publishing matters and coordinates the activities of others assigned by the Executive Vice President to support the operations of PEC.

~~10.2.9.2.~~ Along with the Fiscal Subcommittee, prepare and submit to PEC for approval an annual budget covering all publishing activities of PEC.

~~10.3.9.3.~~ Implement and administer on behalf of PEC practices which fulfill the Society's publishing responsibilities, such as copyright protection, reprint permission, translation rights, etc.

~~10.4.9.4.~~ Ensure compliance with ASHRAE policy.

~~11.10.~~ FISCAL PLANNING

~~11.1.10.1.~~ Reports from Non-PEC Committees

~~11.1.1.10.1.1.~~ Committees not represented on the council who require publication of material shall submit each year, prior to the Fall meeting of PEC, a report covering their plans for the following fiscal year. The Director of PEC shall notify all Society standing general committees of their need to submit such a report with sufficient time that the information is available to be incorporated in the PEC budget under preparation.

~~11.2.10.2.~~ Preparation of Budget and Budget Projections

~~11.2.1.10.2.1.~~ Director of PEC prepares, with the assistance of the Fiscal Subcommittee, a

Publishing & Education Council MOP – BOD Approved xxx

proposed budget for the following year and a four-year plan. This tentative budget is forwarded by the Comptroller to the Finance Committee. The Finance Committee includes the PEC budget, as approved or modified, in the overall budget submitted to ExCom of BOD.

~~11.2.2.~~10.2.2. The new budget and four-year plan, as approved by ExCom, is transmitted by the Comptroller to PEC and the PEC Director for review and discussion at the Winter Conference.

~~11.2.3.~~10.2.3. PEC budget as approved or modified is incorporated by the Comptroller in the overall budget for action by the Finance Committee prior to its submission by the Finance Committee to the BOD at the Annual Conference for approval.

12.11. MOTIONS

~~12.1.11.1.~~ Motions not involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a majority of the voting members in accordance with the voting requirements outlined in the ROB.

~~12.2.11.2.~~ Motions involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a 2/3 of the voting members in accordance with the quorum requirements outlined in the ROB but must be submitted to the BOD for final approval.

13.12. MEETINGS

~~13.1.12.1.~~ Meetings shall be called by the Chair in accordance with schedule outlined in the ROB.

~~13.2.12.2.~~ Incoming members of the council shall be invited and strongly encouraged to attend the meeting of the council immediately preceding their term of office. When requested, they will be reimbursed for transportation costs in accordance with the approved travel reimbursement policy.

~~13.3.12.3.~~ Conduct of meetings shall be governed by the current edition of Roberts Rules of Order.

~~13.4.~~ Standing committees and subcommittees of the council shall meet separately at least twice a year at the call of their chairs.

~~13.5.~~

~~13.6.~~ Council Agenda

~~13.7.~~

~~13.8.~~ The secretary of the council (PEC Director) shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by chair at previous meeting; committee reports and recommendations; subcommittee reports; old and new business.

~~13.9.~~

~~13.10.~~ Any member of the council desiring that a subject be placed on the agenda for discussion should notify chair not less than thirty days before such a meeting.

~~13.11.~~

~~13.12.12.4.~~ A preliminary agenda shall be circulated to council members by the secretary so as to be in their possession no less than five working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.



**PEC – Products Subcommittee Report
to PEC Planning Subcommittee**
Monday, June 26, 2023

Attendance

Members: Jason Alphonso-Chair, Cindy Callaway, Scott Fisher, Harris Sheinman (Absent), Nissun Feiner, Thomas Pollard, Gerardo Alfonso, Vinay Ananthachar (absent), Chris Gray, Blake Ellis, Arthur Giesler

Guests: Norman Grusnick, Spenser Morasch, Franco D’Atir, Chandra Sekhar, Dunstan Macauley

Staff: Heather Kennedy, Cindy Michaels, Greg Martin

Motions for Fiscal Action

1. Approve adding the following Mission Statement and renumbering to the Handbook Committee MOP as show below:

1.1 We envision a world in which all ASHRAE Handbook-holders have the most current information on state-of-the-art and emerging technologies, methods, theories, and best practices in the design, construction, commissioning, operation, and maintenance of HVAC&R systems.

Fiscal impact: None

PEC Products Subcommittee Approved 8-0-0 CNV

Information Items

All Standing Committee Information Items are located in their reports attached.

- Handbook Committee ([Attachment A](#))
- Historical Committee ([Attachment B](#))
- Publications Committee ([Attachment C](#))
- Research Journal Subcommittee ([Attachment D](#))

Respectfully submitted,

Jason Alphonso, Chair
PEC Products Subcommittee
June 26, 2023
JAjh 06/26/2023

2023 Society Handbook Committee Report to Publication and Education Council
Annual meeting 26 June 2023
Tampa, Florida

To: Publications and Education Council, and PEC Products Subcommittee

Motions:

Motion 1 add to the HBC and renumber successive paragraphs:

1.1 We envision a world in which all ASHRAE Handbook-holders have the most current information on state-of-the-art and emerging technologies, methods, theories, and best practices in the design, construction, commissioning, operation, and maintenance of HVAC&R systems.

Fiscal impact None

Implementation Immediate

Motion 2:

Approved minor updates and changes to the HBC Manual of Procedures

Fiscal impact None

Implementation Immediate

Motion 3:

That the Handbook Committee divide the Applications Volume into two separate handbook volumes, so increasing the Handbook to five volumes, starting with the 2027 Applications Volume.

Background: over the past 20 years, the Applications Volume has increased in size from 872 pages (2003 Volume) to 1,543 pages (2023 Volume); a 76% increase in size. The large amount of copy during the Applications Volume year is exemplary not similar to the copy in other Volume years:

- 2020 Systems+Equipment: 1,024 pages
- 2021 Fundamentals: 1,144 pages
- 2022 Refrigeration: 806 pages

- 2023 Applications: 1,543 pages

The incongruous size has caused large hurdles and obstacles to accurately and timely issuance of the Volume.

The incongruous size causes great wear and tear on the volunteer liaisons and Volume Chair. The number of Chapters and Technical Committees assigned to a single liaison varied between 8 Chapters / 8 TCs and 16 Chapters / 4 TCs.

Fiscal Impact: Net fiscal impact would be \$2,400/year. While we cannot predict Bookstore sales, another volume is likely to increase income to Society, offsetting this cost. Likewise, we cannot predict subcontractor processing, publishing, and distribution cost savings, but those too can offset more than this cost.

Staff Impact: levels out the workload of ASHRAE staff, so promoting accurate and efficient execution of the issuance of each volume of the Handbook.

1. Subcommittees

- a. Excom (Fisher) supervised, assigned task, consulted, and supported volume chairs and subcommittee chairs as needed. Worked with the vice chair (Sheinman) preparing for Society Year 2023-2024 and advancing the work of the HBC and improving communication with the TCs.
- b. Review/Training (Thomle) gave online training for TCs, HBC liaisons, and TAC. Four training videos have been created for the training TCs, HBC liaisons, reviewers, and authors. Currently a narrative is being added to each video. When complete and uploaded to ASHRAE HANDBOOK CENTRAL HBC liaisons, TC chairs, TC HB subcommittee chairs, lead reviewers, and others will receive training as needed outside of ASHRAE conferences.
- c. Electronic (Furman) reviewed current electronic processes and has not comment for revisions at this time.
- d. Functional (Mages) submitted an addition to the HBC MOP requiring every TC, regardless of submitting revisions must submit a completed Chapter Approval Checklist. Created and submitted a Vision statement for the HBC. The committee and staff are investigating creating an online survey for the HB Approval Checklist.
- e. Strategic Planning (Sheinman) reported that he has developed MBO for 2023 and 2024 (see attachment B).

2. Volume reports

- a. Sheinman (2023 Applications) has been printed, published, and shipped and will soon be available as Handbook Online. Neither Staff nor the Volume chair have received errata notifications from the volume Liaisons nor the relevant TCs.

- b. Furman (2024 Systems and Eq.) reported that his liaisons have been engaged with their assigned TCs and are expected to continue to receive submissions in due course.
- c. Mages (2025 Fundamentals) reported progress with Liaisons getting in contact with TC Chairs and Handbook Subcommittee chairs and completion of the review process and beginning to propose revision to their respective chapters.
- d. Thomle (2026 Refrigeration) reported progress with Liaisons getting in contact with TC Chairs and Handbook Subcommittee chairs and completion of the review process.

3. General

- a. Quorum was achieved, and the Chair opened the meeting.
- b. 2023 Winter Meeting Minutes from Atlanta were unanimously approved as noted.
- c. Heather Kennedy reported in more detail on the effectiveness of the changes to procedures put in place last Fall to ensure all revisions are captured accurately and completely. Staff workflows were discussed in detail, which go beyond the final signoff of galley proofs regardless of any edits or revisions by the TC.
- d. Heather indicated the division of tasks has allowed the HBC Staff to be more efficient and responsive.

4. MBOs and results are shown in attachment A.

Respectfully submitted,

Scott Fisher
Handbook Chair
26 June, 2023

Attachment A 2022-2023 MBOs

MBO #	Description	Metric	Initiative #	Goal #	Completion % /Date
		(how do we determine success?)			
1	Continue upgrade to MOP, ROB, ARG	Ongoing	3	2	On going

2	Investigate & recommend electronic content for development and delivery of hvac&r INFORMATION	Ongoing	3	7	100
3	Welcome Package development for Incoming HBC liaisons member	Complete	3	6	100
4	Create training videos for Liaisons, TC chairs, reviewers, etc.	Final videos are being edited	3	3	99.5
5	Vision Statement	Complete	3	1	100
6	Distribute the PDF editing document to TC	Complete	3	4	100
7	Distribute annual task list to liaisons to distribute to TCs	Complete	3	5	100
8	Renumber handbook chapters in the handbook and liaison chapter assignments per deletions and additions	Continuing	3	8	90
9	Review HBC Basecamp folder names for clarity	Complete – no changes needed	3	9	100

Attachment B

2023 to 2024 MBO

Handbook Committee MBOs for Society Year 2023-2024 Incoming Chair: Harris Sheinman Date: 27 Jun 2023						
Objective	Completion Date Target	Fiscal Impact	Responsible Party	Status	Comment	Impact on Staff Time

1	Consider Handbook volumes as a whole: balance out volume sizes.	6/24	none or positive (if moving to 5 volume years): more travel reimbursement to greater number of HBC volunteers	HB Excom	new	The volumes' size imbalances cause havoc on staff workloads and the time required by subcontractors to process PDFs and Handbook Online. * Consider changing Handbook from a 4-year cycle to a 5-year cycle: split Applications between chapter bldg-specific applications and advanced engineering applications. Likely impact on TAC and BOD and RoB. * Consider relocating chapters from Applications to Systems+Equipment * Consider relocating chapters from Applications to Fundamentals * Consider relocating chapters from Systems+Equipment to Refrigeration	Positive: staff will be able to plan, timings for checking content from subcontractors will be more predictable, and less staff time will be spent answering emails/phone calls about why Handbook PDFs/Online is late.
2	Review number of Chapters that are the responsibility of one TC		none	Strategic Planning	new	Even out burden on TCs; better response from individual overwhelmed TCs	None to positive.
3	Encourage TCs to develop extra features (spreadsheets, sidebar discussions, video, etc.) for Handbook Online.			HBC (all)	ongoing	Suggest to TCs that they use their YEA members	Variable but should be reasonably light impact.
4	Review and improve ARG for clarity and conciseness (this includes the Chapter submittal form)			functional	ongoing		Light initial impact, but positive savings over long term.
5	Review and improved MOP for clarity and conciseness.			functional	ongoing		Light initial impact, but positive savings over long term.

6	Author and develop how-to videos and other job aids for HBC liaisons, TC handbook subcommittee chairs, and other stakeholders.	6/24		review/ training, functional, electronic media	On-going		Light to moderate initial impact, but positive savings over long term.
7	Review single topic/multi TC Chapters responsibility to one TC		none	Strategic Planning	On-going		None to slight positive impact.
8	Develop calendar-based activity prompts job aid for HBC leadership to use in managing the HBC	1/24	none	HBC CH, HBC VCH	new		Slight initial impact, but positive long term.
9	Work with staff to update ASHRAE Handbook Central	6/24	none	Electronic Media and staff	new		Light to moderate initial impact, but positive savings over long term
10	Update the Reference Manual post on Basecamp	6/24	None	Function	ongoing		Light initial impact, but positive savings over long term



Historical Committee Report To PEC Products Subcommittee

Monday, June 26, 2023
Tampa, FL

Report

Motions Needing Action

None.

Information Items

1. Historical Committee - Chair Niss Feiner has sent out video newsletters and held some virtual meetings for Regional Historians this society year. Historical Members agreed that the general perception has improved with respect to communication between the committee and Regional Historians. Historical Committee plans to continue these activities in the next year.
2. Historical Committee will continue to solicit Regional Historians for written histories and Lou Flagg Award submissions.
3. Historical Committee report that the requested PAOE suggestions were approved which should help promote historical activities to members, chapter, and regions.
4. Historical Committee is making plans to edit and transcribe current Leadership Interviews still in need of finalization for the website.
5. Historical Committee hopes to be working with ASHRAE Journal podcast staff to produce more Leadership Interviews.
6. Historical Committee has updated their MBOs. ([Attachment A](#))
7. Historical Committee has appointed Mr. Schnable to liaise with Membership Promotion. Mr. Schnable provided Membership Promotion with a slide for their future presentations. ([Attachment B](#))
8. Historical Committee will include this slide in the Historical CRC PowerPoint presentation and the Historian's Guide.

9. Historical Committee reported PEC approved the IEEE proposal for the Engineering and Technology History Wiki (to be include at web site: www.ETHW.org) get the project moving pending legal approval and authorizing signature. (Attachment C)
10. Historical Committee has identified other groups for future collaborations. (American Society of Agricultural and Biological Engineers (AABE), Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) and American Society of Mechanical Engineers (ASME).
11. Historical Committee is developing plans to mark the 200th Anniversary of Sadi Carnot's Carnot cycle in 2024.

Respectfully submitted,

Nissim Feiner
Historical Committee Chair
June 25, 2023

2022-2023 Historical Committee MBOs

Author-Niss Feiner - Chair, Historical Committee
Council: Publishing and Education Council

Reference Document: ASHRAE Strategic Plan 2019-2024

Committee: Historical Committee

Society Year:

2022-2023

#	Description	Metric (how do we determine success?) Max 3-5 best practices	Historical Committee Assigned	Committee Members Chair in RED colored	Strategic Plan Initiative # (can be more than 1)	Strategic Plan Goal (can be more than 1)	Status	Funding Req'd?
1	Establish and maintain a continuous line of communication between Society Historical Committee and Regional/Chapter Historians using via electronic communications (ie. Loom, email etc) with regular updates including: •Upcoming historical activities, or dates of historical significance to ASHRAE/HVACR Industry. •PAOE Update Summary. •Updates to Historical Training Materials (CRC Powerpoints, etc) •Remind and Encourage submissions for Chapter Historian Gold Ribbon Award & Lou Flagg Historical	Electronic communication to be by Committee Chair on a quarterly basis, with input from committee members.					Complete	
2	Develop PAOE Recommended Changes to 2022-2023 Society Year PAOE	To get ahead of the PAOE Committee Cycle with proposal for the following year's (Society Year 2022-2023) PAOE Letter in Summer 2022, Historical PAOE subcommittee needs to work with the PAOE subcommittee of	Communication s / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	Complete	No
3	Encourage younger members of ASHRAE to have interest in history-related activities of the Society	Proposing to keep the PAOE line item "For a local Chapter Historical activity performed by an actively engaged YEA member". Reference 2021-2022 PAOE Newsletter - Tag# YEA8 (under YEA)	Communication s / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	Complete	No
4	Identify volunteers to act as committee liaison with the following society committees: •Membership Promotion •Young Engineers in ASHRAE •Student Activities	Collaborating with other committees to support ASHRAEs mission by providing a historical context to educate and inspire members.					on-going	
5	Foster collaboration with other international societies to improve our historical research and support history-related activities of the Society	1.) Continue work on collaboration. HC has links with similar groups in CIBSE and AiCARR - opportunity to pursue to work w/similar committees in CEN, Intl Institute of Ammonia Refrigeration (IAR), Intl Institute of Refrigeration (IIR), & Global Cold Chain Alliance (GCCA). 2.) Continue work to	Morasch & Feiner	Spencer Morasch / Niss Feiner	4	2b	Complete	No for some groups, but YES for IEEE History Center
6	Leadership Recall - Arrange for videos at Winter Conference	Arrange two Presidential interviews. Review other potential interviewees	Awards / Leadership Recall Committee	Niss Feiner / Robert Pollard / Spencer Morasch (ExO)	4	1b, 2c	on-going	Possibly
7	Digitize Archived Journals + Transactions	Encourage digitalization of all Society Journals and Transactions	Administrative / Archives Committee	Glen Remington / Norman Grusnick / Atilla Biyikoglu / Spencer Morasch (ExO)	3	3b	on-going	Yes
8	Historical Committee Newsletter - Resume publishing a newsletter for the target audience of Regional & Chapter Historians.	4 Newsletters published during the Society year.	Communication s / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	1b, 2a, 2c	Complete	No

HOW CAN YOUR CHAPTER HISTORIAN CHAIR HELP YOU?

- Take pictures of Chapter functions for inclusion in newsletters, website, records and programs
- Invite the Chapter Life Members to meetings which could offer referrals to new Member prospects
- Provide assistance with Membership retention & reinstating cancelled Members
- Interview presidential and long-time members to provide in writing or audio, memories of industry history and its progress for inclusion in Basecamp or newsletters as leadership recalls to enhance Chapter credibility
- Updating MP & historical records annually
- Assist the MP Chair with an employer recognition program by suggesting past companies that supported Membership
- Reporting the chapter's MP synergy progress to the Regional Historian



**Addendum to the Collaboration Agreement for the development of the
Engineering and Technology History Network Website**

This Collaboration Agreement Addendum is made as of October 1, 2022 (the “Effective Date”) between and among the American Society of Heating, Refrigerating and Air-Conditioning Engineers (“ASHRAE”) and the Participating Societies of the Engineering and Technology History Network Website (now known as the Engineering and Technology History Wiki, www.ethw.org) , as outlined in attached Collaboration Agreement for the development of the Engineering and Technology History Network Website (the “Agreement”) with the Effective Date of March 7, 2014.

The original Participating Societies are outlined in Part 1, Participating Societies. ASHRAE is a public charity organized for tax-exempt purposes under U.S. Internal Revenue Code Section 501(c)(3), and is joining the Agreement in furtherance of its charitable purposes. ASHRAE agrees to abide by all of the sections of the Agreement until and if ASHRAE withdraws from the Agreement, as accounted for in Section 3.B., Withdrawal of a Participating Society.

American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)

By: _____

Title: _____

Date: _____



Shaping Tomorrow's
Built Environment Today

Attachment C - Publications Committee Report PEC
Products Subcommittee Report
to PEC Planning Subcommittee

Publications Committee Report to
the Products Subcommittee of the Publishing and Education Council
Monday, June 26, 2023, 3:30-5:00 p.m.

Action Items for PEC Products Subcommittee

(none)

Information Items

Major Motions Passed:

1. During the Publications Committee on June 24, 2023, the committee voted to accept the PTAR #003 resubmission (*Design Guide for Radiant Heating and Cooling Systems*) and is forwarding this vote outcome to RAC.

Other:

1. Publications Committee welcomed the new ASHRAE Journal editor, Drew Champlin, to ASHRAE staff and to the Publications Committee.
2. Publications Committee will be including the information regarding publication contacts and technical resources that it currently provides to TC chairs (see [Attachment A](#)) to chapters via Chapter Notes. The committee will also make contacts to have this information posted on the TC Resources and Chapters webpages.
3. Updates on the Publications Committee MBOs for the 2022-2023 Society year are included in [Attachment B](#).

Respectfully submitted,
Gerardo Alfonso, Chair
Publications Committee
26 June 2023

Attachment A

Publications Committee Information for TC/TG/MTG Chairs



The following are ASHRAE publication types that fall under the scope of Publications Committee, with information on how to submit proposals or contact ASHRAE staff with questions:

Publication Type	How to Submit Proposals	ASHRAE Staff Contact
ASHRAE Journal articles (technical, for practicing engineers)	www.ashrae.org/technical-resources/ashrae-journal/submission-guidelines-for-ashrae-journal	ASHRAE Journal Editor, Drew Champlin, DChamplin@ashrae.org
Books	Individual authors, authoring groups, and TC/TG/MTG volunteer efforts: http://cms.ashrae.biz/forms/pubplan/index.php TC/TG/MTG paid efforts: Use the Publication Topic Acceptance Request template available at https://www.ashrae.org/technical-resources/research	Special Publications Editor, Cindy Michaels, cmichaels@ashrae.org Manager of Research and Technical Services, morts@ashrae.net
ASHRAE Journal Podcast	Submit topic or guest suggestions via email to ASHRAE Journal Managing Editor Kelly Barraza at kbarraza@ashrae.org	
Insights, HVAC&R Industry News, and ASHRAE Journal Newsletter	Submit article or topic suggestions via email to ASHRAE Journal Assistant Editor Kaitlyn Baich at kbaich@ashrae.org	
CDs/DVDs/Software/Online databases	http://cms.ashrae.biz/forms/pubplan/index.php	Special Publications Editor, Cindy Michaels, cmichaels@ashrae.org
Apps	https://xp20.ashrae.org/secure/special_pubs/app_propose/	Special Publications Editor, Cindy Michaels, cmichaels@ashrae.org
Translations of ASHRAE's books, standards, guidelines, position documents, white papers, or reports	Submit requests to translate specific titles via email to Special Publications Editor Cindy Michaels at cmichaels@ashrae.org	

Your Publications Committee TAC Section Liaison will establish contact with you via email. The Publications Committee Chair can be reached at pubchair@ashrae.net.

The Publications Committee can help your vision become a reality!

Tools to Assist You in Writing Content

- **ASHRAE Terminology** (www.ashrae.org/ASHRAETerms)
Ensure consistency using this free online glossary of more than 3700 terms related to the built environment.
- **ASHRAE Authoring Portal** (<https://authoring.ashrae.org/>)
Collaborate with coauthors using this secure platform for copyrighted intellectual property.
- **ASHRAE Technology Portal** (www.ashrae.org/technologyportal)
Find published source material in downloadable PDF format.
 - Current volumes of ASHRAE Handbook (free to members!)
 - ASHRAE Journal articles and ASHRAE Research Reports (free to members!)
 - ASHRAE Technical and Conference Papers and Conference Seminars (available by subscription)
- **Authoring Tools** (www.ashrae.org/technical-resources/authoring-tools)
 - Links for learning about writing for various ASHRAE Publications
 - Interactive Authors' Manual for Books and Papers
 - ASHRAE SI Guide for HVAC&R
- **Free Resources** (www.ashrae.org/freeresources)
Obtain resources available freely to the public as well as resources available to Members only.
- **Latest Publications** (www.ashrae.org/bookstore)
Learn more about ASHRAE's most recent publications.
- **Upcoming Publications** (www.ashrae.org/technical-resources/bookstore/upcoming-ashrae-publications)
See what publications are in the works at ASHRAE.

