FLORIDA DEPARTMENT OF EDUCATION

CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review
for
Pathways to Career Opportunities Grant

College of Central Florida

March 2024

Final Report

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**College of Central Florida
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 on a regular basis.

II.   AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the PCOG 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 College of Central Florida (CCF) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Dr. James Henningsen, President, on November 15, 2023. The designated representative for the agency was Mr. Robert Wolf, Dean of Business, Technology and Career and Technical Education.

The Division's representative conducting the VDMR was Program Specialist, Michael Swift of the QAC.

V.   COLLEGE OF CENTRAL FLORIDA

PCOG ENROLLMENT: Zero (0) enrollees

The provider was awarded the following grant(s) for the fiscal year (FY) 2019-20:

Finance
FY 2019-20

Grants	Grant Number	Grant Amount	Unexpended
Pathways to Career Opportunities	422-90310-0D001	$ 80,000*	$ 40,000

* On February 16, 2021, the DCAE Bureau Chief informed the Department Office of Grants Management that the project would be terminated. CCF was entitled to $40,000 for previously completed deliverables and forfeited the remaining balance.

Additional information about the provider may be found at the following web address:
https://www.cf.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 site visits are only conducted for the purpose of equipment inventory, a formal entrance and exit conference took place because the QAC monitoring team was onsite for a federal grant monitoring review.

Entrance and Exit Conferences
The entrance conference for CCF was conducted on March 19, 2024. The exit conference was conducted on March 20, 2024. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Robert Wolf	Dean of Business, Technology and Career and Technical Education, CCF	X	X
Diana Worthman	Specialist, Perkins Grant, CCF	X	X
Bonnie Hays	Manager, Work Readiness, CCF	X	X
Leah Gamble	Manager, Instructional Service, CCF	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

In 2019, CCF applied for and received $80,000.00 for the creation of an Apprenticeship program. In December of 2019, CCF's PCOG grant application was approved by the Division and the Office of

Apprenticeship. CCF sought to establish a partnership with Hotel Development Group (HDG) to start a Hospitality Equine Management Apprenticeship program. CCF would serve as the program sponsor, and HDG would provide on-the-job training (OJT) for the apprentices. CCF hired a consultant to identify employer needs and learning objectives, while simultaneously working to develop curriculum for the program.

Between January 2020 and June 2020 CCF and HDG were on their way to establishing program and employer needs, while continuously working toward the development of program curriculum. In June of 2020 an amendment was submitted to the Division's PCOG office to purchase equipment for the program's development. The amendment was approved, but over the course of the next few months program development stalled and no equipment was purchased. In 2020, with the COVID-19 pandemic, along with other unforeseen difficulties, it was determined that the creation of the program would no longer move forward. Up to that point CCF had already received $40,000 from the Division to apply toward consulting services previously conducted. In February of 2021, CCF was notified by the Division and the PCOG office that their award would be terminated and the remaining $40,000 of their award would be forfeited.

VII.   OBSERVATION

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

- N/A – There was no program officially set up, therefore, no administrative insight was observed.

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 on.

- N/A – No student data was reported due to the program being canceled.

C.   **CURRICULUM AND INSTRUCTION** refers to elements contributing 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.

- No equipment was purchased during the term of the project award.
- CCF does have policies and procedures on property management, equipment safety/storage and inventory disposal.
- CCF utilizes transfer of property forms that track the movement of equipment if it is moved from its initial location. This ensures that the College is always aware of the exact location of a piece of equipment.
- The Property and Plant Accountant is ultimately responsible for college property and inventory management.
- Capitalized equipment is inventoried at least annually, and all inventoried property must match the records maintained in Jenzabar®, the college's property management system. Any missing or misplaced items must be reported immediately. Police reports are created if an

item is not recovered, and misplaced items are reconciled within Jenzabar to represent its true location(s).

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

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

F.   <u>**RECORDS REVIEW**</u> 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.

Records reviewed included:
- College policies and procedures for finance and procurement
- College policies and procedures for property management
- Notification to discontinue the program.
- Termination of Project notification from DCAE

G.   <u>**FINANCIAL**</u> 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.

- CCF's Fiscal Policy Manual ensures the efficient management of grant funds. The following procedural manuals were reviewed:
  - Procurement thresholds
  - Methods of procurement
  - Contract management
  - Cash management
  - Budgeting
  - Travel
- CCF worked with the PCOG program manager to ensure all expenditures were allowable by law and able to be funded with state grant dollars. Purchases are only initiated once approval is received from the Division.
- Once a purchase has been authorized, the procurement method is determined based on the price of the item(s).

H.   <u>**COLLABORATION**</u> refers to the collaborative agreements, partnerships or memoranda of understanding (MOU) that are in place to benefit an agency's programs and students.

- CCF intended to enter a formal MOU with Hotel Development Group to create a Hospitality Equine Management Apprenticeship program, but the partnership was never initiated.
- Marion County Public Schools was initially set to be a partner, as well.
- CCF also worked with CareerSource Citrus Levy Marion in an attempt to start the program.

VIII.   RESULTS

The College of Central Florida was not found to be out of compliance.

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, which you can find 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 College of Central Florida VDMR. A special thanks is offered to Dr. Robert Wolf for his participation and leadership during this process.

Please address inquiries regarding this report to:

Kara Kearce
Director of Quality Assurance and Compliance
Kara.Kearce@fldoe.org
850-245-9033

Florida Department of Education
Division of Career, Technical and Adult Education
325 West Gaines Street · Room 722A
Tallahassee, FL 32399