



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

Florida Keys Community College

January 28-30, 2019

Final

TABLE OF CONTENTS

I. Introduction 1

II. Authority 1

III. Quality Assurance Policies, Procedures, and Protocols 1

IV. Provider Selection 1

V. Florida Keys Community College..... 2

VI. Monitoring Activities 2

VII. Results 3

VIII. Required Resolution Activities 11

IX. Summary 11

 Appendix A..... 12

 Appendix B 13

 Attachment 15

Florida Department of Education
Division of Career and Adult Education

**Florida Keys Community 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, 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 evaluation of 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) Career and Technical Education Act of 2006, 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).

Additional citations noting pertinent laws and regulations and authority to monitor are located in the 2018-2019 Quality Assurance Policies, Procedures, and Protocols, Module A, Section 1.

III. QUALITY ASSURANCE POLICIES, PROCEDURES AND PROTOCOLS

The Quality Assurance Policies, Procedures and Protocols manual was revised in the 2018-19 program year. The manual is provided to each provider prior to the monitoring visit. The manual provides a summary of each facet of the monitoring design and the process. It also contains protocols that may be used as agencies are monitored or reviewed. References may be made to the manual in this document; 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 Quality Assurance and Compliance 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 Florida Keys Community College (FKCC) was determined to be an onsite visit. Notification was sent to Dr. Jonathan Gueverra, president, Florida Keys Community College on November 19, 2019. The designated representative for the agency was Ms. Megan Perez, director, Community Engagement and Testing.

The onsite visit to the agency was conducted January 28-30, 2019. The two representatives of the division present during the visit were program specialists, Mrs. Christine Walsh and Mr. Michael Swift of the Quality Assurance and Compliance section.

V. FLORIDA KEYS COMMUNITY COLLEGE

ENROLLMENT:

Fiscal Year (FY) 2016-17

CTE (possible duplication at program level): Postsecondary – 3,334

The provider was awarded the following grants for FY’s 2016-17, 2017-18 and 2018-19:

Finance

FY 2016-17

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Postsecondary	442-1617A-7CP01	\$ 50,594.00	\$ 1,502.87

FY 2017-18

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Postsecondary	442-1618A-8CP01	\$ 60,878.00	\$ 7,838.05

FY 2018-19*

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Postsecondary	442-1619B-9CP01	\$ 70,541.00	\$ N/A

*FY 2018-19 final project disbursement reports not yet available at the time of this writing.

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

<https://www.fkcc.edu>

VI. MONITORING ACTIVITIES

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

Onsite Visits

Members of the team made onsite visits to the following locations:

- FKCC – Key West Campus

Entrance and Exit Conferences

The entrance conference for FKCC was conducted on January 28, 2019. The exit conference was conducted on January 30, 2019. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
John Rouge	Director, Sponsored Programs	X	X
Michael McPherson	Dean, Arts and Hospitality	X	X
Mark Roby	Dean, Science and Nursing	X	X
Beren Lindenburg	Director, Institutional Effectiveness	X	X
Brittany Snyder	Vice President, Academic Affairs	X	X
Heather Garcia	Controller	X	
Michelle Adam	Director, Information Technology	X	X
Katie Norland	Director, Student Success	X	X
Lalara Williams	Assistant Director, Student Success	X	X
Jack Seubert	Dean, Marine Science and Technology	X	X
Megan Perez	Director, Community Engagement and Testing	X	X
Jennifer Rich	Grant Accountant		X
Kathleen Clark	Associate Dean, Enrollment Services		X
FDOE Monitoring Team			
Michael Swift	Program Specialist, QAC, FDOE	X	X
Christine Walsh	Program Specialist, QAC, FDOE	X	X

Interviews

Interviews were conducted with the administrative staff. All interviews were held during the course of the visit.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, item F. A minimum of 40 student records were reviewed. Policies and procedures were reviewed and discussed at various times during the visit.

VII. RESULTS

A. ADMINISTRATION: refers to the management and/or supervision of programs, structure of programs and services, grant oversight and other administrative areas.

