



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Indian River State College

May 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Indian River State College
Pathways to Career Opportunities Grant (PCOG)
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) office plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the Pathways to Career Opportunities Grant Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200, the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as objectives that can be used when agencies are monitored or reviewed. You can find the guide on the Division's website at <http://fldoe.org/academics/career-adult-edu/compliance>. The QAC office may apply any specific monitoring strategy to any federal or state-funded provider at any time. Some circumstances may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

IV. PROVIDER SELECTION

The Indian River State College (IRSC) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Dr. Timothy Moore, President, on November 15, 2023. The designated representatives for the agency was Dr. Prashanth Pilly.

The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

V. Indian River State College

Finance

The provider was awarded the following grant(s) for fiscal years 2019-2020, 2020-2021 and 2021-2022:

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	562-90310-0D001	\$ 61,340.00	\$.00
Pathways to Career Opportunities	562-90310-0D002	\$ 61,629.00	\$.00
Pathways to Career Opportunities	562-90310-0D003	\$ 96,000.00	\$.01

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	562-90310-1D303	\$ 407,852.73	\$.00

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	562-90310-2D401	\$ 431,716.00	\$ 1,059.28

Additional information about the provider may be found at the following web address:

<https://irsc.edu/>

VI. MONITORING ACTIVITIES

The monitoring activities include pre- and post-review planning, an entrance and exit conference, records review and interviews with administrators, if necessary.

Onsite Visits

Although the monitoring review was virtual, an inventory review was done in conjunction with another onsite monitoring review the QAC team was conducting in the geographical area:

- Indian River State College (Main Campus) (Photographic Evidence)
- Indiantown High School
- Indian River State College (Pruitt Campus)

Entrance and Exit Conferences

An introductory telephone meeting with Dr. Pilly took place on January 10, 2024. An exit telephone meeting took place on May 30, 2024 to inform him of the final standing of the monitoring review.

Name	Title	Entrance Conference	Exit Conference
Prashanth Pilly	Associate Vice Provost Academic Affairs, IRSC	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

Indian River State College (IRSC) is a recognized leader in higher education. IRSC is accredited by the Southern Association of Colleges and Schools, Commission on Colleges, which is a statement of the institution's continuing commitment to integrity and its capacity to provide effective programs and services based on agreed-upon accreditation standards. Since 1960, IRSC has been committed to advancing the educational, career training, workforce and economic development of its surrounding area by serving as the premier resource for training and education. Since 2015, IRSC has been an active member of the Registered Apprenticeship College Consortium (RACC). In partnership with the Treasure Coast Builders Association, IRSC offers contextual training to students working in residential construction in Martin and St. Lucie counties. The students combine classroom learning with job preparation, ultimately building facilities for the Boys and Girls Club, park structures for the Exchange Club CASTLE, houses for Habitat for Humanity and restoring buildings for the Salvation Army. Some of IRSC's most in-demand apprenticeship programs include Air Conditioning Refrigeration, Heating, Electrical, Plumbing, Pharmacy Technician, Surgical Technology and Culinary.

VII. OBSERVATION

A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.

- IRSC has a 30-year history of offering career-training programs that include apprenticeships and on-the job training. IRSC's service district includes more than 669,417 south Florida residents. As a leader in education and innovation, IRSC transforms lives by offering high quality, affordable and accessible education to the residents of Indian River, Martin, Okeechobee and St. Lucie counties through traditional and online delivery. In addition to the Main Campus located in Ft. Pierce, IRSC has branch campuses located in the cities of Port St. Lucie, Vero Beach, Stuart and Okeechobee. IRSC, in partnership with Florida Trade and Florida Advanced Technological Education Center and the National Science Foundation Advanced Technological Education Center, helped to create a standardized state articulation agreement.

B. **DATA AND ASSESSMENT** refers to all the data and assessment system components, including test administration, test security, data collection, entry, reporting and procedures. The use of data in program decision-making is also explored and commented.

- The Division's Office of Research and Evaluation requested that the monitoring staff confirm IRSC's PCOG enrollment numbers submitted to the state via the Florida College System state reporting system. Enrollment data was requested for the following registered occupations:
 - Cook
 - Electrician
 - Mechanical Drafters
 - Mechatronics Technician
 - Medical Assistant
 - Pharmacy Technician
 - Surgical Technologist
 - Welding Fabricator
- The college failed to accurately report student enrollment data. (Finding 1)

C. **CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.

- No curriculum and instruction were observed during the monitoring review.

D. **TECHNOLOGY AND EQUIPMENT** refer to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.

- All inventory criteria set forth by federal, state and local guidelines are included within their fixed asset system.

E. **EQUAL ACCESS** refers to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.

- IRSC included the necessary policies required by the General Education Provisions Act and other federal laws which ensure equal access and participation in programs regardless of sex, race, national origin, color, disability or age.

F. **RECORDS REVIEW** refers to reviewing the records and documents supporting compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Documents reviewed were:

- College policies and procedures for finance and procurement
- College policies and procedures for property management
- Inventory records
- Procurement records
- Standards of Apprenticeship manual
- Employee/employer Apprenticeship contract
- Instructional and on the job training manual

G. **FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management and allowable costs.

- Workday® is used as the college's enterprise resource planning and financial management system. It is also used to house contractual bids and track payments for vendors.
- The college's finance department ensures the efficient management of PCOG grant funds. The following components of their financial policies and procedures manual were reviewed:
 - Budget Implementation
 - Cash Management
 - Methods of accounting
 - Fiscal internal controls
 - Records and reporting
 - Inventory management
 - Procurement
 - Conflict of interests
 - Temporary duty assignment (travel) – IRSC uses state-approved guidelines for travel-related expenditures such as mileage rates, per diem and food allowances.

- The district does use purchasing cards specifically for grant funds.
- IRSC provided additional fiscal records such as time and effort reports, procurement records and travel records. All documents were in accordance with applicable local, state and federal law.
- Monitoring staff conducted a budget analysis of IRSC’s Department grants.

H. COLLABORATION refers to the collaborative agreements, partnerships or memoranda of understanding that are in place to benefit an agency's programs and students.

- IRSC has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students. The list of partners includes but are not limited to the following:
 - CareerSource Research Coast
 - Cleveland Clinic
 - Treasure Coast Community Health, Inc.
 - 5th Street Pharmacy

VIII. RESULTS

Finding Number	1
Area	Student Data Reporting
Finding Summary	Student Data was only reported to the state through required quarterly grant reports.
Finding Detail	During the monitoring review, it was discovered that the program activity for Surgical Technology, including OJT hours, RTI hours and any completions were not reported to the state via the Florida College System state reporting system using the apprenticeship program number. Instead, data were only reported using the relevant career certificate program number.
Citation	Florida Statutes 1011.80
Recommended/Antipated Corrective Action	The Director of Research and Evaluation, Dr. Brittany C. Ross, will implement and monitor the CAP.
Anticipated completion date:	The corrective action plan will be complete when the provider demonstrates a full understanding and compliance with state reporting requirements.
Name and Title responsible for CAP	Prashanth Pilly, Associate Vice Provost, IRSC
Plan Accepted by:	
Status of Action Plan	Open

IX. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for their review. The Division monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The final report will also be posted on the Department's website, at:

<http://fldoe.org/academics/career-adult-edu/compliance>

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required.

On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the Indian River State College VDMR. A special thanks is offered to Dr. Prashanth Pilly for his participation and leadership during this process.



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