



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance
Virtual Desk Monitoring Review
for
Career and Technical Education**

St. Petersburg College

January 18-21, 2022

Final Report

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Florida Department of Education
Division of Career and Adult Education
St. Petersburg 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 designing, developing, implementing, and evaluating a comprehensive quality assurance system, 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).

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide (CMG) is intended to be used broadly by any reviewer conducting an onsite or desk monitoring of any program currently administered by the division. The guide provides a summary of each facet of the monitoring design and the process. It also contains objectives that may be used as agencies are monitored or reviewed. 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.

St. Petersburg College (SPC) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was initially sent to Dr. Tonjua Williams, President, on November 1, 2021. The designated representative for the agency was Belinthia Berry. The division's representative conducting the VDMR was the program specialist, Charles Davis, of the Quality Assurance and Compliance section.

V. St. Petersburg College

ENROLLMENT:

CTE (possible duplication at program level): Post-secondary – 14,626

Finance

The provider was awarded the following grants for fiscal year's (FY) 2018-19, 2019-2020 and 2020-21:

FY 2018-19

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Post-secondary	522-1619B-9CP01	\$2,497,761.00	\$80,687.57

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Post-secondary	522-1610B-0CP01	\$2,311,962.00	\$15,455.12

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Post-secondary	522-1611B-1CP01	\$2,637,532.00	\$190,553.85

CARES Act - Rapid Credentialing	522-1230A-1CR01	\$2,215,628.00	N/A
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Additional information about the provider may be found at the following web address:

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

VI. MONITORING ACTIVITIES

The monitoring activities included pre and post-review planning, an entrance and exit meeting, records review, and interviews with administrators, if necessary.

Onsite Visits

No onsite visits were made during the VDMR process.

Entrance and Exit Meetings

The entrance meeting for SPC was conducted on January 18, 2022. The exit meeting was conducted on January 21, 2022. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Belinthia Berry	Acting Dean of Workforce	x	x
Marie Couch	Career and Technical Education Coordinator	x	x
Vicky Thomann	Grant Accountant	x	x
Vonda Woods	Director of Accounting	x	x
Jason Krupp	Director of Career Connections	x	x
Liliana Coronado-Gil	Grant Management Specialist	x	x
FDOE Monitoring Team			
Chuck Davis	Program Specialist, QAC, FDOE	x	x
Michael Swift	Program Specialist, QAC, FDOE	x	x

Interviews

SPC administrators were available for interviews, if necessary.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, section F. A minimum of 22 student records were checked. In addition, policies and procedures were examined and discussed at various times during the monitoring review.

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 President's approval is required to apply for all grants. Grants Accounting, Grants Development and Purchasing Department meet before for grant proposal. After the post-award, they meet monthly.
- As a recipient of grant award funds, SPC follows all of the rules, regulations, and other requirements that apply to those funds. The College is responsible for administering and supervising all awarded grants in accordance with the terms and conditions of each award. Federal regulations require that processes are consistent across the College. As a state college, they follow Florida statutes. In any situation where Florida statutes are more restrictive or more limiting than federal regulations, the Florida statutes are complied with.
- As part of the required comprehensive local needs assessment (CLNA), CTE administrative staff consulted with numerous individuals and entities across the college's service area. Those stakeholders included but were not limited to: students, teachers, CareerSource Pinellas, and multiple local business and community leaders.
- CareerSource Pinellas pledged to play a key role in developing the CLNA through ongoing conversations and meetings. Driving the coordinated CLNA efforts between the College, School District and Workforce Board is the local Workforce Solutions Committee. This subcommittee of the CareerSource Pinellas Board includes representatives from local businesses, CareerSource Pinellas, SPC, the school district, as well as organizations that serve special populations, including ex-offenders, the homeless and low-income individuals. SPC is also a part of St. Pete Works, a collaborative project of community-based organizations working together with employers and local agencies to provide quality services supporting workforce opportunities in their community. SPC's CLNA Leadership Team has at least one student representative. In addition to representing the voice of students, this individual(s) helps craft outreach and engagement activities to include other students in the CLNA. SPC

also engages the Student Government Associations on each campus to support the gathering and dissemination of information. Current student surveys also supplement direct data gathering efforts for the CLNA.

