

**Aug 16th 2017
Commission Meeting
Nashville Community Education
Main Office (Cohn School)**

In attendance:

Commission Chair: Laura Moore
Commissioner: Jennifer Douglas (Conferenced in)
Commissioner: Karla Coleman Garcia
Commissioner: Allison D'aurora
Commissioner: Bernard Pickney

Staff:

Mary Beth Harding, Executive Director
Imelda Alamilla, Programs Coordinator
Joshua Hill, Administrative Services Officer

Call to order:

4:07 pm by Commission Karla Coleman Garcia. Seconded by Bernard Pickney.

Public Comments:

N/A

Un-Finished Business:

N/A

Announcements:

Fall Session:

- Registration is open!!
 - Registrations for the Fall 2017 session has begun. Students can register online, in-person, mail, or over the phone.
 - Scholarships are now available! Mary Beth asked the commission to spread word about this new opportunity. Information can be found in the Fall 2017 catalog.
 - The Fall 2017 session has over 130 classes at 4 locations around Nashville.
 - A few class highlights include Arabic 1&2, Iraqi/Kurdish Cooking, MA Revive Refresher Course, lots of music classes, and new technology classes.
 - The Fall 2017 catalog can be found online at nashville.gov/ce
 - Mary Beth reminded the commission to follow NCE on Facebook, Instagram, and Twitter and to share posts.

Summer 2017 enrollment:

- Enrollment for Summer 2016 was 704 and Summer 2017 was 933 with a total revenue total of \$81,108 in 2016 and \$118,554 in 2017
- The class cancellation rate for Summer 2016 was 14% and 17% for Summer 2017.

Open House:

- Mary Beth Harding talked about the Fall Open House.
 - Open House 2016: around 100 enrollments

- Open House 2017: around 200 enrollments

Community Engagement Coordinator Search:

The search of the new CEC positions is going great with over 150 applicants. Mary Beth and Imelda have narrowed the list to about 10 candidates. Mary Beth will start scheduling interviews shortly.

Action Items:

With increased popularity of the pottery class Mary Beth presented the commission with a proposal to use the reserve fund to purchase 1 potter's wheel for classroom use.

- This will be a one-time purchase that will cost \$1500

Motion to approve: Laura Moore

Approved unanimously

Discussion Items:

Budget Updates:

- FY17 Budget: \$30,000 under Expense Budget, \$50,000 over Revenue Budget
- All items were approved for the FY18 Budget: 4th F/T Position, \$30,000 increase for instructor pay, \$1,000 for scholarships, \$3,000 for supplies

Vacation and Sick Accrual Update:

No announcements.

Motion to adjourn: Commissioner Bernard Pickett motion to adjourn. Seconded by Laura Moore. The meeting was adjourned at 4:27pm.

Next Meeting – Wednesday, Oct 18th
Cohn School
4:00 pm