Attachment B

Publications Committee MBOs for Society Year 2022-2023

Year 2022-2023

Council: Publishing and Education

Chair: Gerardo Alfonso

Committee: Publications

Vice Chair: Vinay Ananthachar

MBO #	Description	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completi on Date	Financial Assist Req'd?
1	Identify and initiate a pilot Applications guide	Based on member survey results have Meetings with Handbook Committee, TEC, TCs. Contact and Identify Potential Authors. Initiate pilot guide.	3 & 4	1a, 1b, 3a	Ongoing	Maybe
2	Develop a guideline to produce video content to promote international videos. i.e. different languages (transcripts), virtual technical tours, training videos -- sponsored)	Guideline published	4	1a, 2c, 3a	Ongoing	No
3	Develop a policy to publish video content from seminars and conferences originated in chapters and regions.	Policy published	4	1a, 2c, 3a	Ongoing	No
4	Develop and apply Publications Performance Metrics for the Publications Committee	PubC Dashboard, Information database	3	1b, 3b	Complete	No
5	Support Journal Editor in reviewing and enhancing the quality of the ASHRAE Journal	Provide Feedback and Recommendations for topics for Technical Feature Articles, review editorial calendar, Solicit journal articles from international authors, coordinate with CTTC	4	1a, 1b, 2a, 2c, 3c	Complete	No
6	Support Editor in reviewing and enhancing the quality of the ASHRAE newsletter	Provide Feedback and Recommendations for Newsletter content and editorial quality	4	1a, 1b, 2a, 2b, 2c, 3c	Complete	No

7	Develop a guideline to promote videos and free training for international Governments (GAC) oriented to policy makers, code officials and ASHRAE members. Focus on codes, standards for developing countries and HVAC for public sectors. (i.e. health, IAQ, Energy efficiency and Decarbonization)	Document send to GAC	2	2b, 3b	Ongoing	No
8	Identify all unprofitable/unused publications and formulate an action plan. Continue	database and Identification of publications, proposed action plan. Report to Products Subcommittee. Propose stagewise review, targetting books first likely instead of standards or transactions.	3	3a,	Complete	No
9	Increase International Outreach of ASHRAE Publications. Apply an action	Identify potential ASHRAE Publications of interest to International markets, engage regions and local chapters in awareness and marketing,	4	1a, 1b, 2a, 2b, 3a, 3b, 3c	Complete	No
10	Develop a metric for Video Award of the year	First series of videos measured	3&4	1a, 2c, 3a	Tabled	No
11	Develop a metric for App Award of the year	First series of APPs measured	3&4	1a, 2c, 3a	Complete	No
12	Stablish a permanent alliance with Communications Committee to develop a join plan in digital media.	First meeting with Communications Committee	3	3b	Complete	No



Research Journal Subcommittee of PEC

Report to PEC Products Subcommittee

Meeting of June 26, 2023

Attendance: Blake Ellis - Chair, Chandra Sekhar, Carey Simonson, Jeffrey Spitler, Mark Owen - Staff Liaison

Motions

None.

Information Items

1. Dr. Spitler presented the Editor's Report shown in **Attachment A**.
2. Research Journal Subcommittee members voted and approved following nominations from Dr. Spitler for the STBE Editorial Board to fill four current vacancies:
 - **Brian Fronk, Pennsylvania State University**
Subject Expertise: Refrigeration cycles, heat transfer, thermodynamics, systems
 - **Kristen Cetin, Michigan State University**
Subject Expertise: Building energy and daylight modeling, occupant effects, IoT, thermal & hygrothermal performance, inverse building models
 - **Jie Cai, University of Oklahoma**
Subject Expertise: Data-driven modeling and advanced control of building energy systems; load estimation, predictive control and grid-interactive building operations.
 - **John Zhai, University of Colorado-Boulder**
Subject Expertise: CFD, heat transfer, energy analysis, thermal comfort, IAQ, building vulnerability and safety.
3. Dr. Spitler is planning to expand the editorial board with an additional three associate editors. Suggestions from the subcommittee for nominees in the fields of Machine Learning, general HVAC, GSHP, Thermal Comfort and IEQ can be sent directly to Dr. Spitler.
4. Taylor & Francis Publisher's Report shown in **Attachment B**.

Respectfully submitted,
Blake Ellis, Chair

BE: jh/mso

Science and Technology for the Built Environment

Jeffrey D. Spitler

June 21, 2023

Numbers in red from last year

Journal metrics



Usage

- **113K** annual downloads/views
- 105K*



Citation metrics

- **1.990**
- 1.811*
- 2.7*
- Q2*
- 0.920*
- 0.510*
- **2.094 (2021)** Impact Factor
- **2.121 (2021)** 5 year IF
- **3.5 (2021)** CiteScore (Scopus)
- **Q2 (2021)** CiteScore Best Quartile
- **0.808 (2021)** SNIP
- **0.493 (2021)** SJR



Speed/acceptance

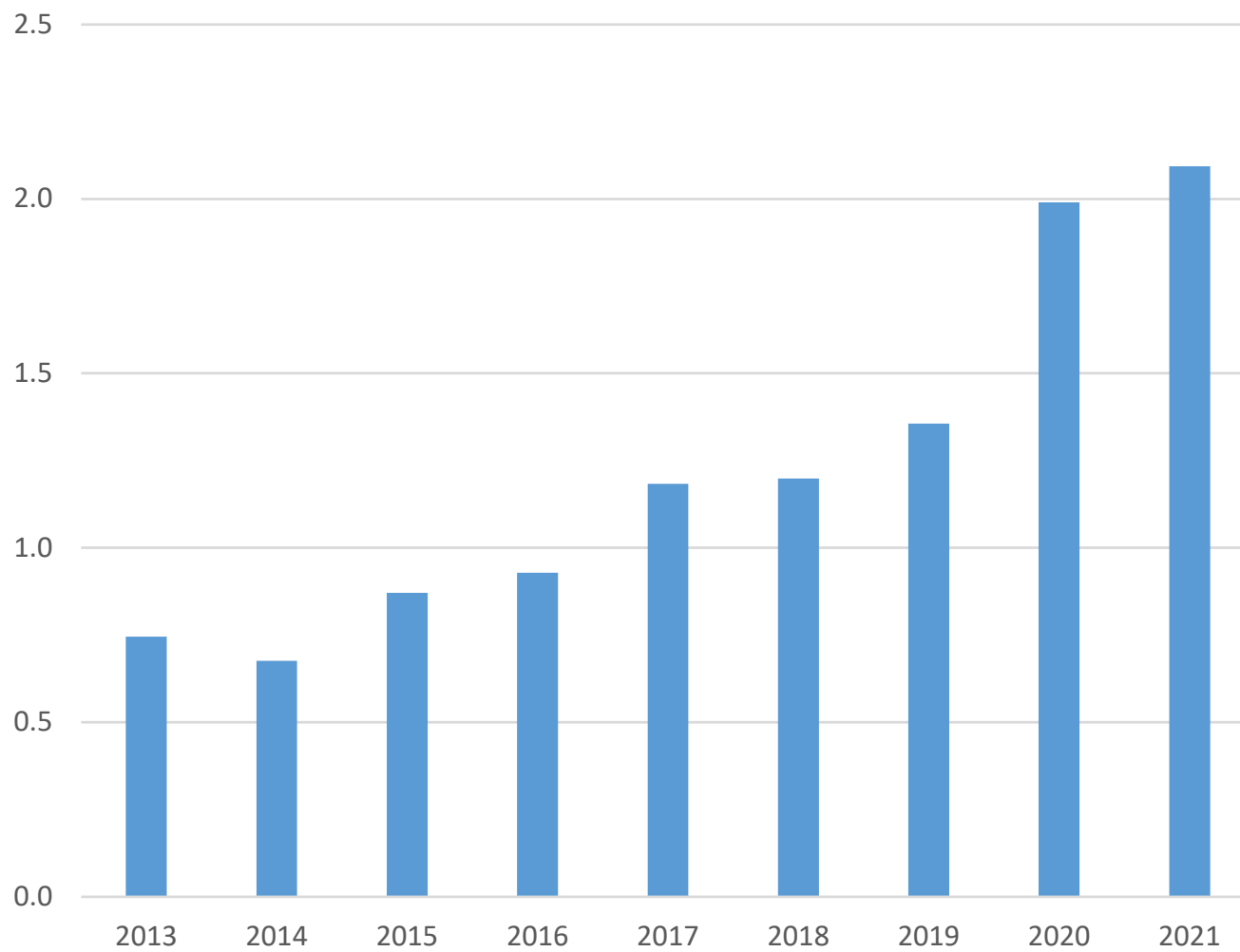
- **26** days avg. from acceptance to online publication

23 days

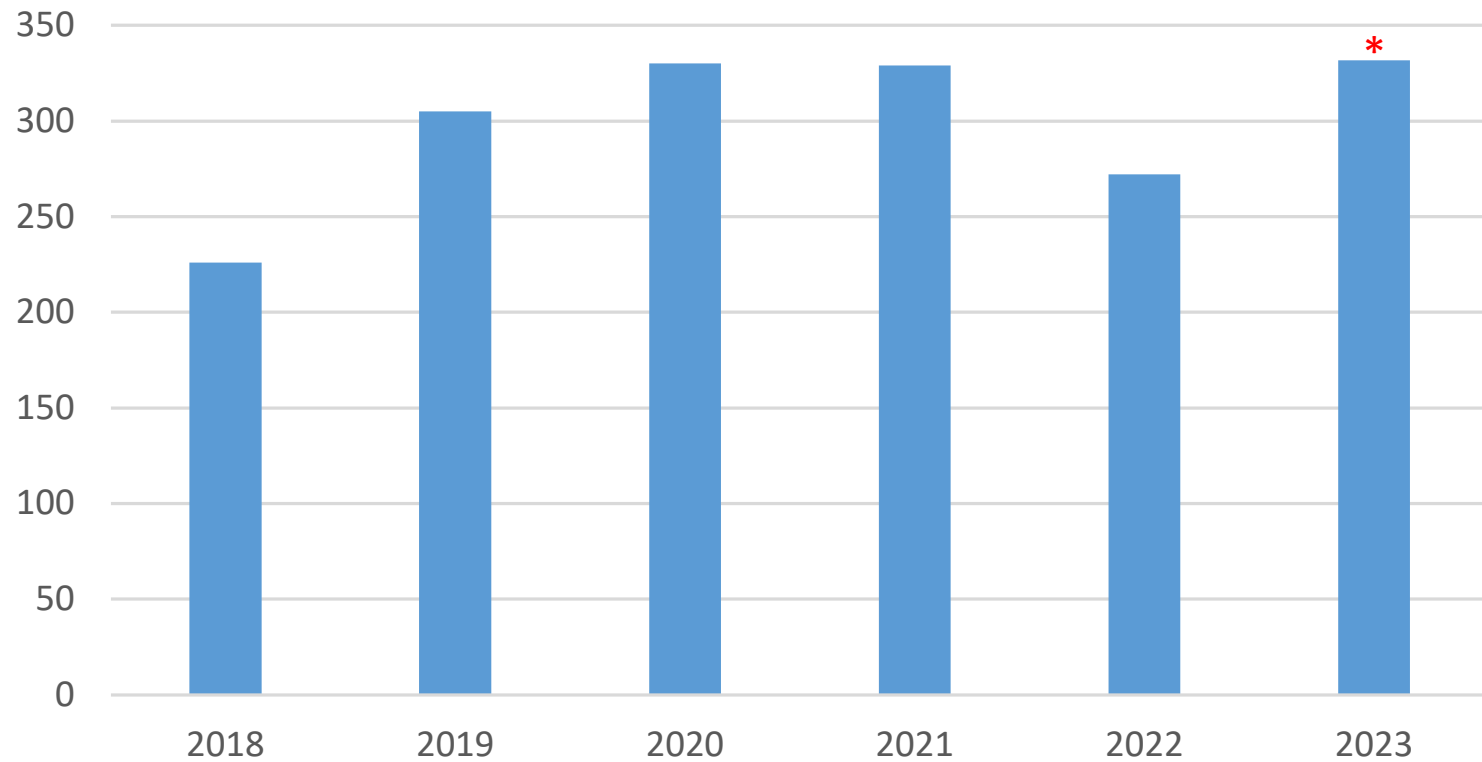
From the journal website:

<https://www.tandfonline.com/action/journalInformation?show=journalMetrics&journalCode=uhvc21>

Impact Factor



Submissions



* Projected; 149 submissions as of June 14

2022 (as of June 2023)

- 272 submissions started; 13 withdrawn
- 14 papers still in review
- JDS rejected 97 papers without sending out to AE
 - Common reasons: case studies, out of scope, poor English, lack of technical rigor.
- 29 rejections by recommendation of AE, w/o sending out for review
- 62 rejections by recommendation of AE & reviewers
- 49 accepted
- 21 withdrawn or abandoned
- Accepted: 18%; Rejected 69%; Still in review 5%;
Withdrawn/abandoned: 8%
- 2021: Accepted: 25%; Rejected 72%

2023 Special Issues & Topical Sections

- Topical Section:
 - Measured Performance (3 papers, Issue 2)
- Planned Special Issues and Topical Sections:
 - IAQ 2020: Indoor Environmental Quality Performance Approaches Transitioning from IAQ to IEQ [Part 2] (10 papers submitted; 1 accepted; 5 rejected; 4 in review)
 - ASHRAE Conference Research Papers (17 invitations; 10 submissions; 1 accepted)
 - Buildings XV Conference (Original deadline May 15; 0 submissions)
 - BPAC/Simbuild 2022 (14 commitments; 9 submissions, all in review)
 - IGSHPA 2022 (17 invitations, 6 commitments, 4 submissions)
 - Decarbonization conference in Athens (?)
- Failed
 - Clima 2021

2022/2023 Editorial Board Meetings

- In person meeting in Tampa with ~9 Associate Editors
- Late summer or early fall online meeting with remaining Associate Editors.

Misconduct allegations

- None!

Associate Editors

- 6 Associate Editors (plus Charlie Lin) with terms expiring this year:
 - Saqib Javed (renew)
 - Shengwei Wang (renew)
 - Liam O'Brien (renew)
 - Michel Bernier (retire)
 - Lorenzo Cremaschi (retire)
 - Roberto Lamberts (retire)
 - Charlie Lin (deceased)
- Previously proposed three new AE slots to handle volume of papers.

Associate Editors

Slot	Area	Proposed
Bernier replacement	General HVAC, GSHP	**
Cremaschi replacement	Cycles, heat transfer, thermo, systems	Brian Fronk, PSU
Lamberts replacement	Building energy and daylight modeling, occupant effects, IoT, envelope performance, inverse building models	Kristen Cetin
Lin replacement	CFD, heat transfer, energy analysis, thermal comfort, IAQ, building vulnerability and safety	John Zhai, UC Boulder
New AE 1	Thermal comfort, IEQ	**
New AE 2	Data-driven modeling and advanced control of building energy systems; load estimation, predictive control and grid-interactive building operations	Jie Cai, U. Oklahoma
New AE 3	Machine learning	*

** I've reached out to a candidate; * I've had a suggestion.

Reviewer Board

- Concept:
 - Recruit members from junior and mid-level faculty, recent PhD graduates.
 - Commitment to review ~4 papers per year in a timely fashion (2 weeks or less).
- Current status:
 - 45 members; 3 nominated for Associate Editor
 - Since Jan. 2022, on average:
 - 4.5 invitations
 - 3.4 acceptances
- Will ask AEs for additional nominations

Best paper award

- Will convene jury (Spitler, Owen, two Associate Editors, one member of this committee)

Logistical Problems (LaTeX)

- LaTeX submissions remain problematic.
- I queried Stephanie on October 27th about format-free submission
- January 17th:
Unfortunately, the journal is not currently eligible for this format since it would be required to use 1- T&F's Journal Editorial Office support in ScholarOne and 2- the T&F standard reference style.
- Last communication: April 17th from Mark Owen to Stephanie – next step?

Logistical problems (low backlog)

- Backlog remains low.
- January 2023: 5 papers in backlog
- Today: 6 papers in backlog

General Plans

- Recruit 3 more Associate Editors
- Continue with moving towards format-free submission.
- Continue to recruit special issues based on conferences.
- Will ask the Editorial Board to help identify non-conference-based topical issues.



Attachment B



SCIENCE AND TECHNOLOGY FOR THE BUILT ENVIRONMENT

Confidential Publishing Report

Last Updated: June 2023

Highlights

Top Performing Articles (last 12 months)

Top Downloaded Article

Article Title	No. of Downloads
Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilatio...	3,036

Top Cited Article

Article Title	No. of Citations
Integrating IAQ control strategies to reduce the risk of asymptomatic SARS CoV-2 infections in class...	49



Top Altmetric Score

Article Title	Altmetric Score
Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilatio...	392

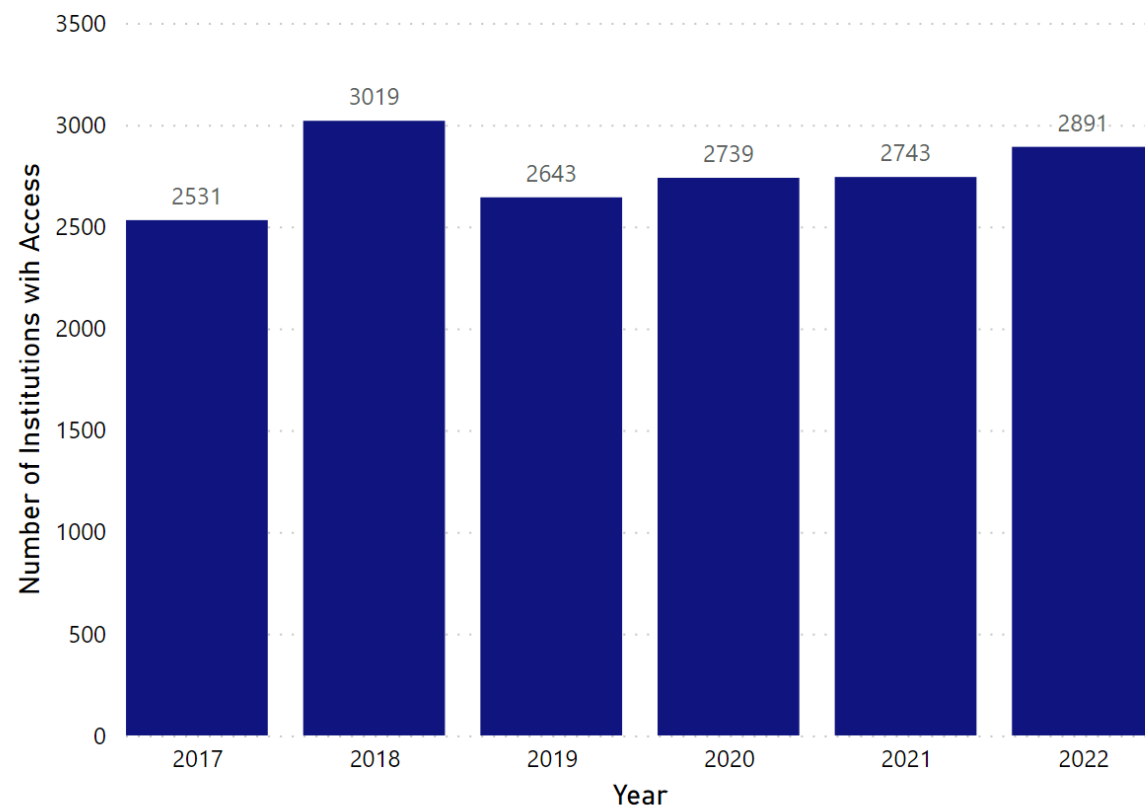
Highlights

113K 2022 Downloads	92 2022 Volume Year Publications	8 2022 Volume Year OA Publications	2.094 2021 Impact Factor	3.7 2022 CiteScore
(Blank) Acceptance Rate (%)	(Blank) Median Days Submission 1st Decision	26 Median Days Acceptance Online Pub	Q3 2021 Impact Factor Best Quartile	Q2 2022 CiteScore Best Quartile

Global Reach

Global Reach - Circulation

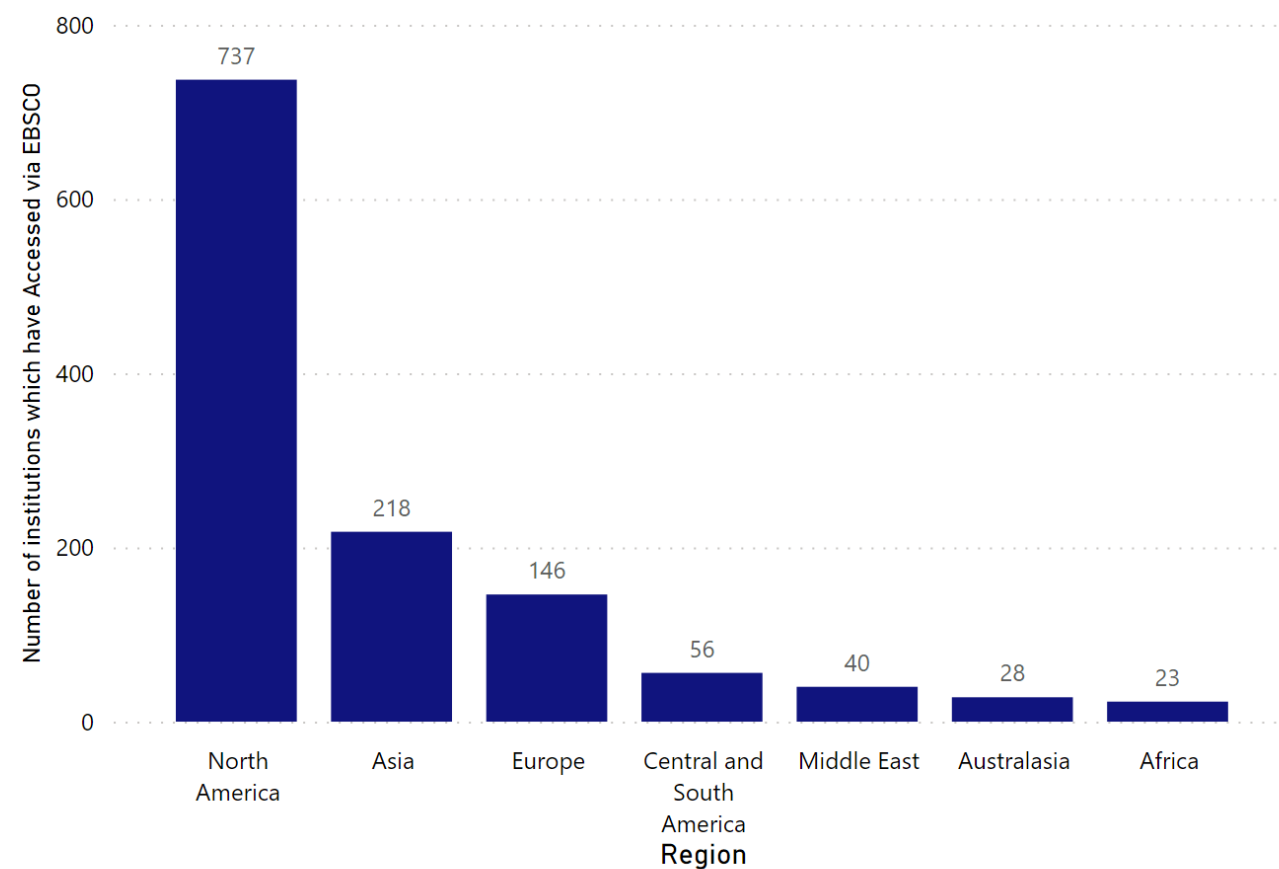
Number of Institutions with access via Sales Deal, Subject and Non-Sales Deal subscriptions