- The special population representatives on the CLNA Leadership team include those at the institution who are tasked with developing and delivering programming for these groups. This consists of the Executive Director of Retention Services who is over Veteran Services, Women on the Way, the Mental Health Initiative, Accessibility Services, and other targeted programs that address the needs of those underrepresented in higher education, including first generation, minority and low-income students. These staff members and team are tasked with ensuring the engagement of members from these special populations throughout the planning process, as well as including staff that work directly with the special populations. Targeted engagement is made to student clubs and organizations that represent these populations such as those that target minority males and veterans.

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.

- SPC utilizes Peoplesoft® as their integrated Student Information System (SIS) and Workforce Development Information System (WDIS).
- Under the terms of the Family Educational Rights and Privacy Act (FERPA), the College has established the following as directory information:
 1. Student's name
 2. Major
 3. Date(s) of enrollment
 4. Degree(s) and honors earned with dates awarded
 5. Participation in officially recognized activities or sports
 6. Enrollment status (e.g., full-time or part-time student status)
 7. Previous colleges attended
 8. Photographs
 9. Awards
- The current Student Database Data Directory was provided as evidence of procedures for the collection, verification, analysis and reporting of student data.
- All of the data elements required of their local MIS were included in the system and verified during the desk review.
- Samples of CTE student data was reviewed and verified for accuracy as part of the VDMR. All student records were provided by SPC.

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

- Postsecondary students learn about CTE program offerings through online ads, printed flyers, postcards, etc. In addition, the SPC website has a page dedicated to articulated credit for students to find a quicker way through their Program of Study. The website also includes wage information for occupations attached to each credential as well as the academic pathway for each program.
- St. Petersburg College offers more than 110 academic programs, from career training to university transfer options to bachelor's degrees. Many of their career-focused programs offer industry-recognized certifications to get the student into the workforce quickly. Their associate degree transfer plans prepare the student for their major at a university or at SPC, where they offer more than 19 bachelor degrees that are geared toward careers. New students can use the interactive program, Explorer, to see what they offer.
- At SPC, advisors help with registration, course planning and scheduling, degree program exploration, transfer information and registration.

- CTE instructors participate in ongoing trainings provided by FDOE, as well as annual professional development throughout the college.
- Appropriate and reasonable accommodations are offered based on documented needs. Accommodations might include: Adaptive technology, Enlargers, Early registration, Tutors, Notetakers, Sign language interpreters, Real-time captioning, Testing arrangements and classroom modifications. Accessibility Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations.

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 inventory criteria set forth by federal, state and local guidelines are included within the inventory management system. The inventory management system was verified during the VDMR.
- The College's Asset Management department is responsible for the maintenance of the tangible personal property (TPP) records. The Asset Management staff is responsible for coordinating and performing the annual inventory of the TPP. Property custodians at each of the College sites are responsible for security of College-owned assets. Accounting Office and Asset Management employees are responsible for maintaining all other subsidiary records and for the financial recording of capital outlay expenditures to capital asset control accounts. Capitalized Personal Property represents any movable personal property (furniture, machinery, fixtures, equipment, supplies and similar items) costing \$5,000 or more with an expected useful life of one year or more. These items are formally capitalized on the college's general ledger and depreciated over their useful life. These items are reported and controlled through the use of the college fixed asset system.
- The fixed asset system is an automated process for recording the acquisition, location, custody, original cost, depreciation, and ultimate disposition of College personal property.
- All Capitalized Property costing \$1,000 or more is recorded in the fixed asset system and permanently identified (tagged) with a property number decal. The Senior Materials Management Specialists are responsible for tagging all fixed assets.

E. ACCESS AND EQUITY refer to compliance with federal non-discrimination laws' requirements 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 reviewing the records and documents that evidence compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

- Size, scope and quality review
- CLNA –Local Market Alignment
- MIS data quality checklists
- Policies and procedures for finance and procurement
- Technology plan
- WDIS user guide
- Student and employee handbooks
- Inventory and procurement records

- Memorandums of Understanding (MOUs) and articulation agreements
- Advisory committee records – agendas, sign-in sheets, etc.
- Professional development and training records – agendas, sign-in sheets, training materials, etc.
- CTE student data review
- SPC adheres to the Florida statutes (General Records Schedule GS1-SL for State and Local Government Agencies) records of all activities relating to grant-funded projects, including the application process and receipt and expenditure of grant funds, must be retained for a period of five fiscal years after the project completion. Files include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation.

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.