- FKCC has a relatively new staff in the CTE administrative positions. This is due to a college reorganization in FY 2016-17, the loss of college staff due to hurricane Irma in September 2017 and natural attrition in job responsibilities. The CTE department is working hard to

recruit and retain instructors. The result of hurricane Irma and the high cost of living has impeded their efforts.

- At the program level each director takes a hands-on approach in the management of their particular program area. The CTE directors are closely involved with program operations such as financial management and tracking of grant funds; program review and oversight; and program relationships with the local community.
- FKCC does not offer onsite CTE professional development. However, FKCC offers opportunities for CTE administrators and instructors to travel to attend professional development and trainings as required by their particular program area.
- FKCC is known as a “destination college” and currently provides housing with a 100 bed facility called Lagoon Landing. Lagoon Landing is located on the Key West campus. With FKCC’s unique CTE program options students come from all over the country. Administration received legislative approval for the construction of an additional 200 bed facility. This will provide housing opportunities for more students who would like to take advantage of the CTE and academic programs the college has to offer.

B. DATA AND ASSESSMENT: refers to all the components of the data and assessment system, including test administration, test security, data collection and entry and reporting, as well as procedures. The use of data in program decision-making is also explored and commented upon.

- FKCC utilizes the Banner® and Canvas® systems to input student registration, attendance and grades. Canvas® is also utilized as an online portal for instructors to conduct online classes and communicate with their students.
- There is a system in place for the collection, verification and submission of student data to FDOE.
- The college has a step-by-step data entry process outlined in the individual college policies and they use the FDOE College Database Dictionary as a guide for the database submissions and data element information.
- FKCC informed the monitoring staff that it is often difficult to track students upon program completion. Their designation as a “Destination College” and uniqueness of programs draws students from all over the United States. Students are hard to or unable to be tracked post graduation or program completion because they leave the state.
- The monitoring team discussed the possibility of having more success tracking these students by using the national clearinghouse. The monitoring team is also going to help forge a relationship with Pensacola State College who has had very similar tracking issues due to its proximity to neighboring states.
- The college utilizes student and program data for review, improvement and consideration when considering the expansion or reduction of course offerings.

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

- FKCC has three sites. There is a distance of approximately 91 miles from the main campus in Key West to the Upper Keys Center in Tavernier.
- CareerSource South Florida (CSSF) has a small location in Key West with a main location in Miami. FKCC and CSSF have a relationship.
- FKCC has implemented four new apprenticeship programs this year. They will be offering a welding certificate starting in the fall of 2019 and have a new Engineering Technology Associate in Science program focusing on renewable energy.

- FKCC has a variety of unique CTE programs due to their geographic location. Some of these programs include: Marine Mammal Behavior and Training, Tropical Ornamental Mariculture Technician, Diving Business and Technology, Marine Engineering, Management and Seamanship. FKCC also has an aquaculture learning lab.
- FKCC has unique opportunities for internships with agencies like MOTE Marine Laboratory, The Elizabeth Moore International Center for Coral Reef Research and Restoration and the Dolphin Research Center.
- Advisory committees play a pivotal role in improving the quality and visibility of the college's CTE programs. These committees offer insight into recent industry trends, current and future job outlooks and offer recommendations for industry-specific equipment needs. They are also open to the public.
- Multiple program improvement plans (PIP) were discussed with the CTE deans and director of Community Engagement and Testing. The CTE deans provided steps being taken towards improving student completion and placement rates, technical skills attainment and non-traditional student completion rates.

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.

- FKCC's BANNER® system is their inventory management system. It electronically tracks inventory from the time an item is approved for purchase all the way through its useful life. It also contains all the required elements outlined in the UGG 300.313(d)(1).
- FKCC has a technology plan that includes policies on new equipment requests, equipment safety/storage and disposal of old equipment.
- All equipment is centrally received and disbursed to the appropriate locations. All capitalized equipment is tagged with a FKCC asset number.
- Technology and equipment are integrated into the curriculum as required for each CTE program.
- There have been no reports of lost or stolen equipment in the last three years. No equipment has been sold.
- The monitoring team requested that the college update their Property Management and Control policy (24.6) section Inventory Control and Reporting to reconcile the data elements found in the UGG 300.313(d)(1) and the Banner system. The monitoring team also requested that they review the data that is appropriate for each data element/column.