Year	Subject Collection
2017	Engineering, Computing & Technology
2018	Engineering, Computing & Technology
2019	Engineering, Computing & Technology
2020	Engineering Computing & Technology
2021	Engineering, Computing & Technology

Year	Library Collection
2017	S&T
2018	S&T
2019	S&T
2020	S&T
2021	S&T

EBSCO Coverage 2022 by Region



Most Downloaded Articles in the Past 12 Months (from Past Three Years)

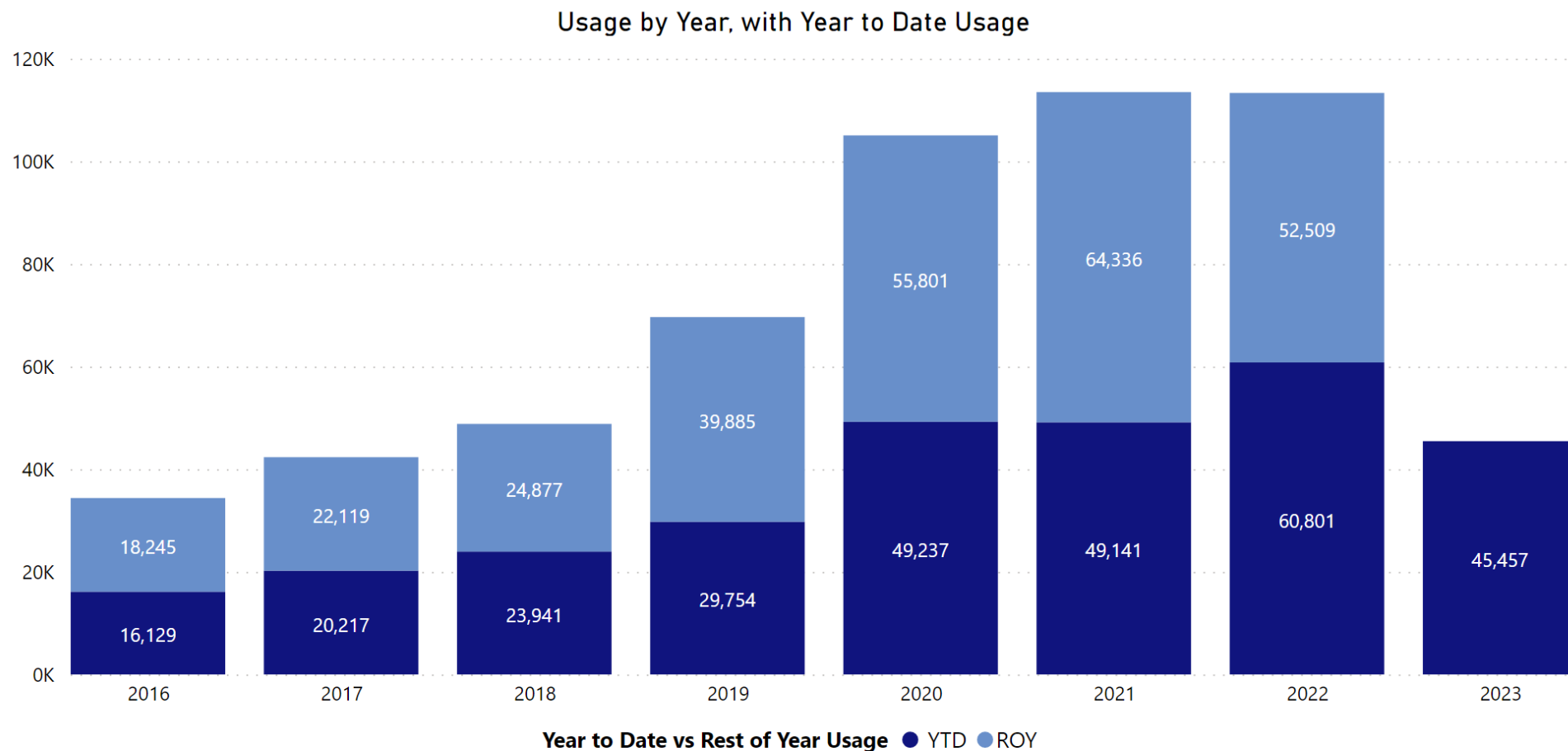
Article Title	First Author	Volume & Issue	Open Access	No. of Downloads
Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilatio...	Douglas Reindl	Volume 27 Issue 9	Yes	3,036
Airborne transmission of SARS-CoV-2 in indoor environments: A comprehensive review	Jianshun Zhang	Volume 27 Issue 10	Yes	2,203
A review of the current status and development of 5GDHC and characterization of a novel shared energ...	Dennis Johansson	Volume 28 Issue 5	Yes	1,638
Thermal resistance of ventilated air-spaces behind external claddings; definitions and challenges (A...	Dolaana Khovalyg	Volume 27 Issue 6	Yes	1,471
Integrating IAQ control strategies to reduce the risk of asymptomatic SARS CoV-2 infections in class...	Jensen Zhang	Volume 26 Issue 8	No	910
Artificial intelligence in smart buildings	Zheng O'Neill	Volume 28 Issue 9	No	778
Environmental and energy performance assessment of hybrid ground source heat pump coupled with TABS ...	Rana Mahmoud	Volume 28 Issue 10	Yes	584
Field Measurements of Building Heating and Cooling System Performance	Signhild Gehlin	Volume 29 Issue 2	No	312

Top Institutions by Downloads (Past 12 Months)

Institution Name	Total No of Downloads
Texas A & M University System	1437
Xian Jiaotong University	1227
First Affiliated Hospital of Medical College of Xi'an Jiaotong University	1137
Hong Kong Polytechnic University	1087
Shanghai Jiaotong University	979
Tsinghua University	890
Tongji University	850
Dalian University of Technology	825
Carleton University	790
University College London	787
Total	10009

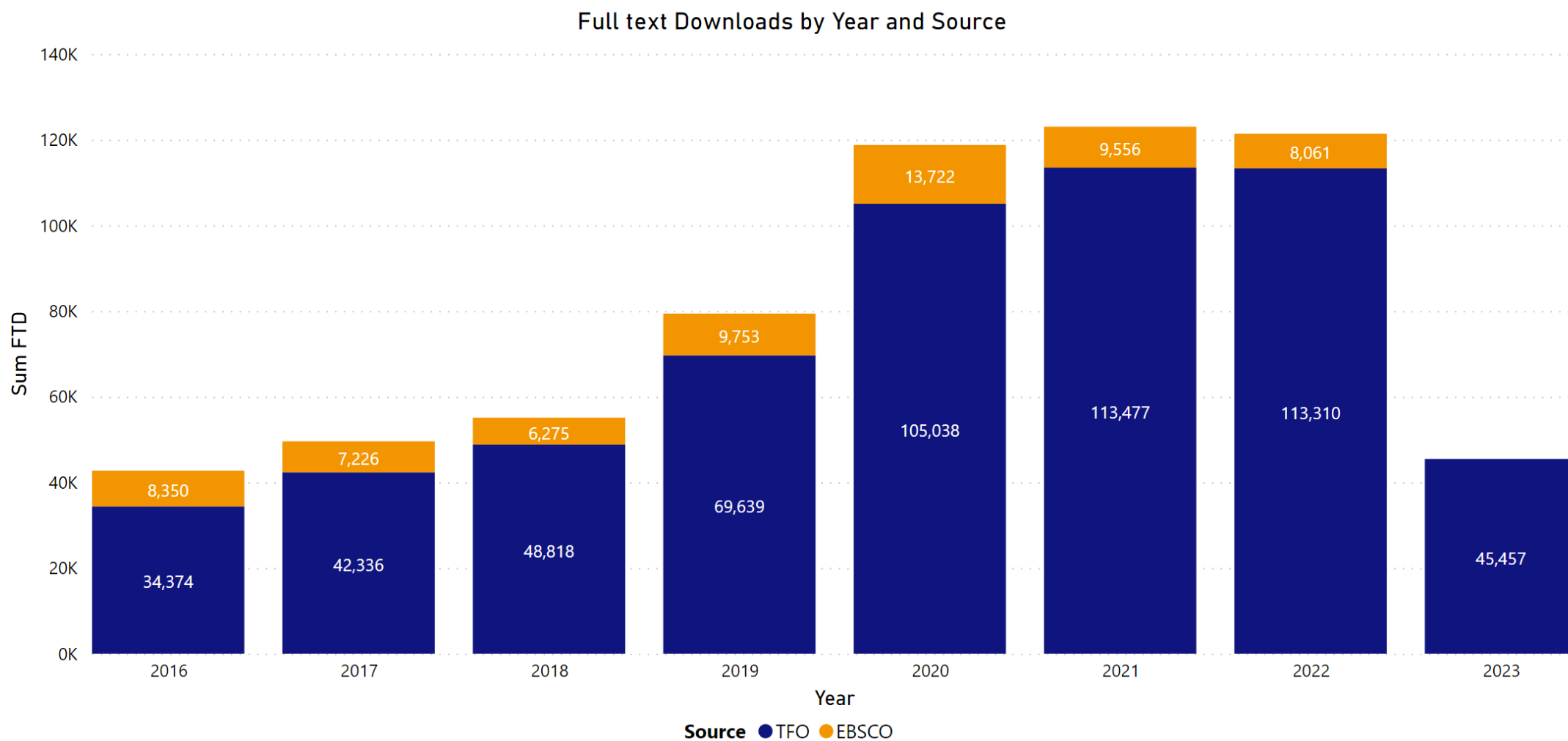
Note: Consortia have been removed from this table.

Article Downloads - Taylor & Francis Online (TFO) Usage



-25%
% Change YTD

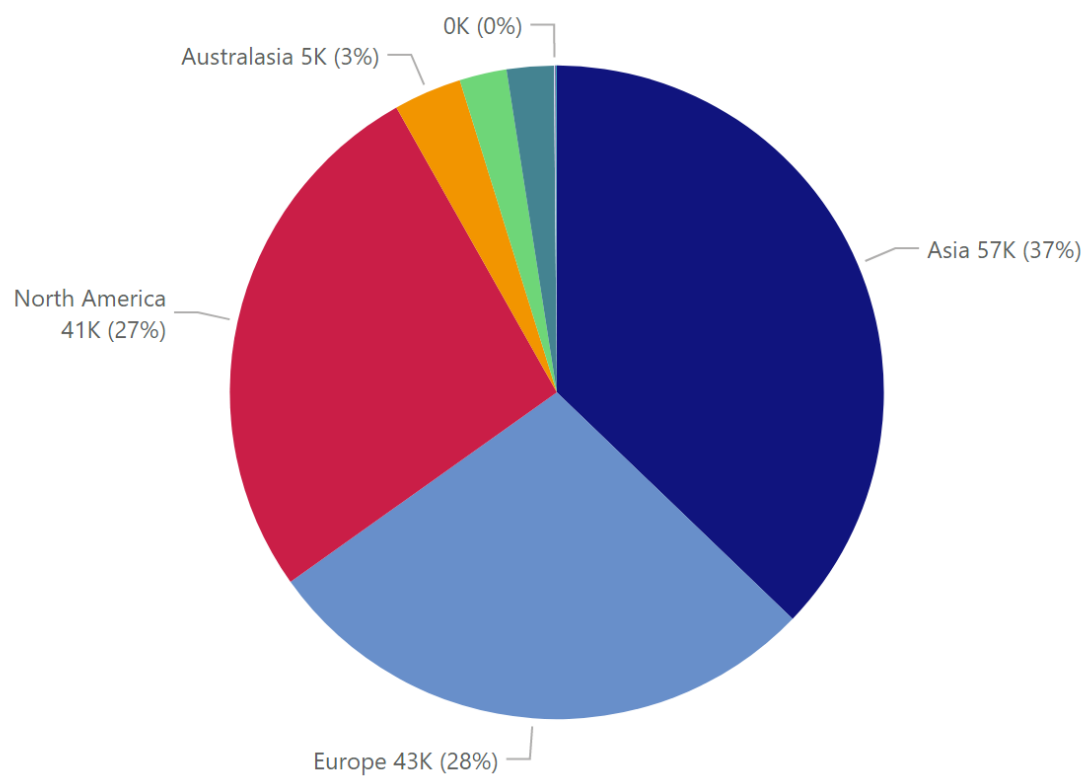
Article Downloads - Usage by Source



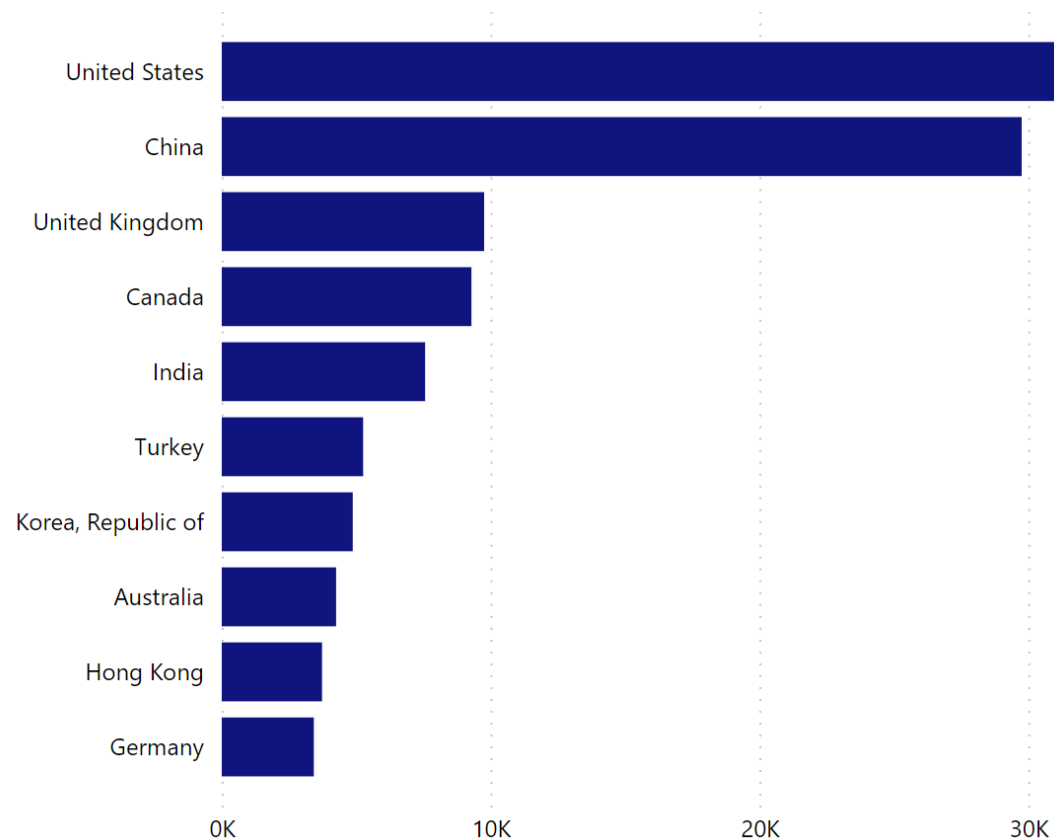
Article Downloads - Usage by Country & Region

Usage shown is for the last full year, plus the current year.

Full Text Downloads by Region



Full Text Downloads by Country



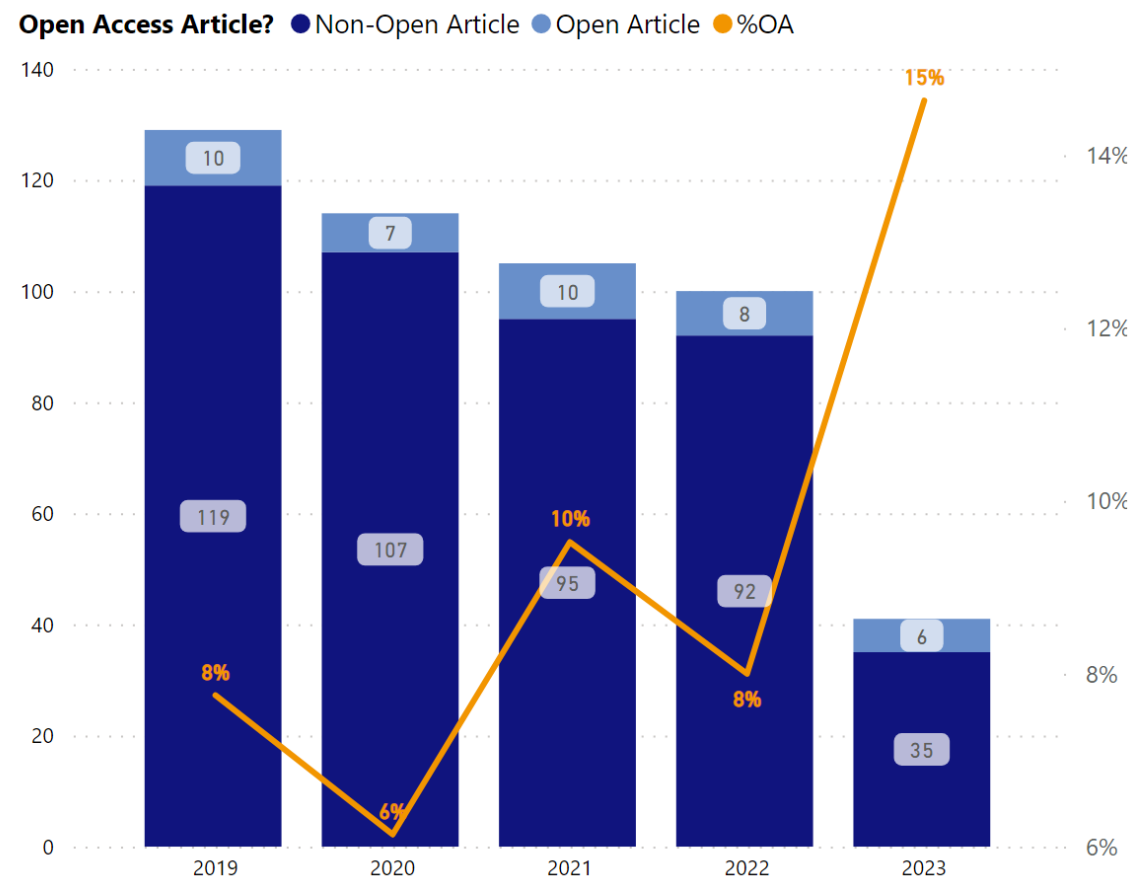
Production

Published Content

Number of Documents by Article Type (last full year and current year)

Article Type	Distinct Count of Documents
Article	133
Editorial	8
Total	141

Number of Articles Published by Volume Year - with OA Split



Production Schedule (Volume Years 2022 and 2023)

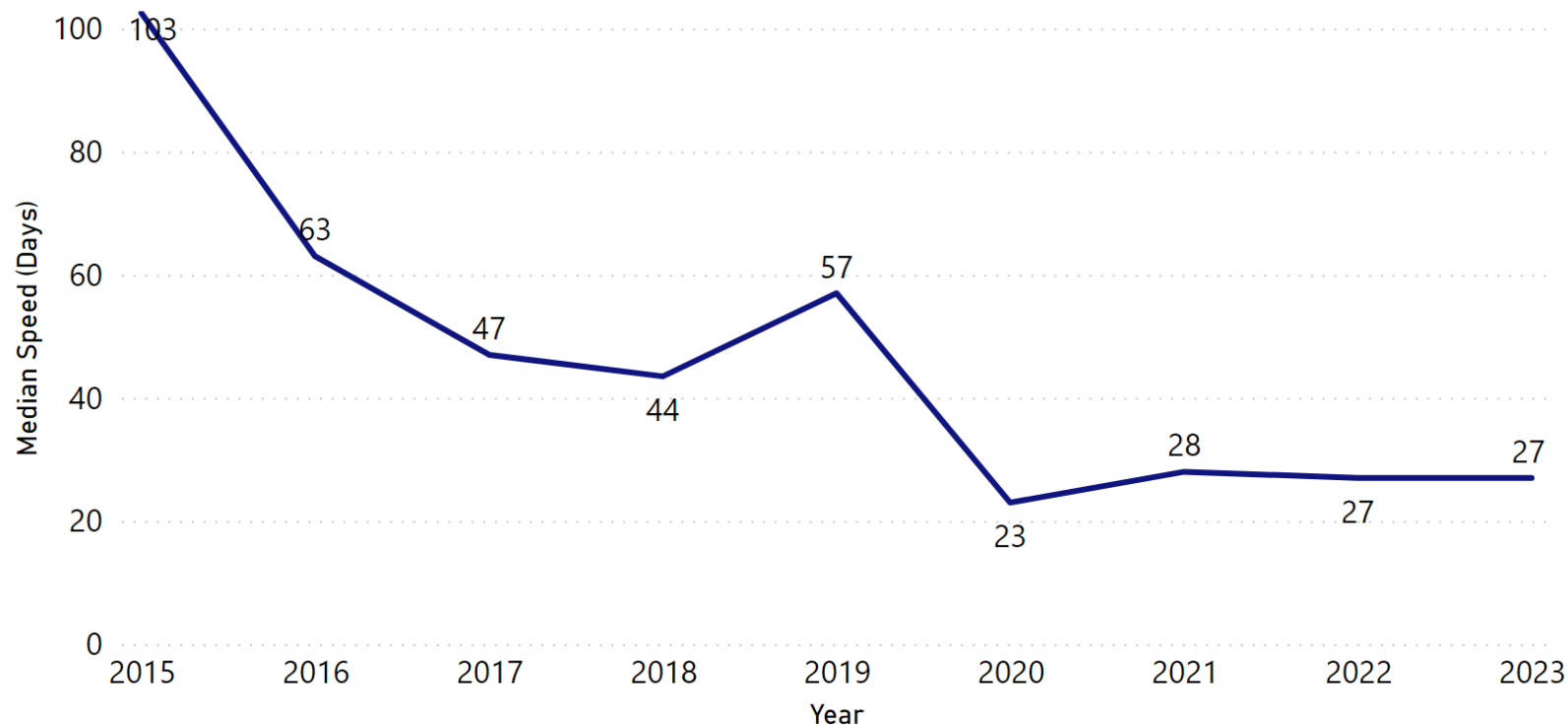
Online Issues

Issue Number	2022	2023
01	22 February 2022	20 January 2023
02	22 February 2022	30 January 2023
03	14 April 2022	28 February 2023
04	10 May 2022	25 May 2023
05	07 June 2022	08 June 2023
06	27 July 2022	30 June 2023
07	31 August 2022	31 July 2023
08	31 August 2022	31 August 2023
09	28 September 2022	02 October 2023
10	21 October 2022	31 October 2023

Print Issues

Issue Number	2022	2023
01-05	27 June 2022	12 June 2023
06-10	10 November 2022	07 November 2023

Average Speed of Article Publication*



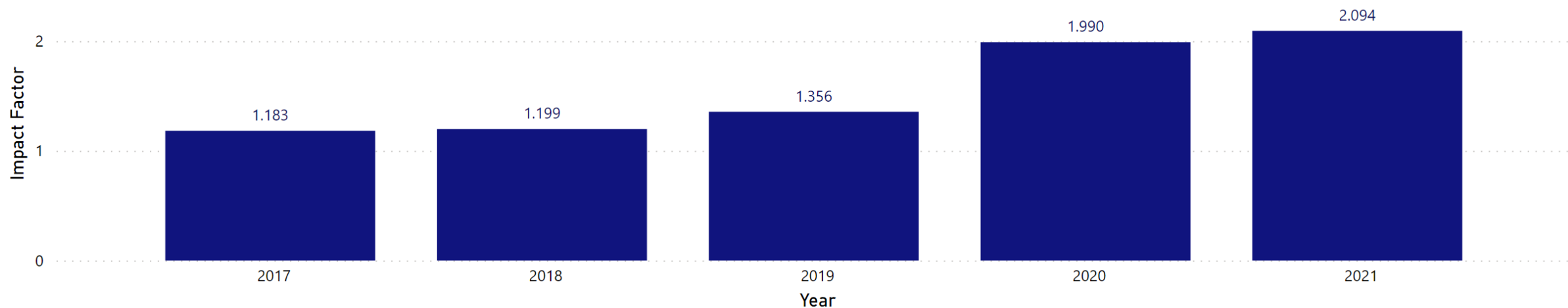
* median days from submission to Central Article Tracking System (CATS) to online publication.

