

MINUTES OF THE JULY 29, 2020 SPECIAL MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Wednesday, July 29, 2020, at the St. Petersburg College EpiCenter, Room 1-451, 13805 58th Street N, Clearwater, Florida. The following Board members were present: Chair Nathan Stonecipher, Katie Cole, Bridgette Bello, Bill Foster. Trustee Deveron Gibbons joined the meeting by phone. Also present were Tonjua Williams., President of St. Petersburg College and Secretary to the Board of Trustees. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF SPECIAL MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a workshop to which all persons are invited, commencing at 12:00 p.m. Wednesday, July 29, 2020, at the St. Petersburg College EpiCenter, Room 1-451, 13805 58th Street N, Clearwater, Florida. The workshop will be held for the purpose of the Board to review the health insurance plan designs and the presidential evaluation process. There are no rules being presented for adoption or amendment at this meeting, and no vote or official action will be taken by the Board.

A copy of the agenda may be obtained within seven (7) days of the meeting on the [SPC Board of Trustees website](#) at www.spcollege.edu, or by calling the Board Clerk at (727) 341-3241.

If any person wishes to appeal a decision made with respect to any matter considered by the Board, he or she will need a record of the proceedings. It is the obligation of such person to ensure that a verbatim record of the proceedings is made. Section 286.0105, Florida Statutes.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency five business days before the meeting by contacting the Board Clerk at 727-341-3241. If you are planning to attend the meeting and are hearing impaired, please contact the agency five business days before the meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

20-050. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
July 29, 2020

ST. PETERSBURG COLLEGE EPICENTER (1-453)
13805 58th Street N
Clearwater, FL

SPECIAL MEETING: 9:00 A.M.

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| I. | Call to Order | Katie Cole
Board Chair |
| II. | Collegiate High School Reopening Plan | Starla Metz
Associate Vice President
Collegiate High School |
| III. | Discuss Three Year Strategic Plan Development | Dr. Sabrina Crawford
Associate Vice President,
Institutional Effectiveness and
Academic Services |
| IV. | Financial Update | Janette Hunt
Vice President, Finance
and Business Operations |
| V. | District Office Migration Plan Review and
Downtown Parking Assessment | Diana Wright
Associate Vice President
Facilities Planning and
Institutional Services |
| VI. | Discuss Health Insurance Proposal | Janette Hunt/Carol Sumter
Associate Vice President,
Human Resources |

Adjournment

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting July 29, 2020 he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

Date Advertised: July 17, 2020

20-051. Under Item I, Call to Order

The meeting was convened by Chair Cole at 9:01am

Chair Cole noted that there is not typically a meeting in July; however, a July meeting was necessary this year because of some of the budget changes with respect to insurance, the evolving situation with the strategic plan because of COVID, and the Collegiate High School re-entry plan. After the last meeting, the state informed the Board that they need to formally approve a re-entry

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plan before the students can return to school. The return was previously scheduled prior to the College's August date, but that may change today.

Chair Cole noted that the meeting was taking place with social distancing, masks, and/or sanitation of the podium in place.

20-052. Under Item II, Collegiate High Schools Reopening Plan

Ms. Starla Metz presented the Saint Petersburg Collegiate High School's innovative reopening plan and a proposed calendar delaying the start of the school year for sophomores for the Board's review and approval.

Ms. Metz noted that the Florida Department of Education Executive Order 2020-EO-06 requires the opening of brick-and-mortar schools beginning in August for all students, subject to the advice and orders of the Florida Department of Health, local departments of health, and Executive Order 20-149 and subsequent orders. Furthermore, this order allows charter schools the flexibility to provide an additional instructional option to students who may have an underlying health condition or to students whose parents may not feel comfortable sending their child to school due to the COVID-19 pandemic. The order also weighs strict adherence to a fixed opening and end date for schools. The requirement to operate schools for 180 days or the instructional hourly equivalent and the reporting requirements for educational planning and information is set forth in statutes as well as provides financial continuity for schools who submit an innovative reopening plan that is approved by the sponsoring district.

Ms. Metz stated that the Collegiate High Schools will implement additional safety protocols to ensure the wellness of staff and students, things such as daily temperature checks for the sophomores prior to entering the building, staggered dismissal times to promote social distancing, and a parent acknowledgement form denoting their responsibility to ensure that their child is well by using SPC's symptom checker self-assessment tool.

Ms. Metz stated that St. Petersburg Collegiate High School's reopening plan addresses all of the six assurances required in the plan. The first assurance ensures that SPC open for students who wish to attend school in-person five days a week, and this part of the plan details the first assurance to open brick and mortar schools. The next assurance is offering a full array of services required by law. There is also a requirement to offer robust progress monitoring and tiered support for students who are not making adequate progress. Administrators also need to work with individual education plan teams to ensure students with disabilities are identified and receive the services and support that they need. Administrators need to meet with the English Language Learners Committee to ensure students who are English language learners receive the support and instruction they need to be successful in the classroom. Finally, administrators need to make sure that they are sharing progress monitoring data with the district. Additionally, the Collegiate High Schools will be following all of SPC's policies and protocols to ensure the wellness of staff and students.

Ms. Metz shared that the Collegiate High Schools are offering sophomores two learning options. The first option is coming to school and having in-classroom instruction, and the second option is remote learning. The Collegiate High Schools have purchased a new system called Polycom Studio, which is a video conferencing system for all of the classrooms. This system allows faculty to simultaneously teach in-class. It also allows students to work collaboratively in Zoom breakout rooms and to get some support in individual tutoring if they should need that. Another benefit of that system is should the number of COVID-19 cases rise in the Fall, the Collegiate High Schools can seamlessly transition to that system. Students can easily log on to the remote learning via MyCourses. If students who are remote learners decide that they would like to come on campus, they will contact the principal so the administration can ensure social distancing is in place prior to welcoming them to the school.

Ms. Metz stated that juniors and seniors will be enrolled in all college classes and follow the college calendar.

Ms. Metz added that all extracurricular events, such as the mental health lessons, weekly seminars, clubs, activities, parent workshops, PTA, and SAC meetings will all be held remotely via Zoom.

Ms. Metz proposed that the Board approve a revised calendar pushing back the start date just for sophomores to August 17th, which is aligned with SPC's start date. That will allow a little more time for faculty to have some professional development on the new video conferencing system and ensure they are well prepared to offer high quality education to all students.

Chair Cole noted that the Board cannot vote during a workshop, but assured Ms. Metz that the Board will approve this in August.

Ms. Metz said this is fine with the district. The district is aware that there is not normally a meeting in July; they just wanted her to bring it forth to be sure that the Board had seen the plan and they were comfortable with the plan and the proposed calendar.

At Trustee Gibbons suggestion and with Ms. Gardner's approval, the Board decided to vote today and ratify the vote at August's meeting.

Trustee Gibbons made a motion to accept the Collegiate High School's reopening plan. Trustee Stonecipher seconded the motion. The motion passed unanimously.

20-052. Under Item III, Discuss Three Year Strategic Plan Development

Dr. Crawford discussed the planning objectives for the 2021-2024 new strategic plan development. She reminded the Board of how much work has been spent over the last three years of developing the three pillars of academic excellence, economic mobility, and community engagement, and the two foundational elements of financial vitality and employee engagement. These five elements of the current strategic plan still

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hold very strongly as SPC moves forward into the next development of the strategic plan.

Dr. Crawford stated that SPC is very fortunate to have been able to acquire the services of Madeline Pumariega, who is the strategic plan development expert who will be coming to help SPC develop the next strategic plan. She currently is the Executive Vice President and Provost at Tallahassee Community College. She served as the Chancellor of the Florida College System for three years. She developed the Florida College System strategic plan during that time, she worked with the Florida Department of Education leadership team that developed their strategic plan, and most recently she has worked with three different Florida College System institutions, two of which have actually become Aspen Prize finalists.

Dr. Crawford shared that in working with Ms. Pumariega, she outlined an overview of what she is hoping to accomplish over the next six months. Dr. Crawford stated that within the next month, the Board members will receive a survey which is designed to understand the key elements that the Board wants to make sure are addressed by the strategic plan and to develop a framework around the strategic plan. In August after the Board meeting, there will also be a workshop during which time she will meet with the Board to share what she learned via the survey results. She will provide a full layout of how she plans on moving forward. During September to November, she will be working with leadership groups across the College to flesh out all of those areas. She wants to make sure that all of these priorities, all the metrics, are really aligned to whatever the pillars and whatever the foundational elements are. In December, she will bring forward the final plan for approval.

Dr. Crawford noted that Ms. Pumariega won the Aspen Prize, which is the community college excellence prize; it is one of the most sought-after prizes that community colleges across the nation try to achieve. Unfortunately, SPC has not been in the running until this last round because of its status within the Carnegie classification. SPC was finally in the pool for the very first time. SPC was able to see how they align with other colleges who do become finalists. There are five key priorities in selected winners, including leadership, teaching, data, and all of the things that one would expect good community colleges to be focused on when they are looking at trying to help the graduates move and achieve social mobility. The Aspen Prize chooses 150 finalists and then they move into 10 that actually can apply for the Aspen Prize itself.

Dr. Crawford stated that Ms. Pumariega would like to be able to use the tenants of the Aspen Prize as a background for the development of the strategic plan because she feels that SPC is in a good position to focus the area. The Aspen Prize is awarded every two years, so it is completely in line with the next round as SPC build towards the achievement.

Dr. Crawford said that there are several colleges in the Florida College System who have already achieved the award, such as Indian River, Miami-Dade, Santa Fe, and Valencia. There are two current finalists: Broward and Tallahassee. Dr. Crawford noted that all the winners were actually finalists one year, and then they became winners. The current finalists have both previously been finalists, and they are hoping to be moved into a winner's category in this round.

Dr. Crawford shared that the biggest achievement of this prize is the \$1M package, but it is the recognition of being one of these top-tier community colleges that is most significant.

Dr. Crawford pointed out that there has been an interruption in the strategic plan work due to COVID-19, but that SPC is now back on track and moving forward.

Chair Cole noted that she has talked regularly with Drs. Williams and Crawford since last Fall, and she thanked them for coming back with the recommendation of using Ms. Pumariaga and the idea of using the Aspen criteria as the threshold. In other organizations, she has found it to be extremely helpful to take a national or international standard that is renowned as the best and seek to align with that because it makes setting goals much easier.

20-053. Under Item IV, Discuss Health Insurance Proposal

Ms. Sumter presented the insurance background and recommendations for the upcoming calendar year.

Ms. Sumter began with a brief history of how SPC got here. Looking back five years, there have been increased costs in the medical portion that are not leveling or going down; it is significantly higher each and every year. Healthcare was underfunded for the entire period between 2015 and 2019. The underfunded number varied over the years; it was a total \$8.3M that SPC paid out over what was taken in from premiums.

Ms. Sumter shared a slide providing information about the high-dollar claims. She noted that this is probably the most critical slide in the presentation because it shows why staying self-funded poses great risk to the College. Ms. Sumter explained that under the annual section, it talks about how many claims are expected that are \$50,000 or higher; these are claims that SPC has to pay out of pocket, and there are 22 expected. Of those 22, SPC expects 8 to be \$100,000, 3 to be \$200,000, and so on. Up to \$350,000, SPC has to pay everything on a claim before the stop-loss insurance kicks in. This poses a great risk for the College because one or two \$350,000 claims leaves a gaping hole in the operational budget. From 2015 to 2020, this has become a trend. The diseases that hit the high-dollar claims are not diseases that are just a one-time off or that SPC can do wellness to get under control right away. They are chronic things that people are living with every single day.

Ms. Sumter pointed out that by moving over to the consortium, they have six plans to choose from under Florida Blue for medical. She will focus on three that SPC feels work best for the College population. All of the other offerings, SPC will review once they make a decision on medical, because medical is the big piece.

Ms. Sumter noted that she wants to focus on the funding and compliance. The College carries a lot of costs to stay self-funded; for example, SPC pays the stop-loss insurance almost \$700,000, almost \$560,000 on admin fees with Aetna, \$85,000 on the consulting fees, and anything up to \$350,000. All of those costs go away by going with the consortium. The consulting piece with the consortium is built in the cost of the plan.

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Ms. Sumter shared that SPC had a proposal provided by the consultant for the self-funded and the consortium provide their information.

Ms. Sumter discussed the analysis. SPC simplified the salary bands, going from nine salary bands down to three. In a later slide, she will share how the population falls if they were in the nine bands compared to the three bands. SPC also wanted to focus on offering another new option, which is the PPO option. SPC compared the cost savings with that plan to the HMO, which really is not apples to apples, but that is where there is the highest average increase, whereas the other plans are about \$20 a month in additional increases.

Ms. Sumter presented the five-year projection. By having the high-dollar claim so high, SPC really could not do strategic planning; SPC was literally doing year-to-year planning, hoping that SPC would hit the mark so that SPC could look at what year two and three were. That has not happened at all over the last five years. The consortium allows for more of a five-year or three-year plan because instead of having 1,200 employees as a risk pool, there are 12,000 because SPC would be entering into a risk pool with other colleges. Every time SPC goes to price out what the costs are going to be, they have only looked at the risk pool, and SPC has a very high-risk pool as far as the high dollar claims.

Ms. Sumter looked at the projection for the first year, which is -\$263,000 for 2021. When SPC originally received the numbers from Brown and Brown, this number was higher from them. When they found out SPC was looking at the consortium, SPC was able to get about another \$1M in savings from Aetna. Looking at the other years going forward, there are significant savings. Going back to the high-dollar claims, \$263,000 is one patient in the ICU for COVID; SPC pays that on the self-funded plan and they do not know how many ICU patients they could have on the plan. If SPC goes with the Consortium, they do not pay that.

Ms. Sumter introduced Justin Piazza and Matthew Snook from the consortium and Mercer so that they could go into all of the analysis and actuarial information, which should explain more clearly how it will impact employees.

Mr. Piazza stated that the mission of the consortium is to provide comprehensive and innovative risk management services and solutions for the member colleges so they do not have to worry about the minutia and the administration portion of things. The consortium has a property casualty side of the house with all insured buildings in St. Pete and an employee benefits side of the house. The consortium is not an insurance company. It is made up of the colleges that came together in 1979 because of statute and whereby mutual agreement by all the state colleges formed the consortium. It started with property casualty and then the employee benefits started in 1985. St. Pete used to be the fiscal agent for the consortium.

Mr. Piazza stated that he brought Mr. Snook from Mercer as a third-party objective person. The consortium hired Mercer to come in to take a look at SPC and take a look at the past claims experience. They could not really compare apples to

apples because the plans that SPC currently has are different than the plans the consortium has. There is a different carrier, but SPC also does not have a PPO. SPC is narrower in the network, where the PPOs allow for travel outside the state and country.

Mr. Snook discussed the findings from Mercer. He reiterated that Mercer is an objective third party, and it really has no financial impact on them one way or the other if SPC joins the consortium. It would help the consortium because as that pool that is already big gets bigger, the predictability for all participants gets better. Perhaps one of the most significant benefits to SPC for joining the consortium would be the predictability and the comfort there.

Mr. Snook shared that Mercer collected the claims data for the current plans and projected the experience for the rest of this calendar year, and it appeared that the current funding rates were going to give SPC about a \$3M shortfall; that would persist when projecting to the next year.

Mr. Snook stated that Mercer calculated the actuarial values of the plans. He explained that actuarial values are simply how many pennies of every claims dollar the plan covers. Mercer looked at the values of the plans and projected them forward into 2021. Then, they mapped the consortium plans that were closest to the current plan designs in aggregate actuarial value and calculated what the cost would be under the consortium's arrangement. The analysis showed on that five-year plan savings in every year. He noted that the information the Board was provided did not show that savings in the first year because subsequent negotiations occurred, which he found out just a moment ago. Nevertheless, he thinks that in either case, SPC is going to get plans that are analogous – not exactly the same, different vendors – but generally speaking, more choice both in terms of the plans offered because it is a three-plan arrangement versus the current two-plan arrangement, and more choice also because two of the three plans offer out-of-network service availability, so people with children in college, people while they are traveling, etc. would be covered under the plan. From that perspective, he thinks it is a good opportunity and that the employees would be well satisfied with that.

Mr. Snook said that as far as what SPC does with employee contributions, there are a lot of opinions, many of them strong. The consortium does not dictate what SPC does with payroll contributions, so how much the employees contribute, what the net cost of the program is – the consortium helps manage the gross cost – is up to how much SPC thinks the employees can bear. He added that Mercer would be glad to advise with regard to that. He noted that right now, SPC contributes very differently than most of the state colleges do.

Mr. Snook stated that there are two major points of value for SPC in moving to the consortium's arrangement. First, this will behave like a fully-insured program, meaning the guaranteed cost aspect – he used the word 'guarantee' with an asterisk because if the world blows up things could happen, but generally speaking over a very long period of time since at least 2004, the consortium has never had to go to a college and say they have a shortfall and need more money. The program will behave as a fully insured program; it will not be an end-of-the-year surprise. Additionally, SPC will get the benefits of participating in a self-insured program because the program is self-insured at the consortium level, so all of the savings inherent to that arrangement will be realized.

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Mr. Snook opined that the biggest benefit to SPC of joining the consortium is the predictability. The consortium has had a very smooth track record, even having a couple of years where costs could potentially go down. It has been a stable population, which is very healthy for the pool, and it has been a very stable rate increase over time, particularly as compared to what is going on in the world. Medical inflation rates have been a little challenging numerous times.

