NTC Minutes
December 17, 2019

Attendees:
Andrew LeBovidge
Jim Mariniti
Mick Devine
Clint Lancaster
Steve Wallace
Marc Schneider
Aaron Katz
Nick Daniels
Jamaal Haltom
Chrissy Padgett
Nicole Vitale

Budget Update (Vitale)
- Vitale provided an overview of the budget as of December 11, 2019. The 2019 Training Department Budget was $788,070. Expenses as of August 15, 2019, were $588,129.15 leaving approximately $200K remaining.

RT1 Email Confirmation Timelines (Vitale)
- Phil Yanchulis presented the Unionware email capabilities to the team. Via Unionware, we can identify a list of potential students at any point we would like prior to the class, and then generate either a list, or emails to that list. This can be set up as a recurring function in Unionware.
- The team discussed having Yanchulis generate the list and send it to Daniels so that he can send the email regarding the timelines.
- **ACTION:** Vitale will coordinate with Yanchulis to make sure that this occurs.

Teams Presentation (LeBovidge)
- LeBovidge gave a presentation on Teams.

NATCA Academy Videos (Padgett)
- Steve Hansen would like an opening video for all Academy classes which shows how all the different aspects works together and would trail off to the specific class at the end. The group discussed who would work.
- Question is who would make the video? Each region has plenty of good members and Kelly Richardson may be too swamped.
- The group discussed exploring this moving forward.

Instructor Evaluations (Daniels)
- Daniels discusses 3-4 sites that have the ability to take our surveys and put them into a well-organized data analysis.
• He would like to do trial run in SAT and RT1 to see how it goes. $250 would be used to begin this. There was talk from the board of auditing the classes to see how the instructors are doing. The method of how we do this is still to be determined.
• During the last meeting, we discussed a “boot camp” style 2-3-day training for the instructors. It was discussed in the NEB meeting. The group agrees that this is necessary.
• Daniels has been charged with putting the specifics together.
• The group also discussed the need to follow through on the commitment from instructors. Last minute cancelations shouldn’t be a thing. Multiple cancellations of instructors in the last RT1 was problematic and almost lead to one instructor teaching for a day.
• Discussions of instructors was had. Especially with those that have permanent NATCA roles with the FAA. NATCA roles cannot suffer as a result. The NEB added two instructors at their last meeting. Discussions of pairing up some instructors in two to help build chemistry. Daniels 2020 proposed intensive training and a year to begin to formulate teams with an eye for full implementation in 2021.
• **ACTION:** This will continue to be a discussion point.

**Train the Trainer Update (Schneider/Vitale)**
• Schneider and Vitale provided an overview of the status of the course. He and Vitale have received the course materials from Penn State and are working with the team to finalize them.
• We are holding the class on January 25, 2020 in DC. Vitale/Schneider are working with Penn State to finalize the details.
• **ACTION:** Vitale/Schneider will continue to work with Penn State on this issue.