Citation Analysis

Citation Metrics (Impact Factor)

Year	Impact Factor	Impact Factor Rank	5 Year IF	Article Influence	Eigenfactor
2017	1.183	(37/59 Thermodynamics, 38/62 Construction & Building Technology, 87/128 Engineering, Mechanical)	1.183	0.264	0.00100
2018	1.199	(42/63 CONSTRUCTION & BUILDING TECHNOLOGY - SCIE, 43/60 THERMODYNAMICS - SCIE, 90/129 ENGINEERING, MECHANICAL - SCIE)	1.287	0.324	0.00134
2020	1.990	39 / 62 THERMODYNAMICS - SCIE, 41 / 66 CONSTRUCTION & BUILDING TECHNOLOGY - SCIE, 78 / 135 ENGINEERING, MECHANICAL - SCIE	1.811	0.418	0.00218
2021	2.094	39 / 63 THERMODYNAMICS - SCIE, 47 / 68 CONSTRUCTION & BUILDING TECHNOLOGY - SCIE, 78 / 137 ENGINEERING, MECHANICAL - SCIE	2.121	0.416	0.00215
2019	1.356	42 / 63 CONSTRUCTION & BUILDING TECHNOLOGY - SCIE, 47 / 61 THERMODYNAMICS - SCIE, 96 / 130 ENGINEERING, MECHANICAL - SCIE	1.468	0.354	0.00183

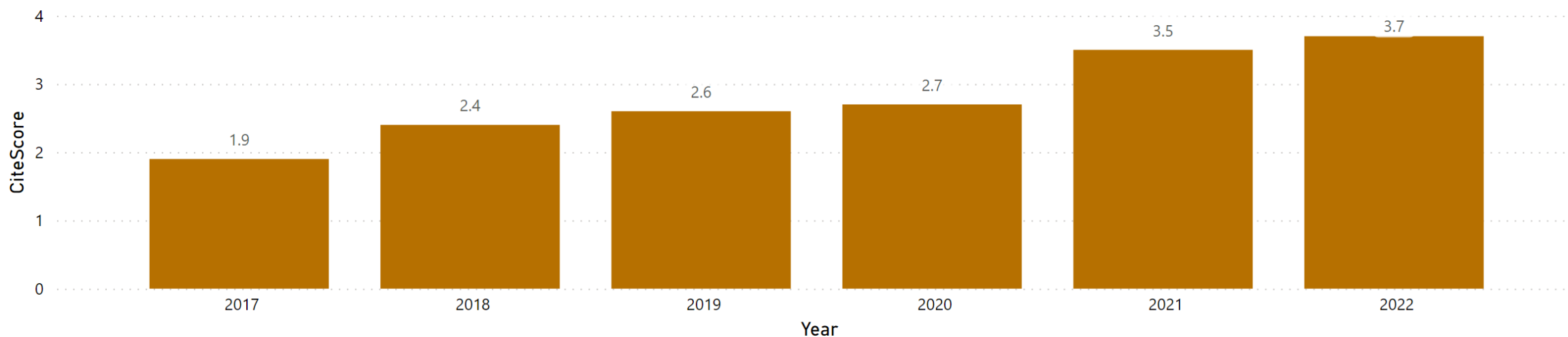
Impact Factor by Year



Citation Metrics (Scopus)

Sum of Year	CiteScore	CiteScore Rank	SNIP	SJR
2018	2.4	27 / 83 Fluid Flow and Transfer Processes, 56 / 124 Environmental Engineering, 63 / 176 Building and Construction	0.77	0.597
2019	2.6	32 / 83 Fluid Flow and Transfer Processes, 61 / 132 Environmental Engineering, 62 / 174 Building and Construction	0.83	0.594
2020	2.7	39 / 83 Fluid Flow and Transfer Processes, 70 / 185 Building and Construction, 70 / 146 Environmental Engineering	0.92	0.510
2021	3.5	38 / 87 Fluid Flow and Transfer Processes, 73 / 173 Environmental Engineering, 79 / 211 Building and Construction	0.81	0.493
2022	3.7	40 / 92 Fluid Flow and Transfer Processes, 72 / 200 Building and Construction, 85 / 184 Environmental Engineering	0.71	0.471

CiteScore by Year



Top Cited Articles

7.2%

% Self-Citations

Article Title	Author Name	Published Online Year	Number of Citations	Altmetric Score
Integrating IAQ control strategies to reduce the risk of asymptomatic SARS CoV-2 infections in class...	Jensen Zhang	2020	49	379
The ASHRAE Great Energy Predictor III competition: Overview and results	Clayton Miller	2020	44	5
Airborne transmission of SARS-CoV-2 in indoor environments: A comprehensive review	Jianshun Zhang	2021	34	124
Associations of bedroom temperature and ventilation with sleep quality	Richard De dear	2020	33	69
Review of studies on thermal comfort in Indian residential buildings	Jyotirmay Mathur	2020	28	1
Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilatio...	David A. Rothamer	2021	24	392
Fault detection and diagnosis for the screw chillers using multi-region XGBoost model	Zhimin Du	2021	18	
Evaluation of in-duct UV-C lamp array on air disinfection: A numerical analysis	Yunus Emre Cetin	2020	15	1
Model-free optimal chiller loading method based on Q-learning	Zhengwei Li	2020	13	
Simulation of humidity and temperature distribution in green roof with pozzolana as drainage layer: ...	Mostafa Kazemi	2021	13	1

Citing Sources & Regions

Citing Journal	Citing Articles - Sources
Building and Environment	106
Energy and Buildings	63
Science and Technology for the Built Environment	62
Energies	43
Journal of Building Engineering	41
Applied Thermal Engineering	24
Sustainability	24
Buildings	23
Energy	18
Indoor Air	17
Sustainable Cities and Society	15
Applied Energy	14
Applied Sciences	14
Journal of Building Performance Simulation	13

Country name	Citing Articles - Countries
China	264
USA	158
Canada	89
India	72
United Kingdom	45
Turkey	37
Denmark	36
Singapore	35
Italy	33
Belgium	31
Australia	29
Japan	29
South Korea	27
Iran	26

Impact Factor

2021 JOURNAL IMPACT FACTOR

2.094

[View calculation](#)

JOURNAL IMPACT FACTOR WITHOUT SELF CITATIONS

1.976

[View calculation](#)

Journal Impact Factor Trend 2021

[Export](#)



Citation Breakdown Chart

ARTICLE CITATION MEDIAN

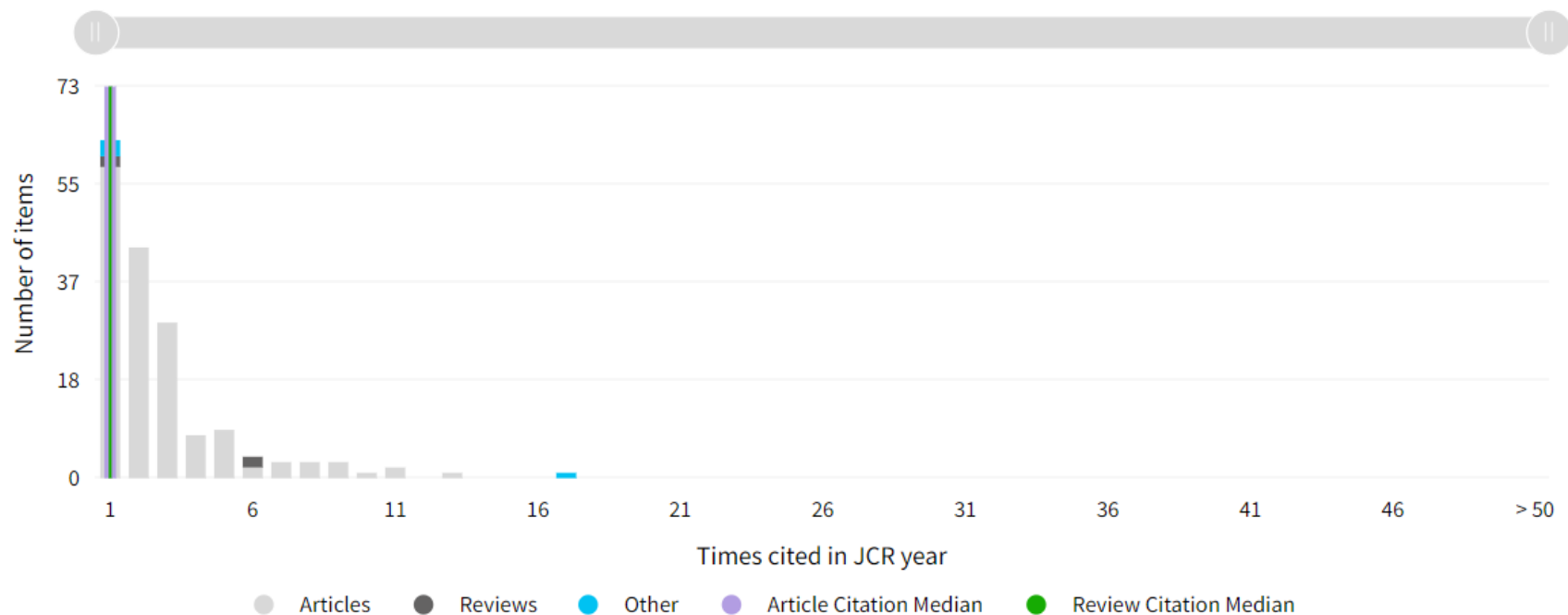
1

REVIEW CITATION MEDIAN

1

UNLINKED CITATIONS

42



TIMES CITED

0

ARTICLES

77

REVIEWS









2

OTHER

17

Altmetric Analysis

Altmetric Analysis – Top Altmetric Scores (Past Year)

Badge	Altmetric Attention Score	Article Title	Publication Date
	393	Strategies to minimize SARS-CoV-2 transmission in classroom settings: combined impacts of ventilation and mask effective filtration efficiency	July 2021
	219	IAQ and energy implications of high efficiency filters in residential buildings: A review (RP-1649)	January 2019
	124	Airborne transmission of SARS-CoV-2 in indoor environments: A comprehensive review	September 2021
	70	Energy and ventilation performance analysis for CO2-based demand-controlled ventilation in multiple-zone VAV systems with fan-powered terminal units (ASHRAE RP-1819)	October 2020
	69	Associations of bedroom temperature and ventilation with sleep quality	May 2020
	48	Exploring smart thermostat users' schedule override behaviors and the energy consequences	September 2020
	36	Fouling and Its Effects on Air-cooled Condensers in Split System Air Conditioners (RP-1705)	June 2019
	28	Indoor air quality in 24 California residences designed as high-performance homes	January 2015

Overview and Source Breakdown of Altmetric Attention (Past Year)

Total Mentions

4548

Total mentions for research outputs in this report.

Outputs with
Mentions

36

Total number of research outputs in this report that
have Altmetric mentions

Research Outputs

36

Total number of research outputs in this report,
including those without mentions

ATTENTION SOURCE BREAKDOWN

The number of mentions from each source that Altmetric has tracked for the research output in this report



44

News mentions



3

Blog mentions



1387

Twitter mentions



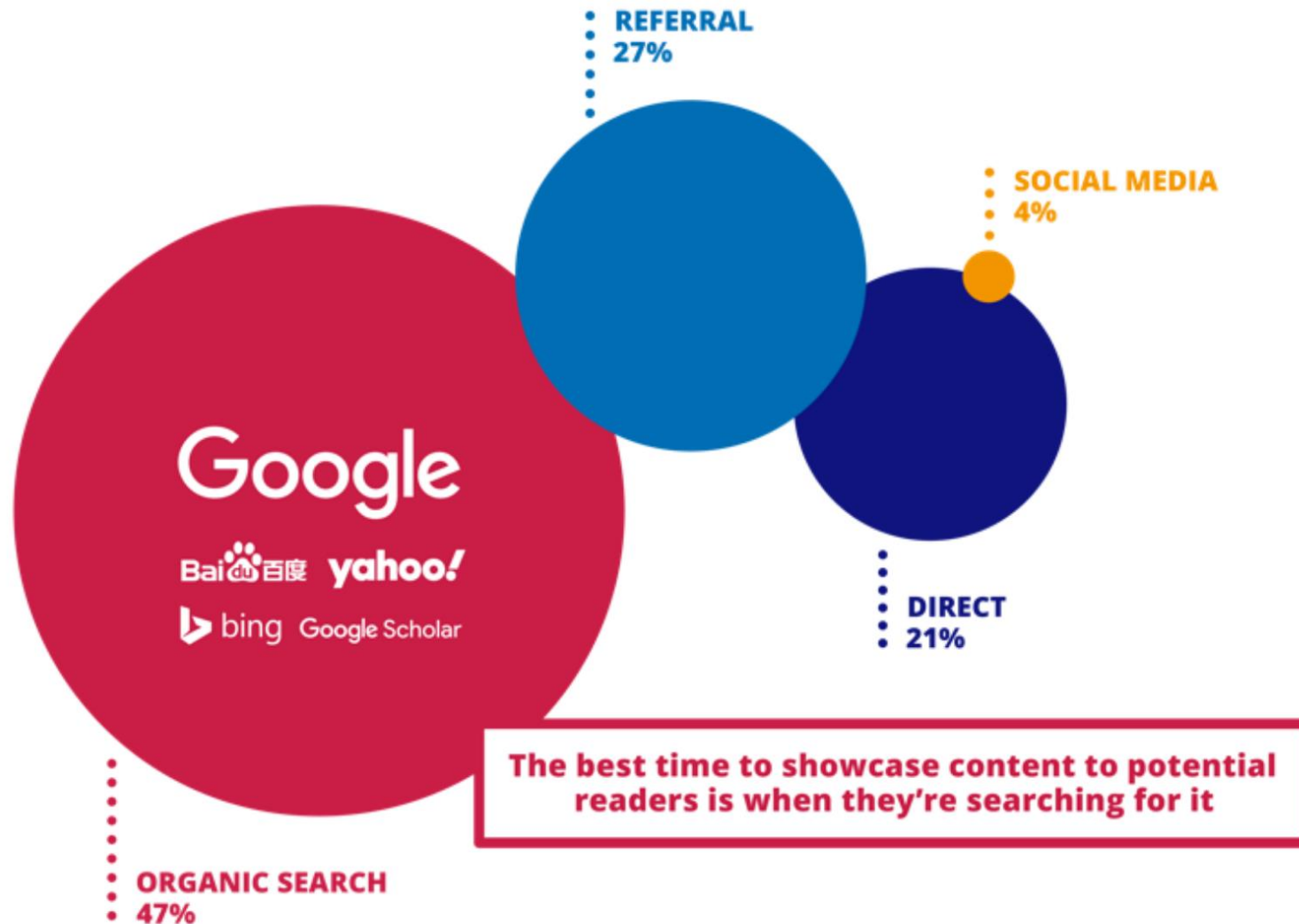
2

Facebook mentions

<https://www.altmetric.com/explorer/report/269fecca-3cf3-409d-956b-56161e477766>

Marketing

Search Engine Optimisation



Journal Homepages

Recent SEO and accessibility developments include:

Breadcrumbs

Short descriptors

Text to speech

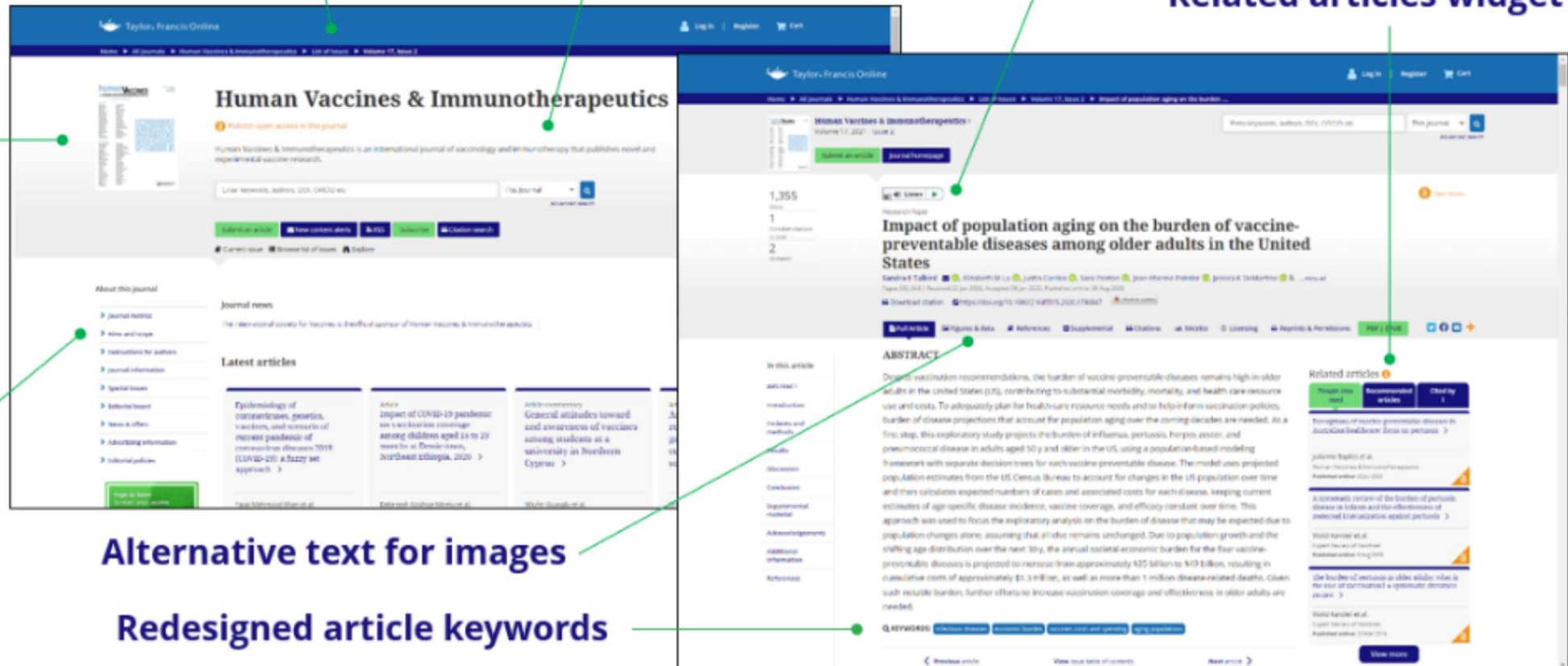
Related articles widget

Faster page
loading
speed

Optimised
Aims & Scope

Alternative text for images

Redesigned article keywords



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Subject-specific emails promoting latest articles.

- Sent every two weeks
- Tailored to the recipients' interests

2022 stats:



11.7 million
emails sent



3.6 million
emails opened



0.07%
unsubscribe rate

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JOSE
Journal of Occupational Safety and Ergonomics

USING NEURAL NETWORKS TO PREDICT HIGH-RISK FLIGHT ENVIRONMENTS FROM ACCIDENT AND INCIDENT DATA
Elizabeth Maynard, Don Harris - International Journal of Occupational Safety and Ergonomics
"Pre-flight risk analysis tools (FRATs) aid pilots in evaluating risk arising from the flight environment. Current FRATs are subjective, based on line..." | [Read Full Text >](#)

Check out what else is new for you this week...

Computer Vision Syndrome, Visual Ergonomics and Amelioration among Staff Members in a Saudi Medical College
Mawaz Zia, Salim Amer, Ghada Wassef - International Journal of Occupational Safety and Ergonomics
"Background: Nearly 60 million people suffer from Computer vision syndrome (CVS) globally, resulting in reduced work productivity. Objectives: To determine the prevalence of the CVS, describe the..." | [Read now >](#)

Incorporation of hazard rectification performance for safety assessment
Mei Liu, Heng-yi Chong, Pin-chao Liao - International Journal of Occupational Safety and Ergonomics
"Introduction: Safety assessment helps the development of continuous improvement strategies in construction safety, especially coping with dynamic changes to the on-site environment with uncertainty..." | [Read now >](#)

The correction of clothing insulation and ergonomic design through 3D CAD reverse engineering
Ivana Jelenc, Stjepan Petric, Maja Mahnić Naglić - International Journal of Occupational Safety and Ergonomics
"3D scanning and CAD technology is used in engineering and ergonomics practice for several years, due to their admissibility in producing accurate 3D object representation, scan data restoration and..." | [Read now >](#)

Gender Differences in Associating Musculoskeletal Complaints, Housework, Electronic Device Usage and Physical Exercise for Administrative Workers
Tânia M. Lima, Denise A. Coelho - International Journal of Occupational Safety and Ergonomics
"Introduction: The study assessed musculoskeletal complaints (MSCs) in administrative workers, associating MSCs with non-paid housework, home use of electronic devices and physical exercise, while..." | [Read now >](#)

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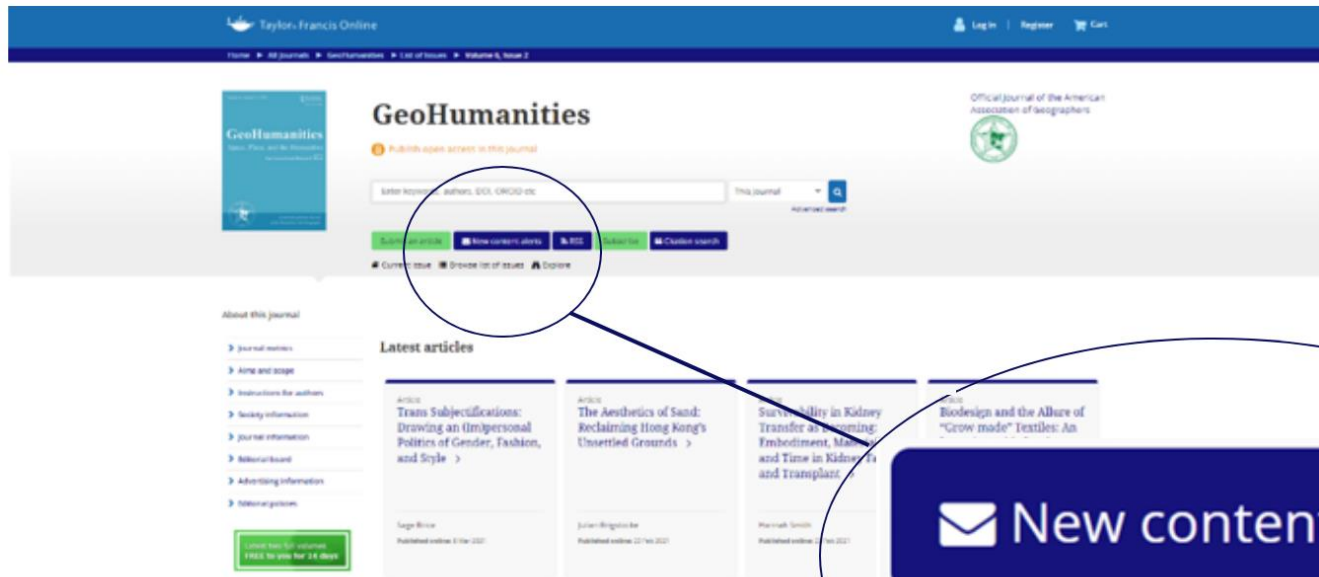
155 articles from your journal have been promoted this way since January 2021.

