



April 18, 2018
Commission Meeting
Nashville Community Education
Main Office (Cohn School Room 123)

In attendance:

Commissioners:

Commission Chair: Laura Moore
Commissioner: Bernard Pickney
Commissioner: Ed Hantel
Commissioner: Maritza Gonzalez
Commissioner: Jennifer Douglas (Dial-In)

Staff:

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

Call to order:

Motion to begin: 4:05pm by Laura Moore.

Public Comments:

Member of the public (Ms. Harvey) was in attendance. Ms. Harvey discussed her negative experience in the 170 Year TN Railroads class at Amqui Station the prior week. The Commission thanked her for her feedback and apologized for the experience and any harm caused by language the instructor used. The Executive Director explained that the program has informed the instructor that he will no longer be teaching with NCE and that NCE will be adjusting its vetting process and making it clear to instructors to use appropriate, culturally sensitive language in class.

Un-Finished Business:

N/A

Announcements:

1. Spring Enrollment - 1500!!!
 - Enrollment for Spring 2018 was 1552 students with \$103,087 in revenue. This is an increase from Spring 2017 with 1430 students enrolled and \$88,306 in revenue.

- The cancellation rate for Spring 2018 was 13% compared to Spring 2017 rate of 14%. A cancellation rate under 30% is considered successful by LERN standards.

2. Summer Registration

- Summer registration opens April 30!
- Students can register online at www.nashville.gov/ce, in-person at 4805 Park Ave, or over the phone at (615)298-8950
- Scholarships are available! Spread the word!
- There will be over 100 classes at 8 locations: Cohn School, Nashville Farmers' Market, Amqui Station and new locations: Inglewood Elementary, Coleman Park, Smith Springs, and Platetone Printmaking.
- Some new class highlights include:
 - Platetone Printmaking, Paper & Books Arts
 - Several new finance classes
 - Kurdish Language
 - Many cooking classes!
- Open House: August 4, 10am-1pm!

3. Budget Hearing Updates

- Mary Beth talked about how the Mayor's Budget meeting went well and there were only a few questions.
- Metro Council Hearing will be held May 21 at 4:15pm. All Commissioners are invited to attend.

4. Focus Group Updates

- Lakeithea and Mary Beth held 2 focus group sessions.
- Some of the big takeaways from the sessions:
 - People do understand and remember Nashville Community Education's mission.
 - People love our customer service along with the variety and cost of our classes.
 - We will be improving class descriptions and making levels clear
 - We need to contact MNPS regarding lighting outside the building at night and access to accessible entrances

Action Items:

1. FY19 Officer Nominations

- Motion to nominate Karla Coleman Garcia to be Commission Chair by Bernard Pickney and seconded by Laura Moore.
- Motion to nominate Jennifer Douglas to be Commission Co Chair by Ed Hantel and seconded by Bernard Pickney.
- Motion to nominate Bernard Pickney to be Commission Secretary by Maritza Gonzalez and seconded by Ed Hantel.

2. Executive Director Performance Review

- Mary Beth asked the Commission to add their 4th quarter evaluations of the Executive Director to the provided hand out.

Discussion Items:

1. FY18 Budget Updates

- Metro has asked that NCE limit spending through the end of the fiscal year – NCE will be limiting purchases to supplies for classes starting in June and instructor stipends, as well as some budgeted advertising and communications costs.

Vacation and Sick Accrual Update:

No announcements.

Motion to adjourn: Commissioner Laura Moore motion to adjourn. Seconded by Ed Hantel. The meeting was adjourned at 5:00pm.

**Next meeting - June 20th 2018
Cohn School
4:00pm**