Vice Chair Bello asked Mr. Snook to elaborate on how SPC contributes differently than most colleges.

Mr. Snook replied that most colleges pay 100% for employee-only coverage for at least one plan, but most of those same colleges contribute zero dollars towards any different level of dependent college coverage. That is all publicly available information. He added that he consults with a lot of organizations that are not state colleges and among employers of SPC's size, that is very unusual; what SPC does is a much more typical approach and much more competitive to the extent that any of the folks SPC might be trying to hire would be cut from outside the governmental realm or the college system. He said that what SPC does would be his preference of the two approaches.

Mr. Piazza added that the colleges have the flexibility to determine whether they are going to do a salary band, or pay 100% of the employee only, or do a percentage. The consortium level sets the premiums for each plan, while the college itself determines how they want to administer that to their population.

Mr. Piazza shared a slide comparing the consortium proposal to the Aetna proposal inclusive of the repricing. The high deductible plan is an HSA with a \$1,500 deductible for individual and \$3,000 for family. The consortium on January 1st of each year frontloads a funding mechanism to each of the employees for \$500, \$1,000 for employee plus one, and \$1,500 for a family, subject to state budget cuts.

The next plan is a PPO plan. All of the plans are gold and platinum level plans. Medical inflation and the cost of healthcare continues to rise; to keep those costs down for the employees, the consortium looks at the benefits and makes necessary tweaks. The third plan is an HMO. He noted that he put in projections of migration, even though SPC does not have a PPO to project from.

Mr. Piazza presented information comparing the plans to SPC's self-insured plan. He pointed out that the HSA plan has a \$4,500 maximum out-of-pocket; the PPO has a \$600 deductible, but the out-of-pocket maximum is \$6,000. He noted that the HAS helps the employees become better consumers of healthcare. He encourages employees over and over to get into the HSA because it is a great financial tool they can use for retirement funds, medical expenses, etc. Mr. Piazza noted that the differences in the plans with no highlighting on the slide have a neutral benefit comparison.

Mr. Piazza shared the next slide, which highlighted the differences between the 2020 and 2021 employee contributions. He said that SPC has been underfunding as far as what the contribution has been for employees for years now, and that is why SPC is in the predicament they are in now.

While it may look like employees will have more skin in the game, it is really level setting. He advised that whether SPC joins the consortium or not that they ensure the employee contribution is right. On the next slide, he noted that the dependent care becomes actually a little bit better while the employee has to pay a little bit more.

Mr. Piazza presented a slide regarding moving from nine salary bands to six, which he thinks is more manageable. SPC employees currently pay \$10 per month for the high deductible health plan coverage regardless of salary tier.

Mr. Piazza opined on behalf of the consortium that they believe the consortium can help SPC and SPC employees. In a business sense, the consortium can help SPC financially. The consortium can help employees by bringing comprehensive and innovative health care coverage to them, including wellness, EAP, dental, vision, etc. to help them be more productive employees.

Mr. Gibbons expressed approval of the flexibility and control for employees and the cost savings for the College of the PPO option. He asked who the providers are under the consortium plans.

Mr. Piazza responded that the carrier for medical is Florida Blue, which has a vast network of providers. Mercer did a network analysis and it would be a very minimal disruption as far as the providers are concerned in this area. For vision, the consortium uses VSP, which is a national vision service provider. For dental, they use Delta Dental.

There are two PPOs and an HMO for the dental program. Life insurance is through Unum. EAP is with New Directions as a subsidiary of Florida Blue, providing a seamless coding process. FBMC does electronic enrollment.

Trustee Gibbons stated that he asked the question because a lot of people watching want to make sure they know who those providers are, as the Blues have provided a pretty seamless process.

Mr. Piazza shared that the consortium just did an RFP for medical. Florida Blue, Aetna, and United Healthcare were the three finalists based on the network access across the State. Florida Blue was the winner and was awarded that contract. United is closing the gap, which is good competition.

Trustee Kidwell stated that as someone with a financial background, he thinks the HSA is fantastic. He asked if SPC has had an HSA option previously.

Trustee Gibbons replied that SPC has an HSA plan but has never funded it properly.

Trustee Gibbons asked if SPC joined the consortium, would they be able to look at other alternatives to give employees in terms of life insurance and other things.

Mr. Piazza responded that SPC would have full autonomy. For instance, SPC has custom benefits right now that does the FSAs; the consortium does not dictate that. SPC could just do medical with the consortium, but the other items are ala carte.

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Mr. Gibbons asked if Mr. Piazza's recommendation was to take the full suite of services that the employees might want to pay for themselves or to take the consortium's programs.

Mr. Piazza replied that he would go with the consortium because they offer a broad mixture of plans. As far as the other ancillary things, he did not discount the potential value of local relationships.

Mr. Snook added that one of the things that might dictate that would be how the population compares demographically and experience-wise as compared to the consortium's population.

Chair Cole thanked all the presenters. She expressed concerns at rolling out a new program if there is a cost increase to employees.

Ms. Sumter noted that this is a challenge that the President has given the College to be more efficient with the money and taking money that SPC can reinvest into the employees and retain the employees. She pointed out that by going with the consortium, the College will no longer have to have the \$3M in cash available to meet the Safe Harbor obligations. The Safe Harbor obligation is dependent upon the 60-days average from December 31st 60 days prior. If there are a lot of high-dollar claims, that number is higher and that is the part that blows up the budget. In addition to that, SPC has over \$2M dollars of costs that they are paying in admin fees, consulting costs, and stop loss insurance. That is money that can go back into the budget and back into employees.

Ms. Sumter explained that SPC would be giving the employees options, taking care of them better, and putting money back into the operational budget for managing self-funded. In addition, SPC would not be taking money from the operation budget that the College plans with all the vice presidents and then at the last minute needing a few million dollars more. She opined that it is not fair or sustainable. She highly recommended to go with the consortium.

Trustee Gibbons added that you cannot prepare for the number with the aging workforce.

Chair Cole agreed.

President Williams stated that today's presentation was to educate the Board that SPC did complete the review in the comparison between staying self-insured or going with the consortium, and it was also to make sure that the Board will have had a chance to talk it through before the August Board meeting. The next step would be to start communicating that out and have a meeting presenting this option to the insurance committee. The insurance committee saw a similar presentation to what the Board just saw last week; they asked a lot of questions and looked at the deep detail of what the cost would be to the employees and what that would look like.

Dr. Williams reiterated that the unpredictable Safe Harbor is not sustainable. Those funds can be used to support employees. SPC would be able to give them what they need to stay and do the good work that they are doing.

Dr. Williams said that if the Board approves, SPC would start the communications and the individual meetings and working with the consortium to close that up.

Trustee Gibbons asked who is on the insurance committee.

Dr. Williams replied that it is staff.

Trustee Gibbons said that this is too technical and too much money and other things involved for SPC staff. He opined that experts are needed to look at this. He clarified that he is not saying to disband the committee, that maybe it is a committee that allows for people to get the information out, but to be helping to make a decision about that is a little rough.

Dr. Williams clarified that when she started, the insurance committee was already in place and making the recommendations. This year, SPC had several meetings with insurance experts and shared the option to go with the committee. She believes the committee has received expert advice and looked at the data very carefully. There is a plan on how SPC would use the savings to pass it back out to the employees.

20-054. Under Item V, Financial Update

Ms. Hunt provided an update on the budget numbers. She reminded the Board that at the last board meeting back in June, she brought forth a budget for approval. At the time of that Board meeting, there were some areas that SPC did not have the exact numbers for, and she knew that this would be the preliminary budget to be approved in order to meet the June 30th deadline for the state because they still required an approved budget.

Ms. Hunt noted that two of the areas that SPC knew were pending at the time was possibly a change in the state funding allocation and also the health insurance model because SPC had not received the cost for the consortium at the time.

Ms. Hunt reminded the Board that SPC did adjust the budget projection based off of whatever impact there may be from the COVID-19 pandemic. She also included the unapproved state allocation. At the time, that allocation included special programs, which was the Collegiate High, which was \$2M, and also the nursing simulation which is \$725,000. In preparation of this budget at the time, because SPC was not sure if that funding was going to be received, SPC actually budgeted the expense in the contingency area. So, if it was not approved, SPC could easily remove those amounts.

Also, SPC did not have pricing on the health insurance, but again SPC had to submit a budget by June 30th.

Ms. Hunt presented what has happened since the last Board meeting. For the Fall, SPC budgeted 211,000 SSH. As of yesterday morning, that number is at 170,000, which is about 19% less than what SPC budgeted for.

Trustee Stonecipher clarified that more students can be expected to enroll in the next few weeks.

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Ms. Hunt replied that that is the hope.

Ms. Hunt elaborated that the dollar amount is about \$3.9M less than what SPC budgeted for Fall. The first week of classes starts August 17th; SPC looks at the end of that first week as an indicator of where SPC will be in enrollment. SPC has done an intense push to contact students and marketing pushes to increase the enrollment. SPC also has express classes that start after August. In the past year or two, SPC has been able to increase the enrollment to a level to mitigate whatever the negative amount is of not reaching the goal. There are still a lot of activities going on to drive enrollment. There has been a steady uptick on a daily basis. The trending is decreasing that negative amount. She will know a lot more after August 24th.

Dr. Williams thanked Ms. Hunt and added that it is important for the Board to know that some colleges are 30% down in enrollment; it is not a typical enrollment period. There are a lot of things in place in terms of public school being open or not and unemployment. She commended the Student Affairs team for pulling so many students through the funnel remotely and acknowledged that it is hard work.

Chair Cole asked if she was correct that SPC was not expecting this much of a decline last month.

Ms. Hunt clarified that SPC budgeted to be down 10%.

Chair Cole clarified that SPC is down 20% from the budgeted amount.

Ms. Hunt confirmed that this is correct.

Vice Chair Bello confirmed that this is 30% down from last year.

President Williams reminded the Board that last year, SPC discontinued comparing year-to-year and began to compare to the goal because every year things change.

Ms. Hunt added that these numbers go out every week to the staff and it has been very helpful for the enrollment recruitment team to stay on top because they are actually getting to see what measures they need to take to try to mitigate this.

Ms. Hunt discussed the state funding allocation. Since that last Board meeting on June 16th, legislation changed including that the special projects would not be funded. For SPC, that was a little over \$2.7M. It was the Collegiate High School and the nursing simulation. On July 9th, SPC received information where there would be a 6% holdback. Part of that communication included that it was to curtail state agency spending during the upcoming fiscal year to allow for review and potential reduction in non-essential state services and programs. That holdback was applied to general revenue. It was also applied to trust fund allocations, which is the lottery and also the tiered-funding model, which is the student success incentive fund and the industry certifications. She noted that the industry certifications funds are not received until May. The holdback amount is about \$4.3M. She has heard that there may be opportunity to request that funding later in the year, but SPC has not received any information on how, when, or what the guidelines would be to actually request those dollars.

Ms. Hunt updated the Board regarding health insurance. For the 20-21 fiscal year, SPC budgeted a little over \$14M. From July through December, SPC will continue to be self-insured and is expecting to spend a little over \$7M. If SPC moves into the consortium, the consortium amount from January to June is \$9.2M. Both the consortium and Aetna would be about \$17M. The difference is \$263,000, which does not include the Safe Harbor piece. SPC would have to fund the program with \$3M at the end of the calendar year if SPC stayed self-insured. With the consortium, SPC still has to fund the program because SPC was underfunded from the beginning. Instead of \$3M, SPC would still need to invest \$2M into the program. Projected out over five years, this is still more sustainable for the College. It would be SPC investing into a sustainable health plan. Over the years, SPC will be able to budget for the operating costs of the health plan and be able to sustain without having to do last minute infusions into the plan.

Chair Cole asked if this includes the \$3M Safe Harbor transfer.

Ms. Hunt responded that it does not because SPC will not have to meet the Safe Harbor if they join the consortium.

Chair Cole asked if Safe Harbor is a budgeted amount.

Ms. Hunt replied that SPC tries to budget for it, but it is unpredictable.

Chair Cole asked if while this is showing a \$2.1M negative difference, if it is really a \$900,000 positive difference because SPC is not infusing that \$3M.

Ms. Hunt responded that the \$3M is not included in the number.

Trustee Gibbons clarified that the consortium would begin January 1st.

Ms. Hunt verified it would begin January 1st.

Trustee Gibbons asked if SPC will have to pay into Safe Harbor this year.

Ms. Hunt replied that SPC would not have to pay into Safe Harbor this year if they move into the consortium.

Trustee Gibbons asked how SPC gets the benefit of the consortium without being in it.

Chair Cole clarified that the College will be paying those claims regardless of joining the consortium or not, they just would not have the additional expense of having the Safe Harbor.

Trustee Stonecipher said that you get some of the benefits retroactively, like not having to pay the Safe Harbor.

Trustee Gibbons clarified that Safe Harbor is just a state mandate to have a trust fund to cover costs associated with the health insurance.

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Ms. Hunt added that with self-insured there is the risk of claim amounts, which impacts Safe Harbor. The consortium will alleviate the risk. It will not alleviate the claims from now until December, but it does alleviate SPC from the obligation of paying any additional funds to Safe Harbor.

Trustee Gibbons asked if SPC will be out of compliance with any state rules without having Safe Harbor until December 31st.

Ms. Hunt replied that SPC would not be out of compliance, as the form for Safe Harbor is due in 2021.

Trustee Stonecipher clarified that Safe Harbor is a look back based upon the previous years' claims.

Chair Cole added that SPC has money sitting in the bank from Safe Harbor last year that should cover any expenses.

Ms. Hunt noted that she did not take account of the Safe Harbor balance because it is not known what the claims will be.

Ms. Hunt presented recommended strategies in order to mitigate some of these costs. Over the next few weeks, there will be more information about enrollment, which will give a better idea of overall how SPC needs to adjust the operating budget. Firstly, the College is continuing to address any of the non-essential expenditures. Some of these strategies need to be implemented regardless of COVID to streamline and have a more modern business model. Secondly, the College plans to restructure the business model. SPC has been looking at what the outdated processes are. SPC has changed how they look at and monitor student semester hours and tuition. Each week, SPC has the notifications that go out to the staff to let everyone know where things stand. SPC is able to make decisions and shift and change in order to meet some of the needs.

This also involves looking at how SPC can maximize the opportunities for growth. Thirdly was a strategic personnel plan. Part of the three-year financial plan is reducing the personnel ratio to at least 75% and to continue to look at those areas and also additional pay structure models. SPC has been reviewing those, making changes as far as, for example, the cell phone allowance – it was very outdated; there were stipends that were much higher than cell phone services cost nowadays. SPC has instituted a hiring freeze. SPC has also instituted, if there is a critical position, really looking at certain characteristics about hiring for that position, how does this benefit the College, what is this cost, what is the return on investment. SPC is also looking at reviewing other funding sources, making sure to leverage all of the grant funding and also any other funds that SPC can in order to move forward with the funding budget. Lastly, implementing the recovery plan. If SPC falls a certain percentage below what was budgeted for in SSH, SPC would need to implement a cross-wide salary reduction.

Ms. Hunt explained that in the past, SPC has done a lot of one-time transfers, for example for health insurance, and that this model is not sustainable. While not typically how state colleges

operate, a lot of higher organizations are moving to a return-on-investment business model; it is needed going forward in order for higher education organizations to sustain. SPC needs to be able to invest in things that are going to provide some type of return on investment. First, investing in a sustainable health insurance model is vital for the finance position. Second, SPC needs to look at the technology to streamline and automate processes to provide more of a lean operational model. Third, invest in human capital to maintain and obtain high performing employees. Fourth, use dollars in order to initiate programs and make business propositions that will actually diversify the revenue. For example, if SPC requests \$500,000 for reserves, how to invest that money to provide benefit in future years must be considered. SPC is trying to balance between what they need to do to balance to operating budget and what is going to give a return on investment for the years to come.

Ms. Hunt stated that after these types of reviews and seeing where SPC will land with the enrollment, SPC will be able to propose a budget amendment for the fiscal year 2021.

Trustee Stonecipher thanked Ms. Hunt for a great report and her hard work. He requested that the Board get weekly updates regarding SSHs.

Chair Cole complimented Ms. Hunt for the planning the past couple months and also for looking at the overall institutional health as part of strategic planning even during trying times.

20-055. Under Item VI District Office Migration Plan Review and DT Parking Assessment

Ms. Diana Wright stated what her presentation would cover: (1) the real estate plan; (2) an overview of the District Office building; (3) the timeline and the action items that were already approved; (4) utilization, including the latest report from the OPPAGA group; (5) the proposed migration project timeline; (6) the DO migration financial benefits; (7) the capital budget; and (8) the DO sale timeline.

