



**Commission Meeting
August 15 2018; 4:00pm
Nashville Community Education
Main Office (Cohn School Room 123)**

In attendance:

Commissioners:

Commission Chair: Karla Coleman Garcia
Commissioner Secretary: Bernard Pickney
Commissioner: Ed Hantel
Commissioner: Maritza Gonzalez
Commissioner: Vanessa Lazon

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.**

Public Comments:

N/A

Un-Finished Business:

N/A

Announcements:

1. Mary Beth introduced Vanessa Lazón to the commission.
 - Vanessa joins the NCE Commission as the representative from the Mayor's Office.
 - Vanessa is the Director of the Mayor's Office of New Americans
2. Fall registration is open!
 - Registration for the Fall session is open with classes starting on Sept 4th and registration is ongoing through December.
 - The Fall catalog can be found online at nashville.gov/ce
 - Students can register at nashville.gov/ce , in person at 4805 Park Ave, or over the phone at 615-298-8050

- Scholarships are available! More info can be found in the Fall catalog and online at nashville.gov/ce
- The Fall session has over 140 classes at 6 locations: Cohn School, Nashville Farmers' Market, Wright Middle School, Inglewood Elementary, Smith Springs Community Center, The Southern Squeeze, and NECAT.
- Some of the new classes to highlight are:
 - NECAT TV Production & Pre Production
 - Smith Springs Classes: Entrepreneurship Basics & Body Positivity
 - Spanish for Law Enforcement
 - Students becoming teachers
 - Digital Storytelling with Sway, Office 365, & Crochet Basics
 - Thai Language & Culture
 - Low Impact Exercise
 - Making Comic & Zines
- We had a very successful Open House on August 4. Bernard Pickney suggested approaching Finance and ITS to implement a more secure payment system for credit card registrations. Mary Beth is contacting those offices to see what can happen next year

Action Items:

1. Proposed changes to By Laws

- An amendment to Section 6.08 of the NCE Commission By Laws was proposed:
 - Section 6.08 - Commission members must attend three of six meetings per fiscal year in order to remain active. Members who do not attend the required number of meetings may be asked by the Chairperson and Executive Director if they wish to continue to serve."

The By Laws require Commissioners to be notified in writing of all proposed amendments 30 days prior to a vote. The proposed amendment will be voted on at the next meeting, Oct. 17th.

The Commission is also required to review the By Laws on a yearly basis. All Commissioners will be reviewing the By Laws and voting to approve or disapprove no further changes.

Discussion Items:

1. FY18 Budget Update

- FY18 End of Year Totals
 - Expenses: \$467,908
 - Revenue: \$142,718
 - Reserve Fund Spent: \$11,064

Vacation and Sick Accrual Update:

No announcements.

**Motion to adjourn: Commissioner Karla Coleman Garcia motion to adjourn.
Seconded by Bernard Pickney. The meeting was adjourned at 5:05pm.**

**Next meeting - October 17th, 2018
Cohn School
4:00pm**