



**Commission Meeting
June 19, 2019; 4:00pm
Nashville Community Education
NCE Office, Room 123**

In attendance:

Commissioners:

**Commission Chair: Karla Coleman Garcia
Commissioner Secretary: Vanessa Lazon
Commissioner: Dr. Katherine Brown
Commissioner: Jane-Coleman Cottone**

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 **Karla Coleman Garcia**. Seconded by **Dr. Katherine Brown**.

Public Comments:

N/A

Un-Finished Business:

N/A

Announcements:

1. New Commissioner: Dr Katherine Brown
 - Dr. Katherine Brown introduced herself to the commission.
2. Commission Changes and Officers
 - Karla Coleman Garcia nominated Vanessa Lazon for the position of Commission Chair.
 - Dr Katherine Brown volunteered to be considered for the Commission Co-Chair position.
 - Jane-Coleman Cottone volunteered to be considered for the Commission Secretary position.
 - The Commission will vote on officers at our next meeting, August 21
3. Summer Session Update

- Summer 2019 enrollment (as of 6/19/19) is currently at 1,126; compared to a Summer 2018 total enrollment of 1,024.
 - The cancellation rate for 2019 (as of 6/19/19) is at 11%; compared to the Summer 2018 total rate of 18%.
 - Total FY19 revenue (as of 5/30/2019) is \$150,673; compared to the FY18 total revenue of \$142,718.
4. Open House Information
- Mary Beth reminded the commissioners that the Fall 2019 Open House will be held on August 3rd at the Cohn School from 10am to 1pm. People that attend the Open House are able to take advantage of early enrollment for the Fall 2019 session.
 - Mary Beth also asked the commissioners, if available, to join the NCE team with setting up and help during the Open House.
 - Mary Beth explained that if the commissioners know or are affiliated with any outside organizations that they are welcome to reach out to her for more information about having a booth at the Open House.

Action Items:

1. ED Performance Evaluation Approval
 - Karla Coleman Garcia reviewed the ED Performance Evaluation with the commission.
 - NCE staff were not present.
2. Pay Plan Improvements Approval
 - The commission reviewed the FY20 payroll changes.
 - NCE staff were not present.

Motion to approve: Karla Coleman Garcia. Seconded by Jane-Coleman Cottone. Approved unanimously

Discussion Items:

1. FY20 Budget Update
 - Mary Beth explained some of the changes to the FY20 budget.
 - Metro will be taking \$30,000 out of our Reserve Fund to fund our budget improvements for FY20
 - Instructor pay was about \$30,000 over budget this year (FY19) and Mary Beth needed to move about \$17,000 from our Reserve Fund to cover that overage this fiscal year to remain under our expense budget.

Vacation and Sick Accrual Update:

No announcements.

**Motion to adjourn: Commissioner Dr. Katherine Brown motion to adjourn.
Seconded by Vanessa Lazon. The meeting was adjourned at 4:46pm.**

**Next meeting - Tentative, August 21, 4pm
Cohn School**