Ms. Wright explained why the College decided to focus on a real estate analysis. About four years ago, the College was trying to come up with different ways of reducing the operational costs and trying to save on future maintenance obligations as well as increasing efficiencies across all of the departments. At the time, there was a shift in classes, and 50% of the classes were actually online. This presented an opportunity for consolidation across all of the campuses. SPC wanted to maximize base utilization across all of the College. SPC understood that they were not getting the same amount of PECO funding like back in 2008-09, so they needed to reduce the reliance on legislative funding. SPC thought that this was going to be a perfect way to do it so that they could have some capital to repurpose existing spaces. At the time, SPC contracted with a real estate consultant that took a look and reviewed all of the college-wide spaces and usage. They identified excess space college-wide, so they provided consolidation and real estate reports for several of the campuses including Allstate, EPI, HEC, Downtown, and they even looked at the wellness center at the St. Pete Gibbs campus. Subsequently, SPC hired an architect to provide conceptual design drawings for the HEC building and also the EPI and the DO projects. SPC decided to focus on the DO building because at the time it was the best building to move forward with. SPC had discussed HEC and decided that a P3 project would have been optimal for that, so then the focus shifted over

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to the DO migration. SPC understood that there was not going to be any impact to students because it is all administrative staff in the building. SPC had an opportunity to increase the utilization for EPI by moving some of these administrative teams together. Now, all of HR is together, which was extremely important. A lot of the other administrative functions are now going to have more synergy between the departments and even within their own specific department. SPC also wanted to provide a leadership presence within the Downtown St. Petersburg community, which was accomplished by allocating space for the President, the Foundation, and also for Budgeting and Finance at the Downtown campus. At the time, SPC had brought before the Board different schematic plans on what it would look like. SPC had hired an architect just to see if those departments could fit in the intended areas. In the August Board meeting, there was a heavy discussion by the Board regarding the \$1.5M PECO funds and whether SPC could retain those funds or whether those funds needed to be returned to the state, which subsequently after that meeting on August 23rd, the College received clarity that that \$1.5M could stay with the College as long as it is redirected into capital projects. There was also a discussion on space utilization and whether there was room for growth in the future.

Ms. Wright shared the District Office timeline. In February 2019, the College had individual meetings to review the three projects: (1) the sale of DO; (2) the sale of Allstate; and (3) the renovation of HEC. The College subsequently moved to just focus on the DO building. SPC reviewed the DO property and selected the preferred options for space utilization by opting to sell the property. That was done during individual Board meetings. In the June 2019 Board meeting, a capital budget was approved to include the \$5M for relocation and renovation projects. In August of 2019, there was a Board workshop to review the DO footprint and reiterate some of those benefits for consolidation, the state response for the PECO, and the utilization rates across the College. In August of 2019, SPC received the letter from the state stating that SPC could keep that \$1.5M as long as it is invested into capital funds. In the August Board meeting, the College brought forth and did a big presentation where SPC sought approval for the SPOT surveys to declare the DO property as unnecessary for educational ancillary purposes. In September of 2019, the College brought forth the additional SPOT surveys for the renovations and remodels of EPI Services, EPI Tech, Downtown, and the Clearwater BT building, which is where AIS would be housed in the future. In that September Board meeting, the votes were achieved to declare the DO property as unnecessary for educational purposes.

Approval was also granted for the renovations for the other buildings where staff would be migrating. In the October 2019 Board meeting, a survey to take a look at an additional floor within the Downtown building was approved. In February-March of 2020, the College executed the RFQs; the Board members were a part of the RFQ process. The College ranked the firms and then brought it forward in May of 2020 where the CM for the Downtown campus and then the design build firm for the BT building at the Clearwater campus were approved by the Board. In June 2020, SPC brought forth another memo, but at the time the Board decided to hold on the migration projects until the DO offer was presented. Subsequently, the BT and Downtown projects were placed on hold until further Board input.

Ms. Wright shared that OPPAGA did a large study across the state of Florida a couple of months into 2019, and they just produced their study about a month or two ago. Ms. Wright shared the major items that OPPAGA pulled for SPC: (1) the average classroom utilization across all of the

campuses is approximately 50% with the peak utilization of 60% occurring Tuesdays between 9-11 a.m. and 61% occurring Wednesdays at noon; (2) classroom seats are occupied on average 9.6 hours per week, less than the system average of 11.8 hours and lower than the Division of Florida College's expectation of 24 hours; (3) the College has 38% of total space dedicated to office space, compared with Florida College System average of 30% of office space.

Ms. Wright opined that moving forward with the migration plan is a great thing because SPC has sufficient space. SPC is looking at how to consolidate and minimize some of these office spaces.

Ms. Wright presented the overall project timeline. At the August Board meeting, she would love to bring forward a Board member memo reapproving the renovation projects for both Downtown and the Clearwater BT project. If the Board approves in August, Ms. Wright expects to bring before the Board a GMP for approval by the October Board meeting. The College is expecting completion of the renovation projects that are occurring at the EPI Technology building by February of 2021. By March of 2021, the College is expecting the completion of the in-house construction renovation for EPI Services. By May of 2021, the College is estimating completion of the construction for the third and fourth floors at the Downtown center. The BT building is going to take a little longer with an expected completion of October of 2021.

Dr. Williams noted that she asked Ms. Wright to go back into the history at the requests of Trustee Kidwell and Chair Cole.

Ms. Hunt highlighted some of the fiscal benefits of the DO migration. In September of 2017, one of the phases for the budget realignment was to look at the physical footprint and the facilities. There were two main areas in that plan. Phase one was increasing the facility rentals, which SPC did by 70% that following year. Of course, that is not the case in 2020 with COVID, but SPC has still restructured a lot of the rental models. The second major piece of that phase was surveying the building space, which Diana spoke of. SPC engaged into the agreement with Savillis. The College looked at the operating costs and determined SPC would be able to save about \$450,000 and also save in the energy and utility costs and any building maintenance costs. Conservatively overall, the College would be able to save a little over \$500,000.

Ms. Hunt discussed some additional benefits: the project would have no negative impact on students; the property is marketable, which is why SPC put it up for sale; it addresses the under-utilization rates and the oversized data center; it provides an opportunity for growth, particularly within the St. Pete community; and it lessens maintenance costs, which is significant in light of decreasing PECO and SODA funding.

Ms. Hunt reminded the Board of the \$5M that was budgeted in the fiscal year 19-20. She noted that the sale of the DO building can only be used for capital projects, so the College would not be able to use that for any operating fund costs.

Ms. Hunt presented the DO building sale timeline. In January of 2020, the sign went up. In March, the sealed bid opening deadline closed with no bids received. Between February and July, SPC had seven property tours of folks looking at the building. On July 21st, SPC received an offer on

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the building and are currently in negotiations with the seller on this offer. SPC hopes to in the next Board meeting bring the offer, a copy of the contract, and request approval for the sale of the building.

Trustee Stonecipher clarified that it is just the \$1.5M that was originally from PECO that has to be used for capital improvement costs and not the entire piece that SPC eventually brings in.

Dr. Williams confirmed that it is just what the state invested that has to be reused for the capital.

Dr. Williams shared that a little less than a year ago we, the College received an opportunity to partner with parking maintenance for Downtown St. Pete, Midtown, and the Palladium. SPC did receive a P3 offer and SPC did not take that offer, thinking it would be better to do an RFP. The RFP was done in January or February, and then the leader at the time of administration took another job, COVID happened, and nothing was done. She proposed that before doing a presentation, they go back and look at the whole thing and start over.

Trustee Stonecipher asked if she meant to solicit proposals again.

Dr. Williams clarified that what SPC received was a P3 from a company that was willing to help SPC with parking at Downtown, Midtown, and the Palladium. They were going to help with an electronic system that folks could use their swipe and pay to park. Employees and students would not have to pay. It would be like a cost sharing where the company would use the parking spots at times when classes are not in session. At the time, SPC was working on the Collegiate High School which may have had 60 more drivers, plus the move from DO, and also SPC was trying to build new programs. The College was not in a good position to address parking at that time but wants to go back and look at it again to see if this is going to work. At the Palladium, there is an opportunity for the College to have a P3 to build a parking garage. Dr. Williams reiterated that she would like to start it over and come back to the Board if possible.

Trustee Gibbons expressed his support. He added that the College was in an agreement with the parking garage Downtown where SPC was generating no funds and the other company was keeping all the funds. There was an opportunity for a real parking company to come in, assess the parking, and give SPC all of the benefits of having a real parking garage, such as cameras and entry systems. There was a lot of opportunity in non-peak hours and events. The College could generate more revenue out of those spots that were available while not impacting the students or the faculty and staff and other people that need to utilize spaces. He stated that he is all for going back and looking at it and starting over, even on the P3 garage piece. He would like the College to go back and engage the company and do the P3 process right. He emphasized that SPC is not a parking expert and that the College should consult experts. He noted that SPC can still control its own destiny in a P3 process. He opined that it is a better process because SPC does not spend three months writing an RFP. Trustee Gibbons stated that he had to leave soon for another meeting, but he wanted to say that he does not care who SPC uses, he just thinks SPC needs to get smarter about consulting experts. He warned against trying to do everything in house.

Chair Cole acknowledged Trustee Gibbons comments. She opined that Dr. Williams' recommendation to go back is appropriate. She stated that the College has movement forward to

deal with the DO migration plan over the next 60 days, which will dictate the parking needs in the other locations. She also noted that there has been a complete change in circumstances since last September when SPC received this first offer with respect to what the class schedule is, where it is located, the fact that the Palladium is not even operating, and other things like that. She suggested asking Ms. Gardner and Ms. Hunt to email a crib sheet to the Board.

Trustee Gibbons added that he would also like details regarding which projects across the state are successful P3s at community colleges.

Chair Cole agreed.

Trustee Gibbons noted that many people do not know that Florida Polytech is a P3. He added that there are many successful P3s.

Chair Cole opined that the College has a supportive Board who is on board with this footprint reduction in physical modifications. It has become only clearer in the past four months since transitioning to even more virtual learning how necessary it is to reduce the footprint for efficiency's sake but also from a budget standpoint. She thanked Ms. Hunt and Ms. Wright again.

The meeting was adjourned at 10:57 a.m.

XII. ADJOURNMENT

Mr. Stonecipher adjourned the meeting at 1:11pm

Tonjua Williams
Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Katie Cole
Chair, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental
Materials



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2020-21 Florida's Optional Innovative Reopening Plan

**St. Petersburg Collegiate High Schools
At St. Petersburg College**

**St. Petersburg Collegiate High School (SPCHS)
St. Petersburg Collegiate High School North Pinellas (SPCHSNP)**

2020-21 Florida's Optional Innovative Reopening Plan

Purpose

The purpose of this document is to support charter schools and charter school networks in the development and submission of their Innovative Reopening Plan for the Fall 2020 school semester. This document will assist schools in aligning their plan with required assurances, or serve as the actual template for schools without an aligned plan to develop and submit one based on the assurances outlined in DOE ORDER NO. 2020-EO-06.

Directions

Charter schools and charter school networks shall complete this form and submit it electronically to their sponsoring school districts for review and approval *by the time specified by the district* (All plans are due to the Department by July 31). Charter schools have **two options** in the submission of an Innovative Reopening Plan:

Option 1: The charter school or charter school network provides a narrative plan, as well as identifies the page number(s) of where Assurances 1-5 are located in that plan (captured next to Assurances 1-5 below). The charter school's Innovative Reopening Plan must accompany this template upon submission. (*Note: charter school networks may submit one plan that covers multiple schools within their respective networks, provided that each participating school is identified.*)

Option 2: The charter school or charter school network completes the Department's template provided later in this document.

Proposed Innovative Model (Required for Option 1 and Option 2)

The charter school or charter school network shall explain in detail the proposed Innovative Model by school type (elementary, middle, high, combination, alternative, DJJ education programs, etc.). This description must include the following: in-person instruction, specialized instruction, live synchronous or asynchronous instruction with the same curriculum as in-person instruction, and the ability to interact with a student's teacher and peers. Provide the page(s) where the narrative of the proposed Innovative Model is located in your submitted plan: Page 6

St. Petersburg Collegiate High Schools (SPCHS/SPCHSNP) offer students a distinctive educational experience with all the challenging academic rigor of college, balanced with an appropriate social environment that includes traditional high school events and activities for students in grades 10-12. Students enjoy the unique opportunities available by being on a college campus, with the support provided by the SPCHS/SPCHSNP staff as they simultaneously earn a high school diploma and an Associate in Arts degree from St. Petersburg College (SPC). SPCHS/SPCHSNP serve between 235-240 students at each campus. There are 70-75 sophomores at each campus and 80-90 students at the junior and senior levels.

Health and Wellness:

- As part of St. Petersburg College, SPCHS/SPCHSNP staff and students will follow the SPC Come Back Plan to ensure the health and wellbeing of the entire SPC community. See SPC's Come

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Back Plan on page 15 of this document and click <https://www.spcollege.edu/spc-updates> for updates. SPC's Comeback Plan is guided by information from the U.S. Center for Disease Control and Prevention. Other contributing best practices and guidelines include the Florida Governor's Office, Florida Department of Education, Pinellas County Health Department, Pinellas County Emergency Management and the Division of Florida Colleges. Due to changes in the spread of COVID-19, this plan will continue to be reviewed, adjusted, and communicated to ensure the health and safety of students and staff.

- SPCHS/SPCHSNP high school buildings will be open five days per week from 7:30 a.m. until 3:30 p.m. for students who wish to physically come to school for their learning or students may learn remotely from home via a blended learning modality.
- Parents will be surveyed to determine if they wish for their student in grade 10 to attend face-to-face instruction on campus or learn remotely from home. Students in grades 11-12 who are fully dual enrolled in all college courses will attend their courses as noted in SPC's Come Back Plan.
- All students and staff will be asked to complete the [symptom checker self-assessment in the Comeback Plan](#) each day. While attendance at work and school are vital for student success, no one should come to school if they are unwell or exhibiting symptoms of COVID-19.
- Signage will be placed throughout the high school area and campus reminding students, staff and visitors to practice social distancing, wear a mask, complete the symptom checker, and wash hands frequently.
- Parents may **NOT** drop off students at SPCHS/SPCHSNP **prior to 7:30 a.m.** Each student's temperature will be taken daily, using a noncontact thermometer, prior to the student entering the SPCHS/SPCHSNP high school area. SPCHS/SPCHSNP teachers and staff will periodically check with students during the day to ensure all students are feeling well. Parents **MUST** pick up students no later than **3:30 p.m.** each day.
- All SPCHS/SPCHSNP parents will receive the **PCS Student and Parent 2020-21 Wellness Responsibilities and Expectation form and return the signed portion** as part of the beginning of the year packet. By signing this form, students and parents understand their responsibility each day to 1) ensure their child is well, as outlined in the screening questions prior to entering an SPC/SPCHS/SPCHSNP building and 2) if their child becomes ill during the school day, the parent/guardian will make arrangements for their child to be picked up promptly following notification.
- SPCHS/SPCHSNP will establish a separate area for students who become ill at school who are displaying symptoms of COVID 19 until the parent/guardian can pick the student up from school.
- Approved medication dispersal will continue to occur with the exception that students with asthma will not be permitted to use nebulizer treatments at school due to the risk of aerosolization of respiratory particles. Students who utilize these treatments should consult with their physician to create a treatment plan.
- SPCHS/SPCHSNP will provide computers for classroom use and loan a laptop with a webcam to students who need one. Tenth graders who attend classes on campus will wipe down their

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computer prior to use and at the end of each period. Students who need a computer for home use will complete the computer loan agreement prior to the loan of a computer and parents will be responsible for the return of the laptop and webcam.

- Classrooms will be set-up for social distancing as noted in SPC's Come Back Plan. Dismissal between periods will be slightly staggered to allow for social distancing of tenth graders in hallways between class periods. Lockers will not be used and students changing classrooms will move their instructional materials from class to class.
- Cleaning and disinfection will be completed as outlined in SPC's Come Back Plan. All SPCHS/SPCHSNP classrooms will have hand sanitizer and disinfectant wipes. Hand sanitizer will also be available in hallways throughout the SPC campus.

General Information:

- Students may bring a lunch or purchase a lunch in the SPC Cafe. Students in grade 10 who wish to purchase a lunch or who receive free/reduced lunch will complete the lunch survey in first period each day to reduce the wait time in the café. Staggering lunch dismissal for sophomores by one minute per classroom will allow for social distancing to the café. Students may eat in the café or in classrooms with teacher permission to ensure social distancing. Students in grades 11-12 may purchase a lunch in the SPC café, leave campus for lunch if the SPCHS/SPCHSNP Permission to Leave Campus Lunch Agreement form is on file, or bring a lunch. All students who qualify for free or reduced lunch will receive a free/reduced lunch from the SPC Cafe. SPCHS/SPCHSNP juniors and seniors may eat in the café or in a designated area in the high school area. Students attending remotely, who qualify for free/reduced lunch may coordinate with the principal to pick up lunches.
- PTA and SAC Meetings will be held virtually for the fall.
- All guest speakers for the Junior/Senior Seminars will provide virtual presentations.
- SPC, SPCHS and SPCHSNP will communicate on a regular basis via email, School Messenger phone calls and electronic newsletters, Remind, SPC Text Messages (Text **YES** to **68453** from your mobile device to receive text alerts) and via the SPC website at <http://www.spcollege.edu>. For updates to the SPC Come Back Plan, please visit <https://www.spcollege.edu/spc-updates>. Visit the SPCHS website at <https://www.spchs.spcollege.edu> to keep informed of SPCHS/SPCHSNP news.

Reopening Plan Assurances (Required for Option 1 and Option 2)

The charter school or charter school network must agree to ALL of the assurances by checking the corresponding boxes.