Article Title	Total No. of Contacts
Appraisal of indoor environment quality (IEQ) in nearly Zero Energy Building (nZEB): a literature review	9393
Model prediction of the purification time when PM2.5 is removed unevenly by an air purifier	7587
Simulation-based Assessment on Stochastic Load Scheduling for Building Cooling Systems	7250
High Efficiency 3-D Printed Microchannel Polymer Heat Exchangers for Air Conditioning Applications	7240
Effect of Forced-Air Warming Blankets on Indoor Air Quality in Unidirectional Flow Operating Theatres	7036
Origins of whole-building energy simulations for high-performance commercial buildings: Contributions of NATEOUS, SHEP, TACS, CP-26, and RESPTK programs	6435
A simulation-based approach for evaluating indoor environmental quality at the early design stage	6368
Laboratory Load Based Testing and Performance Rating of Residential Heat Pumps in Heating Mode	6111
Impact of inlet and outlet opening height variation on the air quality and ventilation efficiency in the on-top wind catcher buildings: A CFD simulation	5403
Modeling of Transient Conduction In Building Envelope Assemblies: A Review	4814

New Content Alerts

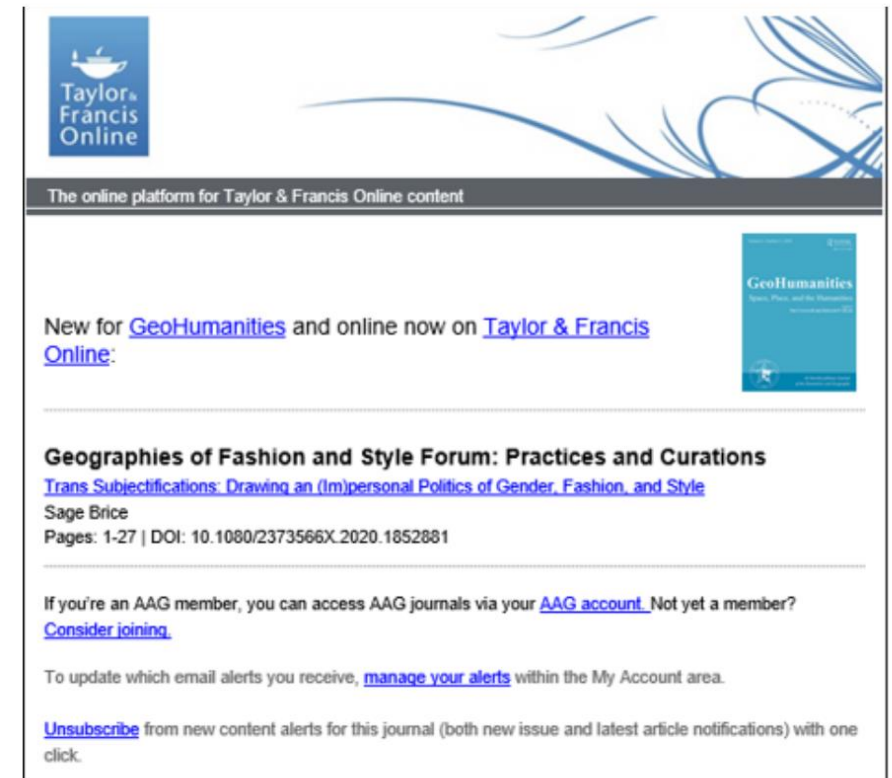
Journal-specific emails promoting new content

- Individual articles & full issue alerts
- Recipient can tailor frequency



 New content alerts

Subscribe at an individual journal's homepage.



Your journal currently has

154

subscribers

Post-Publication Emails

after online publication, your journal's authors receive
five emails:



staggered over
one year



these include
article metrics



and encourage
social sharing



38%
open rate



5.5%
click rate

all authors receive these emails as a service email
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*2022 Media & Publishing email benchmarks (Mailchimp)
22% open rate, 4.63.6% CTR*

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we send authors citation alerts to your journal's authors when:

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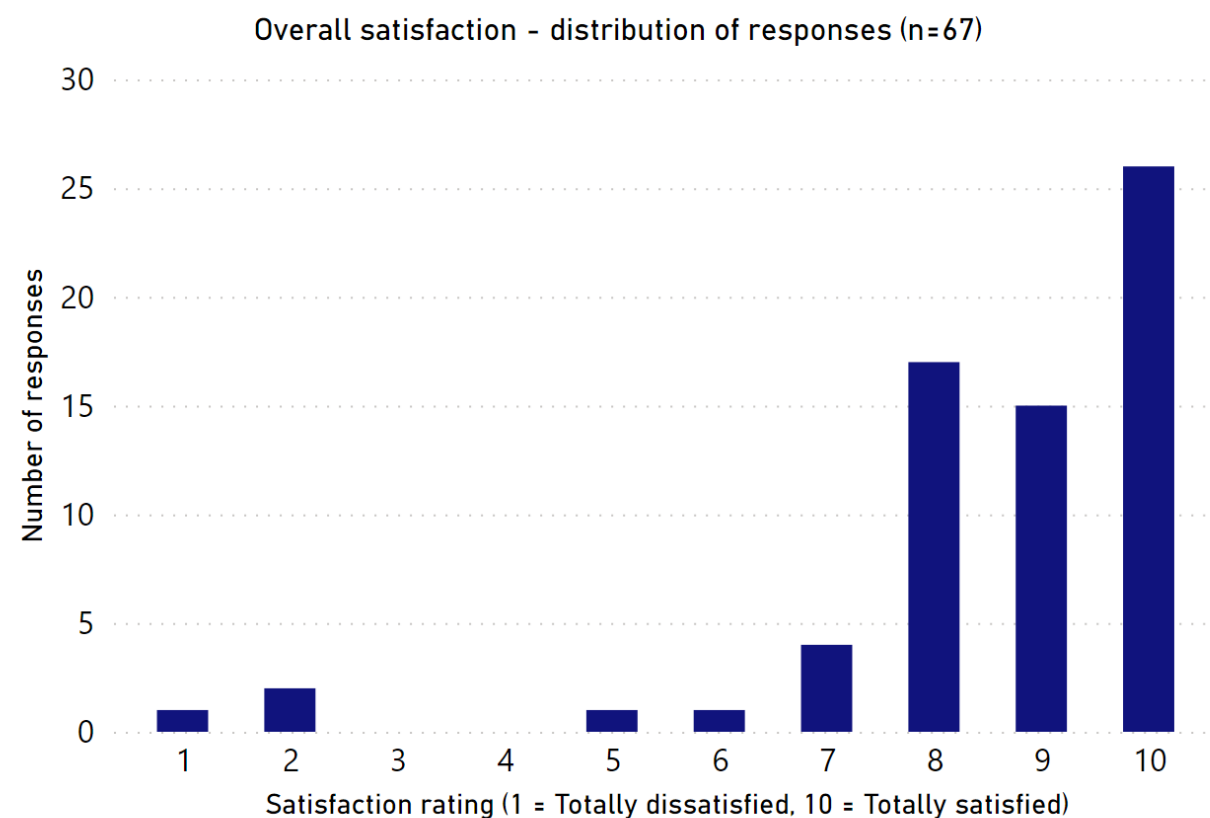
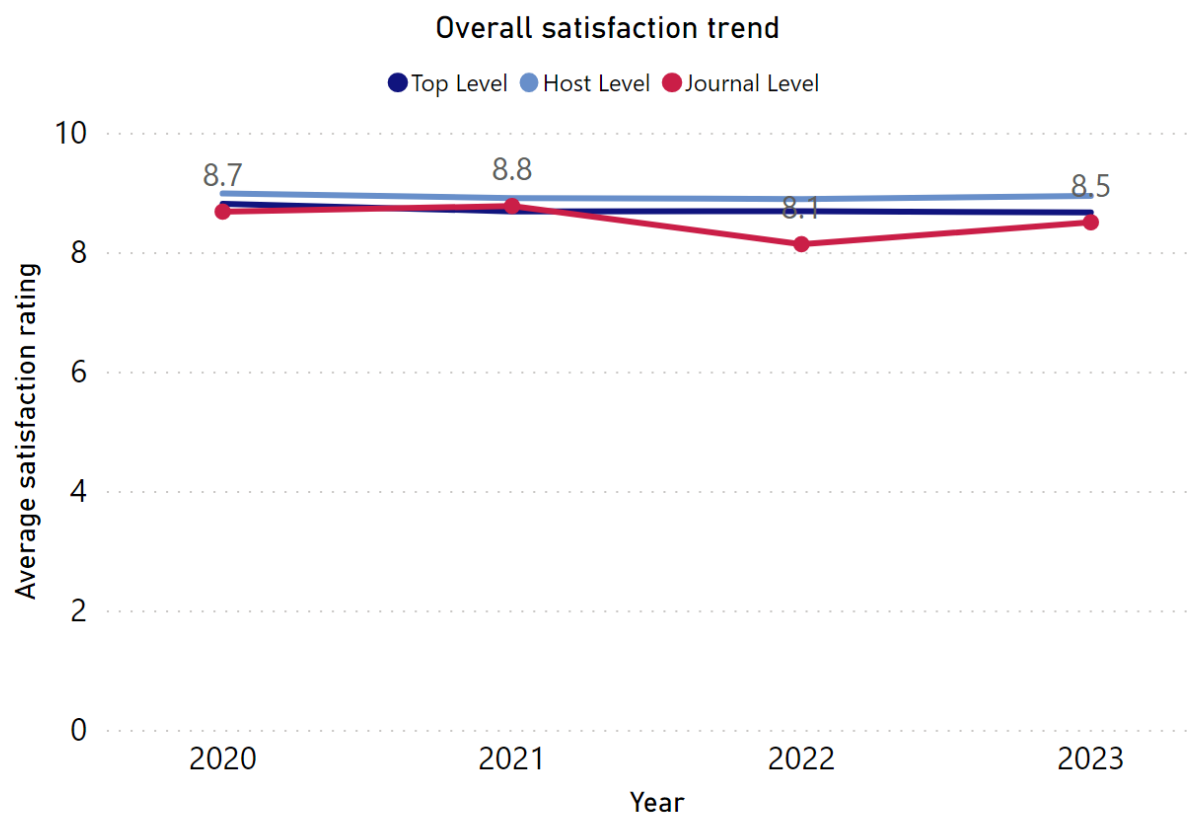
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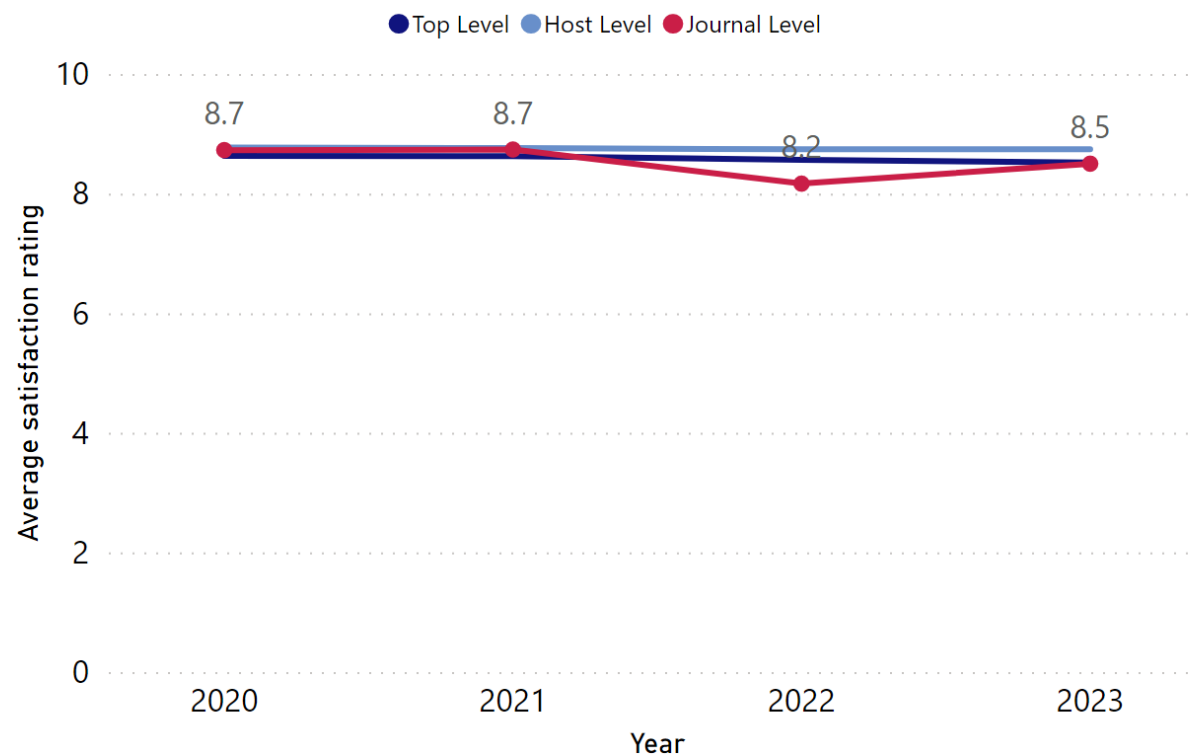
Author Survey

Author Survey - Overall Satisfaction

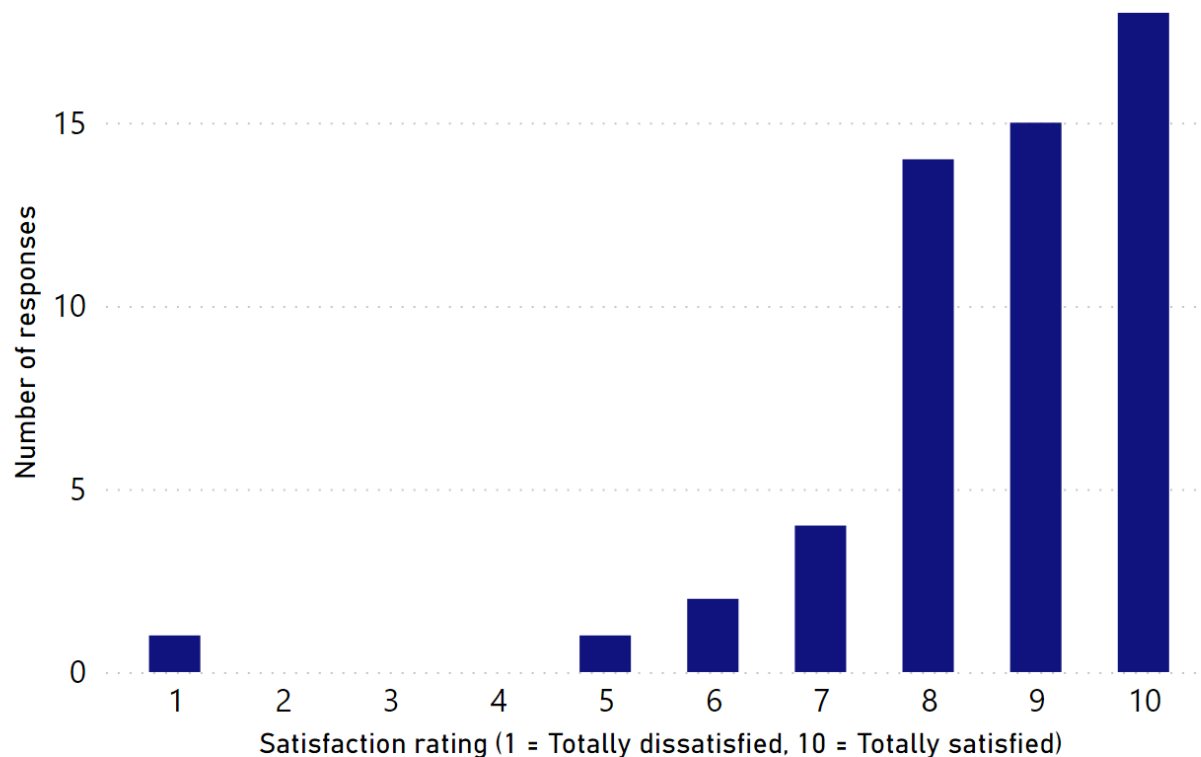


Author Survey - Satisfaction with Refereeing Process

Satisfaction with peer review process trend



Satisfaction with peer review (n=55; Average=8.6)



Resources

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**PEC - Professional Development Subcommittee
Report to PEC Fiscal and Planning Subcommittees**

Monday, June 26, 2023

Motions for Action

None.

Information Items

All Standing Committee information items can be seen on committee reports submitted to PEC Professional Development Subcommittee and attached below.

Certification Committee Report ([Attachment A](#))

Training & Education Committee Report ([Attachment B](#))



Certification Committee Report to Professional Development Subcommittee of PEC Meeting of June 26, 2023

Motions

None.

Information Items:

1. ANSI Annual Surveillance [MBO 4.1]

Following ANSI assessor evaluation of ASHRAE's "Year 3 Annual Surveillance" application, ASHRAE's Certification program received no non-conforming report citations, positioning ASHRAE for **another year of continued accreditation** under the ISO/IEC 17024:2012 accreditation standard.

2. Record Certification Application Rate [MBO 2.1]

ASHRAE will receive **over 500** applications in 2022-23, which is a **49% increase** over 2021-22 and exceeds the previous record of 485.

3. Record Recertification Application Rate [MBO 1]

Received **435 applications** from the 2022 recertification class, attaining a **record 79%** recertification rate across all seven programs, equaling the 2021 ASHRAE best of 79%.

4. New Decarbonization Professional Certification [MBO 3.1]

A decarbonization professional certification is funded as part of ASHRAE's comprehensive decarbonization response and is assigned to the Publishing & Education Council.

The Certification Committee will develop this credential in 2023-24.

5. **New Renewing Full Member Benefit Option: ASHRAE Certification Exam Study Guide PDF [MBO 3.1]**

ASHRAE Full Members now may select one of three ASHRAE Certification Exam Study Guide PDFs as their ASHRAE Benefit selection, when they renew their ASHRAE Membership:

- [Certification Study Guide: Certified HVAC Designer \(CHD\)](#)
- [Certification Study Guide: Building Commissioning Professional \(BCxP\)](#)
- [Certification Study Guide: Building Energy Modeling Professional \(BEMP\)](#)

Through May 31, 2023, **nearly 200 study guides** have been selected as a Member benefit.

6. **2023-26 Exam Subcommittee Members [MBO 4.3]**

Approved slate of nominees and alternates for seven Exam Subcommittees for the 2023-26 term. The slate was developed from a pool of 85+ nominations.

7. **Certification Committee 2022-2023 MBOs are included as Appendix A.**

Respectfully submitted,
Kim Cowman, Certification Committee Chair
June 26, 2023

Appendix A:



Certification Committee MBOs Society Year: 2022-2023

Mission: To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

Vision: A healthy and sustainable built environment for all.

Goal #1: Position ASHRAE as an Essential Knowledge Resource for a Sustainable, High-Performance Built Environment.

Goal #2: Maximize Member Value and Engagement.

Goal #3: Optimize ASHRAE's Organizational Structure to Maximize Performance.

Certification Committee Scope: The Certification Committee is responsible for developing, implementing, and monitoring ASHRAE certification programs.

Chair: Kim Cowman, P.E., HFDP, LEED® AP

Date: May 31, 2023

Objective	SP 20 19 - 24 1	Completi on Date	Fiscal Impact	Responsibl e Party	Status	Comment
1. Attain 80% recertification rate for the 2022 renewal class,	2C	3/31/2023	Revenue growth.	Chair, Certification Committee, Staff	COMPLETED	- 79% recertification rate attained in 2022. 76% = average for programs with 3-year renewal periods.

2.1 Grow the number of certification applications by 10% over the 2020-21 total of 364, to a total of 400 applications.	3A	6/30/2022	Revenue growth.	Chair, Certification Committee, Staff	COMPLETED. 475 applications received through 5/31/23, a 56% increase over LYTD.	Leverage CHD, BCxP and BEMP Study Guides, new exam delivery partner, digital badging, possible application fee increases.
2.2 Achieve 300 sales of BCxP Study Guide.	3A	6/30/2023	Revenue growth.	Chair, Certification Committee, Staff	<i>In progress</i>	297 sold or selected as renewing full Member benefit option
2.3 Achieve 300 sales of BEMP Study Guide.	3A	6/30/2023	Revenue growth.	Chair, Certification Committee, Staff	<i>In progress</i>	200 sold or selected as renewing full Member benefit option
2.4 Achieve 80% digital badge acceptance rate.	2C	6/30/2022	Revenue growth.	Chair, Certification Committee, Staff	COMPLETED	- Through 5/31/2023 all-time acceptance rate is 82%, vs. Credly 67% average.
3.1 Enhance relevancy of ASHRAE certification to ASHRAE members and the industry in general.	2C	6/30/2022	Revenue growth.	Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff	<i>In progress</i>	Consider leveraging 1. recognition of ASHRAE certification designations in ASHRAE media, 2. CHD and BEMP Study Guide sales, 3. remote online proctored examination, 4. digital badging, 5. podcasts, 6. marketing to Membership

						segments 7. "Value of Certification" survey data
3.2 Ensure consistent recognition of ASHRAE certificant designations in ASHRAE print and electronic media wherever the P.E., P.Eng. and Ph.D. designations also appear.	2A	6/30/2023	Revenue growth.	Chair, Certification Committee, Staff	<i>Monitoring</i>	- New related Rule of the Board (ROB) recently approved.
3.3 Leverage Chapter Technology Transfer Committee (CTTC) channels for enhanced communication.	2A , 3B	6/30/2023	Possible revenue growth.	Chair, Certification Committee, Member Services staff, Certification Staff	<i>In progress</i>	1. "Certification" presentation for delivery at Chapter meetings developed and posted to ashrae.org webpage with Chapter resources; 2. "Chapter Notes" monthly newsletter consistently populated with "Certification" items, as appropriate.
3.4 Identify value-proposition for uncertified ASHRAE Membership segments, including YEA, Regions, Non-P.E./P.Eng.	1A , 2A	6/30/2023	Possible revenue growth.	Chair, Certification Committee, Task Force with Ms. Arroyo, Ms. Cowman, Mr. Murthy and Mr. Patel; Member	COMPLETED.	Task Force met with YEA staff 6/6/2023 to identify way(s) to ensure cross-committee communication and enhance awareness of ASHRAE certification.