FINDING AND ACTION

- Finding D1: During the review it was noted that the inventory list supplied to the monitoring team was incomplete. It did not contain all the required welding equipment that was purchased with the grant funds. The equipment is composed of two pieces and sold as a unit. However, when the equipment was invoiced the pieces were invoiced separately with both pieces having a value over \$1,000.00. The individual pieces were all tagged as required. It was the inventory list provided to the compliance team that only contained one piece of each unit. The omitted inventory value was \$13,398.88. The inventory list provided to the compliance team was corrected immediately and provided. The location of one of the items was also incorrect. This is in violation of UGG §200.313 Equipment.

- Corrective Action D1: FKCC is to provide a corrected inventory list to include the omitted welding equipment and also update the incorrect location information. This was corrected while the monitoring team was on site.

E. ACCESS AND EQUITY: refers to compliance with the requirements of federal non-discrimination laws as relating to recruitment, enrollment, participation and completion of programs.

- The Office of Equal Educational Opportunity (OEEEO) for colleges is responsible for monitoring and overseeing civil rights compliance obligations. Should you have any questions or concerns, please contact the OEEEO at 850-245-9468.

F. RECORDS REVIEW: refers to a review of the records and documents that evidence compliance with federal and state rules and regulations. Samples of financial and programmatic records are reviewed.

- Sample advisory committee minutes, agendas and sign-in sheets
- College procurement/purchasing records
- College policies and procedures for finance and procurement
- Student and employee handbooks
- Policies and procedures on inventory/equipment management
- Inventory records and listings
- Student data records
- Americans with Disabilities Act (ADA) procedures for instructors and students
- College Board policies and procedures
- Memorandums of Understanding (MOUs) and articulation agreements
- Grant funded employees time and effort (T&E) reports
- Employee travel records
- CTE/Student Parent Surveys
- Program brochures and other promotional/recruitment material

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.

- FKCC has financial policies and procedures in place to ensure the efficient cash management of CTE grant funds.
- Grant funded purchases and travel must go thru an extensive electronic approval process prior to any grant funds being disbursed.
- All employees being funded by the grant have split duties. No employee was 100% grant funded.
- CTE program directors are able to access real time reports of all grant expenditures.
- FDOE monitoring staff and the FKCC Controller, along with several program staff, discussed the importance of submitting grant amendments to their FDOE grant manager.
- FKCC used the object code for other expenses in the original grant budget as a “catch all” until the actual determination of the expense was decided. FKCC moved the funds from other expenses to the new object code thus creating a change in task. Also noted, during the discussion, was the omission of amendment four changes on the final FA399.

FINDING AND ACTION

- Finding G1: During the review it was noted that the final grant expenditure reports for CTE were not consistent with the original grant budget. The added object codes are allowable and would have been approved had an amendment been submitted. The addition of unapproved object codes and the reallocation of funds between object codes is in violation of the UGG 200.308(b) Revision of budget and program plan, UGG 200.331(2) Requirements for pass-through entities and the FDOE Green Book section B, Reason for Amendment and the RFA for all years monitored during the visit.
 - Project 442-1617A-7CP01: Funds were moved in their entirety from Object Code 69500 – Other Expenses to Object Codes 68001-Scholarships (\$4,000.00), Object Code 61000 – Freight and Postage was added (\$116.81), Funds in their entirety in original grant budget in Object Code 710 – Furniture and Equipment Capitalized was reallocated to 70606 Technology and Equipment Non-capitalized Inventoried (\$10,000.00). These funds were in excess of 19% of total grant funds. Object Code 70601 Educational Furniture and Equipment Non-Capitalized Inventoried was added without an amendment (\$1,799.99).
 - Project 442-1618A-8CP01 Object Codes 61000- Freight and Postage (\$37.40) and 68001 – Scholarships (\$1,807.00) were added without an amendment. The FA399 reflects the amount of \$2,274.00 being allocated to Object Code 71011 Furniture and Equipment Capitalized with amendment two. However, amendment two actually allocated the amount to Object Code 69500 – Other Expenses. Amendment four was completely omitted from the final FA399. This in turn created several other errors in the accounting on the FA399 final report.
 - Corrective Action G1: FKCC is to request amendments for any changes in or additions of object codes not included in the original grant budget. FKCC will submit a revised FDOE final FA399 for project 442-1618A-8CP01 to show the omitted amendment four and the corrected application of the funds in amendment two. This was addressed and corrected while the monitoring team was on site.