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- Assurance 1:** Upon reopening in August, the charter school or charter school network will assure that all brick and mortar schools are open at least five days per week for all students subject to advice and orders of the Florida Department of Health, local departments of health, Executive Order 20-149, and subsequent executive orders. Provide the page(s) where the narrative of this assurance is located in your submitted plan: Page 6
- Assurance 2:** The charter school or charter school network must provide the full array of services that are required by law so that families who wish to educate their children in a brick and mortar school have the opportunity to do so. These services include in-person instruction, specialized instruction for students with an Individual Educational Plan (IEP) and those services required for vulnerable populations, such as students from low-income families, students of migrant workers, students who are homeless, students with disabilities, students in foster care, and students who are English language learners (ELLs). Provide the page(s) where the narrative of this assurance is located in your submitted plan: Page 10
- Assurance 3:** The charter school or charter school network will provide robust progress monitoring to all students; tiered support must be provided to all students who are not making adequate progress. If a student is receiving instruction through innovative teaching methods fails to make adequate progress, the student must be provided additional support and the opportunity to transition to another teaching method. Provide the page(s) where the narrative of this assurance is located in your submitted plan: Page 11
- Assurance 4:** The charter school or charter school network will work with IEP teams to determine needed services, including compensatory services for students with disabilities. Charter schools must immediately begin working with IEP teams to identify students who may have regressed during school closures. IEP teams must follow a student-centered approach with a commitment to ensure that the individual needs of each child are met. Provide the page(s) where the narrative of this assurance is located in your submitted plan: Page 12-13
- Assurance 5:** The charter school or charter school network will work with ELL Committees to identify ELLs who have regressed and determine if additional or supplemental English for Speakers of Other Languages (ESOL) services are needed. Charter schools should ensure that appropriate identification of English skills has been noted and that schools have the resources to implement additional interventions and strategies. Provide the page(s) where the narrative of this assurance is located in your submitted plan: Page 13-14
- Assurance 6:** Progress monitoring data must be shared regularly by the charter school with its sponsoring school district, in a manner prescribed by the Department.

Template Option for Reopening Plan (Option 2)

Plan for Implementation of Assurance 1

- In the box below, describe the reopening in August of brick-and-mortar schools reflecting at least five days of school per week for all students subject to advice and orders of the Florida Department of Health, local departments of health, Executive Order 20-149 and subsequent executive orders. Also, provide the charter school’s reopening date and schedule.

Curriculum for Students in Grade 10	Faculty and Staff
<ul style="list-style-type: none"> • SPCHS/SPCHSNP will be open five days per week from 7:30 a.m. until 3:30 p.m. for students who wish to physically come to school for instruction. 	<ul style="list-style-type: none"> • SPCHS/SPCHSNP staff and faculty will be available on campus five days per week from 7:30 a.m. until 3:30 p.m. to support students’ academic, social and emotional needs by providing instruction, tutoring, mentoring, guidance, academic advising, support and resources for students attending school on campus or learning remotely.
<ul style="list-style-type: none"> • Parents will complete a survey indicating their choice of on campus or remote learning for their child in grade 10. 	<ul style="list-style-type: none"> • SPCHS/SPCHSNP will use survey data to set-up classrooms to ensure social distancing to the extent possible. Students/staff will wear face masks and frequent hand washing and cleaning protocols will be followed.
<ul style="list-style-type: none"> • Students will participate in lessons developed and taught by SPCHS/SPCHSNP faculty aligned to state standards and infused with college readiness skills to prepare students to make adequate progress in high school and college courses in grade 10 and as juniors and seniors who are fully dual enrolled in all college courses through St. Petersburg College (SPC). • Students will work collaboratively on presentations and projects via Zoom break out rooms to ensure social distancing. • Students will take one or two college level courses, aligned to their learning plan, taught by SPC or SPCHS/SPCHSNP high school certified and college credentialed faculty. 	<ul style="list-style-type: none"> • SPCHS/SPCHSNP classroom teachers will provide lessons aligned to state standards and infused with research, writing, technology, critical thinking, and college readiness skills for students who attend classes on campus and for students learning remotely. Through the use of an integrated technology video conferencing system (Poly Com Studio) that allows capture of live presentations and desk top documents to be displayed, students learning remotely will enjoy the same learning experiences as students in the classroom via Zoom. • SPC Faculty will instruct students in blended, LIVE-Online, or face-to-face learning modalities through St. Petersburg College. A portion of SPC courses will be held face-to-face on campus with priority on hands-on learning classes, labs, and some general education courses.
<ul style="list-style-type: none"> • Students will attend school or learn remotely in a blended learning environment from 8:00 a.m. until 2:00 p.m. Monday through Friday. Students learning remotely will be required to participate via Zoom for each period, every 	<ul style="list-style-type: none"> • SPCHS/SPCHSNP faculty will provide instruction in class or via a blended format for students who attend on campus or remotely using a video conferencing system as described above.

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<p>day, with their webcams on so teachers can verify active participation.</p> <ul style="list-style-type: none"> • Students working remotely will complete assignments and projects individually or in collaborative groups via Zoom break-out rooms. Assignments will be submitted through MyCourses as outlined in each teacher's syllabus. 	<ul style="list-style-type: none"> • Teachers will enter attendance via the Pinellas County Schools FOCUS Learning Management System. • The Senior Data Management Specialists will monitor attendance and contact the parent/guardian when a student is absent. • The principals will be informed of students with frequent absences so they can contact the parent and the student can be referred to the Child Study Team.
<ul style="list-style-type: none"> • Sophomores will follow a 180 day calendar similar to the Pinellas County School District calendar and aligned to the St. Petersburg College (SPC) academic calendar since SPCHS/SPCHSNP employees are employed by SPC. The school year will start on August 10, 2020 and end on May 26, 2021 providing 180 days of instruction. Each week sophomores will receive a minimum of 1500 minutes of instruction. 	<ul style="list-style-type: none"> • The SPCHS/SPCHSNP calendar will be provided to all SPCHS parents, the District, and posted on the SPCHS website.
<ul style="list-style-type: none"> • The grade 10 schedule will be as follows: Period 1: 8:00 – 8:55 a.m. Period 2: 8:58 – 9:53 a.m. Period 3: 9:56 – 10:51 a.m. Period 4: 11:00 a.m. – 12:25 p.m. (85 x 3 = 255 minutes per week M/W/F) Period 5: 11:00 a.m. – 12:25 p.m. (85 x 3 = 255 minutes per week T/TH/F) Lunch: 12:30 – 1:00 p.m. Period 6: 1:05 – 2:00 p.m. for a total of 1500 instructional minutes per week. 	<ul style="list-style-type: none"> • The SPCHS/SPCHSNP Senior Data Management Specialists will create a bell schedule with 1500 minutes of instruction each week. • The SPCHS/SPCHSNP principals will email a copy of the schedule with other beginning of the year packet information to students and parents at the beginning of the school year. • Forms that need to be completed and returned will be fillable pdfs and posted on the website for safety and convenience. A paper packet will be provided upon request.
<ul style="list-style-type: none"> • Students will participate in monthly mental health lessons and individual or small group counseling as needed. 	<ul style="list-style-type: none"> • School counselors will provide monthly mental health lessons and offer individual or small group counseling, as needed, to support students' social/emotional and/or academic needs.
<ul style="list-style-type: none"> • Students with a Take Stock in Children Scholarship will participate in virtual monthly meetings as required. • Take Stock in Children Scholarship students and students assigned a mentor will participate in weekly mentoring via Zoom or in person. 	<ul style="list-style-type: none"> • Faculty and staff will serve as mentors for Take Stock in Children students and other students who need additional support. • Faculty and staff will proactively build positive professional relationships with students as part of the SPCHS/SPCHS "family-like" culture.
<ul style="list-style-type: none"> • Students not meeting standard proficiency will participate in free tutoring offered during lunch or after school via Zoom or face-to-face on campus. 	<ul style="list-style-type: none"> • SPCHS/SPCHSNP faculty and tutors will provide individualized mentoring and tutoring to students during lunch or after school. • SPC's Learning Resources Center offers tutoring and resources to assist students to ensure success.

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<ul style="list-style-type: none"> Students not making adequate progress in college courses will meet with college professors during office hours, virtually or face-to-face, and utilize the resources SPCHS/SPCHSNP and SPC offer. 	<ul style="list-style-type: none"> SPCHS/SPCHSNP faculty will also offer support and tutoring to students not meeting with success in college courses.
<p style="text-align: center;">Curriculum for Students in Grades 11-12</p>	<p style="text-align: center;">Faculty and Staff</p>
<ul style="list-style-type: none"> New juniors and their parents will participate in new student orientations to ensure a smooth transition to SPCHS/SPCHSNP. 	<ul style="list-style-type: none"> SPCHS/SPCHSNP will facilitate online orientations for new juniors and their parents. As noted on page 6, staff and faculty will be available at school from 7:30 a.m. -3:30 p.m. Monday through Friday for students who attend school on campus or remotely.
<ul style="list-style-type: none"> Students in grades 11-12 will be fully dual enrolled in all college classes in blended, LIVE-Online, or face-to-face learning modalities through St. Petersburg College. 	<ul style="list-style-type: none"> SPC faculty will teach students in dual enrollment courses and will offer support during designated office hours either face-to-face or virtually via Zoom.
<ul style="list-style-type: none"> A portion of SPC courses will be held face-to-face on campus with priority on hands-on learning classes, labs, and some general education courses. All other courses will be taught in a LIVE Online or blended online format. Please see SPC's Come Back Plan at the end of this document and click here for updates: https://www.spcollege.edu/spc-updates 	<ul style="list-style-type: none"> SPC's Academic Resource Areas and Libraries will be open with limited capacity. SPC offers a variety of resources for students at https://www.spcollege.edu/spc-updates/resources-for-spc-students which includes BayCare Counseling Program, Community Resources for Life Issues, Food Pantries, an Academic Tool Kit at https://mycoursesupport.spcollege.edu/academic-continuity-resources-student-toolkit, https://spcollege.libguides.com/studentsneedtoknow, and VitalSource for free digital textbook access and free tutoring and writing through platform Bartleby. Learn how to access these services.
<ul style="list-style-type: none"> Students will take an average of six college courses each term usually Monday through Thursday. Students in grades 11-12 follow the SPC academic calendar: https://www.spcollege.edu/academic-calendar 	<ul style="list-style-type: none"> Students who need a computer and/or webcam will be loaned a computer to ensure their success in college courses. Internet is available in SPC's Academic Resource Areas and Libraries, and in the SPCHS and SPCHSNP Learning Labs. Additionally, each SPC Campus has a designated Wi-Fi area in campus parking lots for families who need Wi-Fi access after 3:30 p.m. or when the Library or Academic Resource Areas are at capacity to ensure social distancing.
<ul style="list-style-type: none"> Each student will create and follow a personalized learning plan (My Learning Plan) to ensure students meet the requirements for a high school diploma, an Associate in Arts degree, and are taking courses aligned to 	<ul style="list-style-type: none"> The SPCHS/SPCHSNP school counselor will guide each student in developing a personalized learning plan (My Learning Plan) aligned to each student's strengths, achievement gaps, and college/career pathway. The guidance counselor and/or academic advisor will monitor each student's progress toward

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<p>their college/career pathway to meet the SPCHS/SPCHSNP mission.</p> <ul style="list-style-type: none"> • Students will report progress each month during weekly seminars. Parents and students can monitor progress via SPC's MyCourses. • Students and their parents will participate in yearly credit checks and conferences to ensure students are making adequate progress and students are registered for the appropriate college courses. 	<p>attainment of a high school diploma, Associate in Arts degree, and Bright Futures scholarship aligned to the mission of the school.</p> <ul style="list-style-type: none"> • Administrators and school counselors will monitor students' progress in college courses based on student self-reporting, SPC faculty reporting via email, and final college course grades. • The SPCHS/SPCHSNP school counselors and the academic advisor will facilitate credit checks to monitor each student's progress and guide the registration process.
<ul style="list-style-type: none"> • Students and their parents will participate in a variety of virtual workshops. Topics include transition to all college courses, the college application process, PSAT data and support for SAT/ACT, Bright Futures scholarship, and Senior Capstone event. 	<ul style="list-style-type: none"> • SPCHS/SPCHSNP school counselors will facilitate student/parent workshops in a blended format, via Zoom, to ensure social distancing to support students and their families.
<ul style="list-style-type: none"> • Juniors and seniors will participate in required weekly one-hour seminars. Students will be required to attend these seminars via Zoom with their webcam on so attendance can be monitored. • Students will work collaboratively on projects using Zoom Break-Out rooms. • Students may access individual counseling from the guidance counselor and/or schedule three free counseling sessions through the BayCare program for SPC students. 	<ul style="list-style-type: none"> • The SPCHS/SPCHSNP school counselors and academic advisor will provide academic, social, and emotional support to students in a blended learning modality. Through the use of an integrated technology video conferencing system (Poly Com Studio) that allows capture of live presentations and desk top documents to be displayed, students will enjoy a learning experience similar to being in a classroom, but attend via Zoom to ensure social distancing. Topics include mental health lessons, academic advising, scholarship opportunities, guest speakers, career assessment and planning, college application process, and leadership development.
<ul style="list-style-type: none"> • Students will participate in a three-year leadership development program in a blended learning format for the Fall Term. 	<ul style="list-style-type: none"> • SPCHS/SPCHSNP faculty will instruct students in the development of leadership skills in a blended learning format.
<ul style="list-style-type: none"> • Students may participate in SPCHS/SPCHSNP and/or SPC Clubs, events, and activities via Zoom with their webcams on to facilitate social interaction. • Students may work in break-out rooms to collaborate on club projects and events. • Students may participate in SPC virtual events and activities. 	<ul style="list-style-type: none"> • SPCHS/SPCHSNP and SPC will offer clubs, activities, and events to meet the social and emotional needs of students via Zoom so all students whether learning remotely or on campus may participate. • SPC's Student Life and Leadership Office, Learning Support Services, International Programs, and Program Deans will offer a variety events to help students get connected and feel engaged at SPC.

Plan for Implementation of Assurance 2

- In the box below, describe the plan for a full array of services that are required by law so that families who wish to educate their children in a brick and mortar school have the opportunity to do so. These services include in-person instruction and services required for vulnerable populations, such as students from low-income families, students of migrant workers, students who are homeless, and students in foster care.

In addition to the curriculum described in Assurance One, the following actions will be taken by the SPCHS/SPCHSNP faculty and staff to ensure a full array of services for students including migrant, economically disadvantaged, students not meeting grade level standards and students in foster care:

- The CUM folder and a data review (PERT, standardized test scores, grades) is conducted when students enter SPCHS/SPCHSNP to individualize each students' schedule and to inform instruction. Data are monitored through-out the year to assess each student's academic progress during weekly faculty meetings.
- A conference will be held at the beginning of the year and as needed for students who may be at risk to ensure the parent, student, and staff are working together to support the student.
- SPCHS/SPCHSNP staff and faculty build a professional relationship with all students, as part of our 'family-like' culture, so each student has at least one trusted adult at school for support.
- Formative assessment, PERT, PSAT, and standardized test data are used to identify gaps, guide classroom instruction, and used to develop differentiated instruction for students in grade ten to ensure students are receiving the support necessary for high student achievement in high school and college courses.
- Free tutoring is provided for students by the SPCHS/SPCHSNP faculty.
- SPC faculty provide individualized support during office hours and the SPC Academic Resource Area offers tutoring and resources to support students.
- Staff and faculty follow the **Response to Intervention** (RTI) Framework. Students who are not making adequate progress will be referred to the Child Study Team (CST) who will use the ICEL/RIOT Matrix Tool to collect and organize data to identify the possible causes of why an individual or student groups are not experiencing academic success.
- Once the CST team has identified and analyzed student performance data, they will design and implement an action plan using evidenced-based intervention(s) and monitor the effectiveness of the intervention(s) in narrowing the instructional gap. If the intervention(s) was successful, the team will continue to use the intervention(s) until the gap is eliminated. If the intervention(s) was unsuccessful, the team will repeat the 6-step problem solving process.
- Migrant students, foster students, and economically disadvantaged students may also be experiencing stress or challenges that impact their academic performance and their social and emotional development. These students will meet with the school counselor to ensure support and resources are provided. Individual counseling and/or referrals to BayCare or other community resources will be offered to the student and parent(s).

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Plan for Implementation of Assurance 3

- In the box below, describe the schedule and process for administering local progress monitoring assessments, as well as the assessment tool(s) used by the school by grade level. In addition, describe how the data is used to determine how adequate progress is being made and how intervention and tiered support is being deployed.