				Services staff, Certification Staff		
3.5 Cross-promote certification and training for each certification program.	1A & B; 3A	6/30/2023	Revenue growth	Chair, Certification Committee, Staff	COMPLETED.	- Measure efficacy
3.6 Partner with Training and Education Committee (TEC) to develop exam prep course + materials + certification application package for CHD and other programs.	2A	6/30/2023	Revenue growth	Chair, Certification Committee, TEC, Staff		Winter Meeting Professional Development Subcommittee action item for ALI to crosswalk current course(s) against exam blueprint.
4.1 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.	2B	6/30/2023	Currently budgeted .	Chair, Certification Committee, Staff	COMPLETED / Ongoing	ASHRAE's Year 3 Surveillance application was submitted on March 13, 2023, with 100 supporting documents. The virtual onsite assessment took place on May 18, following which ASHRAE was notified by its lead assessor that "There were no (nonconformity) findings."
4.2. Conduct BEMP and HBDP Job Task Analyses (JTA) to begin 7/1/2022.	3A	6/30/2023	Currently budgeted .	Chair, Certification Committee, Staff	COMPLETED	
4.3. Recruit 2023-26 class of Exam Subcommittee members.	2A	6/30/2023		Chair, Certification Committee, Nomination	COMPLETED	Certification Committee to review and approve slate at

				s Task Force with Mr. Arias, Ms. Arroyo, Mr. Jones and Mr. Lumlertpon gpana, Staff		2023 Annual Conference meeting.
4.4. Pursue opportunities to strengthen the Security of Examination Materials (ANSI 7.4) procedure for Item Development.	3A	12/31/2022		Chair, Certification Committee, Staff		Consider expertise of Dainis & Co. and ANSI-accredited peers.
4.5 Monitor and report on developments in the security of remote proctoring.	3A	9/30/2023	None	Chair, Certification Committee, Staff		Staff to attend annual ANSI National Accreditation Board (ANAB) Client Day meetings held in September.
5. Monitor the effectiveness of certification programs and recommend and implement any steps to improve program effectiveness.	3A	6/30/2023	None.	Chair, Committee Task Force with Mr. Armstrong, Mr. Murthy, Mr. Patel, and Mr. Reihl, Staff	COMPLETED.	A Task Force meeting took place June 14, 2023. Findings to be presented in June 24 meeting at 2023 Annual Conference.
6. Finalize 2022-23 MBOs.	2: A, B, C; 3: A, B	9/30/2022	To be determined.	Chair, Certification Committee, Staff	COMPLETED	Approved in Oct. 21, 2022 Certification Committee meeting.
7. Identify strategic partners to successfully develop and deliver ASHRAE certification exams.	1B , 2A	12/31/2022	Likely revenue growth.	Chair, Certification Committee, Staff	COMPLETED	Dainis & Co. and Kryterion selected following RFP process.
8. Evaluate the certification and recertification application	3A	1/31/2023	None. Possible 2023-24	Chair, Certification Committee,	<i>To take place in June 24</i>	- Consider June 25, 2022 SWOT outcomes,

fee schedule and recommend any possible updates in the 2023 Winter Conference meeting.			revenue increase.	Task Force with Mr. Armstrong, Mr. Page, Mr. Patel and Mr. Reihl, Staff	<i>meeting.</i>	Monitoring Task Force findings. - Any recommendations to be forwarded to the ASHRAE staff Director of Publications and Education for evaluation.
9. Conduct ongoing strategic planning.	3A	6/30/2023	None	Chair, Certification Committee, Staff		- Leverage June 25, 2022 strategic planning SWOT. - Consider strategic planning tools, such as PESTEL, Porter's Five Forces, VRIO, customer segmentation.
10.1 PEC MBO #3: Develop new products & services aligned with Strategic Plan initiatives 1 & 2 (ETF & TFBD).	1A	6/30/2023	No budget	Chair, Certification Committee, Staff	COMPLETED	Recent SY 2022-23 BEMP and HBDP job task analyses include updates which support TFBD efforts. SY 2023-24 JTA for HFDP will support ETF efforts.
10.2 PEC MBO #4: Translate high demand products and services into languages other than English.	1B	6/30/2023	No budget	Chair, Certification Committee, Staff	<i>In progress</i>	Korean translation of BEMP Study Guide in progress. Publication by 6/30/2023 likely.
11. Task Force for Building Decarbonization (TFBD): 2023-24	1A	6/30/2024	Budgeted	Chair, Certification Committee,	<i>In progress</i>	Monies budgeted for job task analysis and

Certification/Credential				Staff		exam development. Proposal drafted. To be reviewed by Decarbonization Training and Education Work Group on 6/20. <u>Certificate</u> program reco

'2019-24 Strategic Plan: Goals & Objectives

1. Position ASHRAE as an Essential Knowledge Resource for a Sustainable, High-Performance Built Environment

- A. Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations.
- B. Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches

2. Maximize Member Value and Engagement

- A. Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services
- B. Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies
- C. Leverage technology to increase member engagement, awareness and value

3. Optimize ASHRAE's Organizational Structure to Maximize Performance

- A. Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings

- B. Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness
- C. Cultivate industry and member philanthropy to extend ASHRAE's impact and reach



**TRAINING AND EDUCATION COMMITTEE (TEC)
REPORT TO THE PROFESSIONAL DEVELOPMENT COMMITTEE
ASHRAE 2023 Annual Conference - Tampa**

Information Items

1. Ten ALI courses are scheduled with the 2023 ASHRAE Annual Conference.
 - a. The combined course registration to date is 111, compared to 76 in 2022 (Toronto) and 212 in 2019 (Kansas City).
 - b. Combined course revenue to date is \$16,366 compared to \$18,863 in 2022 (Toronto) and \$44,628 in 2019 (Kansas City).
2. Courses with the topmost registrations to date:
 - Starting the Path to Net Zero Buildings Using ASHRAE Standard 90.1-2022 – 18
 - Introduction to Building Decarbonization – 16
 - Guideline 36: Best of Class HVAC Control Sequences – 15
 - Fundamentals of Decarbonization Design Systems and Equipment – 15
3. Total Fiscal Year course registrations and revenue to date:

	ALI	eLearning	SDL	GTC	TOTAL
2022-2023	4,328 \$1,489,334	5,102 \$292,661	239 \$34,921	157 \$34,240	9,826 \$1,851,156
2021-2022	2,693 \$1,405,492	5,058 \$305,224	227 \$17,194	164 \$38,353	8,142 \$1,766,263
2020-2021	11,768 \$1,070,953	3,456 \$298,921	163 \$200,645	1,782 \$114,667	17,169 \$1,685,186

4. 2,336 individuals chose the eLearning membership benefit in FY2022-2023 compared to 3,199 in FY 2021-2022.
5. The TEC will implement a new process to review and reaffirm or sunset educational content starting July 2023.
6. A primary TEC focus in 2023-2024 will be shifting education content creation to a model that better supports content delivery to members across the globe.

Jim Vallort, Training and Education Committee Chair

7. June 25, 2023



PUBLISHING and EDUCATION COUNCIL (PEC)

REFERENCE MANUAL

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Publishing & Education Council Reference Manual

TABLE OF CONTENTS

Section 1:	Introduction.....	page 3
Section 2:	Definitions.....	page 3
Section 3:	Responsibilities of Council Standing Committees and Subcommittees	page 4
Section 4:	Meetings.....	page 6

TABLE OF ACRONYMS

BOD	Board of Directors
ExCom	Executive Committee
ExO	Ex Officio
HVAC&R	Heating, ventilation, air conditioning, and refrigeration
MOP	Manual of Procedures
PEC	Publishing & Education Council
ROB	Rule of Board
MBO	Management by objectives

Publishing & Education Council Reference Manual

REFERENCE MANUAL PUBLISHING AND EDUCATION COUNCIL

1. INTRODUCTION

- 1.1. This Reference Manual for Publishing and Education Council contains detailed operational, background and historical information that is useful for the operation of the Council. This document is subject to the approval of ~~only~~ the Council. The Council delegates approval authority to the Planning Committee for the Reference Manual and MOP's from Standing committees reporting to PEC.

2. DEFINITIONS (drawn directly from the noted Society Bylaw or ROB)

2.1. Councils

- 2.1.1. The councils of the Society are extensions of the Board of Directors and, except as otherwise restricted by law, shall administer the policies of the Board (SBL 6.1). The councils shall act on behalf of the Board of Directors within the limits of fiscal and functional authority granted to them by the Board of Directors, implement society policy, and administer activities of the committees within their organizational structure (SBL 6.2).

2.2. Standing Rules

- 2.2.1. The standing rules of a council or committee are the constitution of that Council or committee. Proposed changes to these rules shall be submitted to the Board of Directors for approval (ROB 2.300.001.1).

2.3. Manual of Procedures

- 2.3.1. Each Council shall maintain a Manual of Procedures for itself and its assigned committees, which may include interpretations of Society policy as it pertains to that specific activity (ROB 2.300.005).
- 2.3.2. A Manual of Procedures of a council or committee is a document developed within the council or committee to describe the methods and procedures by which the council or committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the council or committee for its own guidance. The council or committee MOP requires approval from the council. The MOP further details the duties of the council/committee. It also describes the responsibilities of assigned members, subcommittee organization, and the procedure for revising rules. MOP appendices, if any, describe special functions of the council/committee requiring BOD approval. (ROB 1.100.002.4).

2.3.3. For councils and standing committees reporting directly to the Board of Directors, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors. (ROB 2.105.002.2)

~~2.3.3.~~

2.4. Reference Manual

- 2.4.1. Each council or committee may establish a Reference Manual, which may contain guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures

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Publishing & Education Council Reference Manual

consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and requires the approval of that council or committee only. (ROB 1.100.002.5).

2.4.1.2.4.2.

3. RESPONSIBILITIES OF COUNCIL STANDING COMMITTEES AND SUBCOMMITTEES

~~3. Standing Committees are those assigned to PEC from the Rules of the Board (ROB). Those committees are currently Historical, Publication, Handbook, Certification, Training and Education.~~

3.1. Fiscal Subcommittee

3.1.1. The subcommittee consists of

- One (1) Society Vice President member designated as subcommittee chair by PEC chair,
- Five (5) Standing Committee Chairs,
- The Chair of the Products Subcommittee
- The Chair of the Professional Development Subcommittee
- Three (3) committee ExO's,
- ~~One VP member designated as subcommittee chair by PEC chair~~
- ~~Five committee Chairs, five committee members from the standing committees, one Vice President, two past committee members, and three ExOs.~~

3.1.2. The subcommittee shall assist the PEC Director in managing the budget, providing data to help drive decisions and manage advertising activities.

3.1.3. The subcommittee shall assist the PEC Director in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of PEC and Society.

3.2. Planning Subcommittee

3.2.1. The subcommittee consists of

- One (1) Society Vice President member designated as subcommittee chair by PEC chair,
- Five (5) Standing Committee Vice Chairs,
- The Vice-Chair of the Products Subcommittee
- The Vice-Chair of the Professional Development Subcommittee
- Two (2) committee ExO's,
- ~~One VP member designated as subcommittee chair by the PEC chair~~
- ~~Five committee Vice Chairs, five committee members from the standing committees, one Vice President, three past committee members, and two ExOs.~~

3.2.2. The subcommittee shall set strategic direction, develop MBOs, prioritize resource allocations, ensure alignment with Society Strategic Plan, identify future PEC leadership, maintain MOP and ROB of PEC, assist with committees' MOP and ROB, act as a resource for rule interpretation, assist with motions, review MBO progress, recommend action when goals are not met, and evaluate and document progress

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Publishing & Education Council Reference Manual

toward Society Strategic Planning goals.

- 3.2.3. The subcommittee shall review the status of all strategic plan objectives assigned to PEC and recommend action.

3.3. Products Subcommittee

- 3.3.1. The subcommittee consists of

- Chair,
- Vice Chair,
- Vice Chairs of the Handbook, Publications, and Historical standing committees.
(Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)
- The three (3) ExO's of the Handbook, Publications, and Historical standing committees.
- ~~Three past committee members~~
- ~~Chair and Vice Chair of Handbook, Publications, and Historical standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)~~
- ~~Three ExOs of Handbook, Publications, and Historical standing committees~~

- 3.3.2. The subcommittee shall monitor the progress and activities of the Handbook, Publications, and Historical standing committees and report to PEC.

- 3.3.3. The subcommittee's chair and vice-chair shall be determined by vote of the subcommittee-at-large members of the council, appointed by the PEC chair.

3.4. Professional Development Subcommittee

- 3.4.1. The subcommittee consists of

- ~~Two past committee members~~ Chair,
- Vice Chair
- ~~Chair and~~ Vice Chairs of the Certification and Training and Education standing committees. (Committees with more than one Vice Chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)
- ~~The two (2) ExO's of the~~ two (2) ExO's of the Certification and Training and Education standing committees

- 3.4.2. The subcommittee shall monitor the progress and activities of the Training and Education and Certification standing committees and report to PEC.

- 3.4.3. The subcommittee's chair and vice-chair shall be at-large members of the council, appointed by the PEC chair, determined by vote of the subcommittee.

3.5. Research Journal Subcommittee

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- 3.5.1. The Research Journal Subcommittee reports to the Product Subcommittee.
- 3.5.2. The subcommittee consists of:
- ExO of Publications Committee
 - Two (2) ASHRAE Fellows selected according to 4.5.1.2
 - *Science and Technology for the Built Environment* editor (ex-officio member)
 - Director of PEC (staff liaison)
- 3.5.3. ExO shall serve as chair of the subcommittee.
- The two ASHRAE Fellows serving on the subcommittee shall be appointed by the PEC chair, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Director of PEC shall prepare annually a list of candidates meeting the qualifications for appointment.
- 3.5.4. The subcommittee has the following responsibilities:
- Appoint the editor of the Research Journal acting upon recommendations and suggestions made by the Director of PEC.
 - Confirm the recommendations of the editor for persons to serve as associate editors.
 - Recommend approval of the annual budget and four-year plan.
 - Submit a report to the Products Committee before their meeting at the Winter Annual Conference.
- 3.5.5. ASHRAE *Science and Technology for the Built Environment* Research Best Paper Award
- To solicit nominations
 - To determine the most outstanding paper published in the volume year of *Science and Technology for the Built Environment* preceding the ASHRAE Winter Meeting
 - To forward the name of the recommended award recipient to the Honors & Awards Committee at the Winter Conference for awarding at the Annual Conference.

3.6. Nominating Subcommittee

3.6.1. The subcommittee consists of:

- Chair of PEC Council
- Vice Chair of PEC Council
- ~~ExO of Handbook Committee~~
- ~~ExO of Publications Committee~~
- ~~ExO of Historical Committee~~
- ~~ExO of Certification Committee~~
- ~~ExO of Training and Education Committee~~ ExO's of committees

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Publishing & Education Council Reference Manual

- 3.6.2. Responsibility of this Subcommittee is to nominate qualified candidates to serve on the Publishing and Education Council and/or other bodies of ASHRAE.
- 3.6.3. The subcommittee may also make suggestions on qualified individuals to the chair of committees reporting to the council.
- 3.6.4. The subcommittee shall make a recommendation to the Government Affairs Committee on a qualified individual to serve as the liaison to the PEC Council.
- 3.6.5. The Subcommittee shall meet at the Annual Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.
- 3.6.6. All nominations should be submitted by the nominating subcommittee within a maximum of six weeks' time after the Annual Meeting.

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Products Development Subcommittee

- The subcommittee shall have of a minimum of eight (8) and a maximum of twelve (12) members.
- The subcommittee members consist of:
- Chair
 - Director of PEC who will serve as Vice Chair 1
 - Vice Chair 2
 - At least one (1) member from a Region outside North America
 - At least one (1) member whose principal employer has a staff of 80 employees or less.
 - At least one (1) member whose principal employer has a staff of 80 employees or more.
 - Publications Committee Staff Liaison
 - Training & Education Committee Staff Liaison
 - Certification Committee Staff Liaison
 - A representative from the ASHRAE Washington Office
- The chair of the committee shall be a current or previous member of the Publishing and Education Council and shall be a current or previous member of the ASHRAE Board of Directors.
- At least one member of the subcommittee shall be a voting member of the Publishing and Education Council.
- The chair and Vice Chair 2 shall be appointed for a two-year term.
- The non-staff committee members shall be appointed for four (4) year terms.
- The responsibility of this Subcommittee is to make recommendations to the Publishing and Education Council and the committees reporting to the Publishing and Education Council on new products and services that align with ASHRAE's strategic initiatives.

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~~The subcommittee, with the assistance of the Publishing and Education Council or one of the committees reporting to the Publishing and Education Council, develop a detail Business Plan for any new product or service.~~

~~The Subcommittee shall meet at a minimum two (2) any year. Unless specifically directed by the Chair of the Publishing and Education Council, all committee meetings shall be virtual.~~

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4. MEETINGS

4.1. Council Agenda

- 4.1.1. The secretary of the council (PEC Director) shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by chair at previous meeting; committee reports and recommendations; subcommittee reports; old and new business.
- 4.1.2. Any member of the council desiring that a subject be placed on the agenda for discussion should notify chair not less than thirty days before such a meeting.
- 4.1.3. A preliminary agenda shall be circulated to council members by the secretary so as to be in their possession no less than five working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.



PUBLISHING and EDUCATION COUNCIL (PEC)
MANUAL OF PROCEDURES (MOP)

TABLE OF CONTENTS

Section 1:	Introduction	page 3
Section 2:	General Responsibilities of the Council	page 3
Section 3:	Appointment of Subcommittees.....	page 4
Section 4:	Responsibilities of Council Standing Committees and Subcommittees	page 4
Section 54 :	Responsibilities of the Chair.....	page 64
Section 65 :	Responsibilities of the Vice Chair	page 65
Section 76 :	Responsibilities of the Directors.....	page 65
Section 87 :	Responsibilities of Voting Members.....	page 76
Section 98 :	Responsibilities of Non-Voting Members.....	page 86
Section 109 :	Responsibilities of Publishing & Education Director.....	page 86
Section 11:	Responsibilities of All Council Members	page 8
Section 1210 :	Fiscal Planning	page 86
Section 1311 :	Motions	page 97
Section 1412 :	Meetings.....	page 97

TABLE OF ACRONYMS

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ExO	Ex Officio
HVAC&R	Heating, ventilation, air conditioning, and refrigeration
MOP	Manual of Procedures
PEC	Publishing & Education Council
ROB	Rule of Board
MBO	Management by objectives

Publishing & Education Council MOP – BOD Approved xxx

MANUAL OF PROCEDURES PUBLISHING AND EDUCATION COUNCIL

1. INTRODUCTION

- 1.1. The MOP is an internal document of PEC. It is subject to change from time to time as needed due to changes in the Society.
- 1.2. The MOP provides a description of some, but not all, of the duties and responsibilities of the Council Members, Chair, Vice Chair, and Directors.

2. GENERAL RESPONSIBILITIES OF THE COUNCIL

- 2.1. Refer the following types of action to the BOD for action:
 - Approval of policy statements
 - Change fiscal limits
 - Change existing ASHRAE policy
 - Approval of projects exceeding the authority of the Council
- 2.2. Act as a communications link between BOD and committees.
 - 2.2.1. BOD to PEC
 - PEC Chair designates one or more Directors to work with staff to distribute key BOD actions to PEC members immediately following preparation of the BOD minutes.
 - Communicating BOD actions to standing committees remains the responsibility of the BOD ExO.
 - 2.2.2. PEC to BOD
 - PEC will report in writing to the BOD all principal motions immediately after each PEC meeting. At the Winter and Annual Conferences, the written reports shall be distributed to the BOD in time for its meeting.
 - PEC reports and actions shall include summary support information provided to it by its standing committees.
 - 2.2.3. Committees to Council
 - The ~~Products Subcommittee, Professional Development Subcommittee, Planning Subcommittee and Fiscal Subcommittee~~ shall hold meetings outside of the regular PEC meetings. Subcommittee reports shall be provided to PEC in writing prior to its meeting. The report must include all principle motions as well as summary information regarding the actions of the subcommittee and supporting information.
 - Minutes of standing committees under the Products Subcommittee shall be distributed to all members of the Fiscal and Planning Subcommittee.
 - Minutes of standing committees under the Professional Development Subcommittee shall be distributed to all members of the Fiscal and Planning Subcommittee.
 - Minutes of the Fiscal and Planning Subcommittees shall be distributed to all

Publishing & Education Council MOP – BOD Approved xxx

members of PEC.

- The Products Subcommittee shall prepare a combined committee report of its reporting committees (Publications, Handbook, Historical). This report shall be provided in writing prior to regular PEC meetings, and include all principle motions requiring PEC action, and supporting information.
- Education). This report shall be provided in writing prior to regular PEC meetings, and include all principle motions requiring PEC action, and supporting information.

2.2.4 Council to Council

- Actions of PEC for which parallel or supporting action is required by another council shall be communicated in writing to that council chair for inclusion in the meeting agenda of the other Council. Where an oral presentation is necessary, the PEC chair will arrange for an appearance of a PEC member wishing to report.
- Minutes of all PEC meetings shall be sent to all Council chairs and vice chairs.

3. ESTABLISHMENT OF SUBCOMMITTEES

- 3.1. The PEC chair shall establish subcommittees deemed appropriate and make appointments from PEC members. Such subcommittees can be standing or ad hoc at the discretion of the chair.
- 3.2. Responsibilities of subcommittees shall be delineated by the PEC chair at the time of establishment.
- 3.3. If a subcommittee is established as a standing subcommittee, the PEC chair or that subcommittee chair shall recommend appropriate responsibilities to PEC for inclusion in section 4 of the PEC MOP.