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.

- FKCC has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students within the college. The list of partners include, but are not limited to:
 - Mote Marine
 - Dolphin Research Center
 - Monroe County Sheriff Office
 - Baptist Health South Florida
 - Check Electric LLC
 - Garcia Jones Building Contractors
 - Historic Tours of America
 - Key West Marriot Beach Side
 - Monroe County Clerk of Courts
 - Ocean Reef Community Association
 - Key West Police Department
 - Key West Fire Department
 - Southeast National Marine Renewable Energy Center
 - Homestead Police Department
- FKCC has articulation agreements with Monroe County School District, Association of Jesuit Colleges and Universities, Capella University, Florida International University, Kaplan

University, Saint Leo University, University of Miami, University of Central Florida, Home Education and Island Christian School.

- I. **PERKINS LOCAL PROGRAM IMPROVEMENT PLAN:** A Perkins local PIP is required when an agency does not meet 90% of its agreed-upon goals for individual performance measures.

Postsecondary College Credit Performance Indicators 2016-17

In 2016-17 the agency met or exceeded all postsecondary measures except for the following; therefore a PIP was required:

- 1P1 Technical Skills: Local Actual of 40.65% vs. Local Agreed of 46.50%
- 4P1 Placement: Local Actual of 69.77% vs. Local Agreed of 86.50%

Postsecondary Certificate Performance Indicators 2016-17

In 2016-17 the agency met or exceeded all postsecondary measures except for the following; therefore a PIP was required:

- 1A1 Technical Skills: Local Actual of 38.46% vs. Local Agreed of 91.61%
- 2A1 Completion: Local Actual of 74.60% vs. Local Agreed of 94.12%
- 4A1 Placement: Local Actual of 60.00% vs. Local Agreed of 90.50%
- 5A2 Non-traditional Completion: Local Actual of 0.00% vs. Local Agreed of 47.35%

- J. **PROGRAMS OF STUDY:**

Implementation of Programs of Study

As part of the DCAE assistance process, all agencies selected for a monitoring visit each project year will receive special technical assistance on Programs of Study (POS) and their development and implementation. The section of the monitoring protocol concerning POS has been expanded and the narrative and supporting materials for this section were collected prior to the onsite visit. During the monitoring visit to FKCC, Bruce Harrington and Lee Chipps-Walton of the Federal and State Initiatives (FSI) section of the DCAE discussed via a conference call, submitted narrative and materials on POS with FKCC staff on January 29, 2019. A summary of the conference call discussion compiled by the FSI team appears below.

Program of Study: Culinary Arts (secondary)/Culinary Management A.S.

Program Basics

- Program is offered in partnership with Monroe County School District.
- The program started small, with five students. It has since grown to 10 students.
- Despite some logistical issues related to size (the teaching kitchen is at capacity with the current enrollment), the College intends to continue to grow the program.
- The program is currently only two and half years old.

Program Design

- Program design begins with the State's curriculum frameworks.
- In the Culinary Arts POS, the program consulted with chefs to determine competency sequence. For example, it was determined that food safety is prerequisite to other courses involving food handling.

- In general, the program design is driven by the chef staff.
- Staff expressed dissatisfaction with the recently shortened program length incorporated by the State as it caused them to have to select a class to cut. The program was previously 64 credit hours and has now been reduced to 60 credit hours.

