



**Nashville Community Education
Commission Meeting
October 23, 2019; 4:00pm
NCE Office, Room 123**

In attendance:

Commissioners:

Commissioner Co Chair Dr. Katherine Y Brown
Commissioner Secretary Jane-Coleman Cottone
Commissioner Bernard Pickney
Commissioner Karla Coleman Garcia
Commissioner Whitney Slovick

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 Commissioner.

Public Comments:

N/A

Un-Finished Business:

N/A

Announcements:

1. Flora Family Foundation Grant
 - The Flora Family Foundation has awarded NCE with a \$10,000 Executive Grant which can be used to fund any type of programming or materials needs.
 - NCE plans to use the funds to update some equipment and classroom materials including chairs and tables, as well as purchase new equipment to build an online course option.
 - Cameras, tripods, speakers, etc... would be purchased so we could film a small number of classes and make videos available via Zoom
 - Students would pay a reduced fee to be sent the links to those videos so that they could take class anywhere, anytime, but knowing that they would not have the same benefits of getting in-person contact with a teacher.

2. Fall Enrollment Updates
 - Mary Beth updated the commission on the status of Fall 2019 enrollments.
 - As of October 7, 2019, Fall 2019 enrollment is at 1,675 with revenue of \$58,284; compared to the same time in 2018, enrollment was at 1,447 with end of October revenue at \$48,574.
 - Cancellation rate for Fall 2019 is 10%; compared to Fall 2018 rate of 13%.
 - i. Under 30% is considered successful by LERN standards.

3. Spring 2020 Updates
 - Imelda Alamilla talked about some of the fun and exciting class come in Spring 2020.
 - Registration for Spring 2020 will start on December 2, 2019, with classes starting on January 21, 2020.

Action Items:

1. Commission and Officer Changes
 - Mary Beth updated the commission on some of the changes to the current composition of the commission, and the open officer positions.
2. Dr. Katherine Y Brown volunteered for the position of Commission Chair and Jane-Coleman Cottone volunteered for the Co Chair position – both had already been elected as Co-Chair and Secretary.
 - **Motion to approve: Whitney Slovick; Seconded: Bernard Pickney; Approved unanimously**
3. Whitney Slovick volunteered for the position of Commission Secretary
 - **Motion to nominate: Jane-Coleman Cottone; Seconded: Bernard Pickney; Approved unanimously**
 - **A final vote will take place at the December 11 meeting**

Discussion Items:

1. FY20 Budget Updates
 - Due to Metro's change to the R12 system Mary Beth does not currently have access to the same type of budget reports she normally has, but does keep an internal budget tally.
 - NCE is currently under budget in all expense categories and on track to meet revenue for FY2020.

Vacation and Sick Accrual Update:

No announcements.

Motion to adjourn: Commissioner Bernard Pickney motion to adjourn. Seconded by Dr. Katherine Y Brown. The meeting was adjourned at 4:45pm.

**Next meeting – December 11, 2019
Cohn School; 4:00pm**