

April 12th 2017  
Commission Meeting  
Nashville Community Education  
Main Office

In attendance:

Commission Chair: Edward Hantel  
Commissioner: Jennifer Douglas  
Commissioner: Laura Moore  
Commissioner: Karla Coleman Garcia

Staff:

Mary Beth Harding, Executive Director  
Imelda Alamilla, Programs Coordinator  
Joshua Hill, Administrative Services Officer

Call to order:

4:30 pm by Commission Laura Moore. Seconded by Karla Coleman Garcia.

Public Comments:

N/A

Announcements:

New Commissioner:

- Jennifer Douglas introduced herself to the commission.
- ED Harding introduced new commissioner Molly Sehring who is the Director of Family and Community Partnerships for MNPS and CEC's new MNPS representative

Summer Session:

ED Harding talked about the new Summer Catalog.

- Gift Certificates will be available this session and make great Mothers' Day gifts
- Registration will open on **April 24<sup>th</sup>, 2017**
- There will be over 100 classes
- NCE expanded the partnership with the Nashville Public Library. Technology classes will be offered at the newly renovated Watkins Park Library and Richland Park Library.
- Mary Beth also highlighted some of the more notable upcoming classes.
  - From Seed to Table Gardening – with UT/TSU Extension and NPL
  - Intro to Plumbing Trade Careers - opportunity for local unions to attract apprentices
  - Creative reuse classes: Recycled Jewelry, T-Shirt Jewelry and Quilting, Up-cycled Greeting Cards
- The catalog can be found online at [nashville.gov/ce](http://nashville.gov/ce) and will be hitting mailboxes the last week in April.

Action Items:

Updating the By-Laws:

- ED talked about the 2013 updates to the by-laws that were never properly updated in the official by-laws.
- Correct information on Membership was added to Article 3 of the by-laws
- ED will update the section referencing meeting dates and times to make it more open.
- ED will develop new language for meeting section and email it to the commissioners for review and approval.

*Motion to approve: Karla Coleman*

*Seconded: Jennifer Douglas*

Approval of Community Engagement Coordinator job description:

- ED presented the job description of the proposed Community Engagement Coordinator to the commission for their review.
- Community Engagement Coordinator's main responsibility will be to connect with communities we are underserving (people of color, the Hispanic community, those with no college degrees, and low-income citizens) as well as audiences we are serving when needed.

*Motion to approve the job description and to be posted as is: Edward Hantel*

*Seconded: Laura Moore*

FY18 Officer Nominations:

The following nominations were made:

- Chair Nomination: Laura Moore
- Co-Chair Nomination: Karla Coleman
- Secretary Nomination: Edward Hantel

Votes will be cast at the June 2017 meeting.

Discussion Items:

Spring Enrollment and Revenue:

- Enrollment for the spring session was 1,426. The most enrollments in one session in over 20 years!
- Revenue is up to \$88,306 as of March 31 – ED estimates we will be well over \$90,000 by June
- Cancellation rate has dropped to only 10% from 24% - we only canceled 15 classes this Spring (out of 145!)

Mayor's Budget Updates:

- Current FY17 Budget: \$443,300
- FTEs: 3.49
- FY18 Requested items
  - Community Engagement Coordinator – all costs covered by reallocating current budget
  - Increase instructor pay budget line by \$30,000.

- Scholarship Fund-Pilot Program: \$1000 (we match \$1000 from the Reserve Fund)
- No Capital requests.

#### Council Hearing

- The city council budget hearing will be on May 22nd, 4:15pm
- ED asked for a Commissioner to attend the hearing.
  - Laura Moore offered to attend.

#### Executive Director Performance Review:

- ED talked about the upcoming changes to employee performance review process.
- Mary Beth notified the commission that performance review sheets will be added to their commission binders. These can be used to leave comments on the ED's performance and they will be collected by the Commission Chair prior to end-of-year review.
- The Commission Chair will create the official performance review for the Program Director.

#### Vacation and Sick Accrual Update:

No announcements.

Motion to adjourn: Commissioner Edward Hantel motion to adjourn. Seconded by Jennifer Douglas. The meeting was adjourned at 5:20pm.

Next Meeting – Wednesday, June 14  
Cohn School  
4:00 pm