



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review for Pathways to Career Opportunities Grant

Miami Dade College

April 7 – 11, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Miami Dade College
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 Miami Dade College (MDC) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Madeline Pumariega, President, on December 12, 2024. The designated representative for the agency was Dr. Alexia Rolle, Dean, CTE.

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

V. MIAMI DADE COLLEGE

Finance

The provider was awarded the following grants for the fiscal years 2019-20 through 2023-24:

FY 2019-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	132-90310-0D001	\$ 533,208.00	\$ 20,035.19

FY 2021-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	132-90310-2D401	\$ 208,325.00	\$ 273.37

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	132-90310-3S501	\$ 456,830.00	\$ 20,035.19

FY 2023-24

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	132-90310-4S001	\$ 89,100.00	\$ 98.71
	132-90310-4S002	\$ 186,384.00	\$ 1,018.38

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

<https://www.mdc.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

An onsite inventory review took place at the following locations:

- MDC – Kendall Campus
- MDC – Medical Campus
- MDC – North Campus
- MDC – Padron Campus
- MDC – Wolfson Campus

Entrance and Exit Conferences

The entrance conference for MDC was conducted on April 8, 2025. The exit conference was conducted on April 10, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Lazara Ramirez	Director, AE, MDC	X	X
Krystal Daniels	Program Manager, CTE, MDC	X	
Eduardo Plasencia	Budget administrator, CTE, MDC	X	X

Alexia Rolle	Dean, CTE, MDC	X	X
Enrique Infanzon	Dean, Continuing Education, MDC	X	X
Jorge Gonzalez	Director, Business Innovation and Technology Center, MDC	X	
Philip Dickey	Senior Director, Research and Development, MDC		X
Lorena Vazquez	Apprentice Training Representative	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Charles Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X
Kara Kearce	Director, 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.

- MDC was the first institution to be named as a Registered Apprentice (RA) program sponsor in the state of Florida. Beginning with one occupation offering in 2018, MDC has added and expanded multiple occupations with the assistance of PCOG funding.
- MDC has demonstrated its ability to sustain quality programs by only working with well-vetted partners and adhering to strict standards of instruction and hands-on training. MDC data suggest an average completion rate of 80 percent across all occupations.
- MDC has a relationship with CareerSource South Florida to provide additional resources such as employment services, labor market information and training opportunities.
- MDC has experience managing multiple grants from a wide variety of sources.
- 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 MDC's PCOG enrollment numbers submitted to the Department reporting database.
- MDC provided enrollment data and documentation as required by the Department. Any discrepancies with data will be handled by the Data, Research and Evaluation team. No other action will be taken by members of the QAC team.

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

- MDC's PCOG funding went toward the expansion of its current RA and pre-apprentice programs. A sample of occupations sponsored under PCOG include:
 - Carpenter
 - Electrician
 - Heating, Ventilation and Air Conditioning
 - Aircraft Mechanic and Technician
 - Automotive Service Technician
 - Preschool Teacher
 - Helpdesk TechnicianThe MDC service region encompasses multiple South Florida counties: Miami-Dade, Monroe, Broward and Palm Beach.
- MDC employer partners expressed a need for skilled laborers due to regional growth, as stated in local and regional occupational demands lists, in addition to an aging workforce and a lack of talented workers that has significantly increased the demand for RA and pre-apprentice programs focusing on construction and technology trades. The same employer partners also expressed a willingness and desire to work with MDC to sponsor apprentices and hire pre-apprentices.
- MDC provides its own related technical instruction (RTI), while the on-the-job training (OJT) component of the programs is provided by local sponsor employers. Employer partner responsibilities include:
 - Assisting with the development of the apprenticeship occupation;
 - Aiding in the recruitment of candidates;
 - Hiring and paying the wages of the apprentice;
 - Assigning a journey worker to serve as the qualified trainer for the apprentice;
 - Evaluating the apprentice on their on-the-job competencies; and
 - Providing feedback to the sponsor on training needs, talent retention methods and labor costs.
- For pre-apprentices, the employer sponsor assist in the development of workforce needs by committing to interview individuals who complete the pre-apprenticeship program. A qualified candidate will receive employment, benefits, articulated credit and critical OTJ to assist them in developing their careers. Program sponsors will also serve on the pre-apprenticeship committee and participate in quarterly meetings.
- All RTI includes established curriculum that is created and maintained by MDC or adopted from recognized organizations such as the National Center for Construction Education and Research, and includes a combination of classroom instruction and live online instruction, while some RTI can be accomplished in a virtual setting.
- Apprenticeship/MDC faculty members receive professional learning training so that every instructor providing RTI meets Department requirements for a CTE instructor. The instructor must be a subject matter expert who is recognized within the industry as having expertise in a specific occupation or hold the licensure or certification required in the given occupation. All instructors must have training in teaching techniques and adult learning styles before the apprenticeship instructor starts to provide RTI.
- Classroom hours for students may vary by occupation, with at least a minimum of 2,000 OJT hours being standard across all programs.
- Retention and completion challenges for each apprentice is monitored and screened by Apprenticeship Service Managers. Apprentices participate in monthly one-on-one check-ins where progression in both RTI and OJT are reviewed with each apprentice to assess if additional resources or referrals are needed. Employer sponsors are also required to provide

quarterly evaluations on apprentices outside of structured on-the-job assessments to ensure satisfactory work performance and to address any performance concerns.

