



**Commission Meeting
April 17, 2019; 4:00pm
Nashville Community Education
Main Office (Cohn School Room 123)**

In attendance:

Commissioners:

**Commission Chair: Karla Coleman Garcia
Commissioner Co Chair: Bernard Pickney
Commissioner Secretary: Vanessa Lazon
Commissioner: Ed Hantel
Commissioner: Maritza Gonzalez
Commissioner: Jane-Coleman Cottone**

Staff:

Mary Beth Harding, Executive Director
Imelda Alamilla, Program Coordinator
LaKeitha Anderson, Community Engagement Coordinator
Joshua Hill, Administrative Services Officer

Call to order:

4:00pm by **KARLA COLEMAN GARCIA. Seconded by Ed Hantel.**

Public Comments:

N/A

Un-Finished Business:

N/A

Announcements:

1. New Commissioner: Jane-Coleman Cottone
 - Mary Beth introduced Jane-Coleman to the Commission.
 - Jane-Coleman is currently employed with the State's Tennessee Historical Commission and has an extensive background in museums and art with experience connecting the community to enrichment opportunities.
2. Commission Changes and Officers
 - Maritza Gonzalez informed the commissioners that she would be leaving MNPS in June. She will help transition a new MNPS representative before the next Commission meeting if the Interim

Director of Schools has appointed someone by that time. The commissioners expressed their disappointment in her departure and thanked her for her extensive work with the commission and the Nashville community at large.

- Mary Beth notified the Commission that Aaron McGee (not present) would be stepping down as a commissioner. Mary Beth is actively looking for a replacement.

3. Spring Session Final Numbers

- The Spring 2019 enrollment is currently at 1,853 compared to Spring 2018 final total of 1,549
- Revenue for Spring 2019 is currently \$124,070. FY18 total revenue was 142,718. (March 2018 total was \$103,087)
- Cancellation rate for Spring 2019 is currently 16% (25/172 total classes). The Spring 2018 rate was 14% (20/149 total classes).

4. Summer Session Information

- Registration for the Spring 2019 classes opens on April 22. Classes start May 28 and registration is ongoing through August.
- Students can register online at www.nashville.gov/ce, in-person at 4805 Park Ave, or over the phone (615) 298-8050.
- Scholarships are available! Mary Beth asked the commissioners to spread the word.
- Spring 2019 has over 130 classes at 6 locations. Some class highlights include: Metro Business Assistance classes, Basic Quickbooks Online, Life Skills: self-care, positive relationships, Understanding Hospice; many short art classes.
- Fall 2019 course proposals are due June 17!
- The Annual Open House is Saturday, August 3, 10am - 1pm.

Action Items:

1. ED Quarterly Performance Evaluation

- Mary Beth asked the commissioners to fill out the ED Quarterly Performance Evaluations.

Discussion Items:

1. FY20 Budget Update

- Mary Beth talked about the budget request for a fifth employee, other budget requests and the upcoming year's budget restrictions.
- Overall \$43,000 was requested as budget improvement to cover the realistic costs of Instructor Pay, Materials, and a Part-time Program Coordinator.

- Mary Beth explained the increase use of funds from the reserve fund for class supplies.
- In FY20 we may need to access more reserve fund to cover the costs of instructor stipends and materials, but will not use reserve funds to cover the part-time position. If we do not receive funding for that position we will likely remain status quo or need to evaluate certain locations and classes. We are currently at staff capacity for programming.

2. Antioch Location Update

- Mary Beth met with Knowledge Academy about using their location for NCE classes. Knowledge Academy has a number of available spaces and learning spaces available.
- South East Community Center has a small and limited number of spaces available for use.
- We are also waiting to hear back from two Community Achieves (or CA related) schools in the area.
- We will assess the interest from teachers in teaching at an Antioch location as we request Fall course proposals. If there is enough interests we will pursue one of these locations, but may need to limit class lengths to make scheduling and being at the location easier.

Vacation and Sick Accrual Update:

No announcements.

Motion to adjourn: Commissioner Bernard Pickney motion to adjourn. Seconded by Karla Coleman Garcia. The meeting was adjourned at 4:56pm.

**Next meeting - June 19, 2019
Cohn School; 4:00pm**