- PeopleSoft® is used as the college's Enterprise Resource Planning (ERP) system.
- The college's Business & Fiscal Services Accounting Department Procedures ensures the efficient management of CTE grant funds.
 - Financial reporting
 - Internal Controls
 - Audit requirements
 - Training
- All purchase orders are approved by the Director of Procurement and Asset Management or the Associate Vice President of Business Services via an electronic signature which is printed on the face of the purchase order. The system assigns sequential purchase order numbers when the data input is saved. A purchase order is not considered valid until the budget check process is successful, at which time an original purchase order is mailed, e-mailed or faxed to the vendor; an electronic copy is sent to the requesting department; purchasing maintains the electronic original purchase order requisition with attachments supplied that support the purchase.
- The College must use one of the following methods of procurement for goods/services. Quotes for Micro-Purchases (not exceeding \$5,000) and Small Purchases (greater than \$5,000 but less than \$65,000) are obtained by the department; however, the Director of Procurement and the Purchasing Manager are included in all communications to/from suppliers requested to respond. Sealed bidding is the preferred method for procuring construction contracts and for all other contracts in which the cost will exceed \$65,000 and when (1) a complete, adequate, and realistic specification is available; (2) there are two or more responsible bidders available; and (3) the procurement lends itself to contract award based on price. The Office of Budget and Financial Planning handles the routing of all award monies received through the grant agency, sets up the budget, and handles all financial reporting required.
- SPC complies with the Federal statutes prohibiting the use of Federal grant funds to take the place of, or substitute for, state or local funds for services required by law. Federal funds must supplement (add to, expand, enhance, increase, extend) programs and services offered with state and local funds. Federal funds are not permitted to be used to supplant the state and local funds used to offer those programs and services.
- The College does use Perkins grant-funded purchasing cards.

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.

- SPC has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students within the district. The list of partners includes, but are not limited to:
 - CareerSource Pinellas
 - Pinellas Technical College
 - Florida Southern College
 - Hodges University
 - Moffitt Cancer Center
 - Pinellas County Economic Development Office
 - Geographic Chambers of Commerce
- Students enrolled in grades 6-12 in Pinellas County public schools, private schools and home-education programs and who meet the qualifying high school GPA and College Placement Test score requirements are eligible for dual enrollment. Also, located on St. Petersburg College's campuses in St. Petersburg and Tarpon Springs are St. Petersburg's Collegiate High Schools.

VIII. RESULTS

SPC was not found to be out of compliance. All items reviewed were compliant in accordance to applicable local, state and federal laws and/or policies and procedures.

IX. SUMMARY

Once the monitoring review 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 with a copy sent to the provider 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 corrective action plan items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

The monitoring team extends its appreciation to all participants of St. Petersburg College monitoring review on behalf of the department. Special thanks is offered to Belinthia Berry for her participation and leadership during this process.

APPENDIX A

St. Petersburg College Career and Technical Education Risk Matrix

Risk Scores Matrix for Colleges Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: St. Petersburg College Program Type: CTE Monitoring Year: 2021-2022					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	3	<u>X 10</u>	30
	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	5	<u>X 4</u>	20
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	0	<u>X 4</u>	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					114

Data sources used for calculations: Prior to July 1, 2020

St. Petersburg College - Institutional Highlights

St. Petersburg College developed its new 3-year strategic plan with a focus on educating, empowering and engaging our students, employees and community. The plan reflects our determination to innovate, expand opportunities for students, and invest in our community. SPC serves a diverse student body with a wonderful blend of ages, ethnicities and walks of life. The college enrolls around 43,000 students each year, with almost 40% of local high school seniors attending SPC within a year of their graduation. Our

skilled graduates fill jobs that stimulate the economy through the upward mobility of our citizens and the growth of local businesses. This includes an annual impact on Pinellas County economy of \$1.2B.



Academic Excellence

Since 1927, SPC's career-focused curriculum has sought to meet the needs of the community by training workers to fill in-demand jobs through relevant programs and offering strong support systems to ensure student success. 88% of SPC students who earn Associate in Science degrees are employed or continuing their education after graduation. Furthermore, SPC ranked as the 6th best college in Florida among participating colleges in the U.S. News & World Report 2020 Best Colleges study.

Faculty shone this year through their willingness to adjust teaching methods with a new live online modality. A group of instructors created a course to train their colleagues as the new format became increasingly popular and it became apparent that more faculty would be using it.

SPC works closely with Pinellas County Schools to provide mentors for K-12 students, award college credits to students who complete courses that articulate into college programs, and maintain relationships with administrators and counselors to enhance recruitment.

