



**June 20th 2018**  
**Commission Meeting**  
**Nashville Community Education**  
**Main Office (Cohn School Room 123)**

**In attendance:**

Commissioners:

**Commissioner: Bernard Pickney**  
**Commissioner: Karla Coleman Garcia**  
**Commissioner: Ed Hantel**

**Virtual Attendance and voting: Commissioner Jennifer Douglas – 5pm**

Staff:

Mary Beth Harding, Executive Director  
Imelda Alamilla, Program Coordinator  
Lakeithea Anderson, Community Engagement Coordinator  
Joshua Hill, Administrative Services Officer

**Call to order:**

4:00pm by Karla Coleman Garcia.

**Public Comments:**

N/A

**Un-Finished Business:**

N/A

**Announcements:**

1. Laura Moore

- Mary Beth announced that Commission Chair Laura Moore has accepted a new job in Boston and will be leaving the Commission.
- A new commissioner, Vanessa Lazon of the Mayor's Office of New Americans, has been appointed and should be in attendance for the next Commission meeting.

2. Summer Enrollment - 1000!

- NCE will reach 1000 enrollments for the Summer 2018 session, with over \$136,000 in revenue! This is the first time NCE has ever reached 1000 enrollments for a Summer session.
- At present the class cancellation rate for Summer 2018 is at 15% which is down 2% from the Summer 2017 rate of 17%.

### 3. Open House Save the Date

- Save the date! The Annual Open House will be on August 4th from 10:00am - 1:00 pm.
- A number of NCE instructors will be in attendance along with some local Nashville businesses.
- The Open House will also be a special early enrollment opportunity for the upcoming Fall Session.
- Mary Beth invited the commissioners to attend and/or volunteer.

#### **Action Items:**

##### 1. FY19 Officer Vote

- Nominated to be Commission Chair - Karla Coleman Garcia
- Nominated to be Commission Co Chair - Jennifer Douglas
- Nominated to be Commission Secretary - Bernard Pickney

**Motion by Acclamation: Bernard Pickney**

**Motion to approve: Karla Coleman Garcia**

**Approved unanimously**

#### **Closed HR Session:**

##### 1. Executive Director Performance & Improvement

- In a closed session the Commission discussed Executive Director Mary Beth Harding's performance for FY18 and improvements for FY19.
- NCE staff members were not in attendance for the discussion period.

##### 2. Employee Open Range

- In a closed session the Commission reviewed and discussed the Open Range distributions to the NCE staff that was presented by Mary Beth.
- NCE staff members were not in attendance for the discussion period.

**3. The Commission voted unanimously to approve the suggested Open Range Pay Plan for FY2019**

#### **Discussion Items:**

##### 1. FY18 Budget Update

- NCE is slightly under expense budget and exceeding our revenue budget for FY18.

#### **Vacation and Sick Accrual Update:**

No announcements.

**Motion to adjourn: Commissioner Bernard Pickney motion to adjourn. Seconded by Ed Hantel. The meeting was adjourned at 5:15pm.**

**Next meeting - August 2018  
Cohn School Room 123  
4:00pm**