Advisory Board

- The Hospitality and Culinary Advisory Committee spun off from the Business Advisory Committee.
- Members include the Dean, faculty, and business leaders in culinary and hospitality industry.
- The board meets twice a year. Invitations are sent out at the beginning of each fall and spring semester.
- During program review, the Advisory Committee analyzes a number of data sources, including curriculum changes, program alignment with DCAE's Curriculum Frameworks, the needs of the community, how the grade point averages of students in the program compares with grade point averages in other programs, retention, enrollment, the percentage of students that are full or part time, program financial viability, etc.
- The committee provides feedback on the curriculum and structure of the program.

Business Partners

- Business partners have played an integral role in shaping the program design, implementation, and work-based learning experiences.
- In the Culinary Arts POS, for example, they influenced the scheduling of classes. Because of work schedules, the partners suggested an afternoon and evening schedule, which the College adopted.
- At the suggestion of the business partners, emphasis was placed on chef skills while banquet and catering skills were seen as less necessary locally.
- Business partners also sponsor students for internships, and help recruit adjuncts and advisory committee members.
- Lodging associations have made generous financial contributions to FKCC for the purchase of culinary equipment.

Labor Market Needs

- In addition to working with their business partners to determine local needs, the College utilizes the Department of Economic Opportunity's Regional Demand Occupation List.
- The College also utilizes EMSI, an economic modeling software, in determining programs to offer.
- There is currently greater local need for workers than the POS can supply.

Secondary/Postsecondary Alignment

- College staff meet with Monroe County School District Staff at least once a year.
- Meetings include faculty from both secondary and postsecondary.
- Meetings include a focus on what skill sets are necessary at the secondary level to seamlessly progress into the postsecondary program at FKCC.
- The only CTE related articulation in the POS from secondary to postsecondary is through the ServSafe Certified Food Safety Manager industry certification.

Work-based Learning Opportunities

- The students in this POS are required to complete an internship.

- All internships are paid.
- Interns are in high demand and there is a competitive process of application for business to have interns placed with them.
- The businesses provide information to the college on student performance and competencies met, providing feedback on how the student should be graded for their internship participation.
- FKCC cooperates with local businesses to offer apprenticeships in HVAC, electrical, carpentry, and plumbing.

Innovative Programs

- After prompting, FKCC shared details of several programs they deem distinctive to their institution.
- Marine Environmental Technology A.S.
 - They have cutting-edge equipment in aquaculture for their marine environmental science program. It trains students to become field technicians, work at large-scale aquariums, or in the fish culture profession.
 - They are currently raising a brood stock of clownfish. They have recently obtained legal approval to sell their fish. They have bred “designer” clownfish through crossing techniques that can sell for \$150 apiece. The money raised through sales goes back to supporting the aquaculture program.
 - Students participating in the Marine Environmental Technology A.S. can earn additional certifications in tropical ornamental fish aquaculture, marine mammal training, and marine surveying.
 - As a part of their marine mammal training certificate program, FKCC has a cooperative agreement with the Dolphin Research Center on Grassy Key where students work in the field under the direction of professional marine mammal trainers.
 - Students also survey and assess local coral reef marine habitats. This allows students to earn an American Academy of Underwater Sciences certificate, a highly sought after industry certificate.
 - There are 80 dives built into the program.
 - PADI SCUBA certification is required for the program and is offered at FKCC. Additionally, they offer career-oriented diving courses that involve advanced skills, like blending gasses (such as nitrox) and operating hyperbaric chambers.
- They have an association with the US Department of State’s Bureau of Educational and Cultural Affairs. This allowed them to set up a Tunisian exchange student program in their computer programming program.
- As a part of FKCC’s Hospitality and Ecotourism A.S., students participated in a virtual exchange with students in Jordan that focused on building problem solving skills. This exchange culminated in a competition where the students submitted plans for a cooperating hotel to reduce energy consumption and thereby reduce overhead costs. The cooperating hotel implemented the students’ plans and reported back how much their plans reduced their energy consumption costs. FKCC students and their Jordan partners came in second in the international competition.

Challenges

- Staff indicated that the local cost of living is challenging for students and staff to meet. High rent is causing many students to leave and they have recently lost three faculty for this reason.

