



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance
Onsite Monitoring Visit
for
Career and Technical Education**

Hillsborough Community College

February 10-12, 2020

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Hillsborough Community College
Career and Technical Education
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Florida Department of Education (FDOE), Division of Career and Adult Education (division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, is required to oversee the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance and Compliance (QAC) section is responsible for the design, development, implementation and evaluation of a comprehensive system of quality assurance including monitoring. The role of the quality assurance system is to assure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is incumbent upon the division to monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

The FDOE receives federal funding from the U.S. Department of Education (USDOE) for Career and Technical Education (CTE) under the Carl D. Perkins (Perkins) Strengthening Career and Technical Education for the 21st Century Act, and for Adult Education (AE) under the Workforce Innovation and Opportunity Act (WIOA) of 2014. FDOE awards sub-grants to eligible providers to administer local programs. FDOE must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and Adult Education/Family Literacy. Each state shall have procedures for reviewing and approving applications for sub-grants and amendments to those applications, for providing technical assistance, for evaluating projects and for performing other administrative responsibilities the state has determined are necessary to ensure compliance with applicable statutes and regulations pursuant to 34 CFR 76.770, Education Department General Administrative Regulations (EDGAR) and the Uniform Grant Guidance (UGG) for grant awards issued on or after December 26, 2014. The Florida Department of Education, Division of Career and Adult Education, is required to oversee the performance of sub-grantees in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes).

Additional citations noting pertinent laws and regulations and authority to monitor are located in the 2019-2020 Quality Assurance Policies, Procedures and Protocols, Module A, Section 1.

III. QUALITY ASSURANCE POLICIES, PROCEDURES AND PROTOCOLS

The Quality Assurance Policies, Procedures and Protocols manual was revised in the 2019-20 program year. The manual is provided to each provider prior to the monitoring visit. The manual provides a summary of each facet of the monitoring design and the process. It also contains protocols that may be used as agencies are monitored or reviewed. References may be made to the manual in this document; it is located on the division's website at <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

Various sources of data are used throughout the implementation of the quality assurance system. The monitoring component of the system is risk-based. Risk assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the department and the division. A risk matrix, identifying certain operational risk factors is completed for each provider. The risk matrix for each program monitored is located in Appendix A. The results of the risk assessment process and

consideration of available resources are used to determine one or more appropriate monitoring strategy(ies) to be implemented.

The QAC section 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 monitoring strategy for Hillsborough Community College (HCC) was determined to be an onsite visit. Notification was sent to Dr. Ken Atwater, president, Hillsborough Community College on December 17, 2019. The designated representatives for the agency was Dr. Brian Mann, director, Academic Affairs.

The onsite visit to the agency was conducted on February 10-12, 2020. The two representatives of the division present during the visit were program specialists Mr. Andrew Goldsmith and Mr. Michael Swift of QAC.

V. HILLSBOROUGH COMMUNITY COLLEGE

ENROLLMENT:

Fiscal Year (FY) 2017-18

- CTE (possible duplication at program level): Postsecondary – 74,978

The provider was awarded the following grants for FY's 2017-18, 2018-19 and 2019-20:

Finance

FY 2017-18

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Postsecondary	292-1618B-8CP01	\$ 1,089,394.00	\$ 80,256.96

FY 2018-19

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Postsecondary	292-1619B-9CP01	\$ 1,197,359.00	\$ 103,873.48

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Postsecondary	292-1610B-0CP01	\$ 1,112,433.00	\$ N/A

* FY 2019-20 final project disbursement reports will not be available until the end of the program year. Additional information about the provider may be found at the following web address:

<https://www.HCCfl.edu/>

VI. MONITORING ACTIVITIES

The monitoring activities included pre and post visit planning, an entrance and exit conference, records review, inventory review and interviews with administrators.

Onsite Visits

Members of the team made onsite visits to the following locations:

- HCC Ybor City Campus
- HCC Dale Mabry Campus
- HCC Brandon Campus
- HCC Administrative Office

Entrance and Exit Conferences

The entrance conference for HCC was conducted on February 10, 2020. The exit conference was conducted on February 12, 2020. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Brian Mann	Director, Academic Affairs	X	X
Nicole Jagustyn	Director of Information Management and Reporting	X	
Barbara Lawless	Senior Staff Assistant	X	
LaTosha Williams	Student Accessibility & Disabilities Officer	X	X
Teshia Minnifield	Accountant	X	
Vonda Melchior	Director of Purchasing		X
Rodney Bohach	Purchasing, Tracking & Distribution Coordinator		X
FDOE Monitoring Team			
Andrew Goldsmith	Program Specialist, QAC, FDOE	X	X
Michael Swift	Program Specialist, QAC, FDOE	X	X

Interviews

Interviews were conducted with the administrative staff. All interviews were held during the course of the visit.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, item F. A minimum of 30 student records were reviewed. Policies and procedures were reviewed and discussed at various times during the visit.

