FLORIDA DEPARTMENT OF EDUCATION

CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance
Onsite Monitoring Review
for
Perkins Career and Technical Education**

Eastern Florida State College

September 10-12, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education

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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 evaluating 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).

III.   QAC CORE MONITORING GUIDE

The 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.

The monitoring strategy for Eastern Florida State College (EFSC) was determined to be an onsite monitoring review (OSMR). Notification was sent to Frank Margiotta, Dean, Career and Technical Education, Eastern Florida State College, on July 28, 2025. Mr. Frank Margiotta served as the designated contact for the OSMR.

The representative of the Division conducting the OSMR was program specialist, Ms. Dantavia Davis of the QAC section.

V. EASTERN FLORIDA STATE COLLEGE

The provider was awarded the following grants for FY's 22-23, 2023-24 and 24-25

Finance
FY 2022-23

Grants	Grant Number	Grant Amount	Unexpended
Perkins Postsecondary	052-1613B-3CP01	$ 794,697.00	$ 50,773.53

FY 2023-24

Grants	Grant Number	Grant Amount	Unexpended
Perkins Postsecondary	052-1614P-4CP01	$ 690,978.00	$ 21,644.18

FY 2024-25

Grants	Grant Number	Grant Amount	Unexpended
Perkins Postsecondary	052-1615P-5CP01	$ 620,151.00	$ *NA
Perkins EUM	052-1615R-5C001	$ 239,620.00	$ *NA
Perkins EUM	052-1615R-5C002	$ 250,000.00	$ *NA

*The 2024-25 grant had yet to close at the time of the review

Additional information about the provider may be found at the following web address:
https://www.easternflorida.edu/

VI. MONITORING ACTIVITIES

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

Onsite Visits
An onsite inventory review took place at the following locations:
- EFSC Cocoa Campus

- EFSC Melbourne Campus
- EFSC Palm Bay Campus
- EFSC Melbourne International Airport

<u>Entrance and Exit Telephone Conferences</u>
An entrance conference for EFSC was conducted on September 10, 2025. The exit conference was conducted on September 11, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Phil Simpson	Vice President of Academics, EFSC	X	X
Kym Valk	Perkins Manager, EFSC	X	X
Nicole Van Der Werken	Controller, EFSC	X	X
Erika Santos	Grant Accountant, EFSC	X	X
Frank Margiotta	Dean, EFSC	X	X
Division Monitoring Team			
Dantavia Davis	Program Specialist, QAC	X	X
Michael Swift	Program Specialist, QAC	X	X

<u>Interviews</u>
No interviews were required as part of the OSMR.

<u>Records Review</u>
Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, part F. A minimum of 50 student records were checked. In addition, policies and procedures were examined and discussed at various times during the monitoring review.

VII.   OBSERVATIONS

A.   <u>**ADMINISTRATION**</u> refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.

- EFSC's CTE advisors play an important role, directly interacting with the CTE students by advising and placing students.
- The Perkins Director position at EFSC is currently vacant and Frank Margiotta, Dean of Career CTE, has assumed those responsibilities on an interim basis. In this role, he oversees all Perkins-related activities, including compliance, program coordination and serving as the financial manager for EFSC's Perkins grant.
- EFSC's faculty and industry representatives participate in a three-year department framework program review to ensure the curriculum is relevant to industry needs.
- EFSC's offers an Internship Office within its Career Planning and Development Center to help students gain valuable work-based training experiences that complement their academic programs. The Internship Office serves as a central resource for connecting students with employers and community partners, providing guidance throughout the entire process.

- Among the Internship Office is the CTE Manager of Retention and Transition, who provides leadership in helping students successfully move from classroom learning to career pathways. By leveraging the insights of these advisors, the committee strengthens partnerships with employers and enhances the overall quality and relevance of internship opportunities offered to EFSC students.

