



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Hillsborough Community College

October 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Hillsborough 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 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. The guide can be found on the Division's website at: <http://fldoe.org/academics/career-adult-edu/compliance> .

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 Hillsborough Community College (HCC) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Dr. Kenneth Atwater, President, on August 16, 2024. The designated representative for the agency was Mr. John Meeks, Associate Vice President (AVP), Postsecondary Adult Vocational & Apprenticeship Programs.

V. HILLSBOROUGH COMMUNITY COLLEGE

Finance

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

FY 2019-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	292-90310-0D001	\$ 85,376.00	\$ 0.00

FY 2020-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	292-90310-1D301	\$ 92,611.00	\$ 0.00

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

<https://www.HCC.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

- No onsite visits were conducted as part of the monitoring review.

Entrance and Exit Conferences

An introductory pre-visit meeting was conducted on August 30, 2024. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
John Meeks	AVP, Postsecondary Adult Vocational & Apprenticeship Programs	X	
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	
Chuck Davis	Program Specialist, QAC	X	

Interviews

Aside from the introductory pre-visit meeting, no interviews were necessary as part of the monitoring review.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, part F. In addition, policies and procedures were examined and discussed at various times during the monitoring review. Additionally, the Division’s Research and Evaluation team requested that the monitoring team lead verify PCOG enrollees. All enrollment numbers were provided by HCC.

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 grant manager for HCC has an extensive background in Workforce Education and Apprenticeship programs. In partnership with the Independent Electrical Contractors Florida West Coast Chapter (IEC), HCC ensures that all aspects of the PCOG grant are carried out in conjunction with their approved grant award.
 - IEC is a non-profit trade association federation with affiliate chapters across the country, The IEC West Coast Chapter has been training apprentices for over 40 years and is able to provide high quality and high standard curriculum and training for those participating in the program.
 - Deliverables were submitted to the Division on time and grant amendments are submitted requiring only technical edits. Deliverables are typically paid at full value.
- 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 HCC's PCOG enrollment numbers submitted to the state reporting database. Enrollment data was requested for the following occupations:
 - Electrician
 - Upon reviewing the student data, it was determined that HCC correctly reported student enrollment data for two of the three years reviewed. Enrollment data for 2021-22 was off by one student, but the Division's Research and Evaluation team did not deem the error enough to rise to the level of a finding.
 - All documentation was provided by HCC as part of the monitoring review.
- C. **CURRICULUM AND INSTRUCTION** refers to elements contributing to student learning and skill acquisition.
- The identified need written into the HCC PCOG grants was for an Electrician Registered Apprenticeship (RA) program.
 - HCC partnered with IEC to serve as the program sponsor. IEC has multiple partnerships across Florida, and related technical instruction (RTI) is offered at six local education agencies throughout the state: HCC, Pinellas Technical College, Marchman Technical College, Tallahassee State College (formerly Tallahassee Community College), Triviss Technical College and Ridge Technical College.
 - In carrying out the terms of the PCOG grant, apprentices will attend the HCC Dale Mabry Campus for RTI. All instructors are employees of IEC and meet their rigorous certification standards and qualifications. As for the on-the-job training (OJT) component, IEC member-contractors employ the apprentices.
 - The Electrician RA program is a four-year, time-based curriculum that includes 180 classroom hours and 2,000 OJT hours per year for a total of 720 classroom hours and 8,000 OJT hours combined.
 - HCC and IEC work directly with CareerSource Tampa Bay and other civic organizations to strategically reach underserved and underrepresented populations in the Tampa Bay region. They aim to seek out women, minorities, veterans and individuals with disabilities. Additionally, there is a partnership with the Farmworker Career Development Bureau to seek

out children of the local migrant farm worker population who may be interested in the program.

- In addition to the RTI apprentices receive, there is also an agreement in place where students will earn 30 credit hours towards an Associate of Science degree in Industrial Management through HCC.

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.

- For the years monitored HCC did not utilize state grant funds to purchase any equipment that met the capitalized threshold of \$5,000. Additionally, no items were purchased that cost more than \$1,000. No inventory review was required.
- Despite not purchasing any capitalized equipment, HCC has policies and procedures to establish actions for receiving, tracking and managing equipment acquired with state grant funds in compliance with state regulations and institutional policies. Policies include property management, equipment safety/storage, inventory reconciliation and inventory disposal. In addition to these policies and procedures, HCC has internal controls and procedures to govern loss prevention, transfer of property and the surplus of capital equipment.

E. 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:

- Policies and procedures for financial reporting
- Policies and procedures for property accounting and management
- Final Project Disbursement Report
- Grant Budget Analysis (GBA)
- PCOG performance outcome forms
- Apprenticeship activity reports
- Quarterly deliverables

F. 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 HCC's financial management system. It is a comprehensive platform used to ensure accurate tracking, reporting and allocation of PCOG funds. The PCOG grant manager has direct access to the system to view expenditures and keep track of all fiscal matters of the grant(s).
- HCC uses the Florida College System accounting manual as a uniform and systematic guide for all accounting and fiscal measures of their federal grant award.
- In addition to the Florida College System accounting manual, the following HCC internal Controls policies and procedures were reviewed as part of the monitoring process:
 - Purchasing guidelines and procedures
 - Sole source purchases
 - Cash management
 - Contracts and bids
 - Purchasing cards (P-card)
 - Inventory management

- Procurement
- Conflict of interests
- Ethics
- Travel
- 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 and fit within the scope of the grant.
- HCC does use grant-funded purchasing cards (P-card) for grant-related expenditures. All purchases utilizing PCOG funds are processed directly through the college's financial management system to ensure compliance and accurate tracking. HCC has numerous internal controls to ensure that all credit card statements are reconciled to the correct funding source.
- The AVP of Post Secondary Adult Vocational & Apprenticeship Programs works directly with IEC and its faculty to determine future programmatic needs. Once those needs are identified and deemed allowable per the guidelines of the grant, they will be included in the grant application submitted to the division.
- The AVP of Post Secondary Adult Vocational & Apprenticeship Programs and other PCOG administrators 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.
- Although HCC made no capitalized equipment purchases, the provider does have policies and procedures on procurement requirements.
- HCC provided additional fiscal records such as:
 - Invoice records
 - Procurement records – minor supplies
 - Bank ledgers
 - Payroll ledgers

All records were in accordance with applicable local, state and federal law.
- QAC monitoring staff conducted a fiscal review of the providers GBA. All object codes and dollar amounts pre-approved within their grant award were adhered to.

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

- HCC 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:
 - CareerSource Tampa Bay
 - Independent Electrical Contactors Florida West Coast Chapter
 - Junior Achievement
 - Farmworkers Career Development Bureau

VIII. RESULTS

HCC 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 can be found 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.

On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the Hillsborough Community College monitoring review. A special thanks is offered to Mr. John Meeks and Dr. Brian Mann for their participation and leadership during this process.



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