



**Nashville Community Education
Commission Meeting
December 11, 2019; 4:00pm
NCE Office, Room 123**

In attendance:

Commissioners:

Commission Chair Dr. Katherine Y Brown (via phone)
Commissioner Co Chair Jane-Coleman Cottone
Commissioner Karla Coleman Garcia
Commissioner Bernard Pickney
Commissioner Denise Pridemore

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 Commissioner Bernard Pickney.

Public Comments:

N/A

Un-Finished Business:

N/A

Announcements:

1. New Commissioners
 - Denise Pridemore introduced herself to the commission.
2. Fall 2019 Enrollment Updates
 - Mary Beth updated the commission on the status of the Fall 2019 enrollments.
 - As of November 30, 2019, Fall 2019 enrollment is at 1732 with revenue of \$69,079; compared to the same session in 2018, enrollment was at 1530 with end of December 2018 revenue at \$63,735.
 - Cancellation rate for Fall 2019 is 15%; compared to Fall 2018 rate of 13%.
 - Under 30% is considered successful by LERN standards.
3. Spring 2020 Registration
 - Spring 2020 registration has started!
 - Students can register online at www.nashville.gov/ce, in-person, or over the phone at (615) 298-8050
 - Scholarships are available! Mary Beth asked the commission to spread the word.
 - Spring 2020 will have over 190 classes at 7 locations. These include the Cohn School, Nashville Famers' Market, Wright Middle School, Inglewood Elementary, Antioch Middle School, Platetone Printmaking, and Middle TN Health Institute.

- Some class highlights include 9 classes at Antioch Middle, Arabic for Educators & Kurdish for Educators, music classes, a new cooking series: Table for Two, and new classes from our legal aid partners.
- Summer 2020 course proposals are due February 24!

Action Items:

1. Officer Vote

- Dr Katherine Y Brown nominated to be Commission Chair
- Jane-Coleman Cottone nominated to be Commission Co Chair
- Whitney Slovic nominated to be Commission Secretary

Motion to approve made by Bernard Pickney. Motion approved unanimously.

2. Metro Employee Discount Vote

- Mary Beth presented the commission with a proposed discount option for Metro Nashville employees.
- Metro Nashville Government employees would receive a 10% discount on classes.
 - The discount is nontransferable, and employees must pay for any supplies or materials fees at full cost.

Motion to approve made by Bernard Pickney; Seconded by Karla Coleman Garcia. Approved unanimously.

3. Executive Director Evaluations

- Mary Beth reminded the commission to fill out their evaluation forms that are provided in their binders.

Discussion Items:

1. Social Media & Marketing: Enrollment Comparisons

- Mary Beth and LaKeitha gave an overview of NCE's Social Media, Community Engagement & Program Growth report and encouraged the commissioners to review it.

2. FY20 Budget Update

- Current Expenses (excluding Salary & Fringes): \$89,351
- Total Budget: \$522,300
 - \$289,200 for Salary & Fringes
 - \$233,100 for all Other Expenses
 - Reserve Fund Spent: \$1046
 - Reserve Fund Budget: \$288,000

3. Grant Update

- Mary Beth updated the commission on the status of the executive grant donation. We are still waiting on Finance to create a fund so we can start expensing toward it.

Vacation and Sick Accrual Update:

No announcements.

Motion to adjourn made by Bernard Pickney; Seconded by Jane-Coleman Cottone. The meeting was adjourned at TIME.

**Next meeting - February 19, 2019
Strategic Planning Meeting
Cohn School; 4:00pm**