- MDC employer sponsors are required to sign an apprenticeship sponsor agreement. These agreements dictate the educational aspects of the program, as well as ensuring that apprentices follow all OJT and RTI learning criteria. The employer sponsors also serve on committees that meet regularly with MDC workforce training staff to continually update and refine their programs.

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 MDC's fixed asset management system.
- MDC has policies and procedures on property management, equipment safety/storage, inventory reconciliation and inventory disposal. In addition to these policies and procedures, MDC has internal controls and procedures to govern loss prevention, transfer of property and the surplus of capital equipment. Property control records are housed within the Property Management Department (PMD).
- Although each campus has individuals responsible for equipment, the Property Warehouse Manager (PWM) is responsible for asset oversight of the entire college, which includes Property Control, Central Receiving and the Consolidated Warehouse. Additionally, this individual manages inventory control reports and warehouse operations.
- MDC utilizes a Transfer or Temporary Custody of College Property form whenever equipment and/or property is moved from one location to another. The department to which the equipment is being transferred must complete the form (signature noting receipt of property) and forward a copy to Property Management. This form includes all the required elements to be uploaded into the property management system.
- Additionally, property may be moved or relocated freely within a college department, provided custody of said property does not change. Location records must also be updated.
- All equipment valued greater than \$1,000 is inventoried at least annually, and all inventoried property must match the records maintained within the PMD. Property Managers at each campus must notify the office of any property that is lost, believed to be stolen or missing. The PWM will then be responsible for reporting the findings to the appropriate Dean(s) and/or Campus Administrator.
- For the years monitored, MDC utilized state grant funds to purchase equipment that met the capitalized threshold of \$5,000. Additionally, equipment was purchased that also met the inventory control threshold of \$1,000. All inventory records were provided by MDC.
- Monitoring staff conducted an inventory review at five MDC campuses, and all inventory was accounted for and in its correct location. QAC staff verified all inventory at the \$5,000 threshold, as well as spot checked \$1,000 items for internal controls compliance. No issues were uncovered.
- MDC reported no instances of lost, damaged or stolen granted-funded 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

- Apprenticeship employer agreement form
- Final Project Disbursement Report
- Grant Budget Analysis (GBA)
- Monthly transaction ledger
- PCOG performance outcome forms
- Purchase invoices
- Financial statements
- Apprentice and pre-apprentice 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.

- Oracle Peoplesoft® is used as MDC's financial management system. Purchases, contracts, deliverables and all aspects of procurement are housed within the system.
 - MDC has policies and procedures for financial management and fiscal reporting that adhere to the terms of their state grant. The following components of their financial 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
 - MDC does pay for salaried administrative positions and an Apprentice Services Manager position with PCOG funds. Time and effort reports were provided by MDC.
 - MDC does use purchasing cards (P-cards) for minor expenditures charged to the grant. 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 for reconciliation toward the appropriate grant fund. Sample P-card transactions and reconciliations were provided by MDC.
 - Requisitions are initiated to request an order of goods or services used for official college business. The Purchasing Department will review each requisition, ensure compliance with college policies and procedures, then issue a Purchase Order (PO), as deemed appropriate. The PO serves as the official college document to request goods and services from a contractor or vendor.
 - MDC provided additional fiscal records such as:
 - Purchase invoices
 - Time and effort reports
 - Financial statements
 - Travel records
- All records were in accordance with applicable local, state and federal law.

- QAC monitoring staff conducted a fiscal review of the providers' grant budget narrative and final expenditure reports. Upon review, no issues were uncovered.

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.

- MDC 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 South Florida
 - University of Miami
 - City of North Miami Beach
 - A Customs Brokerage, Incorporated
 - Acco Foreign Shipping, Incorporated
 - Bean Automotive Group
 - The Early Learning Coalition of Miami-Dade and Monroe counties
 - Hellman Worldwide Logistics
 - Chick-fil-A
 - Florida Restaurant and Lodging Association
 - Greater Miami and the Beaches Hotel Association
 - Siemens
 - Larin Community Hospital

VIII. RESULTS

MDC 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 MDC monitoring review. A special thanks is offered to Dr. Alexia Rolle for her participation and leadership during this process.



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