FLORIDA DEPARTMENT OF EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review for Perkins Career and Technical Education

Valencia College

April 15-21, 2026

Final Report

TABLE OF CONTENTS

I. Introduction 1
II. Authority 1
III. QAC Core Monitoring Guide 1
IV. Provider Selection 2
V. Valencia College 2
VI. Monitoring Activities 3
VII. Observation 4
VIII. Results 7
IX. Summary 8
Appendix A 9

Florida Department of Education
Division of Career and Adult Education
Valencia College
Perkins Career and Technical Education

Quality Assurance and Compliance Monitoring Report

I. INTRODUCTION

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) office plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

The Department receives federal funding from the U.S. Department of Education for Career and Technical Education under the Carl D. Perkins Strengthening Career and Technical Education (CTE) for the 21st Century Act and for Adult Education (AE) under the Workforce Innovation and Opportunity Act of 2014. The Department awards sub-grants to eligible providers to administer local programs. The Department 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 Code of Federal Regulations 76.770, Education Department General Administrative Regulations and the Uniform Grant Guidance 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 is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as

objectives that can be used when agencies are monitored or reviewed. The guide can be found on the Division's website at https://www.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 office may apply any specific monitoring strategy to any federal or state-funded provider at any time. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

Valencia College (VC) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Lashon Andrea Brown, Chief Advancement Officer, on November 20, 2025. The designated representative for the agency was Ms. Anjela Madison, Perkins Project Director. The Division's representative conducting the OSMR was Program Specialist Dantavia Davis of the QAC.

V. VALENCIA COLLEGE

Finance

The provider was awarded the following grants for fiscal years (FY) 2022-23, 2023-24 and 2024-25:

FY 2022-23

Grants	Grant Number	Grant Amount	Unexpended
Perkins Postsecondary	482-1613B-3CP01	$ 3,104,141.00	$ 23,565.25

FY 2023-24

Grants	Grant Number	Grant Amount	Unexpended
Perkins Postsecondary	482-1614P-4CP01	$ 2,749,939.00	$ 101,975.53

FY 2024-25

Grants	Grant Number	Grant Amount	Unexpended
Perkins Postsecondary	482-1615P-5CP01	$ 2,952,676.00	$ 489,352.29

Additional information about the provider may be found at the following web address https://valenciacollege.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
An onsite inventory review took place at the following locations:

- VC West Campus
- VC Downtown Campus (Photographic documentation was provided)
- VC East Campus (Photographic documentation was provided)
- VC Osceola Campus (Photographic documentation was provided)

Entrance and Exit Conferences
The entrance conference for VC was conducted on April 15, 2026. The exit conference was conducted on April 21, 2026. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Lashon Brown	Chief Advancement Officer	X	X
Anjela Madison	Perkins Project Director, VC	X	X
Gerald Paige	Manager, Grant Compliance	X	X
Tai Ramratan	Manager, Grant Compliance	X	X
Christy Colgan	Director, Procurement	X	X
Barbara Gallentine	Data Analyst, Workforce	X	X
Lesena Jones	Manager, Career & Workforce Education	X	X
Cynthia Santiago-Guzman	Director, Compliance & Audit	X	X
Elaine Diaz	Assistant Director, Accounting	X	X
Division Monitoring Team			
Dantavia Davis	Program Specialist, QAC		X
Charles Davis	Program Specialist, QAC	X	X
Michael Swift	Program Specialist, QAC	X	X

Interviews
No interviews were required as part of the OSMR.

Records Review
Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, part F. A minimum of 44 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.

- VC's Office of Career and Workforce Education (CWE) was responsible for the design and development of the Comprehensive Local Needs Assessment (CLNA) plan.
- CWE established stakeholder engagement strategies that included planned discussion meetings with teachers, counselors and administrators from Orange and Osceola secondary schools. Additional stakeholders included representatives from Seminole State College and VC, including the Office for Students with Disabilities, as well as CTE faculty, administrators, advisors and students.
- VC offers accelerated credit opportunities with Orange County Public School District's Criminal Justice Operations and Firefighting programs. In these programs of study, students can earn up to 27 college credits through Career Pathways and dual enrollment at VC in the School of Public Safety.
- VC Transitions Planning Team offers resources to help prepare students with transitioning to VC after high school.
- VC students are required to meet with a Student Success Coach through the Career Pathways office to understand how college credit earned in secondary CTE programs applies to an Associate in Science (A.S.) degree program.
- The Career Pathways office verifies student eligibility for credit and coordinates the advising appointment. The Career Program Advisor confirms that all requirements for awarding credit are met, advises the student on the appropriate course sequence and initiates the credit award process. Students continue working with the Student Success Coach through completion of their program.

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 monitor reviewer examines how organizations use data to inform program decision-making.

- VC uses Banner® as its electronic management information system (MIS).
- Data collected includes:
  - Official academic records
  - Disciplinary records
  - Financial records
  - Veterans Affairs records
  - Employment records
  - Medical records
- VC's Research Analyst for State and Federal Reporting serves as the Reports Coordinator and follows established written procedures for the collection, verification, analysis and reporting of student data.

- VC's president authorizes records custodians to establish procedures for granting student access to their records.