VII. RESULTS

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

- The CTE staff for HCC was well prepared and organized. There were signs of good cooperation between their respective areas.
- Grant applications go through a multi-step process of review and approval. Staff at the instructor level to the director level are involved in ensuring needs are met and coordination achieved.
- HCC has a grant-specific section that ensures grant applications are completed correctly and timely. No issues have been reported with the grant application or amendment process.
- Each dean is allocated an amount from the grant for their respective programs. The grant also funds special projects such as websites and marketing.
- The CTE department is currently preparing for the submission of their comprehensive local needs assessment (CLNA) that is required for Perkins V. HCC is working with Hillsborough County School District (HCSD) to satisfy the CLNA requirements.

FINDING AND ACTION

- Finding A1: The provider failed to complete time and effort reports for grant-funded positions. An employee did not sign their time and effort report. This is in violation of the FDOE Greenbook section C-19 and 2 C.F.R. 200, UGG §200.430.
 - Required Action A1: HCC is to submit a time and effort report for January 2020 to FDOE monitoring staff to ensure time and effort reporting is accurate and correct.

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

- The college uses Colleague® and Autograd® for student data software.
- There is a multi-tiered review and verification process that takes place prior to submitting student data to FDOE.
- Student data such as industry certification awards are verified by hand three times per year.
- HCC data staff note that it can be challenging to impart the importance of accurate student data reporting to localized HCC staff.
- No errors or issues were noted regarding data reporting.

C. CURRICULUM AND INSTRUCTION: refers to those elements that contribute to student learning and skill acquisition.

- HCC has a program called Wings which targets non-traditional students and special populations.
- Wings was recently revamped with a new strategic focus and new staff that has been showing increased performance.
- Going forward HCC sees closer partnerships with the HCSD and local business partners to develop curriculum and alignment.
- Advisory councils have also been improving and there are new efforts to attract engaging partners in local business.
- HCC utilizes career fairs and other targeted methods to reach out to students with disabilities and special populations. Some organizations HCC reaches out to are: Enterprising Latinas, Martha and Mary House, and Transitions.
- HCC reports that unstable housing situations and transportation difficulties are factors in student dropout rates.

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

- All equipment over \$1000 is tagged by HCC staff and recorded in their inventory management system (Silent Partner Technologies®). Most items are sent to a central warehouse but some are sent directly to education locations.
- Within 30 days of receiving equipment it is tagged and inventoried.
- Equipment is purchased early in the fiscal year to allow students to utilize the equipment as soon as possible. Professional development funds are spent later in the fiscal year.
- HCC is aware of the supplanting regulations.

FINDING AND ACTION

- Finding D1: During the monitoring review several pieces of equipment were not in the location indicated on the inventory record. This is in violation of 2 C.F.R 200, UGG §200.313.
 - Required Action D1: Equipment purchased with grant funds must be properly tagged with an asset identification number and kept in the location listed in the inventory management system in order to comply with state and federal requirements. HCC will submit updated inventory records that include correct locations for all pieces of grant funded equipment.

E. ACCESS AND EQUITY: refers to compliance with the requirements of federal non-discrimination laws as relating to recruitment, enrollment, participation and completion of programs.

- The Office of Equal Educational Opportunity (OEEEO) is responsible for monitoring and overseeing civil rights compliance obligations. Should you have any questions or concerns, please contact the OEEEO at 850-245-0511.

F. RECORDS REVIEW: refers to a review of the records and documents that evidence compliance with federal and state rules and regulations. Samples of financial and programmatic records are reviewed.

- CTE quality assurance and compliance protocols
- Advisory committee minutes, agendas and sign-in sheets
- College procurement/purchasing records
- Grant funded travel records
- College policies and procedures for finance and procurement
- College technology plan
- Equipment transfer of property records
- Student and employee handbooks
- Policies and procedures on inventory/equipment management
- Student data records
- Internal control policies
- Memorandums of Understanding (MOUs) and articulation agreements
- Grant funded employee time and effort (T&E) reports
- Inventory records for all grant funded equipment purchases

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.