- The college currently offers a 100 bed dormitory space. An additional 200 beds have been approved by legislation and are in the process of searching for funding.
- Staff expressed concern over the potential shortening of additional A.S. programs to 60 hours. Their concern is that truncating the number of classes offered within these programs would require the removal of content essential to the program.

XIII. REQUIRED RESOLUTION ACTIVITIES

CAREER AND TECHNICAL EDUCATION

1. Corrective Action Plan – Florida Keys Community College is required to complete a CTE Corrective Action Plan.

IX. SUMMARY

Once the fieldwork is completed, including receipt of requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and considered at the discretion of the FDOE Quality Assurance and Compliance section. The final report is completed, forwarded to the agency head with a copy to the appropriate parties, and is posted on the department's website at the following address: <http://fldoe.org/academics/career-adult-edu/compliance>.

Finally, the division issues a closure notice to the agency head and designated contact person. This notice indicates that all outstanding resolution items have been completed when applicable or that no further action is required.

On behalf of the department, the monitoring team extends our appreciation to all participants in the FKCC onsite monitoring visit. Special thanks is offered to Ms. Megan Perez for her participation and leadership during this process.

APPENDIX A

Florida Keys Community College
Career and Technical Education
Risk Matrix

Risk Scores Matrix for Colleges Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: FLORIDA KEYS COMMUNITY COLLEGE					
Program type: CTE					
Target Year: 2016-2017					
Monitoring Year: 2018-2019					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	5	<u>X 10</u>	50
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	1	<u>X 8</u>	8
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	1	<u>X 8</u>	8
	3	5			
	2	3			
	1	1			
3-year Perkins Improvement Plan (PIP) Index	7.50 – 10.00	7	1	<u>X 8</u>	6
	5.00 – 7.49	5			
	2.50 – 4.99	3			
	0<index<2.50	1			
	0	0			
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	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	1	<u>X 4</u>	4
	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	<u>X 4</u>	4
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					80

APPENDIX B

Florida Keys Community College
Resolution Action Plan

Findings	Corrective Actions	Agency Response	Person Responsible	Projected Date of Completion
<p>Finding D1: During the review it was noted that the inventory list supplied to the monitoring team was incomplete. It did not contain all the required welding equipment that was purchased with the grant funds. The equipment is composed of two pieces and sold as a unit. However, when the equipment was invoiced the pieces were invoiced separately with both pieces having a value over \$1,000.00. The individual pieces were all tagged as required. It was the inventory list provided to the compliance team that only contained one piece of each unit. The omitted inventory value was \$13,398.88. The inventory list provided to the compliance team was corrected immediately and provided. The location of one of the items was also incorrect. This is in violation of UGG §200.313 Equipment</p>	<p>Corrective Action D1: FKCC is to provide a corrected inventory list to include the omitted welding equipment and also update the incorrect location information.</p> <p>This was corrected on site and no further action is required.</p>	<p>While the monitoring team was on site, the inventory list was updated to include the welding equipment and correct location of the second item.</p>	<p>Tamrah Hill, Assistant to the VP, Finance and Administration</p>	<p>02/22/2019</p>
<p>Finding G1: During the review it was noted that the final grant expenditure reports for CTE were not consistent with the original grant budget. The addition of unapproved object codes and the reallocation of funds between object codes is in violation of the UGG 200.308(b) Revision of budget and program plan, UGG 200.331(2) Requirements for pass-through entities and the FDOE Green Book section B, Reason for Amendment and the RFA for all years monitored during the visit.</p>	<p>Corrective Action G1: FKCC is to request amendments for any changes in or additions of object codes not included in the original grant budget. FKCC will submit a revised FDOE final FA399 for project 442-1618A-8CP01 to show the omitted amendment four and the corrected application of the funds in amendment two.</p> <p>This was addressed and provided onsite. No further action is required.</p>	<p>While the monitoring team was on site, a revised FDOE final FA399 for project 442-1618A-8CP01 was submitted to show the omitted amendment four and the corrected application of the funds in amendment two.</p>	<p>Heather Garcia, Controller</p>	<p>02/22/2019</p>