B. **DATA AND ASSESSMENT** refer 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.

- EFSC utilizes Banner Finance System® as its integrated Management Information System (MIS) and student information system.
- EFSC utilizes a dedicated Programmer and Reports Coordinator to manage data collection and reporting for its internship and workforce programs. This role, often referred to as a Programmer/Analyst, ensures accurate tracking of student participation, employer engagement and program outcomes.
- To ensure data quality and consistency, EFSC has developed a comprehensive crosswalk that maps Banner screens and field values to the Student Data Dictionary. This resource serves as a critical tool for data owners during their review process, enabling them to verify the integrity and accuracy of student information across systems. By providing clear alignment between operational data fields and standardized definitions, the crosswalk supports compliance, enhances reporting reliability and strengthens institutional data governance practices.
- To maintain data accuracy and integrity, the Programmer/Analyst at EFSC utilizes a suite of specialized reports, including Informational Edit Reports, Frequency Zero Reports, Comparative Frequency Reports and Comparative Frequency Summary Reports. These tools are essential for identifying programmatic errors, validating data accuracy and ensuring compliance with reporting standards.
- ESFC's admissions application clearly explains the benefits of providing a social security number such as facilitating financial aid processing and ensuring accurate tax reporting— while emphasizing that the decision is voluntary. This information is presented transparently to help students understand the purpose of the request and make an informed choice regarding their personal data.

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

- EFSC's CTE programs are designed to be hands-on, providing students with practical experience and real-world skills that prepare them for today's workforce. Through interactive learning environments, students gain applied knowledge by working directly with industry-standard tools, technologies and processes. This approach ensures graduates are not only knowledgeable but also confident and job-ready, bridging the gap between classroom learning and professional practice.
- EFSC prepares students for non-traditional career fields by introducing opportunities early in their academic journey. The college uses practical methods such as classroom tours to familiarize students with learning environments, job shadowing experiences to provide real-world exposure and training for secondary school counselors to ensure they can guide students toward these pathways.

- EFSC provides students with the chance to earn nationally recognized industry certifications that enhance their employability and career prospects. To support student success, EFSC offers specialized boot camps designed to prepare participants for certification exams. These intensive training sessions focus on the technical skills and knowledge required to meet industry standards, ensuring that graduates are well-equipped for high-demand roles in their chosen fields.
- EFSC invites professionals currently working in non-traditional fields to interact with students, offering valuable insight into job requirements, workplace environments and the challenges and rewards of these careers.
- EFSC supports the success of all students, including those from special populations. The college's Student Access and Inclusion (SAIL) office provides accommodation and recommends resources to ensure individuals with disabilities have equal access to educational opportunities. Additional student support services include EFSCares, the college's student assistance program, which offers help with personal and academic challenges; collegewide workshops on relevant topics; and Student Academic Success Centers that provide tutoring and learning resources.
- EFSC also offers programs such as TRiO, which focuses on assisting individuals from economically disadvantaged families. Together, these services create a comprehensive support network designed to help every student achieve their academic and career goals.
- EFSC offers a Dual Enrollment program in partnership with Brevard Public Schools, providing qualified high school students with the opportunity to earn both high school and college credit simultaneously.
- EFSC offers a wide range of educational opportunities, with 57 Programs of Study included in its most recent grant application. These programs span diverse CTE fields, providing students with pathways to high-demand careers and industry-recognized credentials.

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.

- The Property Accounting Office plays a critical role in managing and safeguarding college resources. Its primary responsibilities include:
  - Inventory Management: Maintaining an accurate and up-to-date inventory of all college-owned equipment and furniture.
  - Compliance with Federal Regulations: Tracking and recording items purchased with federal grant funds that have a value of $5,000 or more, ensuring compliance with grant requirements.
  - Asset Accountability: Supporting departments in proper asset tagging, recordkeeping, and reporting to prevent loss or misuse of resources.
  - Periodic Audits: Conducting regular audits and reconciliations to verify the existence and condition of assets.
- All EFSC's purchase requisitions must contain complete and accurate information to facilitate proper processing and compliance with institutional and regulatory requirements. Each requisition shall include the vendor's name, address and B-Number; the designated "Ship To" address; and the requestor's full details, including name, campus, department, building and room number and telephone contact.

