



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Tallahassee Community College

September, 2023 – March, 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Tallahassee Community 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 Pathway to Opportunities Grant Request for Proposal and the Uniform Grant Guidance (UGG), also referred to as 2 Code of Federal Regulations (CFR) 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 Tallahassee Community College (TCC) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to, Dr. James Murdaugh, President, on September 11, 2023. The designated representative for the agency was Ms. Jessica Griffin.

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

V. Tallahassee Community College

Finance

The provider was awarded a PCOG grant for fiscal years 2019-2020, 2020-21 and 2021-22:

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	372-90310-0D002	\$ 118,913.00	\$ 27,492.42

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	372-90310-1D301	\$ 114,386.00	\$ 1,905.90

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	372-90310-2D401	\$ 169,901.00	\$ 31,042.65

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

<https://tcc.fl.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

The monitoring team visited the following sites as part of the Inventory Verification:

- TCC Main Campus
- Gadsden Re-entry
- Jefferson Correctional Institution

Entrance and Exit Conferences

The entrance conference for TCC was conducted on September 27, 2023. The exit conference was conducted on October 24, 2023. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Jessica Griffin	Director, Continuing Workforce Education, TCC	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

VII. OBSERVATION

- A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.
- TCC's grants are managed by experienced administrators. Program Deans, Coordinators, Directors and local advisory boards are all consulted during the grant development process. The college provost has final approval of all grant applications prior to submission to the Department.
- 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.
- No student data was reported to the state. See Finding 1.
- C. **CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.
- No curriculum and instruction was 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.
 - TCC has policies and procedures on property management, equipment safety/storage, inventory reconciliation and inventory disposal.
 - TCC has dedicated personnel responsible for managing property and inventory. The essential job functions of the Director of Purchasing and Auxiliary Services include but are not limited to:
 - Oversees the College's procurement card program.
 - Ensures an annual physical inventory of College assets is conducted and surplus property is handled effectively and efficiently.
 - Serves as lead for Workday Procurement updates and provides user training.A job description was provided as part of the monitoring process.
 - As part of the VDMR, the QAC team conducted inventory searches at three campuses. All items were found in their appropriate locations, and available for student access and use.
- E. **EQUAL ACCESS** refer to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.
- TCC 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 are:

- College policies and procedures for finance and procurement
- College policies and procedures for property management
- Inventory records
- Procurement records
- Standards of Apprenticeship manual
- Notification to discontinue the program
- Employee/employer Apprenticeship contract
- Instructional and on the job training (OJT) 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 TCC's enterprise resource planning and financial management system. It allows grant managers and program directors access to real time financial reports for their particular grants.
- TCC's Policy Manual ensures the efficient management of grant funds. The following procedural manuals were reviewed:
 - Procurement thresholds
 - Methods of procurement
 - Contract management
 - Cash management
- Monitoring staff conducted a grant budget analysis (GBA) of TCC's Department PCOG grants. See Finding 2.

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

- TCC has a formal MOU with The Florida Department of Corrections.

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, 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.
Citation	Florida Statutes 1011.80
Recommended/Antipated Corrective Action	The Director of Research and Evaluation, Brittany Ross, will implement and monitor the CAP.
Anticipated completion date:	TCC attended mandatory training on PCOG apprenticeship data reporting to the state on 4/2/2024
Name and Title responsible for CAP	Jessica Griffin, Director Continuing Workforce Education, TCC
Plan Accepted by:	Brittany Ross
Status of Action Plan	Complete 4/2/2024

Finding Number	2
Area	Finance
Finding Summary	A GBA was conducted for TCC for all PCOG grants from 2019-2022. Approved program was never registered.
Finding Detail	<ul style="list-style-type: none"> • FY 2021-22 Project 372-90310-2D401, amendment 2, Object code 655/700 , was purchased prior to approval of amendment. • FY 2022-23, TCC received funds to start a new pre-apprenticeship for CNC Tool Programmers/Machinist. After review, it was discovered this program was never registered. The funds were used for an apprenticeship program without approval.
Citation	Violation of the Project Application and Amendment Procedures for Federal and State Programs (Green Book), Section B "Project Amendments.
Recommended/Antipated Corrective Action	TCC accepted the GBA finding and has paid the full amount of 7,683.99 to the Department. TCC has accepted the expenditure of funds on unapproved programs finding and has paid the full amount of 7,674.32 to the Department.
Anticipated completion date:	3/12/2024

Name and Title responsible for CAP	Jessica Griffin, Director Continuing Worforce Education, TCC
Plan Accepted by:	Chuck Davis
Status of Action Plan	Complete

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 Department 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.

The monitoring team would like to extend their appreciation to all participants in the Tallahassee Community College monitoring review on behalf of the Department. A special thanks is offered to Ms. Jessica Griffin for her participation and leadership during this process.



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