- The grant manager, and grant management section staff review equipment requests. HCC has dedicated inventory management staff to ensure proper management and tracking of equipment.
- The grant manager and the deans have PCards. PCard purchases were reviewed and no issues found.
- Grant management conducts monthly spending reviews to ensure efficient spending of the grant funds throughout the year.
- HCC has strong internal controls and policies on spending grant funds.

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.

- HCC has numerous collaborations and MOUs within the local region. They often offer additional educational and job experiences to students within the college. The list of partners includes, but are not limited to:
 - CareerSource Tampa Bay
 - Tampa Bay Chamber of Commerce
 - Economic Development Council
 - LEAP
 - Tampa Bay Partnership
 - Hillsborough County School District
 - University of South Florida
 - Westshore Alliance
 - Tampa Bay Career Pathways Consortium
 - Helios Foundation

VIII. REQUIRED RESOLUTION ACTIVITIES

CAREER AND TECHNICAL EDUCATION

1. Required Action Plan – HCC is required to complete a CTE Corrective Action Plan.

IX. SUMMARY

Once the fieldwork is completed, including receipt of additional requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and will be considered at the discretion of the FDOE monitoring team lead. Once the final report is approved, it will be forwarded to the agency head along with a copy to the provider's designated contact person. The final report will be posted on the department's website at the following address:

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

Finally, the division issues a closure letter to the agency head and designated contact person. This letter indicates that all outstanding resolution items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

On behalf of the department, the monitoring team extends its appreciation to all participants in the HCC onsite monitoring visit. Special thanks is offered to Dr. Brian Mann for his participation and leadership during this process.

APPENDIX A

Hillsborough Community College
Career and Technical Education
Risk Matrix

Risk Scores Matrix for Colleges Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: Hillsborough Comm College					
Program Type: CTE					
Target Year: 2017-2018					
Monitoring Year: 2019-2020					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	7	<u>X 10</u>	70
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	7	<u>X 8</u>	56
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	1	<u>X 8</u>	8
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	3	<u>X 4</u>	12
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					174

Data sources used for calculations: Prior to July 1, 2018

APPENDIX B

Hillsborough Community College Resolution Action Plan

Finding	Corrective Action	Agency Response	Projected Date of Completion
Finding A1: The provider failed to complete time and effort reports for grant-funded positions. An employee did not sign their time and effort report. This is in violation of the FDOE Greenbook section C-19 and 2 C.F.R. 200, UGG §200.430.	Required Action A1: HCC is to submit a time and effort report for January 2020 to FDOE monitoring staff to ensure time and effort reporting is accurate and correct.	Time and effort reports will be standardized across the campuses to include a more descriptive category of time and effort usage as well as standardized formulas to correctly calculate hours. An email with the standardized form was sent to all Perkins supervising deans and Perkins funded employees on 02/26/2020. They are currently using the new form to complete their January 2020 time and effort forms (examples will be sent by 03/31/20). The individual employee that did not sign the time and effort form was on FMLA leave and despite multiple requests did not sign the form. She never physically returned to or was employment by the College.	03/31/2020
Finding D1: During the monitoring review several pieces of equipment were not in the location indicated on the inventory record. This is in violation of 2 C.F.R 200, UGG §200.313	Required Action D1: Equipment purchased with grant funds must be properly tagged with an asset identification number and kept in the location listed in the inventory management system in order to comply with state and federal requirements. HCC will submit updated inventory records that include correct locations for all pieces of grant funded equipment.	HCC will review the Perkins equipment list and update it for location accuracy (updated list will be sent by 03/31/20). HCC will also inform deans responsible for the equipment to post an equipment checkout form in each lab with Perkins funded equipment. The deans will instruct their faculty and staff to complete this check out form each time a piece of Perkins funded piece of equipment is moved.	03/31/2020

Plan submitted by (name and title): Brian Mann, Director of Associate in Science Programs

Date: 02/26/20

Plan accepted by: Andrew Goldsmith

Date: 3/9/2020

Status of Action Plan (to be completed by FDOE staff): Complete.



Shellby Time and Effort Examp
2019-2020 Time and Effort Reports rev 3.
HCC Inventory of Minor and Capital E