



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

Chipola College

May 18 – June 6, 2023

Final Report

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Florida Department of Education
Division of Career and Adult Education
Chipola 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, oversees 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 (USED) 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.

The Chipola College (Chipola) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Dr. Sarah Clemmons, president, on November 21, 2022. The designated representative for the agency was Mr. Darwin Gilmore. The division's representative conducting the OSMR was program specialist Michael Swift, of the Quality Assurance and Compliance section.

V. CHIPOLA COLLEGE

ENROLLMENT:

CTE (possible duplication at program level): Postsecondary – 2,328

Finance

The provider was awarded the following grants for fiscal years (FY) 2019-2020, 2020-21 and 2021-22:

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Rural	322-1610B-0CR01	\$ 25,781.00	\$ 0.00
Perkins Postsecondary	322-1610B-0CP01	\$ 90,199.00	\$ 8,108.45

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Rural	322-1611B-1CR01	\$ 33,131.00	\$ 0.00
Perkins Postsecondary	322-1611B-1CP01	\$ 130,437.00	\$ 45,831.57

FY 2021-2022

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Rural	322-1612B-2CR01	\$ 32,916.00	\$ 0.00
Perkins Postsecondary	322-1612B-2CP01	\$ 86,615.00	\$ 5,385.74

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

<https://www.chipola.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. Inventory reviews are also conducted when onsite with a provider.

Onsite Visits

The monitoring team visited the following sites as part of the OSMR:

- Chipola College – Main Campus
- Chipola College – Public Services Academy

Entrance and Exit Conferences

The entrance conference for Chipola was conducted on May 18, 2023. The exit conference was conducted on June 6, 2023. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Darwin Gilmore	Dean, Workforce and Economic Development	X	X
Paige White	Accountant	X	

Steve Young	Vice President, Administrative and Business Affairs	X	
Matthew Hughes	Dean, Assessment, Compliance and Grants	X	
Pam Rentz	Vice President, Instructional Affairs	X	
Matthew White	Associate Vice President, Information Technology	X	
FDOE Monitoring Team			
Michael Swift	Program Specialist, Quality Assurance and Compliance	X	X
Charles Davis	Program Specialist, Quality Assurance and Compliance	X	X

Interviews

No interviews were conducted as part of the OSMR. Chipola submitted thorough and qualitative documentation and evidence to support QAC Core Activities.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, section F. DCAE reviewed 40 student records. 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 Dean of Workforce and Economic Development (Dean) is responsible for the drafting and submission of Chipola’s CTE federal grant applications and amendments to FDOE. Although the Dean is responsible for the overall leadership and management of the CTE programs and grants, it is a campus-wide, collaborative effort.
- Chipola routinely submits thorough applications and amendments that typically require little to no additional guidance from their FDOE grant manager. In the event that revisions are needed, the Dean submits those in a prompt manner.
- The Dean works directly with his program faculty to determine what expenditures will be included in the college’s CTE grant applications. Once the financial needs are decided upon, the application will receive final authorization prior to being submitted to FDOE.
- As part of the required comprehensive local needs assessment (CLNA), Chipola Postsecondary CTE administrators consulted with numerous individuals and entities across their service area. Representatives from stakeholder groups also provided insight into the workforce needs and opportunities for special student population students. The list of stakeholders includes, but is not limited to:
 - CareerSource Chipola – Representatives of local workforce board
 - Jackson, Washington, Calhoun, Holmes and Liberty County School Districts (principals, teachers, guidance counselors and CTE coordinators) – Local Secondary educational agency representatives
 - Tallahassee Community College and Florida Panhandle Technical College faculty and administrators – Postsecondary representatives
 - Local business owners (private and public)
 - Parents and students
- Each CTE cluster has an advisory committee that assists with the development of their specific program area(s) and provides ongoing consultation as it relates to the CLNA. These advisory

committees meet throughout the year and serve as the primary link between Chipola and the surrounding community, industries and businesses. Samples of meeting minutes and agendas were submitted as part of the monitoring process.

- In addition to the aforementioned stakeholders, administrators and faculty work alongside the five school districts within its service area to continually support the vision for CTE within the districts and Chipola.
- Chipola conducts ongoing professional development and training to ensure all CTE administrative staff are up to date on any changes that come from the federal and/or state-level Department of Education. FDOE-sponsored training events are also attended.

