



**Commission Meeting  
December 12, 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: Vanessa Lazón  
Commissioner: Aaron McGee**

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 Commissioner: Aaron McGee
  - Mary Beth introduced Aaron McGee to the commission.
2. Fall Enrollment & Revenue
  - Enrollment for Fall 2018 was 1530 compared to Fall 2017 enrollment of 1250.
  - Revenue for Fall 2018 was \$63,735 compared to Fall 2017 revenue of \$48,000.
  - FY18 total revenue came to \$142,718
  - The cancelation rate for Fall 2018 was 13% compared to Fall 2017 rate of 22%.
3. Spring Registration Update

- Registration for Spring 2019 is open! Classes will start on January 22 with registration ongoing through May 2019.
- Students can register at [www.nashville.gov/CE](http://www.nashville.gov/CE), in-person at 4805 Park Ave or over the phone at (615) 298-8050
- Scholarships are available. More information can be found in the Spring 2019 catalog or online at [www.nashville.gov/CE](http://www.nashville.gov/CE)
  - Aaron McGee asked about the process for applying to scholarships. Mary Beth explained the scholarship application process and the flexibility NCE offers with required documentation.
- Spring 2019 will have over 165 classes at 8 locations
  - Cohn School, Nashville Farmers' Market, Wright Middle School, Inglewood Elementary, Smith Springs Community Center, Madison Community Center, Platetone Printmaking, The Southern Squeeze and NECAT.
- Some new class highlights include American Sign Language, Metro Business Assistance Partnership, Kurdish for Educators, Explore Public Art, Metro Health Infant Care, and Photography.
- Make sure to follow NCE on Facebook, Instagram, and Twitter.
- Summer 2019 Course Proposals are due **March 4!**

### **Action Items:**

#### 1. Vice Chair Nominations

- Karla Coleman proposed nominating Bernard Pickney to the Vice Chair position.

**Seconded by Commissioner Vanessa Lazon**

- Aaron McGee proposed nominating Vanessa Lazon to the Secretary position.

**Seconded by Commissioner Bernard Pickney**

**Voting will take place at the February Meeting**

#### 2. Exec Dir Quarterly Performance Evaluation

- Mary Beth reminded the commission to fill out the Executive Director Quarterly Performance Evaluation.

#### 3. Confirm Commission Contact Sheet

- Mary Beth asked the commissioners to confirm their contact information on the provided contact sheet.

### **Discussion Items:**

1. Presentation on demographic, partnerships and community involvement.

- Mary Beth Harding presented the annual report and an update on current demographics.
  - Imelda Alamilla talked about current partnerships and some instructor accomplishments.
  - LaKeitha Anderson detailed some of the social media and community engagement.
  - Mary Beth concluded by presenting some of the FY20 Goals for NCE. The department will seek 1 – 5% increases in currently underserved populations including people of color (specifically the Latinx/Hispanic community and Black/AA community) and those without college experience in both students and instructors.
2. FY19 Budget Update
- Mary Beth talked about some updates to the FY19 budget

**Vacation and Sick Accrual Update:**

No announcements.

- **Motion to adjourn: Commissioner Vanessa Lazon motion to adjourn. Seconded by Bernard Pickney. The meeting was adjourned at 5:40pm.**

**Next meeting – Strategic Planning, February 13, 2018  
Cohn School; 4:00pm**