

# LAKE TAHOE ADULT EDUCATION CONSORTIUM

06/01/2016

12:30pm – 1:45pm

Assessment & Transition Working Group (A&T)

LTCC Aspen Room  
and Conference Call:  
888-450-4821  
Passcode: 579125

**Co-Chairs:** Jeremy Brown, Director of Institutional Effectiveness  
Bob Grant, LTUSD

**Facilitator:** Michael Ward, HighBar Global

**Recorder:** Nicole Paulley-Davenport, Program Assistant, Adult Education

**Partners:** Bob Albrecht, Maxine Alper, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Virginia Berry, Kristin Brinks, Jeremy Brown, Denise Castle, Angelo Clelan, Christopher Croft, Lt. Eslick, Alexis Foley, Lisa Foley, Laura Fruitman, Frank Gerdeman, Sue Gochis, Bob Grant, Holly Greenough, Pat Harnett, Kathy Haven, Chad Houck, April Kerwin, Ivone Larson, Bill Martinez, Cindy Martinez, Wendi McCray, Barbara Mick, Katharine Miller, Sabrina Owen, Randy Peshon, John Pillsbury, David Publicover, Shane Reynolds, Brian Richart, Michelle Risdon, Kim Stephenson, Eric Sturgess, Gary Sutherland, Josh Sweigert, Amber Tanaka, Tessa Thomas, Tere Tibbetts, Patrick Traynor, Pete Van Arnum, Michael Ward, Cheri Warrell, Brian Williams, Jenny Wilson, Jude Wood  
Present

## AGENDA ITEMS

| Topic                     | Timing | Approach or Action Needed                         | Agreements/ Notes   |
|---------------------------|--------|---|---|
| 1. Welcome, Introductions | 15 min | Preview Agenda, Brief Updates from Partners       | Frank welcomed the group and introductions were made.   |
| 2. Director's Report      | 15 min | Information Updates and Introduction of New Staff | Frank announced that all three program staff have officially started and they each introduced themselves:<br><br>Alexis Foley,<br>Transition Coordinator,<br><a href="mailto:adfoley@ltcc.edu">adfoley@ltcc.edu</a><br><br>Josh Sweigert,<br>HTRR Coordinator,<br><a href="mailto:sweigert@ltcc.edu">sweigert@ltcc.edu</a><br><br>Nicole Paulley-Davenport,<br>Program Assistant,<br><a href="mailto:ndavenport@ltcc.edu">ndavenport@ltcc.edu</a><br><br>Wednesday, June 29 <sup>th</sup> is the tentative start date scheduled to administer the first high school |

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|   |               |   | <p>equivalency test at LTCC.</p> <p>Denise stated that JOIN may be able to provide financial assistance if the test taker's next step is vocational/career training.</p> <p>Michael suggested looking at integrating GFSF advising around the time of test registration/completion.</p>  |
| <p>3. Services and Access Mapping</p>               | <p>20 min</p> | <p>Update look at Advance Service menu document. Discussion of process/access/use</p>     | <p>Frank reviewed the Advance Service Menu Google document and asked members to work on completing their portions. Denise clarified that this is a tool to educate the group/program staff on available services and not the general public at this time. Michael suggested that the group review the list and determine high touch points for advising (i.e. easy access, quick options to get students moving from one service to the next) that can be discussed at a future meeting.</p> <p>Feel free to email or call Frank if needing assistance with the google document:<br/> <a href="#">Advance Service Menu</a></p> |
| <p>4. Data, Accountability and Interoperability</p> | <p>20 min</p> | <p>Presentation on possible "community" data integration system, Community Pro Suite.</p> | <p>Frank presented Community Pro Suite to the group. The database follows the WIOA and AEBG requirements and is fully HIPAA and FERPA compliant. This program would not replace</p>  |

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|  |              |   | <p>existing systems and allows for collaboration at levels needed across agencies (i.e. common intakes/releases in system, data matching). The group was positive about moving forward with this system.</p> <p>Frank will request a demo account. Link to PowerPoint: <a href="#">Community Pro Suite</a></p>   |
| <p>5. Next Steps<br/>A&amp;T Meetings –<br/>1<sup>st</sup> Wednesday</p> | <p>5 min</p> | <p>Action Items Review<br/>Meeting schedule for summer</p> <p>July 6, 12:30am-1:45pm</p> <p>Year 2 Planning Session<br/>July 14</p> | <p>Frank will request a Community Pro Suite demo account for the group.</p> <p>All:</p> <ul style="list-style-type: none"> <li>Continue to update Advance Service Menu.</li> </ul> <p>Think about—</p> <ul style="list-style-type: none"> <li>What kinds of outcomes/incremental milestones you want to see for 2016/2017.</li> <li>What tasks to send to the Marketing/Outreach group and how to best communicate A/T intentions.</li> <li>Brainstorm professional development options and how to expand scope of the staff and group.</li> </ul> |