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.

- Chipola utilizes Jenzabar® as their management information system (MIS) and student information system (SIS) to house, track and report CTE student data such as records and grades. Student attendance is recorded by instructors within Canvas.
- Policies and procedures on data collection, entry and verification were provided by the college as part of the monitoring process. Chipola follows the Data Submission Procedures manual provided by FDOE, and verification reports are downloaded and reviewed to reconcile any errors received back from the state.
- Chipola conducts ongoing training for individuals with access to Jenzabar® databases, and MIS staff also participate in FDOE-sponsored training events such as Management Information Systems Advisory Taskforce (MISATFOR) meetings and quarterly CTE webinars.
- Chipola submitted a “Collection of Data Elements” attestation stating that all elements required of their local MIS are in place.
- Student registration packets include student directory information opt-out forms as required by the Family Educational Rights and Privacy Act (FERPA). Chipola also provides notice about the collection and use of the student’s personal information in the registration packet.
- Samples of CTE student data were reviewed and verified for accuracy as part of the OSMR. The monitoring team did not uncover any reporting errors for the samples of student data reviewed. All student records were provided by Chipola. Records reviewed included:
 - Postsecondary adult vocational (PSAV) completers
 - Postsecondary CTE industry certifications

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

- Chipola has a memorandum of understanding (MOU) with CareerSource Chipola to provide workforce training, employment assistance and other services for those interested in workforce programs and/or literacy services. The CareerSource office is located on the Chipola campus.
- Chipola offers all CTE programs at their main campus in Marianna, as well as additional services for firefighter, law enforcement and corrections at the off-campus Public Services Training Center.
- The Chipola Model for Planning, Assessment and Sustained Success (CoMPASS) is a system of planning, evaluation and improvement for their CTE programs. CoMPASS is an ongoing, comprehensive and research-based planning and evaluation process that focuses on institutional quality and programmatic effectiveness. Through this, Chipola is able to identify expected outcomes, assess the extent to which these outcomes can be achieved and provides clear evidence that supports the need for specific areas of programmatic improvement. Chipola provided a sample CoMPASS plan for the Automotive Technology program.
- CTE students have multiple opportunities to participate in additional learning activities outside of the classroom such as health science clinical hours, cooperative learning and on-the-job training

(OJT) with local employers. Work-based learning opportunities and agreements include, but are not limited to:

- The Building Construction Technology program has a collaborative agreement with the Chipola Area Habitat for Humanity that offers students hands on experience by constructing single-family residential houses.
- Students in Automotive Technology gain additional experience by working on student and faculty vehicles in conjunction with their hands on classwork. Many students are also hired by local dealerships and mechanics shops upon completion of the program.
- Welding and Construction students benefit from a partnership with a local company, Eastern Shipbuilding Group, in the construction of artificial reefs.
- Civil Engineering students perfect their drafting and inspection skills by having the opportunity to work with the contractors serving the Florida Department of Transportation.
- Advanced manufacturing students have opportunities to work as interns with local sawmill and lumber manufacturers, Rex Lumber and Georgia Pacific.
- Chipola offers high school students from their five-county service area the option to dual enroll (DE) in a multitude of program areas and programs of study. High school students that participate in select college credit and vocational programs earn credits towards their college degree, Postsecondary industry certifications and diploma. Building Construction and Technology, Automotive Technology and Welding enjoy consistently high enrollment in those DE programs.
- CTE instructors participate in ongoing program-specific training and certification programs. FDOE-sponsored events such as the Florida Association of Career and Technical Education (FACTE) conference is also attended. Chipola also provided documentation supporting college-wide instructional training and professional development.
- Chipola had previously been under a program improvement plan due to the lack of enrollment and retention of non-traditional students, but a strategic effort has been put into place to introduce those students to program areas in which they are underrepresented. Chipola utilizes targeted promotion and recruitment to introduce female students to programs such as public services, welding and automotive mechanics. Conversely, there is a push to introduce male students to programs such as cosmetology and health sciences.
- The Academic Center for Excellence (ACE) provides on-demand study sessions, both in person and virtual, to students participating in CTE and Workforce programs. ACE has a strong partnership with the Office for Student Disability Services (OSDS).
- In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), no reasonable exemptions, services and/or accommodations are denied to those students who self-declare a disability. Self-declaration forms are provided by OSDS.
- Upon submission of appropriate clinical documentation, the student will meet with an OSDS advisor to help determine all reasonable accommodations that can be provided to the student.
- Policies, procedures and internal controls are in place to ensure compliance with the General Education Provision Act (GEPA) to ensure equal access and participation in CTE programs regardless of sex, race, national origin, color, disability or age.

