FLORIDA DEPARTMENT OF EDUCATION

CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review
for
Pathways to Career Opportunities Grant

South Florida State College

April - May 2024

Final Report

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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 QAC office may apply any specific monitoring strategy to any federal or state-funded provider at any time. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

The South Florida State College (SFSC) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Mr. Fred Hawkins, President, on November 15, 2023. The designated representative for the agency was Ms. Michelle Leidel, Dean, Division of Applied Sciences and Technology.

V. SOUTH FLORIDA STATE COLLEGE

PCOG ENROLLMENT:
- 2019-2020 – Zero enrollees (the program was not fully approved until March 2020)
- 2020-21 – Two enrollees
- 2021-22 – 22 enrollees

The provider was awarded the following grant(s) for the fiscal years (FY) 2019-21 and 2020-22

Finance

FY 2019-21

Grants	Grant Number	Grant Amount	Unexpended
Pathways to Career Opportunities	282-90310-0D001	$ 78,556.00	$ 0.00

FY 2020-22

Grants	Grant Number	Grant Amount	Unexpended
Pathways to Career Opportunities	282-90310-1D301	$ 126,474.00	$ 0.00

Additional information about the provider may be found at the following web address:
https://www.southflorida.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
- N/A

Entrance and Exit Conferences
The entrance conference for SFSC was conducted on May 1, 2024. The exit conference was conducted on May 21, 2024. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Michelle Leidel	Dean, Applied Sciences and Technology, SFSC	X	X
Anastasia Fuchser	Coordinator, Institutional Advancement and Alumni Development, SFSC	X	
June Weyrauch	Coordinator, Grants Development and Federal Relations, SFSC	X	
Teresa Vorous	Controller, SFSC	X	
Katie Joyner	Administrative Assistant, Applied Sciences, SFSC	X	
Kathleen Cappo	Dean, Health Sciences, SFSC	X	
Michele Heston	Vice President for Academic Affairs and Student Services, SFSC	X	

April Ricker	Coordinator, Grants and Foundation Accounting, SFSC	X	X
Courtney Green	Director, Adult Education and Technical Dual Enrollment, SFSC	X	X
Peter Elliot	Vice President, Administrative Services, SFSC	X	X
Jamie Bateman	Vice President, Institutional Advancement and External Affairs, SFSC		X
Chris van der Kaay	Dean, Institutional Effectiveness, SFSC		X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	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.

- The PCOG-sponsored registered apprenticeship program is managed and supervised by administrators with many years of experience in Workforce Education and apprenticeship.
- As an institution, SFSC has over 27 years of experience providing Related Technical Instruction (RTI) for apprentices in other programs and occupations.
- The PCOG grant manager works directly with the apprenticeship sponsor to determine the program needs that will be addressed with PCOG funds. The sponsor also serves as an advisor who provides crucial information to SFSC on the operation of the program.
- Deliverables are submitted to the Division on time and grant amendments are submitted with minimal errors.

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.

- The Division's Data, Research and Evaluation team requested that the monitoring staff confirm SFSC's PCOG enrollment numbers submitted to the state via the Florida College System reporting database. Enrollment data was requested for the following occupations:
  o Advanced Patient Care Technician
- SFSC provided sufficient enrollment data and documentation as required by the Department.
- All documentation was provided by SFSC as part of the monitoring review.

C. **CURRICULUM AND INSTRUCTION** refers to elements contributing to student learning and skill acquisition.

- After consulting with numerous labor market sources and assessing the needs of its service region, SFSC made the decision to use their PCOG grant to create a registered apprenticeship program for Advanced Patient Care Technician (APCT). The grant award received in the following year was used to expand upon the program.
- The occupations integrated into APCT include:
  o Nursing Assistant
  o Phlebotomy

- Electrocardiographic Technician
- Home Health Aide

- With support from CareerSource Heartland, SFSC entered into a collaborative agreement for AdventHealth to serve as the sponsor for the APCT program. AdventHealth will provide the facilities for hands-on training and clinical experience, while SFSC will provide the RTI.
- SFSC's reach expands throughout Highlands, Hardee and DeSoto counties, with campuses in all three. This allows the mostly rural communities in their service region to have access to a high-quality education by minimizing potential barriers such as time, travel distance and money spent on transportation if only one campus were available.
- AdventHealth also provides the opportunity to extend the APCT registered apprenticeship program to its multiple facilities throughout the SFSC service region. This further eliminates potential barriers and allows SFSC to expand the program to a variety of occupations. This also provides additional partnerships that recruit, mentor and hire apprentices at their respective facilities.
- Depending on the occupation selected, students will attain the required number of classroom hours in addition to the necessary amount of on-the-job (OJT) training hours at an AdventHealth facility. Upon completion of the apprenticeship program, students will have the necessary classroom and clinical experience to be hired by healthcare providers in the region.
- All courses and OJT are taught by licensed medical professionals with at least one year of experience in their field of practice.

