



Commission Meeting
October 17 2018; 4:10pm
Nashville Community Education
Main Office (Cohn School Room 123)

In attendance:

Commissioners:

- Commission Chair: Karla Coleman Garcia
- Commission Secretary: Bernard Pickney
- Commissioner: Ed Hantel
- Commissioner: Maritza Gonzalez
- Commissioner: Vanessa Lazon

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

Public Comments:

N/A

Un-Finished Business:

N/A

Announcements:

1. Fall Registration Update
 - The Fall 2018 Midterm Catalog was mailed out and should have already hit mailboxes.
 - Fall 2018 enrollment as of 10/16/18 is at 1484 with revenue of \$48,574. Compared to the Fall 2017 total enrollment of 1250.
 - The Fall 2018 cancelation rate as of 10/16/18 is at 11% with 40 classes left to start after 10/22/18
 - Jennifer Douglas' term expired on October 6, 2018.
 - Aaron McGee will be appointed by the Mayor on November 6 and will be at the December meeting.
2. Spring Course Proposals

- Proposals were due on Monday October 15th and Imelda received over 150 class proposals (new and returning classes).
- Imelda talked about some of the new classes that will be offered in the Spring Session: American Sign Language, Cookie Decorating, Photography, German, and a LinkedIn class plus many more!
- Some of the new partnerships for the Spring session include: Bridges, Metro Business Office, New Beginnings, Nashville Public Library (new options), Metro Health Department, and more!

Action Items:

1. Commission Attendance Policy

Motion to open & discuss: Bernard Pickney

Seconded: Karla Coleman Garcia

- Mary Beth presented the proposed changes to the Commission By Laws Article VI. Meetings - Section 6.08 to read as follows:
- “Article VI. Meetings - Section 6.08: Commission members must attend three of six meetings per fiscal year in order to remain active. Members who do not attend the required number of meetings may be asked by the Chairperson and Executive Director if they wish to continue to serve.”

Approved unanimously

2. Review of the By Laws

- Review ended with no changes.

3. Executive Director Quarterly Performance Evaluation

- Mary Beth reminded the commission that they need fill out the provided quarterly evaluation form.

Discussion Items:

1. FY18 Budget Update

- Mary Beth talked about the budget and explained the high YTD Current Month expense line. This number is high because of the Open House, start of classes, and new fiscal year purchases. The following month should have lower expenses.

Vacation and Sick Accrual Update:

No announcements.

Motion to adjourn: Commissioner Ed Hantel motion to adjourn. Seconded by Bernard Pickney. The meeting was adjourned at 4:37pm.

Next meeting - December 12, 2018

Cohn School

4:00pm