<p>○ Project 442-1617A-7CP01: Funds were moved in their entirety from Object Code 69500 – Other Expenses to Object Codes 68001- Scholarships (\$4,000.00), Object Code 61000 – Freight and Postage was added (\$116.81), Funds in their entirety in original grant budget in Object Code 710 – Furniture and Equipment Capitalized was reallocated to 70606 Technology and Equipment Non-capitalized Inventoried (\$10,000.00). These funds were in excess of 19% of total grant funds. Object Code 70601 Educational Furniture and Equipment Non-Capitalized Inventoried was added without an amendment (\$1,799.99).</p> <p>○ Project 442-1618A-8CP01 Object Codes 61000- Freight and Postage (\$37.40) and 68001 – Scholarships (\$1,807.00) were added without an amendment. The FA399 reflects the amount of \$2,274.00 being allocated to Object Code 71011 Furniture and Equipment Capitalized with amendment two. However, amendment two actually allocated the amount to Object Code 69500 – Other Expenses. Amendment four was completely omitted from the final FA399. This in turn created several other errors in the accounting on the FA399 final report.</p>				
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Plan submitted by (name and title): Megan Perez, Director Community Engagement & Testing

Date: 03/27/19

Plan accepted by: Christine Walsh

Date: March 27, 2019

Status of Action Plan (to be completed by FDOE staff):

ATTACHMENT



Programmatic Distinctions

Academic:

- ❖ The only community college to offer unique programs of study in Marine Mammal Behavior and Training, Tropical Ornamental Mariculture Technician, Marine Environmental Technology, Diving Business & Technology, and Renewable Energy
- ❖ Candidate for the 2019 Aspen Prize for Community College Excellence
- ❖ The only community college to offer a comprehensive transition and postsecondary program. Project ACCESS (Accessing Community College Educational experiences, Social experiences and Skills for careers) provides students with intellectual disabilities and autism an opportunity to complete an individualized, career and technical-based curriculum that results in a Certificate of Completion
- ❖ The only community college with partnerships with Mote Marine Laboratory and the Coral Restoration Foundation
- ❖ One of six colleges, and the only community college, in the state of Florida to offer the American Academy of Underwater Sciences Scientific Diver Certification
- ❖ Recognized by PADI as a Career Oriented College Development Program (COCDP)
- ❖ The only institution in the state of Florida that offers a Diving Medical Technician course with the National Board of Diving and Hyperbaric Medical Technology Certification for college credit
- ❖ One of two colleges, and the only community college, in the state of Florida that offers the University of Florida's Institute of Food and Agricultural Sciences Florida Master Naturalist in Coastal Systems Certification
- ❖ One of two colleges in the country, and the only community college, that is recognized by the Professional Scuba Inspectors (PSI) as a PSI Premier Facility
- ❖ The world's largest controlled hydrokinetic test facility. Twice as large as NASA Neutral Buoyancy Lab (approx. 11.2 M gallons)
- ❖ The only PearsonVue Testing site which accommodates the community for workforce industry certifications

Affordability:

- ❖ The Game Changer Scholar Program provides eligible students with an opportunity to complete an Associate of Arts degree in two years, debt-free, using a cohort model, prescriptive program of study, and enhanced academic support services
- ❖ The FKCC/Marathon High School Collegiate High School Program allows qualified students to obtain up to 30 college credits in two semesters and to obtain an industry certification from the American Hotel and Lodging Association Educational Institute
- ❖ One of two institutions in the Florida College System to offer Florida Department of Education registered apprenticeships tuition-free to students

Research and Sponsored Programs:

- ❖ The only community college focused on shark repellent research and shark bycatch reduction research
- ❖ Awarded the largest federal appropriation for a community college (\$2.24 M) for Instrumented Underwater Training Systems
- ❖ Only college to participate in the Department of Defense Perseus I and the Perseus II projects
- ❖ Fifty percent of faculty are terminally degreed compared to the Florida College System average of thirty percent