Students	SPCHS/SPCHSNP Staff and Faculty
<ul style="list-style-type: none"> Students will take benchmark assessments at the beginning of the year to identify their current level of performance and identify instructional gaps. 	<ul style="list-style-type: none"> The CUM folder and a data review (PERT, standardized test scores, grades) is conducted when students enter SPCHS/SPCHSNP to individualize each students' schedule and to inform instruction.
<ul style="list-style-type: none"> Sophomores take the College Placement Test (PERT) in Reading, Writing, and Mathematics periodically during the year until they attain the college readiness score required to be fully dual enrolled in all college courses during the junior and senior year. 	<ul style="list-style-type: none"> The principal or curriculum specialists will facilitate PERT testing to ensure students are making progress in meeting requirements for full dual enrollment by the end of the sophomore year.
<ul style="list-style-type: none"> Students in grade 10 and 11 will take the PSAT in October and link scores to Khan Academy to prepare for the SAT/ACT. 	<ul style="list-style-type: none"> School counselors will facilitate the PSAT and inform students and parents of the process to link scores to Khan Academy as well as provide resources for students to prepare for the SAT/ACT.
<ul style="list-style-type: none"> Sophomores will take benchmark, formative, PERT, PSAT, and state standardized assessments. 	<ul style="list-style-type: none"> Formative assessments, PERT, PSAT, and standardized test data are used to identify gaps, guide classroom instruction, and used to develop differentiated instruction for students in grade ten to ensure students are receiving the support necessary for high student achievement in high school and college courses.
<ul style="list-style-type: none"> Sophomores will receive data informed differentiated instruction, whether attending face to face or a blending learning modality to ensure they make adequate yearly progress and are prepared for rigorous college courses during the junior and senior years. 	<ul style="list-style-type: none"> SPCHS/SPCHSNP faculty and staff review student achievement data for students in grade 10 and monthly for students in grades 11-12 during weekly PLC meetings.
<ul style="list-style-type: none"> Sophomores will participate in individual student/teacher conferences to understand their current level of performance in relation to the state standards and college readiness skills. 	<ul style="list-style-type: none"> Free tutoring is provided for students by the SPCHS/SPCHSNP faculty.
<ul style="list-style-type: none"> Juniors and seniors will report college grades on a monthly basis to the school counselor. 	<ul style="list-style-type: none"> SPC faculty provide individualized support during office hours and the SPC Academic Resource Area offers tutoring and resources to support students.

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<ul style="list-style-type: none"> • SPC faculty will contact school counselors with any concerns regarding SPCHS/SPCHNP students via email or through SPC's Alert System. 	<ul style="list-style-type: none"> • Staff and faculty follow the Response to Intervention (RTI) Framework. A conference will be held with the parent(s), student, and staff for all students not meeting FSA or College benchmark standards.
<ul style="list-style-type: none"> • Sophomores are required to have progress reports signed and returned every 4 ½ weeks by their parent/guardian. 	<ul style="list-style-type: none"> • Students who are struggling or at risk will be referred to the Child Study Team (CST) who will use the ICEL/RIOT Matrix Tool to collect and organize data to identify the possible causes of why an individual or student groups are not experiencing academic success.
	<ul style="list-style-type: none"> • Once the CST team has identified and analyzed student performance data, they will design and implement an action plan using evidenced-based intervention(s) and monitor the effectiveness of the intervention(s) in narrowing the instructional gap. If the intervention(s) was successful, the team will continue to use the intervention(s) until the gap is eliminated. If the intervention(s) was unsuccessful, the team will repeat the 6-step problem solving process.
	<ul style="list-style-type: none"> • If the intervention was unsuccessful, the team will move to the Tier III phase of intervention.
	<ul style="list-style-type: none"> • If all interventions are unsuccessful in helping the student meet the grade level expectations the student will be referred to the ESE Team to determine if possible evaluation is needed.

Plan for Implementation of Assurance 4

- In the box below, describe how the charter school will work with IEP teams to determine needed services, including compensatory services for students with disabilities.

Students with an Educational Plan:

- SPCHS/SPCHSNP follow the processes set forth in the Pinellas County Schools ESE Handbook.
- A review of all IEPs/EPs will be conducted in August and in cases where an IEP/EP meeting was not held due to COVID-19, a virtual meeting will be scheduled prior to the start of the school year. All other IEPs/EPs will be updated prior to the October FTE Date Certain.
- At the beginning of each school year or upon the creation of an IEP or EP, faculty are informed of each student's IEP/EP. SPCHS/SPCHSNP faculty may access each student's IEP/EP through PEER via the Pinellas County Schools Focus Learning Management System. SPC faculty can access each student's IEP/EP through the SPC Accessibility Services Department.

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- Students with an IEP or EP will receive the same services in high school and college courses as students in face to face learning regardless of the learning modality.
- Case Managers, in collaboration with the principal and/or curriculum specialist, will review each student's data monthly, which includes consult logs, teacher feedback, PERT, formative assessments, standardized assessments, and grade data, to assess each student's level of performance with the curriculum in relation to his/her IEP goals.
- If data indicate that the IEP Team may need to meet to review and possibly amend the student's goals, an IEP meeting will be scheduled.
- ESE meetings will be held virtually, whenever possible, to limit exposure to staff, students, and families.

Students with a 504 Plan:

- At the beginning of each school year or upon the creation of a 504 plan, SPC, SPCHS, and/or SPCHSNP faculty are informed of each student's 504 Plan. 504 Plans may be accessed through SPC's MyCourses and Pinellas County Schools Focus Learning Management System so faculty may refer to them as needed throughout the year to ensure students with a 504 plan receive his or her accommodations.
- The 504 Committee reviews each student's academic data during the year and will reconvene the 504 Committee if the student is not making adequate progress in his/her college or high classes. For students who are making adequate progress, the 504 Committee will convene at least once per year to review the student's plan and amend it as needed to support the student the in making adequate progress.
- The 504 Team will meet virtually, whenever possible, to limit exposure to staff, students and families.

Plan for Implementation of Assurance 5

- In the box below, describe how the charter school will work with ELL Committees to identify ELLs who have regressed and determine if additional or supplemental English for Speakers of Other Languages (ESOL) services are needed.

For the 2020-21 school year, SPCHS/SPCHSNP do not have any students enrolled who are identified as ELs. The following process is followed to ensure ELs are identified and receive the appropriate strategies to make adequate progress:

- At the beginning of the year, parents complete a Home Language Survey which is reviewed by the Senior Data Management Specialist at each school.
- If a student's primary language is not English, then the EI Committee Chair will contact the Pinellas County Schools ESOL Office to request ACCESS 2.0 testing to determine the student's English language proficiency.


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- The EL Committee Chair will review the testing results from Pinellas County Schools and convene the EL Committee if testing indicates support is needed. The EL Committee will determine the high yield strategies to be implemented in the classroom to support the student's language acquisition and proficiency, to assist the student in making adequate progress in high school and college courses.
- Student data will be monitored every nine weeks and strategies revised, as needed, to support the student in making adequate progress.

Assurance 6 does not require an additional narrative.

Acknowledgement

The charter school or charter school network verifies the information in this form.

Name and title of person responsible for completion and submission of the Innovative Reopening Plan
Starla R. Metz, AVP Collegiate High Schools, St. Petersburg College
Contact information: email, phone number
metz.starla@spcollege.edu , 727-302-6883
Date submitted
July 16, 2020
Signature of authorized representative


June 2020

St. Petersburg College

COMEBACK PLAN

The overarching guiding principles were used to develop the following guidelines:



SAFETY

Ensuring the health, safety and wellbeing of our College community.



STABILITY

Minimizing the financial impact to students and employees.



STUDENTS

Advancing our student success agenda and keep students learning.



WELCOME BACK TITANS!

As we continue to face uncertainties regarding the COVID-19 pandemic, the safety of all Titans remains the highest priority of St. Petersburg College. Implementing safety protocols and requirements, and conducting ourselves in responsible manners as we gradually transition back to campus will be key to the success of our return.

SPC's **Titans Comeback Plan** is guided by information from the U.S. Center for Disease Control and Prevention that prioritizes the safety of students, faculty, and staff. Other contributing best practices and guidelines include the Florida Governor's Office, Florida Department of Education, Pinellas County Health Department, Pinellas County Emergency Management and the Division of Florida Colleges.

These guidelines and policies help ensure the health and well-being of the entire SPC community and are effective **June 1, 2020** through **Dec. 31, 2020**. The plan will be amended as needed as new information becomes available.

PHASED COMEBACK TIMELINE

PHASE 1	PHASE 2	PHASE 3	PHASE 4
EFFECTIVE WEEK OF JUNE 15, 2020	EFFECTIVE WEEK OF JULY 13, 2020	EFFECTIVE WEEK OF AUG. 3, 2020	EFFECTIVE WEEK OF JAN. 3, 2021
Continue enhanced cleaning and sanitation on campus	Limited faculty access to campus for materials/ instructional design (coordinated through Deans and Provosts)	Fall classes begin face-to-face at a portion of course schedule Aug. 17, 2020	Spring classes begin face-to-face Jan. 11, 2021 (capacity TBD)
Facilities preparations (room arrangements, plexiglass and technology install, etc.)	On-campus book pick up and drop off available (coordinated through Barnes & Noble)	Limited face-to-face student services available on campus	Expansion of face-to-face students services available on campus
Only essential employees and partners allowed access to campus (based on approved plans)	Limited employee and partner access, beyond those that are essential (based on approved plans)	Expansion of employees returning to campus (based on approved plans)	Greater expansion of employees returning to campus

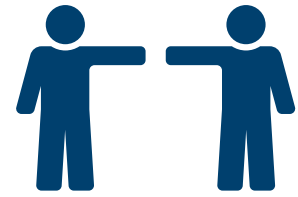
PROTECTING YOUR HEALTH



A portion of **Fall course schedule classes** will be held **face-to-face** on campus with priority on **hands-on learning classes, labs and some general education courses**.



Face coverings are required in all SPC buildings. (certain programs follow additional requirements).



Social distances of 6 feet will be maintained, including adjusted **classroom** and **lab seating** patterns.



Hand sanitizer, wipes and soap available for personal sanitation.



Wayfinding signs and floor markers will be used in buildings to designate **one-way foot traffic** and **social distancing**.



Electrostatic disinfecting of all **common** and **classroom areas**.

REFER TO ADDITIONAL DETAILS:

[STUDENTS CLICK HERE](#)

[EMPLOYEES CLICK HERE](#)

SYMPTOM CHECKER

Please use this self-assessment tool to determine if you should come to an SPC campus or site.



Do you have a cough, fever over 100 degrees, shortness of breath, sore throat, headache, chills, body aches, fatigue, nausea/vomiting/diarrhea, loss of taste or smell?



Are you taking any over-the-counter medications to relieve cold or flu-like symptoms?



Have you been on a cruise or any international travel in the past 14 days?



Have you been in contact with anybody diagnosed with Covid-19?

If you suspect or have been exposed to COVID-19, and you have been on campus, please contact SPC Emergency Management immediately at **727-341-4501** or **Emergency Management @spcollege.edu**.



If you answered yes to any of the above questions, DO NOT come to campus.

FACILITIES & CLEANING

Enhanced cleanings of all common areas and classrooms will be performed throughout the COVID period. Frequently touched surfaces such as door handles, hand rails, elevator push buttons, restrooms, etc., will be cleaned several times throughout the day. Electrostatic disinfecting of all common and classroom areas will also occur every night. Additional cleaning supplies will be available for students and instructors to clean learning spaces before use.



ELEVATORS/ STAIRWELLS

- Avoid using elevators; if you must, limit to two people per ride
- Keep three steps between you and the next person on stairs
- If a building has two stairwells one may be designated as “up” and the other “down”
- Avoid high-touch surfaces, such as buttons and handrails
- Wash hands or apply hand sanitizer after using
- Maintain social distancing and wear face coverings
- Follow all COVID-19 related hygiene tips, such as coughing into your elbow

- **All restrooms will be cleaned and disinfected a minimum of twice daily.** Employees should use a paper towel to open the door in restrooms after drying hands and place the towel in a trash receptacle next to the door.
- **Drinking fountains** at all locations will be taped off and disabled. The water bottle filling capability at these stations will remain available. Individuals are encouraged to fill personal water bottles and/or bring personal beverage.
- **Heating Ventilation & Air Conditioning (HVAC)** systems in College offices, rooms and spaces will be operated to provide the best indoor air quality. Preventative and manufacturer recommended maintenance is being conducted College wide on all HVAC systems. Facilities staff will continue to perform routine inspections on HVAC equipment, including filters change outs, and outdoor air damper positioning. Employees should not use fans/heaters of any kind within offices or workspaces.
- **Frequent hand washing is highly encouraged. Liquid sanitation stations** will be available at all main entrances. **Hand wipes** will be stationed in the hallways for use by staff and students. Hand wipes will be located in shared office spaces and areas where face-to-face student services are performed (e.g. advising, career services, tutoring etc.) Please place hand wipes in trash receptacles once used.
- **If a positive case of COVID-19** is identified in a SPC facility, the area will be closed to allow for appropriate cleaning of areas and contact actions will be initiated.
- **Social distancing posters, space indicators and other signage** will be displayed in areas throughout the building. Wayfinding signs and floor markers will be strategically placed to encourage social distancing and direct traffic to minimize congregation in areas.
- Due to frequent use, **we encourage students, faculty and staff to wipe down computer keyboards, mice, and stations, as well as desks or other hard surfaces before using.** Adequate levels of cleaning supplies will be provided to be used before and after each use.

BUILDINGS ENTRANCES

In an effort to ensure appropriate screening protocols, building entrances may be limited to a single-entry point where possible. To ensure safe egress, building exits will not be limited or closed. In addition, everyone should avoid crowding through doorways and provide acceptable social distancing when entering and exiting buildings and classrooms.

STUDENT SPECIFICS

All students, guests and partners are asked to complete the COVID-19 symptom checker self-assessment prior to coming into College buildings, and comply with all policies and safety protocols. Those who seek an accommodation or adjustment to any of these policies due to a disability should contact (727) 341-4510, or in the case of students seeking accommodations, your campus Accessibility Services Coordinator ([Accessibility Services](#)).

CLASSES & LABS

- A **portion** of classes from the Fall course schedule will be held on campus, **including labs, health care, public safety, and other programs that require hands-on learning**, as well as **some general education courses** where research has shown students are more likely to be successful in a face-to-face format.
- Other classes will be offered **fully online** or **in our LIVE Online format**.
 - **Fully online courses** are self-paced.
 - **LIVE Online courses** offer some independent work combined with interactive video conference lessons with professors and fellow students. The SPC LIVE Online set-schedule courses provide all the benefits of face-to-face courses in a live, remote setting without leaving the comfort of your home. Benefits of SPC LIVE Online classes include:
 - » Regularly scheduled times to meet virtually with professors and classmates
 - » Interactive discussion forums
 - » Access to course materials such as videos and PowerPoints
 - » Flexibility of scheduling
 - » High-quality, guided instruction

Please note: While the SPC LIVE Online courses provide greater flexibility, they are not self-paced.

- Workspaces, including student classrooms and labs will be adjusted to maintain 6-feet of distance, utilizing a modified seating pattern, rotational seating plan, or other means appropriate based upon overall classroom size.



STUDENT SPECIFICS



STUDENT SERVICES & ACTIVITIES

- Onsite **book returns and pick-ups** will be available beginning July 13, 2020 and must be coordinated through Barnes & Noble for bookstore protocols.
- All **events and activities** will remain online for summer and fall semesters, or until the time when social distancing recommendations are relaxed.
- **Face-to-face student services** will be conducted by appointment only, until it is determined that walk-ins will be accepted. Students are encouraged to take advantage of remote/online students services until that time.
- Students will not be permitted to bring guests to their appointment due to room capacity limits. Guests may wait outside the designated appointment/service area.
- Nature's Table open for to-go food and drinks.

PERSONAL SAFETY PRECAUTIONS

- **Face coverings are required in all SPC buildings.**
 - At least one face mask will be made available for all students returning to campus.
 - Guests who may come into contact with SPC employees and students are asked to provide their own disposable or reusable face coverings.
 - Any person not abiding by the face covering requirement may be asked to leave the facility and security may be contacted. Repeated non-compliance with face coverings may be referred to the Associate Provost or appropriate Academic Dean.
- **All students and guests should wash and/or sanitize hands** (sanitizer, soap and/or wipes will be made available) upon entering and exiting the building and throughout their time on campus.



EMPLOYEE SPECIFICS

All employees are asked to complete a COVID-19 **symptom checker self-assessment** prior to coming into College buildings and comply with all policies and safety protocols. Employees who seek a **workplace accommodation** to work from home due to a high-risk medical condition, or any other type of workplace accommodation due to a disability, should contact their supervisor and coordinate the request through HR Benefits.

WORK SCHEDULES

- As possible, employees will, with the approval of their supervisors, balance working from College locations and continuing to work from home. Teleworking arrangements may be subject to **SPC's Teleworking Policy**.
- Supervisors may, at their discretion, require some or all of their staff to return to a College location completely or on a reduced or intermittent schedule, provided all social distancing and other requirements outlined within this return plan are established and maintained.
- Employees **desiring to enter SPC locations outside of normal operating hours** and on weekends must coordinate with your supervisor and receive Provost approval in writing at least 48 hours prior to your arrival time, in addition to the completion of the symptom self-assessment.

MEETINGS

- Whenever possible, in-person meetings should be replaced with virtual meetings. Essential in-person meetings should be limited to employees only and wearing of face coverings and social distancing should be maintained. The standard room capacity for meeting rooms and personal offices will be reduced to ensure at least 6-feet of space between all participants.
- Signs will be posted to communicate new capacity. When possible, tables and chairs will be marked or moved to support proper social distance. Cleaning supplies will be available to disinfect work surfaces or frequently touched areas. Meeting times should be held to a minimum to accomplish the meeting objectives. Employees should not linger and socialize after essential meetings.
- There should be no serving of food at any meetings or gatherings. Meeting attendees should clean and disinfect all table surfaces, chairs, and computer equipment at the conclusion of each meeting. Cleaning supplies will be available in the meeting space.