C. **<u>CURRICULUM AND INSTRUCTION</u>** refer to those elements that contribute to student learning and skill acquisition.

- All of VC's CTE programs include required laboratory-based, hands-on learning. VC maintains current technology and equipment aligned with labor market needs to support student workforce readiness.
- Students may participate in work-based learning experiences, including internships. Orange County Public Schools and Osceola County School District provide multiple work-based study opportunities for CTE programs.
- VC's Cybersecurity Operations program is offered at the West Campus. The course provides an introductory overview of identity management and security, including definitions of Personally Identifiable Information (PII), common security challenges and best practices. It also addresses the people, processes, policies and technology used to manage and protect PII across multiple sectors. Instruction is delivered online or via Zoom.
- The VC Cyber Center offers students the opportunity to earn technical certificates, an A.S. degree and pursue a bachelor's degree pathway.
- VC also offers student tutoring services through Brainfuse, an online platform. Students can access Brainfuse via the Online Tutoring LibGuide or through the tutoring link in any Canvas course using their Valencia credentials. Each student receives 180 minutes of writing and content tutoring per semester.
- VC provides work-based learning opportunities, including internships, clinical experiences and cooperative education within CTE programs.
- VC provided course descriptions for career research and preparation for the following courses:
    - Social Networking for Job Search
    - Introduction to the Engineering Profession
    - Fire Science Fundamentals
    - Professional Development for Designers
    - Introduction to Health Professions
    - Introduction to Journalism
    - Introduction to Legal Practices and Ethics
    - Introduction to Property Management
    - Job Search
    - Career Development
    - Survey of Entertainment Technology

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.

- VC has security measures to protect assets, including secured access, surveillance cameras, dedicated lab personnel and security staff.
- VC's custodian is responsible for the maintenance and upkeep of the Federally Funded equipment.
- VC has disposition procedures for all equipment and additional approval by the Director of Restricted Funds Accounting for grant purchased equipment.
- VC uses AssetWin Property Management System which records all assets and inventory records. A physical inventory is conducted annually.
- VC tracks equipment with a cost of $5,000 or more, regardless of funding source, in a computerized database using barcoded asset tags. The District Board of Trustees may establish a higher inventory threshold; however, it may not exceed the federal definition of equipment ($5,000 per item).
- The monitoring team conducted an inventory check during the onsite visit. Multiple items were unavailable or located at different sites, resulting in a finding. See the Results section for details.

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

- VC 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 were:

- Conflict of interest form
- Contract employer agreement records
- Inventory policies and procedures
- Time and effort reports
- Student data
- Multiple memoranda of understandings (MOU)
- Advisory committee meeting records
- Travel records
- Procurement records
- GEPA statement
- CLNA documentation
- Dual enrollment agreement

- Purchasing Cards (PCard) manual
- Standards for financial management

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.

- VC utilizes Ellucian Banner (®) as its dedicated financial system.
- VC has fiscal policies and procedures that include:
  - Standard accounting
  - Budgeting
  - Documentation and reporting
  - Cash management
- Travel authorizations (Authorization to Travel forms) are initiated, approved and submitted by the Project Director or project staff and are reviewed by the Grants Accounting Department prior to submission to Accounts Payable for encumbrance of grant travel funds.
- PCard purchases are not preapproved by Grants Accounting and are initiated by project administrative staff with oversight from the Project Director.
- Grants Accounting staff are assigned specific grants to monitor. Expenditures are reviewed prior to cash requests, or at least monthly, to ensure they are allowable, reasonable and allocable to the grant.

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

- VC 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 include, but are not limited to:
  - CareerSource Central Florida
  - Orlando Economic Partnership

VIII. RESULTS

VC was found to be out of compliance in the following areas:

Finding Number	**1**
Area	**Inventory Management**
Finding Summary	The monitoring team conducted an inventory check during the on-site visit. Multiple items were unavailable or located at different sites.
Finding Detail	The VC's Manager of Grant Compliance, Resource Development Office provided a spreadsheet that accounts for missing equipment at other locations.
Citations	Violation of UGG 2 CFR 200.313; UGG CFR 200.313 (c); UGG 2 CFR 200.303 (d) (3)

Recommended/Anticipated Corrective Action	The Director will provide a letter of attestation outlining policies and procedures for the transfer of equipment between locations and will submit internal inventory records for the past five years.
Anticipated completion date:	Complete by June 1, 2027
Name and Title responsible for CAP	Perkins Project Director, Anjela Madison

IX. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for their review. The Division monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The Division will also post the final report on its website at http://fldoe.org/academics/career-adult-edu/compliance.

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required.

The monitoring team would like to extend their appreciation to all participants in the Valencia College monitoring review, on behalf of the Division. A special thanks is offered to Ms. Anjela Madison for her participation and leadership during this process.

APPENDIX A
Valencia College
Career and Technical Education
Risk Matrix

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

Agency Name: **Valencia 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	**3**	X 10	**30**
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	**7**	X 8	**56**
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	**1**	X 8	**8**
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	**0**	X 6	**0**
	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	**7**	X 4	**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**	X 4	**12**
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
				AGENCY RISK SCORE:	**176**

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

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