FLORIDA DEPARTMENT OF EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review
for
Pathways to Career Opportunities Grant

State College of Florida,
Manatee-Sarasota

May 7, 2025

Final Report

TABLE OF CONTENTS

I. Introduction 1
II. Authority 1
III. QAC Core Monitoring Guide 1
IV. Provider Selection 1
V. State College of Florida, Manatee-Sarasota 2
VI. Monitoring Activities 2
VII. Observation 3
VIII. Results 6
IX. Summary 6

Florida Department of Education
Division of Career and Adult Education

State College of Florida, Manatee-Sarasota
Pathways to Career Opportunities Grant (PCOG)
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

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the PCOG Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200**,** the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

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

IV. PROVIDER SELECTION

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.

The State College of Florida, Manatee-Sarasota (SCF) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Mr. Tommy Gregory, President, on December 12, 2024. The designated representative for the agency was Ms. Erin Buckley, Director, Special Projects.

The Division's representative conducting the OSMR was Program Specialist Michael Swift of the QAC.

V. STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

Finance
The provider was awarded the following grants for the fiscal years 2022-23 and 2023-24:

FY 2022-23

Grants	Grant Number	Grant Amount	Unexpended
Pathways to Career Opportunities	412-90310-3S501	$ 930,078.00	$ 8.00

FY 2023-24

Grants	Grant Number	Grant Amount	Unexpended
Pathways to Career Opportunities	412-90310-4S001	$ 312,980.00	$ 0.00

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

VI. MONITORING ACTIVITIES

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

Onsite Visits
- No onsite inventory reviews were conducted. The provider did not purchase any equipment with PCOG funding that met the capitalized threshold of $5,000.

Entrance and Exit Conferences
The entrance conference for SCF was conducted on May 7, 2025. The exit conference was conducted the same evening. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Stephanie Roy	Manager, Business Operations, SCF	X	
Erin Buckley	Director, Sponsored Projects, SCF	X	X
Ron Serpliss	Director, Career and Technical Education, SCF	X	
Marvict Benkert	Coordinator, Special Projects, SCF	X	
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X

Interviews
No interviews were required as part of the PCOG review.

Records Review
Program, financial, administrative and student enrollment records were reviewed. A complete list is provided in section VII, part F. 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 Director of Sponsored Projects has many years in Workforce Education and works directly with PCOG administrators and contractors to determine the needs of the program to be included in their grant applications. Additionally, the Director of Sponsored Projects is responsible for adherence to the terms, conditions and program standards of their state award.
- SCF has a collaborative partnership with FleetForce Truck Driving School (FF). Once known as NBI Driver Training, FF's partnership with SCF provides a unique private-public connection that allows SCF to operate their Registered Apprentice (RA) program alongside a cohort of companies with many years of experience in career training and truck driving.
- FF has an employee pre-hire program which connects screened and approved program applicants to employer sponsors prior to their initial training. These employer sponsors include local and national trucking companies.
- PCOG deliverables were submitted to the Division on time, needing limited technical assistance. All deliverables were paid at or near full value.

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 on.

- The Division's Data, Research and Evaluation team requested that the monitoring staff confirm SCF's PCOG enrollment numbers submitted to the Department reporting database.
- SCF provided sufficient enrollment data and documentation as required by the Department.
- All documentation was provided by SCF as part of the monitoring review.

C. **CURRICULUM AND INSTRUCTION** refers to elements contributing to student learning and skill acquisition.

- SCF's PCOG funding went toward the creation of a new RA program, with subsequent funding going toward the expansion of that program. A sample of occupations sponsored under PCOG include:
  - Class A/B Commercial Driver's License (CDL) Certification
  - Heavy and Tractor Trailer Drivers

  The SCF service region primarily comprises Manatee and Sarasota counties in Florida.
- SCF has a collaborative agreement with FF to offer the Trucking Apprentice (TA) program. This program allows participating sponsor employers to interview, screen and pre-hire an individual prior to him/her completing their initial 200 hours of phase one training.
- Apprentices are required to have 200 hours of Entry Level Driver Training (ELDT) related technical instruction (RTI). To move on to phase two of the program, the apprentice must have the minimum hours of ELDT, then pass their CDL licensure exam. Upon successful completion of their CDL exam, they will move into phase two of the program as a pre-hire with their desired employer.
- The TA Employer Coordinator is responsible for oversight of the 1,200 hours of on-the-job training (OJT) for phase two of the program. OJT is provided by journey workers, called

Trucking Mentors, who hold CDL certification and have experience in the trucking and/or heavy equipment industry. The progression through phase two is employer customized to ensure students are receiving the training needed for skills and competencies preferred by the employer.