PERSONAL SAFETY PRECAUTIONS

- Face coverings are required in all SPC buildings
 - One face covering will be provided by the College for all employees upon return to work. Employees are asked to please help defer expenses by providing any additional face coverings necessary beyond the first one supplied.
 - If any accommodation regarding the face covering requirement is necessary, please first coordinate with your supervisor.
 - For employees not in compliance, any escalations will be addressed by the supervisor.
- Employees must wash and/or sanitize hands (sanitizer, soap and/or wipes will be made available) upon entering and exiting the building and throughout the day.
- Employees may use communal equipment, such as refrigerators, coffee pots, printers. Sanitation wipes will be made available across campus sites for personal disinfection ahead of use. No food consumption in these spaces will be allowed.
- Plexiglass barriers will be provided where 6-foot distance can't be accomplished for front-line staff where the primary function is greeting, routing, or providing face-to-face services to students and guests.

TRAVEL

All essential work-related travel outside of in-district, regardless of transportation mode, must be pre-approved by the employee's respective Cabinet member. Employees should not carpool with other employees, or those outside of their immediate household in College or personal vehicles.

Employees taking personal travel should adhere to CDC and local health department guidelines regarding isolation after travel. Please communicate travel to/from CDC high risk areas with your supervisor.

Travel guidelines: www.cdc.gov/coronavirus/2019-ncov/travelers/

REPORTING COVID-19 OR FLU-LIKE SYMPTOMS

Contact tracing and mitigation efforts are critical to ensuring the safety of all Titans. Anyone suspecting or has confirmed they may have COVID-19, or may have come into contact with someone who suspects or has confirmed COVID-19, should contact SPC Emergency Management immediately at 727-341-4501 or EmergencyManagement@spcollege.edu.

In addition, completing the **symptom checker self-assessment** each day before you arrive for work or classes, is critical in ensuring that we are able to effectively contract trace.

If you have experienced any COVID-19 or flu-like symptoms within the last 72 hours, DO NOT come to campus. **You may return to campus according to the guidelines provided in the CDC return criteria** (www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html).

CDC Guidelines Quick References

Social Distancing:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html

Hand Washing:

www.cdc.gov/handwashing/hand-sanitizer-use.html

Cloth Face Coverings:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Using Personal Protective Equipment:

www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html

How to clean and disinfect:

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

ADDITIONAL RESOURCES:

- **SPC COVID-19 website:**
www.spcollege.edu/spc-updates
- **Pinellas County COVID-19 website:**
www.pinellascounty.org/hr/coronavirus/
- **State plan or COVID-19 website:**
floridahealthcovid19.gov/
- **CDC COVID-19: If you are sick:**
www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html
- **Symptoms of COVID-19:**
www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Legal and Medical Disclaimer: The information contained in this document does not constitute legal or medical advice.



St. Petersburg Collegiate High Schools (SPCHS/SPCHSNP)

St. Petersburg Collegiate High School, St. Petersburg/Gibbs Campus
St. Petersburg Collegiate High School North Pinellas, Tarpon Springs

Proposed Instructional Calendar for 2020-21

Tuesday, August 11, 2020	SPCHS faculty return. Professional development days.
Friday, August 14	
Thursday, August 13	SPCHS closed for students. Professional development days.
Friday, August 14	
Friday, August 14	SPC Welcome Titans Meeting. Zoom 1:00 – 3:00 p.m.
Monday, August 17	SPCHS opens. First day of school for sophomores.
Monday, August 17	SPC Fall Term starts. Classes begin for juniors and seniors.
Monday, September 7	Labor Day Holiday – SPC/SPCHS closed for staff and students.
Friday, September 11	Mid-term progress reports sent home for all sophomores.
Friday, October 9	End of first quarter for sophomores (39 days).
Friday, October 16	Grades due in FOCUS for all sophomores by 3:30 p.m.
Monday, October 26	Report cards sent home for all sophomores.
Tuesday, October 27(a)	SPC/SPCHS closed for students. SPC Discovery Day.
Tuesday, November 10	Mid-term progress reports sent home for all sophomores.
Wednesday, November 11	Veterans Day. SPC/SPCHS closed for staff and students.
Wednesday, November 25(a)	Thanksgiving Holidays. SPC/SPCHS closed for staff/students.
Sunday, November 29	
Monday, December 7	SPC Exams for juniors and seniors. End of SPC Fall Term.
Thursday, December 10	
Thursday, December 17	Exam Days for sophomores. Students dismissed at 12:15 p.m.
Friday, December 18	
Friday, December 18	End of second quarter for sophomores (45 days) and end of first semester (84 days).
Monday, December 21,	2020 Winter Break. SPC/SPCHS closed for staff and students.
Sunday, January 3, 2021	
Monday, January 4(a)	No school for sophomores. Professional development day.
Tuesday, January 5	Sophomores return. Second semester begins for sophomores.
Friday, January 8	Grades due in FOCUS for all sophomores by 3:30 p.m.
Monday, January 11	SPC Spring Term starts. Classes begin for juniors and seniors.
Monday, January 18	Martin Luther King, Jr. Holiday. SPC/SPCHS closed.
Tuesday, January 19	Report cards sent home for all sophomores, juniors and seniors.
Friday, February 5	Mid-term progress reports sent home for all sophomores.
Friday, February 12(a)	SPCHS closed for sophomores. Professional development day.
Sunday, March 7	Spring Break. SPC/SPCHS closed for staff and students.
Sunday, March 14	
Friday, March 19	End of third quarter for sophomores (47 days).
Friday, March 26	Grades due to FOCUS for all sophomores by 3:30 p.m.
Friday, April 2	Spring Holiday. SPC/SPCHS closed for staff and students.

Sunday, April 4

Monday, April 5 Report cards sent home for all sophomores.

Monday, May 3 SPC Exams for juniors and seniors.

Thursday, May 6

Thursday, May 6 End of SPC Spring Term for juniors and seniors.

Friday, May 7 SPCHS closed for sophomores. Professional Development Day.

Friday, May 7 SPCHS Graduation. Venue and time to be determined.

Saturday, May 8 SPC Commencement. Venue dependent.

Monday, May 10(a) SPCHS closed for sophomores. Professional development day.

Monday, May 31 Memorial Day. SPC/SPCHS closed for staff and students.

Tuesday, June 1 Exams for sophomores. Students dismissed at 12:15 p.m.

Wednesday, June 2

Wednesday, June 2 Last day for all sophomores. End of fourth quarter (49 days) and end of second semester (96 days).

Thursday, June 3 Professional Development Day. Last day for SPCHS faculty.

Thursday, June 3 Grades due in FOCUS for sophomores by 3:30 p.m.

Friday, June 4 Report cards mailed home for sophomores, juniors, and seniors.

(a) Proposed make-up days in the event of school closure due to a hurricane(s)

One day	Two days	Three days	Four days
October 27, 2020	January 4, 2021	October 27, 2020	October 27, 2020
	February 12, 2021	January 4, 2021	January 4, 2021
		February 12, 2021	February 12, 2021
			May 10, 2021

LIST OF SPECIAL OBSERVANCE DAYS for 2020-21 School Year

September 2020

Rosh Hashanah Saturday & Sunday, September 19-20, 2020 (Observance begins at sunset on Friday, September 18, 2020)

Yom Kippur Monday, September 28, 2020 (Observance begins at sunset on Sunday, September 27, 2020)

October 2020

Sukkot Saturday & Sunday, October 3 - 4, 2020 (Observance begins at sunset on Friday, October 2, 2020)

Shemini Atzeret Saturday & Sunday, October 10 - 11, 2020 (Observance begins at sunset on Friday, October 9, 2020)

March 2021

Passover (First 2 days) Sunday & Monday, March 28 - 29, 2021 (Observance begins at sunset on Saturday, March 27, 2021)

April 2021

Good Friday Friday, April 2, 2021

Seventh & Eighth Day of Passover Saturday & Sunday, April 3 - 4, 2021

Eastern Orthodox Holy Friday Friday, April 30, 2021

May 2021

Eid-al-Fitr Thursday, May 13, 2021 (Observance begins at sunset on Wednesday, May 12, 2021)

Shavuot Monday & Tuesday, May 17 - 18, 2021 (Observance begins at sunset on Sunday, May 16, 2021)

If there is a day that is not listed on the Board approved observance days which impacts a significant number of students in any specific school; the principal has the discretion not to schedule any testing or major course review.

8/17/2020 - 10/9/2020 1st quarter (39 days)

10/12/2020 - 12/18/2020 2nd quarter (45 days)

1/5/2021 – 3/19/2021 3rd quarter (47 days)

3/22/2021 – 6/2/2021 4th quarter (49 days)



**2021-2024
Strategic Plan
Development**



BOT Workshop, July 29, 2020



SPC Strategic Plan 2018 - 2021



THROUGH A COMMUNITY OF CARE & EQUITY LENS

ACADEMIC EXCELLENCE

ECONOMIC MOBILITY

COMMUNITY ENGAGEMENT

FINANCIAL VITALITY

EMPLOYEE EXPERIENCE & ENGAGEMENT



Strategic Plan Development Expert

Madeline Pumariega



- Executive VP and Provost at Tallahassee Community College
- Served as Chancellor of the Florida College System for 3 Years
- Developed the Florida College System Strategic Plan
- Served on the Florida Department of Education leadership team that developed the department's Strategic plan
- Has recently worked with 3 other institutions, two of which became Aspen Prize finalists



2021-2024 Strategic Plan Development Timeline

- **July 2020:** Present Process Overview at BOT Workshop
- **July – August:** Board of Trustees are surveyed on their priorities
- **August 2020:** Trustees Priorities are Presented at BOT Meeting
- **September – November:** Consultant work with College Leaders to develop plan
- **December 2020:** Strategic Plan Presented at BOT Workshop



Community College Excellence

The Aspen Prize for Community College Excellence honors institutions that strive for and achieve exceptional and equitable levels of success for all students, while they are in college and after they graduate or transfer.



Community College Excellence

Aspen Prize finalist colleges are dedicated day in and day out to finding the best ways to foster social mobility for their students and develop talent for their communities.

- Colleges who are Aspen finalists and winners focus on **bringing practices to scale**; and
- Receive **\$1M for Community College Excellence**

Florida Colleges Who Have Been Top 10 Winners/Finalists

Finalists
 Broward College 2021
 Tallahassee Community College 2021

Winners (all were finalists in prior years)
 Indian River State College 2019
 Miami Dade College 2019
 Santa Fe College 2015
 Valencia College 2011

Questions & Feedback

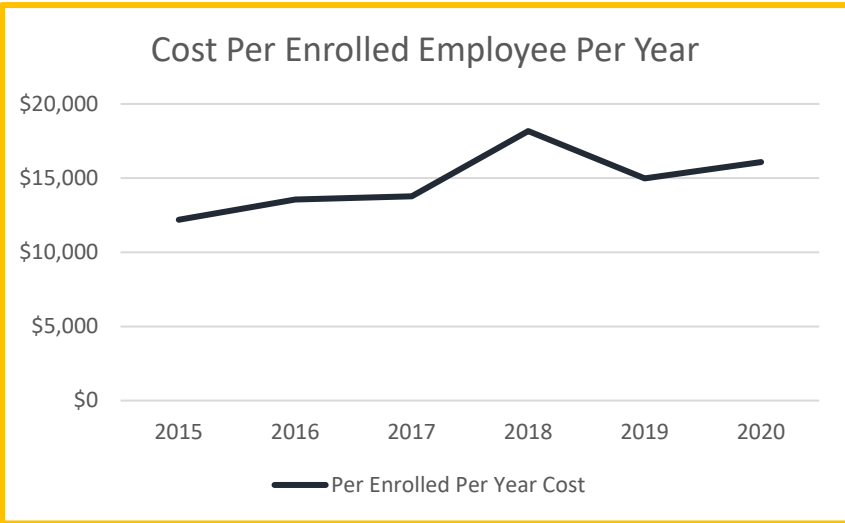
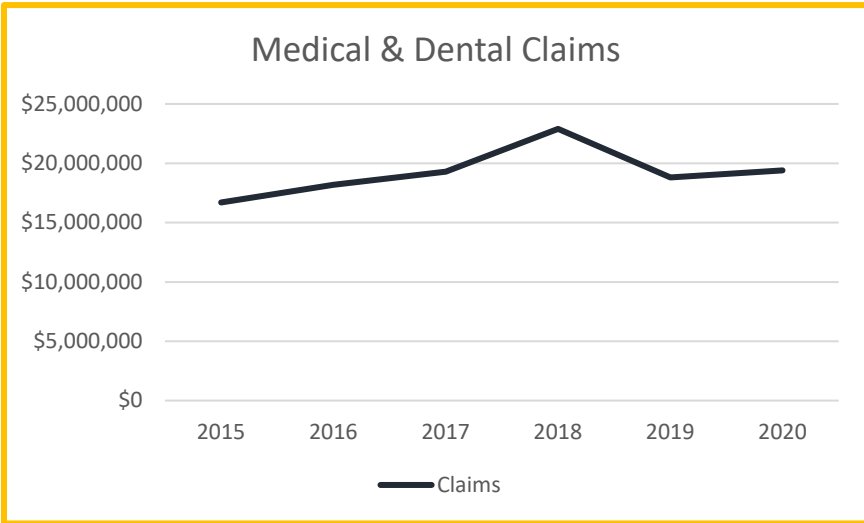
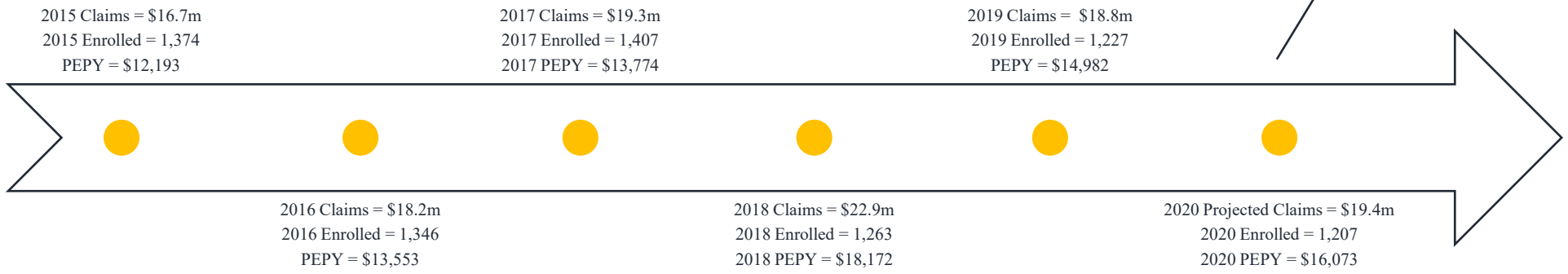


Florida College System Risk Management Consortium Analysis

COMPARISON OF SPC SELF-INSURED VERSUS FCSRMC
JANETTE HUNT, CAROL SUMTER, JUSTIN PIAZZA

SPC Self-Insured 5-Year Plan History

Unadjusted for potential COVID hospitalization impacts due to lack of historical benchmark

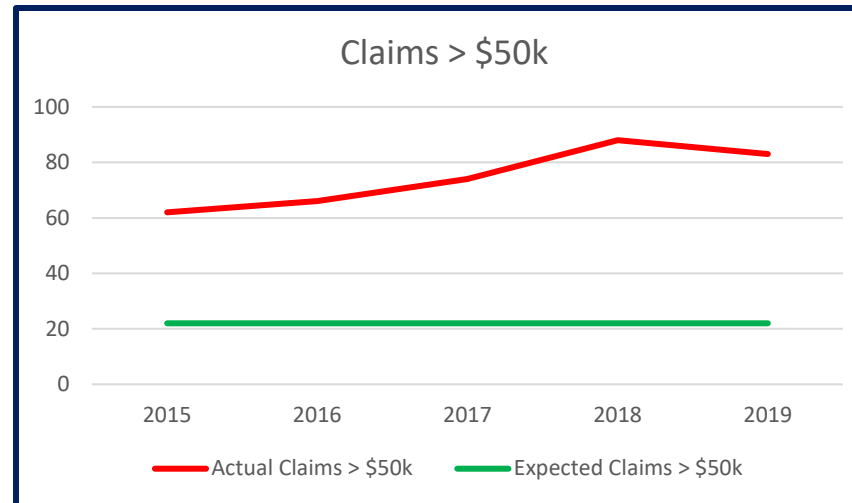


High Claims History

Year to Date
01/01 – 06/30

Expected Number Above		Scaled 5 Yr Average	5 Year Average	2020	2019	2018	2017	2016	2015
Claim Threshold	Annual								
\$50,000	22	66	75	31	83	88	74	66	62
\$100,000	8	24	27	10	32	35	24	22	24
\$200,000	3	7	8	4	6	12	8	9	5
\$300,000	1	3	4	2	3	7	6	2	1
\$350,000	1	3	3	1	2	5	5	2	1
\$500,000	0	1	1	0	2	2	0	1	0
<i>Enrolled</i>	<i>1207</i>	<i>1207</i>	<i>1361</i>	<i>1207</i>	<i>1230</i>	<i>1309</i>	<i>1401</i>	<i>1444</i>	<i>1420</i>

Top High Claim Codes
 Cardiac Disorders
 Digestive Disorders
 Endocrine/Metabolic Dx
 Infectious Disease
 Mental Health Disorders
 Musculoskeletal Disorders
 Neurologic Disorders
 Obstetric Care
 Oncologic Disorders
 Renal Disorders
 Respiratory Disorders
 Rheumatologic Disorders



Interpretation of chart, using the expected number left (per stop loss reinsurance market norms):

1. For a group of this single/family mix and size, how many large claims would be expected to exceed \$50,000? Answer: 22 Of those 22, how many exceed \$100,000? Answer: 8
2. Of those 8, how many exceed \$200,000? Answer: 3, etc.
3. Plan year projections are informed more by the observed average actual number above than by the external expected number above.