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.

- All inventory criteria set forth by federal, state and local guidelines are included within their fixed asset system.
- Chipola has policies and procedures on property management, equipment safety/storage, inventory reconciliation and inventory disposal. In addition to the aforementioned policies and procedures, Chipola has internal controls to govern loss prevention, transfer of property and the surplus of capital assets. Electronic Property Control Records are housed within WASP®, the college's asset management system. Hard copies of those records are also held in the college Business Office.
- Chipola does have dedicated personnel responsible for managing property and inventory. The "Property and Inventory Records Coordinator" and "Property Custodian" are responsible for:
 - Assisting with all physical receipt and stocking of property.

- Conducting an annual physical inventory of college property.
- Maintaining the college's asset management system.
- The transfer, surplus and disposal of equipment and property.
- Additionally, Chipola has internal controls for updating the asset management system. The Property Control Record Change (PCRC) is used any time a piece of capitalized equipment is added or removed from the asset management system. An example of the PCRC was provided as part of the monitoring process. A Transfer Agreement form is used any time a piece of equipment will be moved from its previously designated location. The transfer must first be approved by the Vice President or Dean before it can take place.
- Chipola conducts inventory at least once per fiscal year of all capital assets across the college. Once the annual inventory is complete, the Property and Inventory Records Coordinator compiles a list of all items that are unable to be found. If a second search for the item(s) yield the same result, a missing property report shall be filed with the police department. The property control clerk will submit the police report, along with a list of other surplus items to the Board of Trustees (BOT) for approval to be removed from the asset management system.
- Chipola did not report any incidents of lost, damaged or stolen granted-funded capital assets in the past 36 months.
- As part of the OSMR, the QAC team conducted inventory searches at two campuses. All items were found in their appropriate locations, and available for student access and use.

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

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

Items reviewed during the OSMR included, but were not limited to:

- MIS data quality checklist attestation
- Policies and procedures for data collection, verification and reporting
- Policies and procedures for finance and procurement
- Policies and procedures for property management
- CLNA w/supporting documents
- CLNA advisory committee records and stakeholder records
- Program of Study documents
- Student outreach engagement – flyers, webinars, seminars, etc.
- GEPA statement
- Job descriptions
- Inventory records
- Procurement records
- Office for Student Disability Services manual
- Memorandums of Understanding and articulation agreements
- Advisory committee records – agendas, sign-in sheets, etc.
- Chipola professional development and training records – agendas, sign-in sheets, training materials, etc.
- Office for Students with Disabilities Services policies and procedures
- CTE student data

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.

