

**ASHRAE TC 9.7
Educational Facilities
Full Committee Agenda
2024 ASHRAE Winter Meeting**

Saturday 1/20/2024, 1:00 - 3:00 PM CST

<https://events.rdmobile.com/Asset/Download/0982d619-134c-40c3-8f5c-5449bad38bf8>

1. Call to order: 1:02pm **Metzger**

2. Review Scope
TC 9.7 is concerned with the application of ventilating, air-conditioning, refrigeration, life safety, and energy conservation systems to educational (secondary school, college) facilities.

3. ASHRAE Code of Ethics Commitment **Metzger**
"In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests." See full ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>

4. Introductions **All**

a. Determination of a quorum- quorum established **SECRETARY**
VOTING MEMBERS FOR THIS MEETING (Need (4) or ½+1 for a Quorum)

Corey Metzger (Chair)	6/30/2025	Itzhak Maor (Handbook)	Never
Catherine Tinkler (Vice-Chair)	6/30/2027	Keith Hammelman	6/30/2024
Mark Long (Secretary)	6/30/2025	John Gibbemeyer	6/30/2026
Chris Ruch (Secretary)	6/30/2024	Bruce Lindsay	6/30/2026
Raj Setty	6/30/2024		
Tom Jacknisky (Research)	6/30/2025	8 of 10 voting members present	

5. Agenda additions **All**

6. Chair's Report **Metzger**

- a. Chair's Goals
 - i. Welcome to Guests
 - 1. Sign in attached1
 - ii. TC Scope Review
 - 1. See Old Business
 - iii. Long-term Committee Planning
 - iv. Updates to TC 9.7 Document - Design Guidance for Educational Facilities: Priorities for Advanced Indoor Air Quality
 - 1. See Old Business
- b. Announcements and Highlights from TC Chairs Breakfast Meeting

7. Liaison reports (as they arrive) **Liaisons**

- a. Section Head **Cochran**
 - i. Activity form- Corey to check if he received it, due 9pm Tuesday

- ii. Updated the roster process
- iii. How many go regularly to chapter meetings
 - 1. How do we get more involved in committee meetings? Looking for feedback. Virtual is now an option (50,000 members in ashare, about 1000 in committees)
 - Corey- can we get a program in place that can be taken to local chapters, presented?
 - Catherine – PAOE points are available. Implement TC liaisons to chapters?
 - Chris- on website tried to demystify what it takes to become a member of a TC
 - Bruse- employers are not willing to pay for fees
 - Promote its virtual or hybrid. Have better virtual technology
 - Heather- chapter presidents can pull reports on membership involvement and promote them, have them promote, PAOE points available, etc
 - Heather- reduced conference costs with volunteering, etc- promote it
 - Raj- have chapters promote national stuff once a year
 - 2. AI
 - Look at how we get ashrae publications to work with AI
 - Look at best practices for using AI, particularly in coordination with ASHRAE
 - 3. TG 9 space got approved as a TC
 - 4. Membership – did research that 1 to 1.5% are fellows. Typical average should be around 5%
 - Push people to apply and get them on list
 - i. Member has obtained distinction
 - ii. Members see as person of interest
 - iii. Impact on our industry
- iv. Look to have an honors chair for TC

b. RAC

Seeton

8. Approval of minutes from Virtual Summer Meeting

CHAIR

- a. No Vote on Meeting minutes from Annual Conference – Not released

9. Membership/Roster

Long

Starting August 1st: (All voting members and/or subcommittee chairs)

Name	Role	Voting	Name	Role	Voting
Corey Metzger	Chair	Yes	Raj Setty		Yes
Catherine Tinkler	Vice Chair	Yes	Keith Hammelman		Yes
Mark Long	Secretary		John Gibbemeyer		Yes
Tom Jacknisky	Research Chair	Yes	Bruce Lindsey		Yes
	Standards Chair	Yes			
Itzhak Maor	Handbook Chair	Yes			
Catherine Tinkler	Program Chair				
Chris Ruch	Webmaster	Yes			

10. Subcommittee reports

a. Programs

Tinkler

- i. Was a meeting- minutes (attached) from Catherine
- ii. Note on seminar on wed- please attend
- iii. Brainstorming session on future programs. Need to find someone to help drive them forward so we are not just brainstorming
- iv. Various topics discussed for future programs. Track 5- legislation funding, AI (engineer co-pilot (how to get started)), data collection, geothermal and funding
- v. Chris discussion for funding available, specifically in Oregon (DOE) grants to schools, go after the gov't funding (rural, tribal, low income). Helps those who typically don't know the grants or how to get to the money

b. Research

Jacknisky

- i. No major updates
- ii. Looking at some possible RTars
- iii. Any suggestions for research? Some discussion had, to be taken offline for more detailed conversations

c. Handbook

Maor

- i. End of July 2026 deadline for submissions for 2027 handbook
- ii. Discussion on daycare addition. Being evaluated and investigated
- iii. Regular updates
- iv. To circulate Table of Contents to TC for review
- v. How do we build up the subcommittee to support Itzhak?
 1. Micheal Baily (online) offered to help where he can
- vi. Bruce- can we add info to handbook as to where to find funding, etc, guidelines
 1. Better to have as a guideline and not in handbook. Great idea to have that info, handbook not likely best conduit as things can change. Discuss with TC 7.3

d. Web site

Ruch

- i. Working on getting info added
- ii. Working on making things easier for non-members
- iii. Would like feedback from group on improvements can made
- iv. Heather- we should have photo of TC on website
- v. Links for grants, and valuable info to our members
 1. GAC has bi-weekly newsletter with updated information

11. Old Business

a. TC Scope Review

- i. Attempted to make a few changes to TC scope (have Corey provide details (add heating))
 1. Make official motion
 2. Do we include life safety?
 3. Do we add IAQ?
 4. Catherine

- Motion to Amend scope, Keith seconded the motion

- i. Discussion

1. to add heating, IAQ, remove life safety
2. TC 9.7 is concerned with the application of heating, ventilating, air conditioning, refrigeration, life safety, air quality and energy conservation systems to educational (secondary school, college) facilities.
3. All in favor, chair not voting
4. Has to go to TAC for approval

b. Review Design Guidance for Educational Facilities Document

- i. Review against standard 241 to align. Also to review against guideline 42

1. Should we review against 62.1 and others.
2. Intend is a public facing guideline, not for detailed and education professionals necessarily
3. How do we address items not addressed in standard?

- ii. Version 3.0 draft

1. Do we get rid of nurse suites?
 - Alter to point to standards in place
 - Rewrite section completely
2. Risk tolerance
 - Do we remove? 241 answers this for us? Do we rewrite as it is subjective?
3. Every time we use ventilation, we should consider how we are using
4. Reference standards where we should
5. CO2 reference
6. Verify the ability to increase ventilation about scheduled- how do we address this?
7. Comparing facilities
8. MERV 11 as basis as opposed to MERV 13
9. Remove epidemic task force references and make to standards
10. ACPH to CFM/person

12. New Business

- a. Note on what is happening Illinois via guest (Tony)
- b. How do we get sign in from online peeps? For this and future meetings
 - i. Corey to take a screenshot
 - ii. Future meetings, have online folks put details found on sign in sheet into chat?
- c. Raj- Secondary audits
 - i. Notes missing

13. Adjourn (3:04pm)