

February 11th 2017
Commission Retreat (Planning Meeting)
Nashville Community Education
Main Office

In attendance:

Commission Chair: Edward Hantel
Commissioner: Karla Coleman Garcia
Commissioner: Laura Moore
Commissioner: Bernard Pickney

Staff:

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

Call to order:

9:30am by Commission Chair Ed Hantel

Public Comments:

N/A

Action Items:

N/A

Announcements:

N/A

Discussion Items:

- **ED reviewed the 2016/17 year**
 - Cohn School
 - Continues to be location of administrative office
 - Day and Evening Classes
 - Open 4 days a week (Monday-Thursday 10am-6pm)
 - Satellite locations:
 - Wright Middle School
 - Mondays and Tuesday Evenings
 - Martha O'Bryan Center
 - Mondays and Tuesday Evenings
 - Staff Resources
 - Executive Director
 - Program Coordinator
 - Administrative Officer
 - 2 Part-Time Site Coordinators
 - Contract Employees
 - Work locations at Wright Middle School and Cohn

- **Enrollment:**
 - 1282 enrollments for Spring. Up from last spring (758 in 2016)
 - 1485 New enroll for the year
 - 375 classes total FY17. 334 in FY16.
 - 83% class making FY17. Up from 78.2% last year FY16.

Demographic information:

- New registration system and surveys help to increase responses and level of available data.
 - Continuing to explore more ways to reach out to demographics with lower enrollment levels
 - Education level of students much higher than Davidson county census.
 - Median Income level is around the same, but ED did notice that there were several \$100,000+ students which was surprising
 - ED plans to look more closely at each location to see how data correlates (i.e. what does Martha O'Bryan look like compared to Wright?)
- Commission Chair Hantel proposed a discount for city council members to help bring attention to program.
 - Mary Beth will look into this and mentioned that a few council members have already taken a few classes.
- Commissioner Garcia mentioned reaching out to the Immigrant Refugee Fund and American Heart Association
 - Garcia will give contact info to Mary Beth
- Commissioner Moore had some contacts for possible new Commission Members.
 - ED took note and will reach out

Top Goals for FY18 – FY20:

Hire Community Engagement Coordinator:

- #1 priority for 2017
- Role to run all communications
- Community outreach.
 - Targeting more diverse communities.
 - Goal to move student base to better reflect demographics of Davidson census

Expand Locations:

- #2 priority
- Martha O'Bryan was added this year to some success but goal is still to reach all of Nashville
- Goal to add a third night at Wright Middle School to coincide with LEAF nights.

-NCE will be teaching a painting class in Spanish at one of the upcoming LEAF events.

-Participating in LEAF is a great way to advertise the program.

-Goal to add a North Nashville location and a more consistent location in East Nashville. Would like to have a satellite location in each quadrant of the city.

-With more satellite locations comes the need to hire more site coordinators. This will be added to the budget.

-One obstacle with new satellite locations is finding instructors willing to teach at new locations.

-Commissioner Garcia suggested reaching out the Hispanic Chamber of Commerce for possible new instructors.

-Imelda will look into this.

Scholarship Opportunities:

-Our goal still continues to be providing low cost classes but these still prevent some students of lower income from attending.

-Proposing a \$2500 (equals 50, \$50) scholarship fund

-Added to proposed budget

-Mary Beth asked the commission for ideas on how to raise the funds if not approved

-Add a line to the registration form to donate to the fund

-Basketball and Volleyball class funds to be used for the scholarship

-Proposed idea for students to apply for the scholarship would be to show some sort of income (taxes or proof of enrollment assistant program) and a 250 word essay

Expand Partnerships:

-Nashville Farmers Market

-Nashville Public Library

-Save a Life

-UT Extension

-Google Fiber Inclusion Fund

-Hoping to add:

-Conexion Americas

-More MNPS: Spanish for Educations and beyond

-The program has been a great success

-Working on fine tuning the class for next session

-Gathering data to see how to improve the class. Surveys will be sent out after the class and another later on in the year.

-Could lead into a larger program but that's more of a 5 year plan

-Commissioner Garcia suggested reaching out to students in the process of becoming teachers to teach classes or to be a teacher's assistant.

-Commissioner Moore suggested reaching out to Pathways to Education program

-ED will look into this

Proposed FY18 Budget:

- Moved into general fund has greatly helped with the upcoming budget
- If all continues as planned NCE should come in under budget

For FY18:

- Salary budget line increased for wages for proposed 4th person
- Added budget line for Scholarship fund
- Lowered printing budget and increased another fund
 - Add to Tech Revolving
- Having to No Low Cap fee creates savings of \$100,000
- Proposed increasing funds to instructor pay
 - Already hit 36,000
 - Asking for 61,000
 - This is also for Site Coordinator pay
- Increase in Supplies line: from \$2,000 to \$5,000
 - Increased number of students = more class supplies needed
- About \$6000 used from reserve fund
 - LERN conference
 - Fans
 - Upholstery Supplies
 - ED proposes using funds for new signage in FY18
- Proposed budget modifications will be around \$65, 500

Commission Comments:

- Commissioner Pickney commended ED on the time and effort assembling the budget this year.
- Commissioner Hantel commended ED on her leadership of the program and showing the commitment to the program.

Vacation and Sick Accrual:

No comments.

Motion to adjourn: Commissioner Edward Hantel motion to adjourn. Seconded by Karla Coleman Garcia. The meeting was adjourned at 12:05pm.

**Next Meeting – April 12
Cohn School
4:00 pm**