Program and Partner Highlights:

- The National Security Agency (NSA) and the Department of Homeland Security designated St. Petersburg College as a National Center of Academic Excellence in Cyber Defense Education in recognition of the college's contribution to meet the demands to provide a highly skilled cybersecurity workforce.
- St. Petersburg College's Respiratory Care Program received the Distinguished Registered Respiratory Therapist (RRT) Credentialing Success Award by the Commission on Accreditation for Respiratory Care. This was the sixth consecutive year the program has received this award.
- The Lumina Talent Hub consortium grant makes SPC and a network of partners under LEAP Tampa Bay one of 28 Talent Hubs in the U.S. The grant specifically targets low-income African American and Hispanic students and markets to "stop-outs" from the University of South Florida, Hillsborough Community College, and SPC.

- CareerSource Pinellas is working to identify 1,000 credit-seeking stop-outs who may be eligible for up to \$5,000 in paid training per individual per year under the Workforce Innovation Opportunity Act (WIOA), funded through the workforce board.
- A grant of \$100,000 from the Duke Energy Foundation helped launch SPC's new Lineworker Training Program to prepare individuals for entry-level employment for private and public utility companies and related employers. The 14-week course includes both classroom and hands-on instruction in SPC's new Power Florida Training Center at SPC's Allstate Center. Also supported by the FLDOE and industry partners, the new training center represents a true community collaboration that will help individuals gain real-world industry skills and enter the workforce.

Student Support



SPC's many support services, including free tutoring, career counseling, accessibility and veterans' services, food banks, mental health resources and more, offer many types of assistance that help our students reach their goals.

Nationally certified advisors, career services coordinators, and a host of student support services provide students with a helping hand each step along their academic and career pathway. Our advisors were

empowered by our new Virtual Advising Center, which opened in August 2020. The center enables advisors to identify and reach out to struggling students earlier, create targeted communications with students, and check in more frequently to build the student/advisor relationship.

Accessibility Services continues to leverage technology and learning opportunities to serve more students with efficient and alternative modes of delivery. As enrollment continues to increase, faculty, staff, and students can expedite communications with transcriptions. Training continues for Note Taking Express, software that supports alternative learning and access to academic materials.

In 2020, SPC partnered with Mantra Health, a tele-mental health service, to ensure student access to mental health care throughout their academic journey.

The Brother to Brother program provides a highly focused and integrated model of academic, social, career and co-curricular resources that aim to increase the retention, progression and graduation rates of young men at SPC. This program provides a wraparound system of support through various resources, mentoring and forms of engagement that encourage academic achievement, and promote personal and professional development.

SPC's advisory committees are comprised of employers, professional groups, governmental agencies, alumni, students, SPC faculty and staff, and others who work together to ensure our programs are relevant to today's ever-evolving employment needs, and often provide internships and job opportunities.

Community of Care



SPC students and staff volunteered 16,930 hours last year – the equivalent of \$470,910 contributed to the community. St. Petersburg College strives to be a community of care by helping to ensure that the needs of our students, staff and community are met. In order to achieve this goal, we offer many non-academic resources.

In April, the Deuces Den opened at SPC's Midtown Center. The Deuces Den not only offers delicious food, but also serves to facilitate collaborative work among

small minority businesses and offer aspiring restauranteurs a place to sell their cuisine to the public – at no cost to the vendors.

The Applied Ethics Institute serves as a community resource through seminars, lectures, ethics training and continuing education programs. This year, the institute hosted several informative lectures including: a discussion with Professor Todd May who served as a consultant on the TV hit *The Good Place*, ethics and genetics with Dr. Jacob McCauley, and a panel discussion on the relationship between pets and people.

The Center for Civic Learning and Community Engagement coordinates collegewide community engagement opportunities and provides academic support for community engaged learning in all career and academic communities. This year, SPC volunteers helped out at a bird sanctuary, at polling places during elections and, in partnership with Hope Villages of America, gave out more than 500 food boxes to those in need.

The Institute for Strategic Policy Solutions (ISPS) offers a forum for the community to both learn and be heard. In 2020-21, ISPS hosted several candidate forums preceding local elections, a veterans' resource fair, and many more on topics including health, guardianship, cybersecurity, candidate forums, community resources, and much more.

The seven Titan Food Pantry locations operate food pantries to relieve food insecurity and aid students in need.

In collaboration with Hope Villages of America, the Center for Civic Learning and Community Engagement, SPC students and employees honored the MLK Day of Service by providing food boxes to more than 2,500 families in the community. Delivery began in November with the final food bank events at the Clearwater and St. Petersburg/Gibbs campuses in January.



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