- Jenzabar® is also used as Chipola's enterprise resource planning (ERP) and financial management system. It is also used to house contractual bids and track payments for vendors.
- The finance department ensures the efficient management of CTE federal grant funds, and the following components of their financial policies and procedures manual were reviewed:
 - Purchasing guidelines and procedures
 - Sole source purchases
 - Budget implementation
 - Cash management
 - Methods of accounting
 - Fiscal internal controls
 - Records and reporting
 - Inventory management
 - Procurement
 - Conflict of interests
 - Ethics
 - Travel and per diem - Chipola follows Section 112.061, Florida Statutes for travel-related expenditures such as mileage rates, per diem and food allowances.
- College policy is that procurement of all services, supplies, materials and equipment is at the lowest cost to the college and maximizes the direct needs of each program area. Chipola also makes every effort to work with minority and women-owned businesses as much as possible during the procurement process.
- Purchases are broken down into one of two categories; purchases requiring BOT approval and those that do not require BOT approval. Purchases that do require BOT approval are those that exceed \$65,000 (Section 287.017, Florida Statutes), and anything falling below that threshold may be approved by the college Business Office.
- The following monetary thresholds apply to all grant-funded purchases:
 - **\$10,000 and below** – At least one quotation will be obtained by the Business Office prior to issuance of a purchase order.
 - **\$10,000.01 to \$64,999.99** – It is recommended that at least three quotations be obtained by the Business Office prior to issuance of a purchase order. It is not required, but highly recommended to obtain the most economical purchase price.
 - Any purchase of a single item or group of items, where the purchase price is over **\$65,000**, is made through a competitive solicitation. The BOT shall request bids or solicitation for proposals (RFP) from three or more sources for any purchase requisition exceeding this threshold. All purchases meeting this requirement must be approved by the BOT prior to a purchase order being created.
- The procurement process for grant funded fixed assets are as follows:
 - 1) The Business Office determines the specific requirements for the requested purchase or services and enters a purchase requisition via the Jenzabar® system.
 - 2) The Business Office then verifies that the method of purchase complies with applicable law, statutes, rules and policies. The office will create an official purchase order (PO) that will be signed by the individual requesting the purchase and the designated authorizing administrator.
 - 3) Once assigned an official PO number, it will be submitted to the vendor via their preferred method (to be included within the PO).
 - 4) The order is delivered and inspected prior to payment of the invoice.
- Additionally, the procurement of equipment or services from a selected vendor can take place with or without the benefit of competitive solicitation. This method of procurement is made only when

no other vendor(s) can be located to meet the requirement(s) of the purchase. This is considered a “sole source” purchase, and Chipola follows Florida Statutes as it pertains to these purchases.

- Chipola does not employ a dedicated contract manager, but federal Perkins funds are generally not used to enter such agreements.
- Chipola does not use grant-funded purchasing cards.
- Chipola provided additional fiscal records such as procurement records, temporary duty assignment forms and travel records. All documents 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.

- Chipola has numerous collaborations, partnerships and MOUs within the local community. They offer additional educational and job experiences to students across the college's service area. The list of partners includes, but is not limited to:
 - CareerSource Chipola
 - Eastern Shipbuilding Group
 - Chipola Area Habitat for Humanity
 - Rex Lumber
 - Georgia Pacific
 - Florida Department of Transportation
 - Jackson, Washington, Calhoun, Holmes and Liberty County School Districts

VIII. RESULTS

Chipola was not found to be out of compliance. All items reviewed were compliant in accordance with 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'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 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 the Chipola College monitoring review on behalf of the department. Special thanks is offered to Mr. Darwin Gilmore for his participation and leadership during this process.

Chipola College
 Career and Technical Education
 Risk Matrix

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

Agency Name: **Chipola College**
 Program Type: CTE
 Monitoring Year: **2022-2023**

Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	1	<u>X 10</u>	10
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	1	<u>X8</u>	8
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	3	<u>X 8</u>	24
	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	7	<u>X 6</u>	42
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	3	<u>X 4</u>	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	3	<u>X 4</u>	12
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					108

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

ATTACHMENT A

Chipola College
Career and Technical Education
“Brag Page”

The partnership between Habitat for Humanity, Chipola College and Auburn University benefits all those involved.

“No one organization, no one municipality, no one entity can solve our problems, they’re all interconnected,” Chipola Area Habitat for Humanity Executive Director Carmen Smith said.

“This way we’re able to come out on the job site and the students are getting real world experience,” Chipola College Construction Technology Instructor Scott Phelps said.

These partnerships even make for better quality housing.

Affordable housing does not mean cheap. The houses on Chipola Street in Marianna are at the highest Fortify level, as well as Energy Star certified.

Recently, Chipola College and the Chipola Area Habitat attended a national conference.

“The Affiliate Conference is a bi-annual conference that highlights the great work affiliates are doing in their individual respective communities,” Smith said.

The organizations were even recognized by giving a presentation on their collaboration on their Chipola Street property.

“They’re the most positive that this is a community solution that is scalable, and that’s what excites us, to be part of a partnership that is going to create a solution across the country,” Chipola College Dean of Workforce and Economic Development Darwin Gilmore said.

Officials say they’re proud these new, affordable homes are high quality.

“That high performance home means you can spend a little more for a quality home up front, then with high energy savings, that life cycle cost of the home is reduced,” Gilmore said.

They hope to continue their partnership and building homes at a high standard for years to come.



Please address inquiries regarding this report to:

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