- FF provides the RTI for students, as they are co-enrolled at SCF in the Lifelong and Workforce Development Division. All RTI instructors are experienced CDL holders and teach principles outlined in the ELDT regulations manual and in accordance with Federal Motor Carriers Safety Administration guidelines. All training is pursuant to 49 Code of Federal Regulations, Part 383 "Standards for Commercial Driver's Licenses."

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 the college's fixed asset management system.
- Although no inventory review was required, SCF has policies and procedures to establish actions for purchasing, tracking and managing equipment acquired with federal grant funds in compliance with federal regulations and institutional policies. Policies include property management, equipment safety/storage, inventory reconciliation and inventory disposal. In addition to these policies and procedures, SCF has internal controls and procedures to govern loss prevention, transfer of property and the surplus of capital equipment.
- Each campus has dedicated staff that serve as the property custodian at his or her site, but the Manager of Business Operations is ultimately responsible for all college assets with a value greater than $1,000.00. Additionally, this position is responsible for the monthly property records reconciliation process and manages the central services functions and associated staff. SCF provided a job description as part of the monitoring process.
- Capitalized, non-capitalized and "high theft" assets are inventoried at least annually, and all inventoried property must match the records maintained within the inventory management system. Once the college-wide inventory is complete, a Fixed Asset Physical Inventory Summary Report is signed off on and approved by the Director of Business Services and the Vice President of Finance and Administrative Services.
- SCF reported no instances of lost, damaged or stolen granted-funded capital or non-capital assets over the past 36 months.

E. **RECORDS REVIEW** refers to reviewing the records and documents supporting compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Documents reviewed are:

- Policies and procedures for financial accounting
- Policies and procedures for capital asset management
- Final Project Disbursement Report
- Grant Budget Analysis (GBA)
- Contractual services agreements and invoices
- PCOG performance outcome forms
- Purchase invoices
- Financial statements
- Apprenticeship activity reports
- Quarterly deliverables

F. **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.

- Banner® is used as SCF's financial management system. It is a comprehensive platform used to ensure accurate tracking, reporting and allocation of state PCOG funds. Banner® allows for streamlined processing and oversight, as all allocations and expenditures are directly linked to the PCOG program(s) within the system. The system also manages deliverables, invoices and payments associated with any grant obligations and/or contractual agreements entered utilizing state grant funds.
- No direct salaries were paid with PCOG funds. Expenditures covered contracted training and technical services, the rental of instructional equipment, a contracted support representative and operating expenses. SCF provided invoices for the contracted services agreements.
- The following components of the policies and procedures manual were reviewed as part of the monitoring process:
  - Purchasing guidelines and procedures
  - Sole source purchases
  - Budget implementation
  - Cash management
  - Contracts and bids
  - Purchasing cards (P-card)
  - Inventory management
  - Procurement
  - Conflict of interests
  - Ethics
  - Travel
- The monitoring team lead conducted a Grant Budget Analysis to compare SCF's approved budget versus their final expenditure reports that are submitted to the Department Comptroller's office. Upon review, it was determined that all expenditures were in accordance with their approved budget narratives and any subsequent amendments.
- Grant administrators routinely review their grant budgets to keep track of current expenditures and to ensure that there is no cost overrun between object codes. If the scope of a project changes or if funds need to be re-allocated, an amendment will be drafted and submitted to the Division.
- SCF does use grant-funded P-cards for minor expenditures. All purchases made with P-cards must receive prior approval and be used solely for the operation of a grant-funded program or when encumbering expenses necessary for tasks such as travel and conferences. When a P-card is used, it is the responsibility of the authorized card holder to submit proper documentation to the Business Office for reconciliation toward the appropriate grant fund. Sample P-card transactions and reconciliations were provided by SCF.
- All supplies, equipment and services charged to a grant-funded source shall be purchased using sound judgement and obtained at the lowest cost possible. Expenditures must go toward the operation of programs and fit within the scope of the grant. No purchases shall be authorized without prior approval from the Division via a grant award letter and/or subsequent amendment(s).

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

- SCF has numerous collaborations, partnerships and MOUs within the local community. They offer additional educational and job experiences to students within their service area. The list of partners includes, but is not limited to:
  - CareerSource Suncoast
  - FleetForce Truck Driving School
  - Florida Trucking Association
  - Publix
  - Dominos
  - Armellini Express Lines, Incorporated
  - Garrison Trucking
  - Saddle Creek Logistics
  - Martin Transportation
  - Cemex

VIII. RESULTS

SCF was not found to be out of compliance.

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 final report will also be posted on the Department's website, which is located at https://www.fldoe.org/academics/career-adult-edu/.

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.

On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the State College of Florida, Manatee-Sarasota monitoring review. A special thanks is offered to Ms. Erin Buckley for her participation and leadership during this process.

Please address inquiries regarding this report to:

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