- EFSC utilizes the Banner system© as its official platform for inventory management. This system ensures accurate tracking, accountability and reporting of college assets, including equipment, furniture and items purchased with federal grant funds. Banner supports compliance with institutional policies and regulatory requirements while promoting efficient resource management.
- Monitoring staff conducted inventory reviews at four EFSC campuses and all inventory was accounted for and in its correct location. QAC staff verified inventory at the federal $5,000 threshold, as well as spot checked $1,000 items for internal controls compliance. Upon review, it was discovered that one piece of equipment was not accounted for or in its correct location. This will result in a Finding (please see section VIII).

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

- EFSC included the necessary policies required by the General Education Provisions Act (GEPA) 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 that evidence compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Documents reviewed are:

- Travel records
- Procurement records
- Comprehensive local needs assessment (CNLA) documentation
- Time and effort reports
- Student data
- Policies and procedures
- Notification of Social Security Number (SSN) collection, usage and release
- Student authorization for access to educational records
- Advisory committee meeting records
- Study Program

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.

- EFSC ensures that all purchases made with federal funds are conducted in full compliance with applicable laws and regulations. Specifically, EFSC adheres to the provisions outlined in the Florida Statutes, State Board of Education Rules, College Board Rules and the College Procedure Manual. These governing authorities establish the standards and procedures for procurement activities, ensuring accountability, transparency and proper stewardship of public resources.
- EFSC has policies and procedures in place for accounting practices, budgeting and the reporting of financial data. Procedures for contractual agreements, procurement and travel were also provided as part of the OSMR.

- EFSC's President designates a Purchasing Card Administrator responsible for developing and implementing internal controls, rules and procedures governing the use of purchasing cards.
- ESFC has fiscal policies and procedures that include:
  - Standard accounting practices
  - Budgeting
  - Documentation and Reporting
  - Cash Management
- QAC monitoring staff conducted a fiscal review of the providers' grant budget narrative and final expenditure reports.

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.

- EFSC collaborates with the College's office of Institutional Effectiveness and Research (OIER) and Information Technology (IT) departments to assist with the collection and analysis of data.
- ESFC's faculty and staff use professional learning funds to attend conferences, symposiums, meetings and other collaborative activities where technology and associated equipment are demonstrated.
- EFSC collaborates with CareerSource Brevard, Flagler, Volusia, the Economic Development Commission of Florida's Space Coast and Brevard Public Schools to help identify labor market projections.
- EFSC actively partners with leading companies to support workforce development in high-demand industries. One notable collaboration is with Airbus OneWeb Satellites, a manufacturer of advanced satellites located on Florida's Space Coast. Through this partnership, EFSC helps train the skilled technicians and engineers needed to meet the company's growing production goals.

VIII. RESULTS

EFSC was found to be out of compliance due to the following:

Finding Number	1
Area	Inventory Management
Finding Summary	One piece of equipment at EFSC Melbourne Campus was missing from M15-121F Lab Training Room.
Finding Detail	EFSC's Dean located the piece of equipment and provided photographic evidence for their corrective action.
Citation	Violation of UGG 2 CFR 200.313; UGG CFR 200.313 (c); UGG 2 CFR 200.303 (d) (3)
Recommended/Anticipated Corrective Action	The Vice President provided a letter of attestation and plan of corrective action
Anticipated completion date:	Completed 09/16/2025
Name and Title responsible for CAP	Frank Margiotta, Dean CTE

IX.   SUMMARY

Once the OSMR 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 department 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/careeradult-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 Eastern Florida State College onsite monitoring review. Special thanks is offered to Mr. Frank Margiotta for his participation and leadership during this process.

Eastern Florida State College
Risk Matrix

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE)
Carl D. Perkins Grants

Agency Name: **Eastern Florida State College**
Program Type: **CTE**
Monitoring Year: **2025-2026**

Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	5	X 10	50
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	5	X8	40
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	3	X 8	24
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	7	X 6	42
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	7	X 6	42
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	3	X 4	12
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	1	X 4	4
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
				AGENCY RISK SCORE:	**214**

Data sources used for calculations: Prior to July 1, 2024

Please address inquiries regarding this report to:

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