

January 29th

Commission Meeting

Nashville Community Education

Main Office

In attendance:

Commission Chair: Brian Gilson

Commissioner: Edward Hantel

Commissioner: Matia Powell

Commissioner: Bernard Pickney

Staff:

Mary Beth Harding, Executive Director

Philip Stoecklein, Programs Coordinator

Imelda Alamilla, Administrative Services Officer

Call to order:

4:08 pm by Commission Chair Brian Gilson

Public Comments:

N/A

Introductions of new Commissioners:

Matia Powell & Laura Moore

Since Matia is a new member, everyone introduced themselves and gave a short introduction.

Notes from Executive Director

Spring Enrollment

The Executive Director provided the number of students currently enrolled and current revenue for the department. It was compared to last year's numbers. NCE has surpassed last year's (years to day) enrollment and revenue.

Q: Why do you think there is an increase in the number of students?

A: Marketing and offering the right classes.

Emma newsletters are sent weekly and we are being active on social media.

Q: How do you know where people are hearing about us?

A: Sometimes we ask them when they come in the office or they mention where or how they heard about the program. We also ask students, "How did you hear about NCE?" on our demographics questionnaire.

Classes are offered Monday nights and Tuesday nights at Wright Middle. This is the first time Spanish I is at capacity at this location. We believe sending catalogs to the area code 37211 did have a positive impact.

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Q: How did you acquire addresses for the 37211 area?

A: We contacted the Election Commission and were given the names/addresses of voters from the most recent council/mayoral race in that district.

Q: Do you think you will do that again in the fall?

A: Yes, but the area we will focus on will be 37210.

Marketing Report

ED provided all marketing efforts for 2015/2016. Most of the marketing tools have made an impact, but other tools have made small to no impact to the program. Some of the marketing will be modified.

Update on registration system

The new registration system will be ready for the Fall 2016 Session.

Discussion Items:

Discuss Officer Nominations:

ED stated to the commission to start thinking about officer nominations. Those positions are Chair, Vice Chair, and Secretary. The nominations will take place in March, an election will take place in May and the officers will start in July for the new fiscal year.

Discuss February Retreat:

The retreat will be on February 13th, here at the Cohn School. An agenda will be sent out to all commissioners in the next couple of weeks. Some of the topics being covered in the retreat include budget for 2016/2017, growth plans, and updating the mission and vision statement for NCE.

Vacation and Sick Accrual:

No comments.

Motion to adjourn:

Commission Chair Brian Gilson motion to adjourn. The meeting was adjourned at 4.51pm.

Next Meeting - March 18th

Cohn School

4:00pm