~~4. RESPONSIBILITIES OF COUNCIL STANDING COMMITTEES AND SUBCOMMITTEES~~

~~4.1. Fiscal Subcommittee~~

~~4.1.1. The subcommittee consists of~~

- ~~• One VP member designated as subcommittee chair by PEC chair~~
- ~~• Five committee Chairs, five committee members from the standing committees, one Vice President, two past committee members, and three ExOs.~~

~~4.1.2. The subcommittee shall assist the PEC Director in managing the budget, providing data to help drive decisions and manage advertising activities.~~

~~4.1.3. The subcommittee shall assist the PEC Director in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of PEC and Society.~~

~~4.2. Planning Subcommittee~~

~~4.2.1. The subcommittee consists of~~

- ~~• One VP member designated as subcommittee chair by the PEC chair~~
- ~~• Five committee Vice Chairs, five committee members from the standing-~~

Publishing & Education Council MOP – BOD Approved xxx

~~committees, one Vice President, three past committee members, and two ExOs.~~

~~4.2.2.—The subcommittee shall set strategic direction, develop MBOs, prioritize resource allocations, ensure alignment with Society Strategic Plan, identify future PEC leadership, maintain MOP and ROB of PEC, assist with committees' MOP and ROB, act as a resource for rule interpretation, assist with motions, review MBO progress, recommend action when goals are not met, and evaluate and document progress toward Society Strategic Planning goals.~~

~~4.2.3.—The subcommittee shall review the status of all strategic plan objectives assigned to PEC and recommend action.~~

4.3.—Products Subcommittee

~~4.3.1.—The subcommittee consists of~~

- ~~• Three past committee members~~
- ~~• Chair and Vice Chair of Handbook, Publications, and Historical standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)~~
- ~~• Three ExOs of Handbook, Publications, and Historical standing committees~~

~~4.3.2.—The subcommittee shall monitor the progress and activities of the Handbook, Publications, and Historical standing committees and report to PEC.~~

~~4.3.3.—The subcommittee's chair and vice chair shall be determined by vote of the subcommittee.~~

4.4.—Professional Development Subcommittee

~~4.4.1.—The subcommittee consists of~~

- ~~• Two past committee members~~
- ~~• Chair and Vice Chair of Certification and Training and Education standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)~~
- ~~• Two ExOs of Certification and Training and Education standing committees~~

~~4.4.2.—The subcommittee shall monitor the progress and activities of the Training and Education and Certification standing committees and report to PEC.~~

~~4.4.3.—The subcommittee's chair and vice chair shall be determined by vote of the subcommittee.~~

4.5.—Research Journal Subcommittee

~~4.5.1.—The Research Journal Subcommittee reports to the Product Subcommittee.~~

~~4.5.2.—The subcommittee consists of:~~

Publishing & Education Council MOP – BOD Approved xxx

- ~~ExO of Publications Committee~~
- ~~Two ASHRAE Fellows selected according to 4.5.1.2~~
- ~~Science and Technology for the Built Environment editor (ex-officio member)~~
- ~~Director of PEC (staff liaison)~~

~~4.5.2.1 ExO shall serve as chair of the subcommittee.~~

~~4.5.2.2 The two ASHRAE Fellows serving on the subcommittee shall be appointed by the PEC chair, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Director of PEC shall prepare annually a list of candidates meeting the qualifications for appointment.~~

~~4.5.3 The subcommittee has the following responsibilities:~~

- ~~Appoint the editor of the Research Journal acting upon recommendations and suggestions made by the Director of PEC.~~
- ~~Confirm the recommendations of the editor for persons to serve as associate editors.~~
- ~~Recommend approval of the annual budget and four-year plan.~~
- ~~Submit a report to the Products Committee before their meeting at the Winter Annual Conference.~~

~~4.5.3.1 ASHRAE Science and Technology for the Built Environment Research Best Paper Award~~

- ~~To solicit nominations~~
- ~~To determine the most outstanding paper published in the volume year of Science and Technology for the Built Environment preceding the ASHRAE Winter Meeting~~
- ~~To forward the name of the recommended award recipient to the Honors & Awards Committee at the Winter Conference for awarding at the Annual Conference.~~

5.4. RESPONSIBILITIES OF THE CHAIR

5.1.4.1. Preside over meetings of the PEC.

5.2.4.2. Prepare meeting agendas, check meeting minutes, and prepare or approve designated reports to the BOD.

5.3.4.3. Establish standing and special ad hoc subcommittees as may be required and assign chair and members to these subcommittees.

5.4.4.4. Delineate responsibilities and duties of the established subcommittees.

5.5.4.5. Serve as the conduit between PEC and the BOD, bringing issues of the BOD to PEC for action and PEC issues requiring BOD action forward.

Publishing & Education Council MOP – BOD Approved xxx

6.5. RESPONSIBILITIES OF THE VICE CHAIR

6.1.5.1. Preside over PEC meetings in the absence of PEC chair and assist PEC chair with preparation of the agenda and supporting documentation.

6.2.5.2. Perform such other duties as may be assigned by PEC chair.

7.6. RESPONSIBILITIES OF THE DIRECTORS

7.1.6.1. Each Director will serve on at least one of the PEC standing committees.

7.2.6.2. In the case of absence by PEC chair and vice chair, preside over PEC meeting.

7.3.6.3. The Director is an advisor to, and an advocate for, the committees to which they are assigned by the president-elect.

7.3.1.6.3.1. Serves as ExO non-voting member of the committee, its subcommittees and its Excom.

7.3.2.6.3.2. Is invited to attend and participate in all committee, subcommittee and ExCom meetings. Attendance at subcommittee meetings may be counted towards quorum requirements.

7.3.3.6.3.3. Moves committee motions to council and acts as an advocate for the committee in all relevant discussions.

7.3.4.6.3.4. Assists committee in preparation of written motions. (To include answers to: who, what, when, why and how much. If fiscal impact been budgeted by ASHRAE, and if so, in which fiscal year?)

7.3.5.6.3.5. Communicates committee plans to other Director's to allow for inter-committee contribution and cooperation.

7.3.6.6.3.6. Conveys presidential goals to the committees.

7.3.7.6.3.7. Assists committee in preparation of objectives to satisfy committee scope, presidential goals and strategic plans.

7.3.8.6.3.8. Assists committee and staff liaison in the process of monitoring progress toward timely completion of objectives.

7.3.9.6.3.9. Assists committee in the ongoing review of operational guide, MOP, relevant ROB and Strategic Plan objectives.

7.3.10.6.3.10. Suggests changes in assigned scope, function and personnel.

7.3.11.6.3.11. Receives copies of all committee correspondence, including invitations to all committee meetings.

Publishing & Education Council MOP – BOD Approved xxx

~~7.3.12.6.3.12.~~ Interprets BOD and PEC actions to the committee.

~~7.4.6.4.~~ At BOD meetings; acts as an advocate for committees to which they are ExO, in all relevant discussions.

~~8.7.~~ RESPONSIBILITIES OF VOTING MEMBERS

~~8.1.7.1.~~ Fully participate in all assigned subcommittees and complete assignments by the designated time.

~~8.2.7.2.~~ PEC is supplied by the Director of Publications and Education with fiscal reports covering all publications. It is the duty of PEC members to review these reports and act on recommended changes, if needed, to keep publications within budget.

~~9.8.~~ RESPONSIBILITIES OF NON-VOTING MEMBERS

9.1 Each committee vice chair shall be non-voting members of the council and will act in the absence of the committee chair. (Committees with more than one vice chair, only one is to be designated to serve in this capacity.)

~~10.9.~~ RESPONSIBILITIES OF DIRECTOR OF PUBLICATION & EDUCATION

~~10.1.9.1.~~ The Director of Publications and Education serves as secretary to PEC. The Director also advises PEC on publishing matters and coordinates the activities of others assigned by the Executive Vice President to support the operations of PEC.

~~10.2.9.2.~~ Along with the Fiscal Subcommittee, prepare and submit to PEC for approval an annual budget covering all publishing activities of PEC.

~~10.3.9.3.~~ Implement and administer on behalf of PEC practices which fulfill the Society's publishing responsibilities, such as copyright protection, reprint permission, translation rights, etc.

~~10.4.9.4.~~ Ensure compliance with ASHRAE policy.

~~11.10.~~ FISCAL PLANNING

~~11.1.10.1.~~ Reports from Non-PEC Committees

~~11.1.1.10.1.1.~~ Committees not represented on the council who require publication of material shall submit each year, prior to the Fall meeting of PEC, a report covering their plans for the following fiscal year. The Director of PEC shall notify all Society standing general committees of their need to submit such a report with sufficient time that the information is available to be incorporated in the PEC budget under preparation.

~~11.2.10.2.~~ Preparation of Budget and Budget Projections

~~11.2.1.10.2.1.~~ Director of PEC prepares, with the assistance of the Fiscal Subcommittee, a

Publishing & Education Council MOP – BOD Approved xxx

proposed budget for the following year and a four-year plan. This tentative budget is forwarded by the Comptroller to the Finance Committee. The Finance Committee includes the PEC budget, as approved or modified, in the overall budget submitted to ExCom of BOD.

11.2.2.10.2.2. The new budget and four-year plan, as approved by ExCom, is transmitted by the Comptroller to PEC and the PEC Director for review and discussion at the Winter Conference.

11.2.3.10.2.3. PEC budget as approved or modified is incorporated by the Comptroller in the overall budget for action by the Finance Committee prior to its submission by the Finance Committee to the BOD at the Annual Conference for approval.

12.11. MOTIONS

12.1.11.1. Motions not involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a majority of the voting members in accordance with the voting requirements outlined in the ROB.

12.2.11.2. Motions involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a 2/3 of the voting members in accordance with the quorum requirements outlined in the ROB but must be submitted to the BOD for final approval.

13.12. MEETINGS

13.1.12.1. Meetings shall be called by the Chair in accordance with schedule outlined in the ROB.

13.2.12.2. Incoming members of the council shall be invited and strongly encouraged to attend the meeting of the council immediately preceding their term of office. When requested, they will be reimbursed for transportation costs in accordance with the approved travel reimbursement policy.

13.3.12.3. Conduct of meetings shall be governed by the current edition of Roberts Rules of Order.

13.4. Standing committees and subcommittees of the council shall meet separately at least twice a year at the call of their chairs.

13.5. —

13.6. — Council Agenda

13.7. —

13.8. — ~~The secretary of the council (PEC Director) shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by chair at previous meeting; committee reports and recommendations; subcommittee reports; old and new business.~~

13.9. —

13.10. — ~~Any member of the council desiring that a subject be placed on the agenda for discussion should notify chair not less than thirty days before such a meeting.~~

13.11. —

13.12.12.4. ~~A preliminary agenda shall be circulated to council members by the secretary so as to be in their possession no less than five working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.~~

Attachment E

From: Owen, Mark <mowen@ashrae.org>
Sent: Tuesday, June 27, 2023 3:19 PM
To: Catchings, Tamera <TCatchings@ashrae.org>
Cc: dlmacauley@gmail.com; Billy Austin <baustin@shultzeg.com>; Harr, Julie <JHarr@ashrae.org>
Subject: RE: Members Council Referral – CRC Motions

Hi Tammy,

Please see attached the PEC responses from today's meeting.

Thank you,

Mark

Mark Owen | Director of Publications and Education
Extension: 1187

From: Catchings, Tamera <TCatchings@ashrae.org>
Sent: Friday, June 16, 2023 4:21 PM
To: Owen, Mark <mowen@ashrae.org>
Cc: dlmacauley@gmail.com
Subject: Members Council Referral – CRC Motions

Hello,

The attached CRC motions have been referred to your committee/council. Your comment and/or recommendations should be sent to me to be added to the Members Council agenda in Tampa for final review and vote if required. Let me know if you have any questions.

Thanks,

Tamera Catchings | Manager of Region Activities
Extension: 1156

Responses to Referred CRC Motions from Publishing and Education Council (PEC)

Tuesday, June 27, 2023

Please see the results and comments below for each motion. If there are questions, the DRCs are welcomed to contact PEC Chair, Billy Austin, or staff Director of Publications and Education, Mark Owen (mowen@ashrae.org).

Region VI 2023 Spring CRC Motion #2 (Iowa Chapter)

That the cost for the ASHRAE duct fitting database be reduced from \$110 for members to \$10.

Motion failed, voice vote, CNV

PEC response: Sales of the Duct Fitting Database generated more than \$35k for Society last fiscal year. Of those sales, about 50% were to members. A reduction in the member price as requested would cost approximately \$14k in lost revenue. Concurrent with this motion, work has been under way in consultation with TC 5.2 to reduce the number of fittings and features on the *mobile app*, making it free of charge, and keeping the *online application* at the market price of \$110 for members.

Region II 2022 Fall CRC Motion #4 (Montreal Chapter)

That Society to offer French translation services of specific ASHRAE standards and documents to regions who have local French language use as a legal requirement and French is recognized as an official language.

Motion failed, voice vote, CNV

PEC response: This issue is part of larger discussion related to translations. PEC has an MBO to "Translate high demand products and services into languages other than English" and this motion's intent will be considered among options for which cost/benefit will be analyzed. Also, ASHRAE recently applied for a grant from the International Trade Administration (ITA) for the purpose of translating 3-4 standards currently referenced in Canadian building Codes to French and advocate at both the provincial and national level for the complete adoption of ASHRAE standards.

Region VII 2022 Fall CRC Motion #12 (Nashville Chapter)

That the membership benefit to change from the Handbook PDF to handbook online.

Motion failed, voice vote, CNV

PEC response: Handbook Online was added as a member benefit option by the BOD at the Atlanta conference; hence the motion is moot. The PDF is also still an option.

Region XIV 2022 Fall CRC Motion #44 (Portugal Chapter)

That ASHRAE stops sending monthly ASHRAE Journal paper versions for each one of its members all around the world.

Motion failed, voice vote, CNV

PEC response: The print edition of ASHRAE Journal carries advertising that generates millions of dollars of revenue to help keep dues from being higher. Without the print edition, much of that revenue would disappear. The positive impact of print copies as a member benefit is also cited by many members. From an environmental perspective, the Journal's printer has carbon offsets for the emissions associated with the print edition. As ASHRAE considers ways to reduce its Scope 3 emissions, all printing activities will be evaluated for carbon cost/benefit and how to reduce or offset our emissions.

Region XIV 2022 Fall CRC Motion #46 (UK Midlands Chapter)

That ASHRAE provide Continuing Professional Development (CPD) certified technical events.

Motion failed, voice vote, CNV

PEC response: Society does not have the expertise or capacity to pursue locally relevant accreditations for events held by nearly 200 chapters. PEC recommends that CTTC be engaged to assist the chapter in how to do this.

Region XI 2022 Spring CRC Motion #11 (Regina Chapter)

That ASHRAE use members of the society to translate its Standards into other languages for its members to use.

Motion failed, voice vote, CNV

PEC response: ASHRAE already engages, upon request, with members of local chapters to translate Standards. Examples can be found here: [Translated Publications \(ashrae.org\)](https://www.ashrae.org/standards-guidelines/translated-publications). Requests can be sent to Mark Owen (mowen@ashrae.org) or Cindy Michaels (cmichaels@ashrae.org).

Region XI 2022 Spring CRC Motion #12 (Manitoba Chapter)

That ASHRAE impose a modest increase on annual membership fees to offset the cost of reducing or eliminating the cost for ASHRAE Members to access the ASHRAE Handbook Online (i.e., make access to the online Handbooks a no- or low-cost benefit of Society membership).

Motion failed, voice vote, CNV

PEC response: Handbook Online was added as a member benefit option by the BOD at the Atlanta conference; hence the motion is moot.

RAL 50 Motion #50 (Lebanese Chapter)

That cost of ASHRAE Standards for Young Engineers be reduced by 50% for YEA members for ASHRAE Standards (Soft Copy); especially for engineers who are not part of a big organization (over 100 employees)

Motion failed, voice vote, CNV

PEC response: A choice of a standard is now a free member benefit option. Approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. However, data on current YEA membership is not collected from purchasers.

RAL 50 Motion #51 (Lebanese Chapter)

That cost of ASHRAE Standards updates for Engineers be reduced by 50% for repeat ASHRAE Members for Standards (Soft Copy); especially for members who bought previous edition at full price and are not part of a big Organization (over 100 employees)

Motion failed, voice vote, CNV

PEC response: A choice of a standard is now a free member benefit option. Approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. If half of Standards/Guidelines Member purchases are made by repeat buying members at an added 50% discount off the price they now pay, the potential annual revenue loss (not counting any gained sales) for this motion is estimated at \$75,000.

RAL 50 Motion #56 (Pune Chapter)

That ASHRAE extend corporate discount and benefits to developing economy new members.

Motion to refer to Membership Promotion passed, voice vote, CNV

PEC response: New DE members get all the bookstore and education discounts other members get. Other publication discounts are for bulk quantities. If this motion refers to discounted dues, that would be a consideration for Members Council to address.

MSO 27 June 2023

GAC Report to Pub-Ed Council
June 23, 2023
~ Annual Conference Tampa, Florida~

1. Thank you! Thank you for your work in getting important publications and training resources developed. These resources are in great demand by government entities, and we appreciate all you do in developing these materials and trainings.
2. Public Policy Priorities for Society Year 2023-24: The GAC approved by voice vote with no objections the Public Policy Priorities (PPPs) for Society Year 2023-24. These PPPs were subsequently approved by ExCom by voice vote with no objections on June 24. The updated PPPs retain the core of the PPPs from SY22-23, but reference new standards and modify the language on Covid-19 since the WHO ended the global emergency status for Covid-19 on May 5, 2023.
3. Government Outreach Events (GOE): The GAC set a goal of 125 Government Outreach Events to be held during Society Year 2022 – 2023. The GAC has held **131 events** as of June 21, 2023. The total to date includes 7 city/local events, 53 state events, 33 U.S. federal events, and 38 global events. GAC and other ASHRAE members are to be commended for this 16% increase to date in events from the previous Society Year, in which 113 events were held. It is also important to note that many of these events were held in-person, and some were multi-meeting, multi-day events. The total number of meetings associated with these events was **260 meetings**, at which **281 government officials** were engaged.
4. Public Policy Issue Briefs: The GAC has finalized 10 updated PPIBs, which addressed comments received from the Tech Council Document Review Subcommittee this spring. (During the Winter Conference, ExCom approved a new PPIB developed by the GAC on Building Electrification). The updated PPIBs are listed below, and will be [posted online here](#) on July 1, 2023.
 1. Building Decarbonization
 2. Building Energy Benchmarking, Assessments, and Performance Targets
 3. Climate Change and the Built Environment
 4. Consensus Standards: Expert Solutions to Meet Global Needs
 5. Environmental Tobacco Smoke and Electronic Nicotine Delivery Systems
 6. Indoor Air Quality
 7. Indoor Carbon Dioxide, Ventilation and Indoor Air Quality
 8. Refrigerants and their Responsible Use
 9. Resiliency in the Built Environment
 10. STEM Education & HVAC&R

5. Standards and Codes Implementation and Enforcement – Funding: Government Affairs is pursuing funding from two new sources:
- Infrastructure Investment and Jobs Act (IIJA) - \$225 Million for Resilient and Efficient Codes Implementation
 - Statute specifically names SDOs and Professional Organizations as eligible partners
 - ASHRAE is an applicant on 5 proposals, one of which it is leading with a requested amount of \$9.2 million.
 - **Education and training is a huge component** of many of these proposals, including the one that ASHRAE is leading, and the Pub-Ed department is providing significant input on the proposals. **Thank you, Pub-Ed!**
 - Inflation Reduction Act: \$1 Billion for the Latest and Zero Building Energy Code Adoption
 - \$330 Million for 90.1-2019 and 2021 IECC
 - \$670 Million for Zero-Energy Codes including those in the 2021 IECC
6. Funding for Translation of Standards: Funding of \$143,112 is being pursued from the International Trade Administration for the translation of key standards into French, primarily for the Canadian market, but other market opportunities should also be explored in France and Africa if the funding is secured.
7. School Facilities: Energy and IAQ Improvements
- b. ASHARE is a “Supporter” of the [Efficient and Healthy Schools Initiative](#) (DOE/EPA/Dept. of Education)
 - c. ASHRAE is partnering with DOE and LBNL on a Pilot Program with ASHRAE Chapters to support awareness of government funding opportunities and other resources, including the \$500 million available through the IIJA
 - d. The TC 9.7 guide has attracted a lot of interest from school groups as well as the U.S. government. Thank you for working to publish the guide.

REPORT TO THE BOARD OF DIRECTORS
From the Publishing and Education Council (PEC)
As of June 26, 2023

Recommendations for Board Approval:

1. MOTION: None

BACKGROUND:

FISCAL IMPACT:

Information Items:

1. In compliance with Society Planning Committee's initiatives to standardize ASHRAE Society administrative documents, PEC created a reference manual to remove information and procedures that should not be in the PEC MOP. The PEC MOP has been changed to reflect the movement of information from out of the PEC MOP (**Attachment A**) and into the PEC Reference Manual (**Attachment B**). These changes will save time and effort for the BOD and increase efficiency for PEC activities. Both PEC Planning Subcommittee and PEC voted unanimously to approve. The PEC MOP will be sent to SRC for review.
2. Handbook Committee brought a motion to the PEC Planning Subcommittee to break up the ASHRAE Handbook-Applications Volume up into two volumes, as the volume had become too large to handle efficiently by members and staff. This change would have increased the Handbook volume cycle from four years to five and PEC determined that this proposal needed to be further researched for financial and member impacts, as well as alternative solutions or suggestions. PEC established an Ad Hoc to explore the issue and will report back to PEC at the Winter Conference in Chicago.
3. PEC will be creating a Nominating Committee this year to nominate qualified candidates to serve on the Publishing and Education Council and/or other bodies of ASHRAE, suggest qualified individuals to chair of committees reporting to the council and recommend qualified individual to serve as PEC liaison to GAC.
4. PEC is creating a New Products Advisory Group to make recommendations to the PEC and PEC standing Committees new products and services that align with ASHRAE's strategic initiatives, develop a detailed business plans for new products or services. This group will work with information gathered from ASHRAE Roundtable Events held at CRCs to help define products and services the industry feels there is a need for that is not being met.

June 27, 2023

Dustan Macauley, PEC Chair



PUBLISHING and EDUCATION COUNCIL (PEC)
MANUAL OF PROCEDURES (MOP)

TABLE OF CONTENTS

Section 1:	Introduction	page 3
Section 2:	General Responsibilities of the Council	page 3
Section 3:	Appointment of Subcommittees.....	page 4
Section 4:	Responsibilities of Council Standing Committees and Subcommittees	page 4
Section 54 :	Responsibilities of the Chair.....	page 64
Section 65 :	Responsibilities of the Vice Chair	page 65
Section 76 :	Responsibilities of the Directors.....	page 65
Section 87 :	Responsibilities of Voting Members.....	page 76
Section 98 :	Responsibilities of Non-Voting Members.....	page 86
Section 109 :	Responsibilities of Publishing & Education Director.....	page 86
Section 11:	Responsibilities of All Council Members	page 8
Section 1210 :	Fiscal Planning	page 86
Section 1311 :	Motions	page 97
Section 1412 :	Meetings.....	page 97

TABLE OF ACRONYMS

BOD	Board of Directors
ExCom	Executive Committee
ExO	Ex Officio
HVAC&R	Heating, ventilation, air conditioning, and refrigeration
MOP	Manual of Procedures
PEC	Publishing & Education Council
ROB	Rule of Board
MBO	Management by objectives

Publishing & Education Council MOP – BOD Approved xxx

MANUAL OF PROCEDURES PUBLISHING AND EDUCATION COUNCIL

1. INTRODUCTION

- 1.1. The MOP is an internal document of PEC. It is subject to change from time to time as needed due to changes in the Society.
- 1.2. The MOP provides a description of some, but not all, of the duties and responsibilities of the Council Members, Chair, Vice Chair, and Directors.