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 inventory was reviewed as part of the monitoring process, but SFSC does have policies and procedures on property management, equipment safety/storage, inventory reconciliation and inventory disposal.
- In addition to these policies and procedures, SFSC has internal controls and procedures to govern loss prevention, transfer of property and the surplus of capital equipment. Property control records are housed within the college Business Office.
- Capitalized equipment is inventoried at least annually, and all inventoried property must match the records maintained within the Business Office. Property Custodians must notify the Property Accountant, in writing, of any property that is lost, stolen or missing. The Property Accountant will notify the appropriate law enforcement agency, if applicable, and will forward all written documents to the Controller. The individual conducting the visual inventory shall not be the assigned Property Custodian at any given location.
- It is the responsibility of the Property Custodian to notify the Business Office of any changes in location, value or custodianship of all equipment under their watch.
- The Business Office must be notified in writing if equipment is to be moved from its primary location. Equipment can only be moved for program-related needs, repair, disposal or storage and must be approved via a Transfer or Disposal of Property Form.
- SFSC reported no instances of lost, damaged or stolen granted-funded capital assets over the past 36 months.

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

- SFSC 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.   <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.

Documents reviewed were:
- College policies and procedures for finance, procurement, accounts payable, etc.
- College policies and procedures for property accounting and management
- Contractual Services agreement
- Memorandum of Understanding with CareerSource Heartland
- Final Project Disbursement Report
- PCOG performance outcome forms
- Apprenticeship agreement forms
- P-card expense authorization form and reconciliation forms
- Professional consulting services agreement
- Procurement records
- Deliverable reports provided to the Division

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.

- Banner® is used as SFSC's financial management system. Purchases, contracts, deliverables and all fiscal aspects are housed within the system. Equipment and property transaction records are also maintained within Banner®.
- SFSC Financial Administrative Procedures provide the duties and responsibilities of all employees who make procurement decisions and conduct financial transactions for the college. The following components of procedures manual were reviewed as part of the monitoring process:
  - Purchasing guidelines and procedures
  - Sole source purchases
  - Budget implementation
  - Cash management
  - Contracts and bids
  - Purchasing cards (P-card)
  - Inventory management
  - Procurement
  - Conflict of interest
  - Ethics
  - Travel
- Project managers and coordinators work closely with the Business Office and grant accountant. All parties work together to monitor grant budgets and balances to ensure that expenditures charged to their federal grant are available when needed.
- Project managers routinely review their grant budgets to keep track of current expenditures and to ensure that there is no cost overrun between object codes. If the scope of a project changes or if funds need to be re-allocated, an amendment will be drafted and submitted to the Division.
- SFSC does use grant-funded purchasing cards (P-card) for minor expenditures. All purchases made with P-cards must receive prior approval and be used solely for the operation of a grant-funded program or when encumbering expenses necessary for tasks such as travel and conferences. When a P-card is used, it is the responsibility of the authorized card holder to

submit proper documentation to the Business Office for reconciliation toward the appropriate grant fund. Sample P-card transactions and reconciliations were provided by SFSC.

- All supplies, equipment and services charged to a grant-funded source shall be purchased using sound judgement and obtained at the lowest cost possible. Expenditures must go toward the operation of programs within the scope of the grant.
- No purchases are authorized without prior consent via an approved purchase order (PO). POs are initiated by a purchase requisition, request for funds or after receiving authorization for P-card use. The dollar value of a purchase ultimately dictates the procurement method used to acquire the goods or services.
  - o Less than $5,000 – Requires the approval of a Dean or Vice President.
  - o $5,000 but less than $19,999 – Requires at least three telephone quotes.
  - o $20,000 but less than $64,999 – Requires at least three written quotes.
  - o Purchases exceeding $65,000 – Requires three or more formal sealed bids or proposals. The President and the SFSC Board of Trustees will provide final approval of the selected bid or proposal.
- The Purchasing Coordinator serves as the contract manager for any agreements entered that use federal grant dollars. This individual also oversees the preparation of POs and assists in the competitive bidding process, when necessary.
- SFSC provided additional fiscal records such as:
  - o Procurement
  - o P-card transactions

  All records were in accordance with applicable local, state and federal law.

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.

- SFSC has numerous collaborations, partnerships and MOUs within the local community. They offer additional educational and job experiences to students within their service area. The list of partners includes but is not limited to:
  - o AdventHealth
  - o CareerSource Heartland
  - o The Palms of Sebring
  - o Good Shepherd Hospice
  - o Kenilworth Care and Rehabilitation Center
  - o The Oaks of Avon Park
  - o Lake Placid Health and Rehabilitation Center

VIII.   RESULTS

SFSC 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:
https://www.fldoe.org/academics/career-adult-edu/

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 South Florida State College monitoring review, on behalf of the Division. A special thanks is offered to Ms. Michelle Leidel for her participation and leadership during this process.

Please address inquiries regarding this report to:

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