Preliminary Review of Florida College System Risk Management Consortium Opportunity

Summary:

	SPC (Current State)	FCSRMC (Future State)
Benefit Plans		
Medical	2 Plans – Aetna	6 Plans – Florida Blue
Dental	2 Plans – Aetna	4 Plans – Delta Dental (TBD following medical approval)
Telemedicine	None	Teledoc
Long / Short Term Disability	The Hartford	The Standard (TBD following medical approval)
Employee Assistance Program	Deer Oaks	New Directions (TBD following medical approval)
Life and AD&D	The Hartford	The Standard (TBD following medical approval)
Vision	EyeMed	VSP (TBD following medical approval)
Wellness Program	Aetna/College Administered	Florida Blue
Accident, Hospital, Cancer	Allstate	None – <i>SPC can continue with Custom Benefit Services</i>
Plan Year	01/01 – 12/31	01/01 – 12/31
Funding & Compliance		
Claims Payment	SPC	FCSRMC
112.08 Filing	SPC	FCSRMC
Stop Loss Insurance	SPC (\$350,000)	FCSRMC
OPEB Liability	SPC	SPC, but reduced
Plan Compliance	SPC	FCSRMC
Costs	Stop Loss + Admin Fee + Claim	Fixed cost by plan and enrollment
Discretionary Wellness Fund	\$175,000	\$5,000
Administration & Compliance		
Administration of Enrollment	SPC	FCSRMC – <i>Rec's weekly file from SPC</i>
Retiree Benefit Administration	SPC	FCSRMC
Annual Plan Design Decisions	SPC	FCSRMC
Annual Funding Decisions	SPC	FCSRMC
COBRA Administration	SPC	FCSRMC
Statistics		
Member Participation	~1,200	~12,000
Average Annual Increase	Variable	5.76%
College Participation	1	22

Scope:

Evaluate benefit and benefit cost options available to St. Petersburg College by transitioning from an independent self-insured medical plan to partnership with the Consortium. 22 colleges currently participate in FCSRMC for employee benefits. FCSRMC provides access to medical, dental, vision, life, short term disability, long term disability, employee assistance program, and a wellness program.

We have engaged with FCSRMC to begin the evaluation process and will begin providing them the information necessary for RFP upon receiving specifications of information needed. We anticipate having a final work product comparing our current plans and costs to those offered by FCSRMC by mid-June 2020. At that time, we would offer a recommendation to move to FCSRMC if it proves to be financially beneficial and more sustainable to SPC. We could make this transition for the plan year beginning January 1, 2021.

Purpose:

We are evaluating a transition to FCSRMC for all or some of the benefits listed above to determine whether there is a financial benefit to SPC. This analysis will also include a study of disruption to SPC employees in a transition from Aetna to Florida Blue.

Our current claims and participation in SPC's self-insured plans continue to be volatile with a higher than expected number of high dollar claimants. The college **currently pays individual claims up to \$350,000 before stop-loss insurance engages**. And, our current employee funding schedule is unsustainable without SPC absorbing additional and significant costs. Current OPEB requirements mandate that we record a large liability on our balance sheet to reflect the future liability or post-retiree benefits, the cost of retiree benefits. 112.08 requires that the college maintain cash reserves in the amount of 60 days' projected claims.

The benefits department currently has several manual processes including benefit enrollment with carriers, benefit termination with carriers, COBRA administration, and retiree administration which would be eliminated or significantly reduced by the transition. By eliminating manual and administrative tasks, we expect to gain operational efficiencies, increased compliance, and a subsequent increase of improved customer service.

Potential Benefits:

1. Transitioning to FCSRMC may provide us more claims and cost stability by entering into a larger risk pool.
2. Because FCSRMC becomes the administrator in place of SPC, SPC would not have to maintain safe harbor funding under 112.08.
3. Because FCSRMC becomes the administrator in place of SPC, SPC would not have to record the extensive liability for future post-employment benefits with regard to retiree benefits. A liability would still be required although to a significantly lesser extent.
4. Recruitment and retention benefit by providing like benefits at like costs to other Florida colleges.
5. Reduced administrative manual tasks performed by benefit department.

Potential Risks:

1. Inability to capture additional cost savings in years when the plan is running well.
2. Loss of full autonomy in making plan design, carrier, and employee contribution decisions.
3. Provider disruption for employees transitioning from Aetna to Florida Blue.
4. Changes to employee benefits, contribution structure, and contribution rates.
5. Final annual rates and cost will not be available until the August prior to plan year start.
6. Proposal may not initially reflect a significant cash savings, but may reflect a long-term strategic savings with more predictability and less volatility.

Consortium Analysis Summary

1. Used 3 salary bands to replace 9 existing salary bands
 - a. <\$45,000
 - b. \$45,000.01 - \$74,999.99
 - c. >\$75,000
2. % Contribution structure considerations:
 - a. Creating more equitable employee and college contribution methodology across salary bands and coverage tiers
 - b. Encouraging migration into HSA plan
 - c. Creating greater spread in payroll deductions between HSA, HMO, and PPO
 - d. SPC aggregate contribution rate of 85%
 - e. Funding lower % of family coverage on HMO and PPO
3. SPC estimated employer medical costs of \$17,694,828.19
4. Compared SPC self-insured plan design & rates to those of Consortium to visualize average max annual impact
 - a. Average \$20 monthly increase across all HSA plans offset by annual HSA funding
 - b. Average \$20 monthly increase across all HMO plans
 - c. Average \$117 monthly increase across PPO plan when compared to 2020 HMO. SPC does not currently offer a PPO plan.
5. 5 Year Comparative Projection
 - a. Based upon consortium's assertion that average consortium increase is 5.75% compared to market of 9.52%
 - b. SPC will not need to make the \$3.3m transfer in 2021 to satisfy the 2020 safe harbor requirement.

	Avg Projected Increase	2021	2022	2023	2024	2025
SPC Self-Insured	9.52%	\$17,431,319	\$19,090,781	\$20,908,223	\$22,898,686	\$25,078,641
Consortium	5.76%	\$17,694,828	\$18,714,050	\$19,791,980	\$20,931,998	\$22,137,681
Net Potential Yield, All Factors Equal		-\$263,509	\$376,731	\$1,116,244	\$1,966,689	\$2,940,961

6. Once the transition to FCSRMC for medical, the greatest expense to the college, has been approved; additional review will be completed for dental, vision, short-term disability, long-term disability, basic life insurance, and supplemental life insurance. Plan design and costs to employees will be taken into consideration and the most mutually beneficial plans will be chosen.

2020 Consortium versus Self-Insurance Medical Detail

		Consortium Proposal								SPC Proposed Without \$3m Funding Transfer. Shortfall built into rates. Ee Rates Matched to Consortium Proposal Inclusive of Aetna Repricing										
				EE Fund	ER Fund	EE Fund	ER Fund	EE Fund	ER Fund			2021 SPC	B&B	Cost <\$45K	Annual EE	Cost \$45k -	Annual EE	Cost	Annual EE	
				Cost <\$45K	Annual EE Total	Cost \$45k - \$74,999.99k	Annual EE Total	Cost >\$75K	Annual EE Total			Total Funding	Projected Enroll	Total	Total	>\$75K	Total	Total		
HDHP 5190	Ee		5.0%	95.0%	10.0%	90.0%	12.5%	87.5%												
	EE+1		5.0%	95.0%	10.0%	90.0%	12.5%	87.5%												
	Family		5.0%	95.0%	10.0%	90.0%	12.5%	87.5%												
	PPO	Ee		20.0%	80.0%	25.0%	75.0%	27.5%	72.5%											
		EE+1		20.0%	80.0%	25.0%	75.0%	27.5%	72.5%											
		Family		25.0%	75.0%	30.0%	70.0%	32.5%	67.5%											
	HMO	Ee		15.0%	85.0%	20.0%	80.0%	22.5%	77.5%											
		EE+1		15.0%	85.0%	20.0%	80.0%	22.5%	77.5%											
		Family		20.0%	80.0%	25.0%	75.0%	27.5%	72.5%											
Consortium Total Funding		\$851.61																		
Consortium Projected Enroll		142																		
HDHP 5190	Ee	\$851.61	\$42.58	\$54,418	\$85.16	\$0	\$106.45	\$9,070		\$882.63	153	\$42.58	\$58,633	\$85.16	\$31,271	\$106.45	\$9,772			
HDHP 5190	EE+Sp	\$1,703.22	\$85.16	\$25,463	\$170.32	\$16,606	\$212.90	\$27,677		\$1,809.40	48	\$85.16	\$23,504	\$170.32	\$30,658	\$212.90	\$25,548			
HDHP 5190	EE+Ch	\$1,618.06	\$80.90	\$23,168	\$161.81	\$12,047	\$202.26	\$13,901		\$1,721.14	44	\$80.90	\$24,271	\$161.81	\$25,242	\$202.26	\$14,563			
HDHP 5190	Family	\$2,639.99	\$132.00	\$46,934	\$264.00	\$80,921	\$330.00	\$52,599		\$2,647.90	92	\$132.00	\$45,936	\$264.00	\$158,399	\$330.00	\$51,480			
PPO 3769	Ee	\$908.26	\$181.65	\$387,006	\$227.07	\$140,729	\$249.77	\$56,438		\$0.00	0	\$181.65	\$0	\$227.07	\$0	\$249.77	\$0			
PPO 3769	EE+Sp	\$1,816.53	\$363.31	\$157,471	\$454.13	\$123,727	\$499.55	\$108,262		\$0.00	0	\$363.31	\$0	\$454.13	\$0	\$499.55	\$0			
PPO 3769	EE+Ch	\$1,725.70	\$345.14	\$65,894	\$431.43	\$64,362	\$474.57	\$29,499		\$0.00	0	\$345.14	\$0	\$431.43	\$0	\$474.57	\$0			
PPO 3769	Family	\$2,815.62	\$703.91	\$120,875	\$844.69	\$241,749	\$915.08	\$104,758		\$0.00	0	\$703.91	\$0	\$844.69	\$0	\$915.08	\$0			
HMO 58	Ee	\$893.27	\$133.99	\$247,735	\$178.65	\$123,464	\$200.99	\$55,680		\$959.13	534	\$133.99	\$493,621	\$178.65	\$328,009	\$200.99	\$110,944			
HMO 58	EE+Sp	\$1,786.53	\$267.98	\$98,797	\$357.31	\$93,857	\$401.97	\$83,978		\$1,966.22	166	\$267.98	\$192,945	\$357.31	\$244,397	\$401.97	\$164,003			
HMO 58	EE+Ch	\$1,697.21	\$254.58	\$31,836	\$339.44	\$60,778	\$381.87	\$23,877		\$1,870.30	76	\$254.58	\$67,210	\$339.44	\$171,079	\$381.87	\$50,407			
HMO 58	Family	\$2,769.13	\$553.83	\$82,438	\$692.28	\$191,105	\$761.51	\$108,199		\$2,877.39	94	\$553.83	\$146,210	\$692.28	\$423,677	\$761.51	\$191,901			
			Total EE	\$1,342,035	Total EE	\$1,149,347	Total EE	\$673,937				Total EE	\$1,052,330	Total EE	\$1,412,732	Total EE	\$618,618			
			Total ER	\$17,694,828								Total ER	\$17,431,319							
			Total EE %	6%		6%		3%				Total EE %	5%		7%		3%			
			Total EE	15%								Total EE	15%							
			Total ER %	85%								Total ER %	85%							
			Enroll Est	1217								Enroll Est	1207							
			PEPY	\$14,540								PEPY	\$14,442							
			PEPY @ 1200	\$17,447,653								PEPY @ 1200	\$17,330,226							
			Total Funding	\$20,860,148								Total Funding	\$19,102,268							

Key Benefit Comparison between 2020 Current State, 2021 Self-Insured Future State, and 2021 Consortium Future State

		Key Benefit Comparison																		
		Notations: Consortium HDHP includes \$500/\$1,000/\$1,500 HSA Contributions. SPC is eliminating any HSA funding for 2021. Aetna discretionary wellness fund of \$175,000 goes away, would ask that SPC consider allocation of \$50,000 discretionary wellness use. Consortium does have wellness incentives in line with SPC's current wellness reimbursement. Consortium HDHP and PPO include Out of Network Benefits. SPC plans have no Out of Network Benefits. Today, SPC employees are responsible for 100% of OON costs with no cap.																		
Plan	Level	Deductible			Annual Maximum Out of Pocket			CoInsurance			PCP			Telemedicine			Specialist			
		SPC 2020	SPC 2021	FCSRMC 2021	SPC 2020	SPC 2021	FCSRMC 2021	SPC 2020	SPC 2021	FCSRMC 2021	SPC 2020	SPC 2021	FCSRMC 2021	SPC 2020	SPC 2021	FCSRMC 2021	SPC 2020	SPC 2021	FCSRMC 2021	
HDHP 5190	Ee	\$1,750.00	\$1,750.00	\$1,500/\$3,000	\$4,000.00	\$5,000.00	\$4500/\$9,000	20%	20%	20%/40%	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	
HDHP 5190	EE+Sp	\$3,500.00	\$3,500.00	\$3,000/\$6,000	\$8,000.00	\$10,000.00	\$9,000/\$18,000	20%	20%	20%/40%	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	
HDHP 5190	EE+Ch	\$3,500.00	\$3,500.00	\$3,000/\$6,000	\$8,000.00	\$10,000.00	\$9,000/\$18,000	20%	20%	20%/40%	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	
HDHP 5190	Family	\$3,500.00	\$3,500.00	\$3,000/\$6,000	\$8,000.00	\$10,000.00	\$9,000/\$18,000	20%	20%	20%/40%	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	
PPO 3769	Ee	N/A	N/A	\$600.00	N/A	N/A	\$6,000.00	N/A	N/A	20%/40%	N/A	N/A	\$30/Ded/Coins	N/A	N/A	\$10/\$0	N/A	N/A	\$50/Ded/Coins	
PPO 3769	EE+Sp	N/A	N/A	\$1,800.00	N/A	N/A	\$12,000.00	N/A	N/A	20%/40%	N/A	N/A	\$30/Ded/Coins	N/A	N/A	\$10/\$0	N/A	N/A	\$50/Ded/Coins	
PPO 3769	EE+Ch	N/A	N/A	\$1,800.00	N/A	N/A	\$12,000.00	N/A	N/A	20%/40%	N/A	N/A	\$30/Ded/Coins	N/A	N/A	\$10/\$0	N/A	N/A	\$50/Ded/Coins	
PPO 3769	Family	N/A	N/A	\$1,800.00	N/A	N/A	\$12,000.00	N/A	N/A	20%/40%	N/A	N/A	\$30/Ded/Coins	N/A	N/A	\$10/\$0	N/A	N/A	\$50/Ded/Coins	
HMO 58	Ee	\$500.00	\$1,750.00	\$0.00/NC	\$2,500.00	\$5,000.00	\$6,000.00	20%	20%	20%/0%	\$40.00	\$40.00	\$30/\$0	\$40.00	\$20.00	\$10/0	\$60.00	\$60.00	\$50/\$0	
HMO 58	EE+Sp	\$1,000.00	\$3,500.00	\$0.00/NC	\$5,000.00	\$10,000.00	\$12,000.00	20%	20%	20%/0%	\$40.00	\$40.00	\$30/\$0	\$40.00	\$20.00	\$10/0	\$60.00	\$60.00	\$50/\$0	
HMO 58	EE+Ch	\$1,000.00	\$3,500.00	\$0.00/NC	\$5,000.00	\$10,000.00	\$12,000.00	20%	20%	20%/0%	\$40.00	\$40.00	\$30/\$0	\$40.00	\$20.00	\$10/0	\$60.00	\$60.00	\$50/\$0	
HMO 58	Family	\$1,000.00	\$3,500.00	\$0.00/NC	\$5,000.00	\$10,000.00	\$12,000.00	20%	20%	20%/0%	\$40.00	\$40.00	\$30/\$0	\$40.00	\$20.00	\$10/0	\$60.00	\$60.00	\$50/\$0	

- ✦ SPC 2020: Current self-insured plan design
- ✦ SPC 2021: Changes which would have to be made to the self-insured plan in order to remain sustainable.
- ✦ FCSRMC 2021: Plan designs selected from the FCSRMC menu of available plans
- ✦ Green highlights: Denotes richest benefit within comparison category of Deductible, Annual Maximum Out of Pocket, CoInsurance, PCP, Telemedicine, Specialist
- ✦ In categories with no highlighting, the benefit comparison is neutral with no positive or negative impact to SPC employees
- ✦ HDHP includes \$500/\$1,000/\$1,500 Health Savings Account funding

Employee Monthly Contribution Comparison: 2020 Current State and 2021 Future State

