National Training Committee Minutes
October 15, 2019

Attendees:
Andrew LeBovidge
Jim Marinitti
Clint Lancaster
Mick Devine
Mike MacDonald
Steve Wallace
Aaron Katz
Nick Daniels
Chrissy Padgett
Mark Schneider
Nicole Vitale

Budget Update
• Vitale provided an overview of the budget.
• As of October 10, 2019, NATCA had spent $439,576.88 of its budget of $788,070, leaving $348,493.12 remaining.
• The total projected cost for the remaining classes is approximately $211,500, leaving a projected surplus of ~$30,000.
• The NTC questioned why the March RT1 was more expensive than other courses ($73,000 versus $65,000). Vitale will follow up with Carolyn Kamara and Preet Virk accordingly.

Tracking Regional Training
• The team discussed the process for tracking and ensuring that certificates are mailed for Regional Training Courses.
• Moving forward, we will follow the following process:
  o Tracking:
    ▪ After the class, the instructors will email Kamara the list of “no shows,” if any.
    ▪ She will compare this to the list in Unionware to get the list of attendees.
  o Certificates:
    ▪ At least two weeks prior to the start of the course, the course POC will email Kamara to request certificates. POC’s email will include the list of names and the address of where he or she would like the list to be sent.

RT1 Confirmation Timelines
• Phil Yanchulis, Kamara, and Vitale are working on an autoreply email from Unionware for RT1 attendees with the info on Article 2, Section 13 time.
• Vitale will provide an update at the next meeting.
• LeBovidge pointed out that we will need a new process for the Unionware replacement. He and Vitale will coordinate with Rich Santa.

Train the Trainer
The Train the Trainer beta class has been set for January 23 and 24 in Washington, DC. The team is aiming for a first-course conduct in October of 2020.

Instructor Onboarding/Retention
- The team reviewed and made edits to the onboarding/retention checklist.
- The team determined that this document would be better split into two: information for an instructor teaching his or her first class and info for future classes.
- **ACTION:** Schneider will edit the document, split it, and send to Vitale

NATCA Academy Instructor Shirts
- The team determined that the course POC will order shirts for the Academy.
- **ACTION:** Vitale will work with Chorry Jiminez to set up a link so that each POC can make subsequent orders.

Hardship Training
- The team discussed the idea of developing a hardship training module that each region could use for FacReps and/or Hardship Reps to ensure consistency. The team concluded that it is difficult to develop standardized criteria across all regions for such a training and that identifying the audience (FacReps vs. Hardship Reps) would be critical.
- The team discussed asking the Hardship Reps to weigh in on whether there is a need for this training. A webinar would be a good format.
- Alternatively, we could develop a standardized presentation for RVPs to give in a regional meeting.
- **ACTION:** Separately, the Hardship Reps’ existing training should be streamlined and refined to look more like RT1 and other revised classes. Lancaster, Schneider, and Daniels will work on this project.

OSHA/OWCP Instructor Pool
- We need a new OSHA instructor.
- **ACTION:** Katz will reach out to Karena Marenas for suggestions and then follow the usual process.

Instructor Evaluations
- The team discussed the need to make better use of the information we receive via instructor evaluations. Currently, for courses other than RT1, there is no way to track trends and use them to reflect on the relevance of the material, effectiveness of instructors, etc.
- Moving forward, we may switch to a survey platform that allows us to do this electronically. Daniels is reviewing options.
- **ACTION:** After each class, Padgett and Daniels will review the survey, develop a synopsis, and send to class lead and the NTC for review.
- **ACTION:** Daniels will continue to evaluate options to collect this data electronically.