2. GENERAL RESPONSIBILITIES OF THE COUNCIL

- 2.1. Refer the following types of action to the BOD for action:
 - Approval of policy statements
 - Change fiscal limits
 - Change existing ASHRAE policy
 - Approval of projects exceeding the authority of the Council
- 2.2. Act as a communications link between BOD and committees.
 - 2.2.1. BOD to PEC
 - PEC Chair designates one or more Directors to work with staff to distribute key BOD actions to PEC members immediately following preparation of the BOD minutes.
 - Communicating BOD actions to standing committees remains the responsibility of the BOD ExO.
 - 2.2.2. PEC to BOD
 - PEC will report in writing to the BOD all principal motions immediately after each PEC meeting. At the Winter and Annual Conferences, the written reports shall be distributed to the BOD in time for its meeting.
 - PEC reports and actions shall include summary support information provided to it by its standing committees.
 - 2.2.3. Committees to Council
 - The ~~Products Subcommittee, Professional Development Subcommittee, Planning Subcommittee and Fiscal Subcommittee~~ shall hold meetings outside of the regular PEC meetings. Subcommittee reports shall be provided to PEC in writing prior to its meeting. The report must include all principle motions as well as summary information regarding the actions of the subcommittee and supporting information.
 - Minutes of standing committees under the Products Subcommittee shall be distributed to all members of the Fiscal and Planning Subcommittee.
 - Minutes of standing committees under the Professional Development Subcommittee shall be distributed to all members of the Fiscal and Planning Subcommittee.
 - Minutes of the Fiscal and Planning Subcommittees shall be distributed to all

Publishing & Education Council MOP – BOD Approved xxx

members of PEC.

- The Products Subcommittee shall prepare a combined committee report of its reporting committees (Publications, Handbook, Historical). This report shall be provided in writing prior to regular PEC meetings, and include all principle motions requiring PEC action, and supporting information.
- Education). This report shall be provided in writing prior to regular PEC meetings, and include all principle motions requiring PEC action, and supporting information.

2.2.4 Council to Council

- Actions of PEC for which parallel or supporting action is required by another council shall be communicated in writing to that council chair for inclusion in the meeting agenda of the other Council. Where an oral presentation is necessary, the PEC chair will arrange for an appearance of a PEC member wishing to report.
- Minutes of all PEC meetings shall be sent to all Council chairs and vice chairs.

3. ESTABLISHMENT OF SUBCOMMITTEES

- 3.1. The PEC chair shall establish subcommittees deemed appropriate and make appointments from PEC members. Such subcommittees can be standing or ad hoc at the discretion of the chair.
- 3.2. Responsibilities of subcommittees shall be delineated by the PEC chair at the time of establishment.
- 3.3. If a subcommittee is established as a standing subcommittee, the PEC chair or that subcommittee chair shall recommend appropriate responsibilities to PEC for inclusion in section 4 of the PEC MOP.

~~4. RESPONSIBILITIES OF COUNCIL STANDING COMMITTEES AND SUBCOMMITTEES~~

~~4.1. Fiscal Subcommittee~~

~~4.1.1. The subcommittee consists of~~

- ~~• One VP member designated as subcommittee chair by PEC chair~~
- ~~• Five committee Chairs, five committee members from the standing committees, one Vice President, two past committee members, and three ExOs.~~

~~4.1.2. The subcommittee shall assist the PEC Director in managing the budget, providing data to help drive decisions and manage advertising activities.~~

~~4.1.3. The subcommittee shall assist the PEC Director in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of PEC and Society.~~

~~4.2. Planning Subcommittee~~

~~4.2.1. The subcommittee consists of~~

- ~~• One VP member designated as subcommittee chair by the PEC chair~~
- ~~• Five committee Vice Chairs, five committee members from the standing-~~

Publishing & Education Council MOP – BOD Approved xxx

~~committees, one Vice President, three past committee members, and two ExOs.~~

~~4.2.2.—The subcommittee shall set strategic direction, develop MBOs, prioritize resource allocations, ensure alignment with Society Strategic Plan, identify future PEC leadership, maintain MOP and ROB of PEC, assist with committees' MOP and ROB, act as a resource for rule interpretation, assist with motions, review MBO progress, recommend action when goals are not met, and evaluate and document progress toward Society Strategic Planning goals.~~

~~4.2.3.—The subcommittee shall review the status of all strategic plan objectives assigned to PEC and recommend action.~~

4.3.—Products Subcommittee

~~4.3.1.—The subcommittee consists of~~

- ~~• Three past committee members~~
- ~~• Chair and Vice Chair of Handbook, Publications, and Historical standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)~~
- ~~• Three ExOs of Handbook, Publications, and Historical standing committees~~

~~4.3.2.—The subcommittee shall monitor the progress and activities of the Handbook, Publications, and Historical standing committees and report to PEC.~~

~~4.3.3.—The subcommittee's chair and vice chair shall be determined by vote of the subcommittee.~~

4.4.—Professional Development Subcommittee

~~4.4.1.—The subcommittee consists of~~

- ~~• Two past committee members~~
- ~~• Chair and Vice Chair of Certification and Training and Education standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)~~
- ~~• Two ExOs of Certification and Training and Education standing committees~~

~~4.4.2.—The subcommittee shall monitor the progress and activities of the Training and Education and Certification standing committees and report to PEC.~~

~~4.4.3.—The subcommittee's chair and vice chair shall be determined by vote of the subcommittee.~~

4.5.—Research Journal Subcommittee

~~4.5.1.—The Research Journal Subcommittee reports to the Product Subcommittee.~~

~~4.5.2.—The subcommittee consists of:~~

Publishing & Education Council MOP – BOD Approved xxx

- ~~ExO of Publications Committee~~
- ~~Two ASHRAE Fellows selected according to 4.5.1.2~~
- ~~Science and Technology for the Built Environment editor (ex-officio member)~~
- ~~Director of PEC (staff liaison)~~

~~4.5.2.1 ExO shall serve as chair of the subcommittee.~~

~~4.5.2.2 The two ASHRAE Fellows serving on the subcommittee shall be appointed by the PEC chair, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Director of PEC shall prepare annually a list of candidates meeting the qualifications for appointment.~~

~~4.5.3 The subcommittee has the following responsibilities:~~

- ~~Appoint the editor of the Research Journal acting upon recommendations and suggestions made by the Director of PEC.~~
- ~~Confirm the recommendations of the editor for persons to serve as associate editors.~~
- ~~Recommend approval of the annual budget and four-year plan.~~
- ~~Submit a report to the Products Committee before their meeting at the Winter Annual Conference.~~

~~4.5.3.1 ASHRAE Science and Technology for the Built Environment Research Best Paper Award~~

- ~~To solicit nominations~~
- ~~To determine the most outstanding paper published in the volume year of Science and Technology for the Built Environment preceding the ASHRAE Winter Meeting~~
- ~~To forward the name of the recommended award recipient to the Honors & Awards Committee at the Winter Conference for awarding at the Annual Conference.~~

5.4. RESPONSIBILITIES OF THE CHAIR

5.1.4.1. Preside over meetings of the PEC.

5.2.4.2. Prepare meeting agendas, check meeting minutes, and prepare or approve designated reports to the BOD.

5.3.4.3. Establish standing and special ad hoc subcommittees as may be required and assign chair and members to these subcommittees.

5.4.4.4. Delineate responsibilities and duties of the established subcommittees.

5.5.4.5. Serve as the conduit between PEC and the BOD, bringing issues of the BOD to PEC for action and PEC issues requiring BOD action forward.

Publishing & Education Council MOP – BOD Approved xxx

6.5. RESPONSIBILITIES OF THE VICE CHAIR

6.1.5.1. Preside over PEC meetings in the absence of PEC chair and assist PEC chair with preparation of the agenda and supporting documentation.

6.2.5.2. Perform such other duties as may be assigned by PEC chair.

7.6. RESPONSIBILITIES OF THE DIRECTORS

7.1.6.1. Each Director will serve on at least one of the PEC standing committees.

7.2.6.2. In the case of absence by PEC chair and vice chair, preside over PEC meeting.

7.3.6.3. The Director is an advisor to, and an advocate for, the committees to which they are assigned by the president-elect.

7.3.1.6.3.1. Serves as ExO non-voting member of the committee, its subcommittees and its Excom.

7.3.2.6.3.2. Is invited to attend and participate in all committee, subcommittee and ExCom meetings. Attendance at subcommittee meetings may be counted towards quorum requirements.

7.3.3.6.3.3. Moves committee motions to council and acts as an advocate for the committee in all relevant discussions.

7.3.4.6.3.4. Assists committee in preparation of written motions. (To include answers to: who, what, when, why and how much. If fiscal impact been budgeted by ASHRAE, and if so, in which fiscal year?)

7.3.5.6.3.5. Communicates committee plans to other Director's to allow for inter-committee contribution and cooperation.

7.3.6.6.3.6. Conveys presidential goals to the committees.

7.3.7.6.3.7. Assists committee in preparation of objectives to satisfy committee scope, presidential goals and strategic plans.

7.3.8.6.3.8. Assists committee and staff liaison in the process of monitoring progress toward timely completion of objectives.

7.3.9.6.3.9. Assists committee in the ongoing review of operational guide, MOP, relevant ROB and Strategic Plan objectives.

7.3.10.6.3.10. Suggests changes in assigned scope, function and personnel.

7.3.11.6.3.11. Receives copies of all committee correspondence, including invitations to all committee meetings.

Publishing & Education Council MOP – BOD Approved xxx

~~7.3.12.6.3.12.~~ Interprets BOD and PEC actions to the committee.

~~7.4.6.4.~~ At BOD meetings; acts as an advocate for committees to which they are ExO, in all relevant discussions.

~~8.7.~~ RESPONSIBILITIES OF VOTING MEMBERS

~~8.1.7.1.~~ Fully participate in all assigned subcommittees and complete assignments by the designated time.

~~8.2.7.2.~~ PEC is supplied by the Director of Publications and Education with fiscal reports covering all publications. It is the duty of PEC members to review these reports and act on recommended changes, if needed, to keep publications within budget.

~~9.8.~~ RESPONSIBILITIES OF NON-VOTING MEMBERS

9.1 Each committee vice chair shall be non-voting members of the council and will act in the absence of the committee chair. (Committees with more than one vice chair, only one is to be designated to serve in this capacity.)

~~10.9.~~ RESPONSIBILITIES OF DIRECTOR OF PUBLICATION & EDUCATION

~~10.1.9.1.~~ The Director of Publications and Education serves as secretary to PEC. The Director also advises PEC on publishing matters and coordinates the activities of others assigned by the Executive Vice President to support the operations of PEC.

~~10.2.9.2.~~ Along with the Fiscal Subcommittee, prepare and submit to PEC for approval an annual budget covering all publishing activities of PEC.

~~10.3.9.3.~~ Implement and administer on behalf of PEC practices which fulfill the Society's publishing responsibilities, such as copyright protection, reprint permission, translation rights, etc.

~~10.4.9.4.~~ Ensure compliance with ASHRAE policy.

~~11.10.~~ FISCAL PLANNING

~~11.1.10.1.~~ Reports from Non-PEC Committees

~~11.1.1.10.1.1.~~ Committees not represented on the council who require publication of material shall submit each year, prior to the Fall meeting of PEC, a report covering their plans for the following fiscal year. The Director of PEC shall notify all Society standing general committees of their need to submit such a report with sufficient time that the information is available to be incorporated in the PEC budget under preparation.

~~11.2.10.2.~~ Preparation of Budget and Budget Projections

~~11.2.1.10.2.1.~~ Director of PEC prepares, with the assistance of the Fiscal Subcommittee, a

Publishing & Education Council MOP – BOD Approved xxx

proposed budget for the following year and a four-year plan. This tentative budget is forwarded by the Comptroller to the Finance Committee. The Finance Committee includes the PEC budget, as approved or modified, in the overall budget submitted to ExCom of BOD.

11.2.2.10.2.2. The new budget and four-year plan, as approved by ExCom, is transmitted by the Comptroller to PEC and the PEC Director for review and discussion at the Winter Conference.

11.2.3.10.2.3. PEC budget as approved or modified is incorporated by the Comptroller in the overall budget for action by the Finance Committee prior to its submission by the Finance Committee to the BOD at the Annual Conference for approval.

12.11. MOTIONS

12.1.11.1. Motions not involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a majority of the voting members in accordance with the voting requirements outlined in the ROB.

12.2.11.2. Motions involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a 2/3 of the voting members in accordance with the quorum requirements outlined in the ROB but must be submitted to the BOD for final approval.

13.12. MEETINGS

13.1.12.1. Meetings shall be called by the Chair in accordance with schedule outlined in the ROB.

13.2.12.2. Incoming members of the council shall be invited and strongly encouraged to attend the meeting of the council immediately preceding their term of office. When requested, they will be reimbursed for transportation costs in accordance with the approved travel reimbursement policy.

13.3.12.3. Conduct of meetings shall be governed by the current edition of Roberts Rules of Order.

13.4. Standing committees and subcommittees of the council shall meet separately at least twice a year at the call of their chairs.

13.5. —

13.6. — Council Agenda

13.7. —

13.8. — ~~The secretary of the council (PEC Director) shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by chair at previous meeting; committee reports and recommendations; subcommittee reports; old and new business.~~

13.9. —

13.10. — ~~Any member of the council desiring that a subject be placed on the agenda for discussion should notify chair not less than thirty days before such a meeting.~~

13.11. —

13.12.12.4. ~~A preliminary agenda shall be circulated to council members by the secretary so as to be in their possession no less than five working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.~~



Attachment B
PEC report to BOD
June 27, 2023

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PUBLISHING and EDUCATION COUNCIL (PEC)
REFERENCE MANUAL

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Publishing & Education Council Reference Manual

TABLE OF CONTENTS

Section 1:	Introduction.....	page 3
Section 2:	Definitions.....	page 3
Section 3:	Responsibilities of Council Standing Committees and Subcommittees	page 4
Section 4:	Meetings.....	page 6

TABLE OF ACRONYMS

BOD	Board of Directors
ExCom	Executive Committee
ExO	Ex Officio
HVAC&R	Heating, ventilation, air conditioning, and refrigeration
MOP	Manual of Procedures
PEC	Publishing & Education Council
ROB	Rule of Board
MBO	Management by objectives

Publishing & Education Council Reference Manual

REFERENCE MANUAL PUBLISHING AND EDUCATION COUNCIL

1. INTRODUCTION

- 1.1. This Reference Manual for Publishing and Education Council contains detailed operational, background and historical information that is useful for the operation of the Council. This document is subject to the approval of ~~only~~ the Council. The Council delegates approval authority to the Planning Committee for the Reference Manual and MOP's from Standing committees reporting to PEC.

2. DEFINITIONS (drawn directly from the noted Society Bylaw or ROB)

2.1. Councils

- 2.1.1. The councils of the Society are extensions of the Board of Directors and, except as otherwise restricted by law, shall administer the policies of the Board (SBL 6.1). The councils shall act on behalf of the Board of Directors within the limits of fiscal and functional authority granted to them by the Board of Directors, implement society policy, and administer activities of the committees within their organizational structure (SBL 6.2).

2.2. Standing Rules

- 2.2.1. The standing rules of a council or committee are the constitution of that Council or committee. Proposed changes to these rules shall be submitted to the Board of Directors for approval (ROB 2.300.001.1).

2.3. Manual of Procedures

- 2.3.1. Each Council shall maintain a Manual of Procedures for itself and its assigned committees, which may include interpretations of Society policy as it pertains to that specific activity (ROB 2.300.005).
- 2.3.2. A Manual of Procedures of a council or committee is a document developed within the council or committee to describe the methods and procedures by which the council or committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the council or committee for its own guidance. The council or committee MOP requires approval from the council. The MOP further details the duties of the council/committee. It also describes the responsibilities of assigned members, subcommittee organization, and the procedure for revising rules. MOP appendices, if any, describe special functions of the council/committee requiring BOD approval. (ROB 1.100.002.4).

2.3.3. For councils and standing committees reporting directly to the Board of Directors, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors. (ROB 2.105.002.2)

~~2.3.3.~~

2.4. Reference Manual

- 2.4.1. Each council or committee may establish a Reference Manual, which may contain guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures

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Publishing & Education Council Reference Manual

consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and requires the approval of that council or committee only. (ROB 1.100.002.5).

2.4.1.2.4.2.

3. RESPONSIBILITIES OF COUNCIL STANDING COMMITTEES AND SUBCOMMITTEES

3. Standing Committees are those assigned to PEC from the Rules of the Board (ROB). Those committees are currently Historical, Publication, Handbook, Certification, Training and Education.

3.1. Fiscal Subcommittee

3.1.1. The subcommittee consists of

- One (1) Society Vice President member designated as subcommittee chair by PEC chair,
- Five (5) Standing Committee Chairs,
- The Chair of the Products Subcommittee
- The Chair of the Professional Development Subcommittee
- Three (3) committee ExO's,
- One VP member designated as subcommittee chair by PEC chair
- Five committee Chairs, five committee members from the standing committees, one Vice President, two past committee members, and three ExOs.

3.1.2. The subcommittee shall assist the PEC Director in managing the budget, providing data to help drive decisions and manage advertising activities.

3.1.3. The subcommittee shall assist the PEC Director in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of PEC and Society.

3.2. Planning Subcommittee

3.2.1. The subcommittee consists of

- One (1) Society Vice President member designated as subcommittee chair by PEC chair,
- Five (5) Standing Committee Vice Chairs,
- The Vice-Chair of the Products Subcommittee
- The Vice-Chair of the Professional Development Subcommittee
- Two (2) committee ExO's,
- One VP member designated as subcommittee chair by the PEC chair
- Five committee Vice Chairs, five committee members from the standing committees, one Vice President, three past committee members, and two ExOs.

3.2.2. The subcommittee shall set strategic direction, develop MBOs, prioritize resource allocations, ensure alignment with Society Strategic Plan, identify future PEC leadership, maintain MOP and ROB of PEC, assist with committees' MOP and ROB, act as a resource for rule interpretation, assist with motions, review MBO progress, recommend action when goals are not met, and evaluate and document progress

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Publishing & Education Council Reference Manual

toward Society Strategic Planning goals.

- 3.2.3. The subcommittee shall review the status of all strategic plan objectives assigned to PEC and recommend action.

3.3. Products Subcommittee

- 3.3.1. The subcommittee consists of

- Chair,
- Vice Chair,
- Vice Chairs of the Handbook, Publications, and Historical standing committees.
(Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)
- The three (3) ExO's of the Handbook, Publications, and Historical standing committees.
- ~~Three past committee members~~
- ~~Chair and Vice Chair of Handbook, Publications, and Historical standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)~~
- ~~Three ExOs of Handbook, Publications, and Historical standing committees~~

- 3.3.2. The subcommittee shall monitor the progress and activities of the Handbook, Publications, and Historical standing committees and report to PEC.

- 3.3.3. The subcommittee's chair and vice-chair shall be ~~determined by vote of the subcommittee~~ at-large members of the council, appointed by the PEC chair.

3.4. Professional Development Subcommittee

- 3.4.1. The subcommittee consists of

- ~~Two past committee members~~ Chair,
- Vice Chair
- ~~Chair and~~ Vice Chairs of the Certification and Training and Education standing committees. (Committees with more than one Vice Chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)
- The two (2) ExO's of the Certification and Training and Education standing committees

- 3.4.2. The subcommittee shall monitor the progress and activities of the Training and Education and Certification standing committees and report to PEC.

- 3.4.3. The subcommittee's chair and vice-chair shall be at-large members of the council, appointed by the PEC chair, ~~determined by vote of the subcommittee.~~

3.5. Research Journal Subcommittee

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- 3.5.1. The Research Journal Subcommittee reports to the Product Subcommittee.
- 3.5.2. The subcommittee consists of:
- ExO of Publications Committee
 - Two (2) ASHRAE Fellows selected according to 4.5.1.2
 - *Science and Technology for the Built Environment* editor (ex-officio member)
 - Director of PEC (staff liaison)
- 3.5.3. ExO shall serve as chair of the subcommittee.
- The two ASHRAE Fellows serving on the subcommittee shall be appointed by the PEC chair, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Director of PEC shall prepare annually a list of candidates meeting the qualifications for appointment.
- 3.5.4. The subcommittee has the following responsibilities:
- Appoint the editor of the Research Journal acting upon recommendations and suggestions made by the Director of PEC.
 - Confirm the recommendations of the editor for persons to serve as associate editors.
 - Recommend approval of the annual budget and four-year plan.
 - Submit a report to the Products Committee before their meeting at the Winter Annual Conference.
- 3.5.5. ASHRAE *Science and Technology for the Built Environment* Research Best Paper Award
- To solicit nominations
 - To determine the most outstanding paper published in the volume year of *Science and Technology for the Built Environment* preceding the ASHRAE Winter Meeting
 - To forward the name of the recommended award recipient to the Honors & Awards Committee at the Winter Conference for awarding at the Annual Conference.

3.6. Nominating Subcommittee

3.6.1. The subcommittee consists of:

- Chair of PEC Council
- Vice Chair of PEC Council
- ExO of Handbook Committee
- ExO of Publications Committee
- ExO of Historical Committee
- ExO of Certification Committee
- ExO of Training and Education Committee ExO's of committees

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Publishing & Education Council Reference Manual

3.6.2. Responsibility of this Subcommittee is to nominate qualified candidates to serve on the Publishing and Education Council.

3.6.3. The subcommittee may also make suggestions on qualified individuals to the chair of committees reporting to the council.

3.6.4. The subcommittee shall make a recommendation to the Government Affairs Committee on a qualified individual to serve as the liaison to the PEC Council.

3.6.5. The Subcommittee shall meet at the Annual Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.

3.6.6. All nominations should be submitted by the nominating subcommittee within a maximum of six weeks' time after the Annual Meeting.

3.7. New Products Development Subcommittee Advisory Group

3.7.1. The subcommittee shall have of a minimum of eight (8) and a maximum of twelve (12) members.

3.7.2. The subcommittee members consist of:

- Chair
- ~~A Board ExO Director of PEC who will serve as Vice Chair~~ Staff Director of PEC to serve as Vice chair
- Vice Chair 2
- At least one (1) member from a Region outside North America
- At least one (1) member whose principal employer has a staff of 80 employees or less.
- At least one (1) member whose principal employer has a staff of 80 employees or more.
- Publications Committee Staff Liaison
- Training & Education Committee Staff Liaison
- Certification Committee Staff Liaison
- A representative from the ASHRAE Washington Office

3.7.3. The chair of the committee shall be a current or previous member of the Publishing and Education Council and shall be a current or previous member of the ASHRAE Board of Directors.

3.7.4. At least one member of the subcommittee shall be a voting member of the Publishing and Education Council.

3.7.5. The chair and Vice Chair 2 shall be appointed for a two-year term.

3.7.6. The non-staff committee members shall be appointed for four (4) year terms.

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Publishing & Education Council Reference Manual

3.7.7. The responsibility of this Subcommittee is to make recommendations to the Publishing and Education Council and the committees reporting to the Publishing and Education Council on new products and services that align with ASHRAE's strategic initiatives.

3.7.8. The subcommittee, with the assistance of the Publishing and Education Council or one of the committees reporting to the Publishing and Education Council, develop a detail Business Plan for any new product or service.

3.7.9. The Subcommittee shall meet at a minimum two (2) any year. Unless specifically directed by the Chair of the Publishing and Education Council, all committee meetings shall be virtual.

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4. MEETINGS

4.1. Council Agenda

4.1.1. The secretary of the council (PEC Director) shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by chair at previous meeting; committee reports and recommendations; subcommittee reports; old and new business.

4.1.2. Any member of the council desiring that a subject be placed on the agenda for discussion should notify chair not less than thirty days before such a meeting.

4.1.3. A preliminary agenda shall be circulated to council members by the secretary so as to be in their possession no less than five working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.