2020	<\$25k	\$25k-\$35k	\$35k-\$45k	\$45k-\$55k	\$55k-\$65k	\$65k-\$75k	\$75k-\$85k	\$85k-\$95k	+\$95k
HMO									
EE	\$24.00	\$32.54	\$48.44	\$66.66	\$75.20	\$92.26	\$111.20	\$135.20	\$155.20
ES	\$320.06	\$328.60	\$344.50	\$362.72	\$371.26	\$388.32	\$407.26	\$431.26	\$451.26
EC	\$290.21	\$298.75	\$314.65	\$332.87	\$341.41	\$358.47	\$377.40	\$401.41	\$421.40
EF	\$561.34	\$569.88	\$585.78	\$603.98	\$612.54	\$629.60	\$648.54	\$672.54	\$692.54
HSA									
EE	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
ES	\$123.58	\$130.42	\$137.28	\$144.10	\$150.94	\$170.94	\$190.94	\$210.94	\$230.94
EC	\$105.96	\$112.80	\$119.66	\$126.48	\$133.32	\$153.32	\$173.32	\$193.32	\$213.32
EF	\$184.90	\$191.74	\$198.60	\$205.42	\$212.26	\$232.28	\$252.28	\$272.28	\$292.28
2021	<\$45k			\$45,000.01 - \$74,999.99			>\$75,000		
HMO									
EE	\$133.99	\$133.99	\$133.99	\$178.65	\$178.65	\$178.65	\$200.99	\$200.99	\$200.99
ES	\$267.98	\$267.98	\$267.98	\$357.31	\$357.31	\$357.31	\$401.97	\$401.97	\$401.97
EC	\$254.58	\$254.58	\$254.58	\$339.44	\$339.44	\$339.44	\$381.87	\$381.87	\$381.87
EF	\$553.83	\$553.83	\$553.83	\$692.28	\$692.28	\$692.28	\$761.51	\$761.51	\$761.51
PPO									
EE	\$181.65	\$181.65	\$181.65	\$227.07	\$227.07	\$227.07	\$249.77	\$249.77	\$249.77
ES	\$363.31	\$363.31	\$363.31	\$454.13	\$454.13	\$454.13	\$499.55	\$499.55	\$499.55
EC	\$345.14	\$345.14	\$345.14	\$431.43	\$431.43	\$431.43	\$474.57	\$474.57	\$474.57
EF	\$703.91	\$703.91	\$703.91	\$844.69	\$844.69	\$844.69	\$915.08	\$915.08	\$915.08
HSA									
EE	\$42.58	\$42.58	\$42.58	\$85.16	\$85.16	\$85.16	\$106.45	\$106.45	\$106.45
ES	\$85.16	\$85.16	\$85.16	\$170.32	\$170.32	\$170.32	\$212.90	\$212.90	\$212.90
EC	\$80.90	\$80.90	\$80.90	\$161.81	\$161.81	\$161.81	\$202.26	\$202.26	\$202.26
EF	\$132.00	\$132.00	\$132.00	\$264.00	\$264.00	\$264.00	\$330.00	\$330.00	\$330.00
Change	<\$45k			\$45,000.01 - \$74,999.99			>\$75,000		
HMO									
EE	\$109.99	\$101.45	\$85.55	\$111.99	\$103.45	\$86.39	\$89.79	\$65.79	\$45.79
ES	-\$52.08	-\$60.62	-\$76.52	-\$5.41	-\$13.95	-\$31.01	-\$5.29	-\$29.29	-\$49.29
EC	-\$35.63	-\$44.17	-\$60.07	\$6.57	-\$1.97	-\$19.03	\$4.47	-\$19.54	-\$39.53
EF	-\$7.51	-\$16.05	-\$31.95	\$88.30	\$79.74	\$62.68	\$112.97	\$88.97	\$68.97
PPO <i>(Difference from existing HMO, given no current PPO plan for comparison)</i>									
EE	\$157.65	\$149.11	\$133.21	\$160.41	\$151.87	\$134.81	\$138.57	\$114.57	\$94.57
ES	\$43.25	\$34.71	\$18.81	\$91.41	\$82.87	\$65.81	\$92.29	\$68.29	\$48.29
EC	\$54.93	\$46.39	\$30.49	\$98.56	\$90.02	\$72.96	\$97.17	\$73.16	\$53.17
EF	\$142.57	\$134.03	\$118.13	\$240.71	\$232.15	\$215.09	\$266.54	\$242.54	\$222.54
HSA									
EE	\$32.58	\$32.58	\$32.58	\$75.16	\$75.16	\$75.16	\$96.45	\$96.45	\$96.45
ES	-\$38.42	-\$45.26	-\$52.12	\$26.22	\$19.38	-\$0.62	\$21.96	\$1.96	-\$18.04
EC	-\$25.06	-\$31.90	-\$38.76	\$35.33	\$28.49	\$8.49	\$28.94	\$8.94	-\$11.06
EF	-\$52.90	-\$59.74	-\$66.60	\$58.58	\$51.74	\$31.72	\$77.72	\$57.72	\$37.72

Current 2020 Monthly Employee Contributions

2021 Monthly Employee Contributions

Net Annual High Deductible Health Plan Cost

	<\$45k			\$45,000.01 - \$74,999.99			>\$75,000		
EE	\$10.97	\$10.97	\$10.97	\$521.93	\$521.93	\$521.93	\$777.42	\$777.42	\$777.42
ES	\$21.93	\$21.93	\$21.93	\$1,043.86	\$1,043.86	\$1,043.86	\$1,554.83	\$1,554.83	\$1,554.83
EC	-\$29.16	-\$29.16	-\$29.16	\$941.67	\$941.67	\$941.67	\$1,427.09	\$1,427.09	\$1,427.09
EF	\$83.99	\$83.99	\$83.99	\$1,667.99	\$1,667.99	\$1,667.99	\$2,459.99	\$2,459.99	\$2,459.99

Monthly Difference Between 2020 and 2021 Employee Contributions

- Green highlight denotes lower contribution in 2021 than in 2020
- HSA now includes \$500/\$1000/\$1,500 HSA contribution per year

Projected Enrollment by Salary Band, Plan, and Tier

✦ All employees currently pay \$10 per month for employee only HDHP coverage, regardless of salary tier. This is denoted by the 153 participants shown under the \$45k-\$55k band for HDHP employee only coverage.

✦ Mercer utilized a migration formula to determine where migration would occur into the PPO plan. That migration is not represented here. This snapshot is demonstrative of current to future salary band change impacts.

	Projected Enrollment by Income Tier										
	<\$25k	\$25k-\$35k	\$35k-\$45k	\$45k-\$55k	\$55k-\$65k	\$65k-\$75k	\$75k-\$85k	\$85k-\$95k	+\$95k	Retiree	Total
	<\$45k			\$45,000.01 - \$74,999.99			>\$75k				
OA Select HSA (HDHP)											
EE				153							153
EE+SP	2	10	11	8	5	2	5	4	1		48
EE+CH	2	15	8	9	2	2	2	1	3		44
Family	3	11	15	12	23	15	5	6	2		92
Total	7	36	34	182	30	19	12	11	6	0	337
OA Select (HMO)											
EE	36	145	126	65	48	40	20	13	13	28	534
EE+SP	6	35	19	17	12	28	15	12	7	15	166
EE+CH	1	10	11	17	12	13	7	3	1	1	76
Family	4	11	7	16	15	20	11	5	5	0	94
Total	47	201	163	115	87	101	53	33	26	44	870

Conclusion


It is our recommendation that we move to FCSRMC for the benefit plan year beginning January 1, 2021 based on the following factors:

- ✦ Reduced volatility in cash and expense fluctuations due to individual high claimants
- ✦ Reduced cost increases to employees and SPC across a 5-year projection
- ✦ Minimize operational cost impact at the end of each fiscal year
- ✦ Consistency in employee benefits with other state colleges
- ✦ Increased menu of benefit plans with group buying power
- ✦ Consistency in annual employee benefit contributions
- ✦ Increased compliance support
- ✦ Reduced administrative burden
- ✦ No longer have to fund 112.08 safe harbor which restricts operating cash
- ✦ Elimination of annual large cash transfers to satisfy safe harbor
- ✦ Reduced OPEB liability
- ✦ Health Savings Account funding for all HDHP participants every year of enrollment

IV – Financial Update

St. Petersburg College
Board of Trustees Workshop
Budget Update

Janette Hunt
July 29, 2020



FY20/21 Approved Operating Budget

Revenue	
Student Tuition & Fees	\$ 55,501,231
State Funding	\$ 76,116,643
Other Revenue	\$ 4,964,169
Fund Transfers In	\$ 2,000,000
Reserve	\$ 1,424,212
Total Revenue	\$ 140,006,255
Expense	
Personnel & Benefits	\$ 107,049,942
Current Expense	\$ 30,912,326
Capital	\$ 2,043,987
Total Operating	\$ 140,006,255
Balance	\$ -



Budget Updates

• Fall Enrollment Status

Academic Group	Budgeted SSH	Actual SSH	Actual vs Budgeted Difference	Actual vs Budgeted % Difference
Lower Division	176,897	140,340	(36,557)	-20.7%
Upper Division	33,861	29,859	(4,002)	-11.8%
Total	210,758	170,199	(40,559)	-19.2%

Academic Group	2020 Budgeted Tuition Total	Actual Tuition Total	Actual vs Budgeted Tuition Total difference	Actual vs Budgeted Tuition Total % difference
Lower Div	\$15,606,605	\$12,058,170	(\$3,548,435)	-22.74 %
Upper Div	\$3,387,963	\$3,004,257	(\$383,706)	-11.33 %
Total	\$18,994,568	\$15,062,427	(\$3,932,141)	-20.70 %



Budget Updates

- State Funding
 - Special Projects \$2.7M
 - 6% Hold Back \$4.3M

Funding	FY20/21	Special Programs	6% Hold Back Impact	Adjusted Amount
General Revenue/Florida College System (Fund 1)	\$59,159,516		(\$3,549,571)	\$55,609,945
GR Appropriation - Orthotics & Prosthetics Program	\$560,375		(\$33,623)	\$526,753
GR Appropriation - Nursing Simulation Expansion	\$725,000	(\$725,000)		\$0
GR Appropriation - Collegiate High School	\$2,000,000	(\$2,000,000)		\$0
Lottery	\$10,481,424		(\$628,885)	\$9,852,539
2+2 Student Success Incentive Fund	\$1,008,420			\$1,008,420
Work Florida Student Success Incentive Fund	\$794,487			\$794,487
Student Success Incentive Fund	\$687,421		(\$41,245)	\$646,176
Industry Certifications	\$700,000		(\$42,000)	\$658,000
Total	\$76,116,643	(\$2,725,000)	(\$4,295,324)	\$69,096,319



Budget Updates

- Health Insurance Proposal \$2.1M

	FY20-21 Budget	July - December 2020	January - June 2021	Total FY Costs	Difference
Medical Insurance	\$ 13.48 M	\$ 6.74 M	\$ 8.85 M	\$ 15.59 M	-\$ 2.11 M
Dental	\$.46 M	\$.23 M	\$.23 M	\$.46 M	\$. M
Life Insurance	\$.29 M	\$.14 M	\$.14 M	\$.29 M	\$. M
	\$ 14.23 M	\$ 7.11 M	\$ 9.22 M	\$ 16.34 M	-\$ 2.11 M



Recommended Strategies

1. Reduce Non-essential Expenditures
2. Restructure Business Model
3. Strategic Personnel Plan
4. Utilize Other Funds
5. *Implement Recovery Plan*



Return on Investment

1. Invest in sustainable health insurance model
2. Leverage technology to streamline and create lean operational model
3. Invest in the largest resource (human capital)
4. Seed innovative programs & business proposals

Questions



V - DO Migration Plan Review

St. Petersburg College
Board of Trustees Special Workshop
July 2020

District Office Migration Plan Review & Downtown Parking Assessment

Diana Wright
AVP, Facilities Planning & Institutional Services
Janette Hunt
VP, Financial & Business Operations



Presentation Outline

- SPC Real Estate Plan
- District Office (DO) Property Overview
- Timeline/Action to Date
- Utilization
- Proposed Migration Project Timeline
- DO Migration Financial Benefits
- Capital Budget
- DO Sale Timeline



SPC Real Estate Plan

Foot Print Overview:

- 50% of classes were online
- Reduce operational cost
- Maximize space utilization across all campus/centers
- Reduce reliance on legislative funding for new buildings by repurposing existing spaces
- Increase department synergies and improve efficiency

Real Estate Consultant:

- Reviewed college wide space and usage.
- Identified excess space.
- Provided consolidation and real estate options for several campuses including AC, EPI, HEC, DT, SPG- Wellness Center.
- Architect provided conceptual designs for both HEC and Epi-DO projects



District Office - Overview

Statistics of DO:

- Purchased building October 2005
 - Purchase Price = \$6,112,562.00
 - \$1,500,000.00 – PECO Dollars
 - \$ 390,947.63 – Foundation
 - \$4,221,614.37 – Unrestricted Fund 1x
- Occupied building late 2006/early 2007
- Approximately 180 Employees
- 13+ Different Departments/Functions
 - Administration, Admissions and Records, Business Office, Budgeting, Data Management, Foundation, Human Resources, Financial Aid, Information Technology, Marketing, Online Advising, Presidents Office, Security, Warehouse
- Gross Square Feet = 79,100 sq. ft.
- Warehouse Space = 15,633 sq. ft.
- Approx. 6.6 acres

Confirmed by State on 8/23/19: PECO Funds do not have to be returned. Sale proceeds from building must be used toward Capital Improvement Projects only.



Timeline Highlights

Date	Action
2/4 & 2/5/19	Individual Board Meetings – Review of Footprint Options - Review of 3 Projects: Sale of DO, Sale of AC, Renovation of HEC
6/11 & 6/13/19	Individual Board Meetings – Review of DO Property, selected preferred option for space utilization by opting to sell property
6/18/19	Capital Budget Approved June 2019: Includes \$5M for Relocation and Renovation Migration Projects.
8/1/19	Board of Trustees Workshop – DO Footprint Review - Benefits of consolidation, State response to PECO, Utilization rates
8/15/19	Letter sent to State requesting response on PECO Funding used toward purchase of DO Property (\$1.5M PECO funds, remaining funding Fund 10 and Foundation) as well as outline on Migration project and renovations
8/20/19	August Board of Trustees Meeting – DO Footprint Presentation/Memo - Approved Spot Survey #2, Version 7 to declare DO Property as unnecessary for education or ancillary purposes, contingent upon State response to PECO funds.
8/23/19	Response from the State (via email) – PECO funds towards DO building purchase to be used only on survey approved capital outlay projects.



Timeline Highlights

Date	Action
9/24/19	September Board of Trustees Meetings – DO Footprint Presentation/Memo - Reviewed utilization rates of impacted campuses (DT, CL & Epi Tech) - Confirmed Vote to declare DO Property as unnecessary for educational or ancillary purposes (Spot Survey #2, Version 7) - Approved to list the DO Property for Sale - Approved Spot Survey #2, Version 8 for Renovations to Epi Services, Epi Tech, Downtown and Clearwater campuses
10/19/19	October Board of Trustees Meetings - Memo - Approved Spot Survey #2, Version 9 for Renovations to Downtown - Engaged with Architect to design DT
February/March 2020	RFQ for Construction Manager at Risk for DT Renovations & RFQ for Design Build Firm for BT Building (Board Members served on each committee)
5/19/20	May Board of Trustees Meeting - Memo - Approved Committee Recommendation of Construction Manager for DT Renovations and Design Build Firm for BT Building
6/16/20	June Board of Trustees Meeting – Memo - Board decided to hold on migration projects until DO offer is presented - BT and DT projects placed on hold until further Board input



Utilization

OPPAGA: Review of Capital Outlay Facilities Space of Florida's State College System

- Average class room Utilization across all campuses is approximately 50%, with the peak utilization of 60% occurring Tuesdays between 9-11 am and 61% occurring Wednesdays at noon.
- Classroom seats are occupied on average 9.6 hours per week, less than the system average of 11.8 hours and lower than the Division of Florida College's expectation of 24 hours.
- The College has 38% of total space dedicated to office space, compared with Florida College System average of 30% of office space.

*Office of Program Policy Analysis and Government, Accountability



Relocation/Renovation – Proposed Project Timeline

August 2020: Re-approval of DT & CLW-BT project renovation, if original approval is still valid GMP for DT project can be presented at the September board meeting.

October 2020: Approval of GMP for DT project renovation. Completion of Architectural drawings, 100% construction documents for large Epi Tech projects (Financial Aid, Online Advising & Academic Effectiveness).

February 2021: Estimated completion date for construction/renovation for Epi Tech Building

March 2021: Estimated completion of In-house construction/renovation for Epi Services. In-house crew handling all employee moves, smaller related jobs at Epi Tech and assist with technology moves.

May 2021: Estimated completion date for Construction/renovation to 3rd and 4th floors at the DT Center.

October 2021: Estimated completion date for construction/renovation to the BT Building at CL Campus.



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Other Benefits

- No negative impact to students
- Property is marketable
- Under-utilized and oversized data center
- Provides an opportunity for growth
- PECO & SODA funding



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- Property is marketable
- Under-utilized and oversized data center
- Provides an opportunity for growth
- PECO & SODA funding



DO Building Sale - Timeline

Date	Action
1/28/20	DO Sale Sign installed
3/3/20	Sealed Bid Opening Deadline – no bids received
2/4/20 – 7/17/20	(7) DO Property Tours
7/21/20	First offer received for the building
8/18/20	Present offer to Board for approval