



SIOUX FALLS SCHOOL BOARD
Wednesday, February 2, 2022 4:00 PM

Kate Serenbetz
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Robert Griggs
Southeast Tech President

This agenda may also be viewed on the District and Southeast Tech's website: www.sf.k12.sd.us and www.southeasttech.edu

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Persons Wishing to Address the School Board
- IV. Approval of Minutes of January 5, 2022
- V. Approval of Agenda
- VI. Conflicts of Interest
- VII. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Ratification of Business Manager/President Action
 2. Approval of Grant Application
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Vice President of Finance and Operations Report
 - D. Approval of Personnel Report
- VIII. Reports of the President
 - A. Career Services Report
 - B. Medical Assisting Academic Update Report
 - C. Medical Coding and Billing Academic Update Report
 - D. FY22 2nd Quarter Finance Report
- IX. Adjournment

SCHOOL BOARD MEETING

Wednesday, January 5, 2022

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, January 5, 2022 at 3:00 p.m. in the Instructional Planning Center, 201 East 38th Street. Sioux Falls, South Dakota, with the following members present: Nan Baker, Marc Murren, Vice President Kate Parker, Carly R. Reiter, President Cynthia Mickelson. Absent: None.

Action ST00599

A motion was made by Carly R. Reiter and seconded by Kate Parker, five (5) votes “yes” on roll call, authorizing an executive session of the School Board to consult legal counsel, all in accordance with SDCL §1-25-2(3). The School Board, thereupon, went into executive session at 3:03 p.m. The School Board resumed in regular session at 4:03 p.m.

Action ST00600

A motion was made by Nan Baker and seconded by Carly R. Reiter five (5) votes “yes” on roll call **approving the minutes of a meeting** held on December 1, 2021 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00601

A motion to amend the agenda removing 11.A Career Services Report was made by Nan Baker and seconded by Carly R. Reiter, five (5) votes “yes” on roll call, **approving the amended agenda** as presented.

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President Mickelson asked about any conflicts of interest. None were brought forward.

Action ST00602

A motion was made by Marc Murren and seconded by Kate Parker, five (5) votes “yes” on roll call, **approving Item A through D on the consent agenda** as follows:

A. **Approving the Authorizations and Ratifications**, as follows:

A1. **Approval of Contracts**

Authorizing the President to enter into and execute contracts, for and on behalf of the Southeast Technical College, as follows:

Item No.	Contract Number	Contractor	Project	Cost
a.	22-009STC, MMF	SD Department of Education	Perkins Reserve 2021G-070	\$20,878
b.	22-010STC, KLP	Philips	Simulator Service Agreement	\$70,000
c.	22-011STC, KLP	Sonosim	Hardware Bundle, Annual Software License (5 yr. term)	\$110,050

A2. Disposal of School District Property

Authorizing the disposal of surplus property to sell at private sale, public auction, or sealed bids or to dispose of, in accordance with SDCL §6-13-1, as follows:

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Epson PL915 W Projectors – 7, (Assets -7732, 7731, 7605, 7734)	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
b.	HP E243 Monitor, Dell P2210T LCD Monitor - 2, Dell E2208WFP Monitor, Dell E198WFP Monitor ViewSonic E55 CRT Monitor, Gateway FPD1975W LCD Monitor, Dell FPVt 1704 Monitor	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
c.	Panasonic KX-FL511 Fax – 3, Brother IntelliFax 2820, Brother IntelliFax 4100e	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
d.	HPT310 Zero Client - 2	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
e.	HP Design Jet 430 Plotter, HP DesignJet T1100 Plotter -2 (Assets – F...3721, F...3722)	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
f.	Apple iPad WiFi 16GB	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
g.	Microsoft Wireless Display Adapter	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
h.	Dell Optiplex GX280	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
i.	HP PhotoSmart 8450 Printer, HP OfficeJet 5470 All-in-One Printer, HP DesignJet 800 (Asset – 6172)	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015

j.	HP USB-C Dock G5	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
k.	MacBook Pro (Asset 42373)	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
l.	Liebert UPS Rack Power Supply (Asset F...3596)	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
m.	JVC VHS/DVD Recorder	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015
n.	MS Surface Pro 3	Southeast Technical College	Keith Wagner Amanda Bormann Lori Hout	\$0	2022-ST0015

A3. Supplemental Appropriations/Transfers

Adopting a resolution, as follows:

RESOLUTION

LET IT BE RESOLVED that the School Board of the Sioux Falls School District 49-5, in accordance with SDCL 13-11.3.2, hereby approves and adopts the following supplemental budget and transfers for 2021-22 to recognize the transfer of existing cash from the Post-Secondary Vocational Fund to the Post-Secondary Childcare Fund to eliminate 06.30.21 negative balances in cash and retained earnings.

a. Post-Secondary Vocational Fund

Fund Balance:

Existing Cash \$ 152,000

Expenditures:

Other – Transfers-Out \$ 152,000

b. Post-Secondary Child Care Fund

Revenues:

Other Local Sources – Transfers-In \$ 152,000

Retained Earnings:

Cash \$ 152,000

B. Approving the **Consolidated Report of Trust and Agency Funds** of January 5, 2022 and stating for the record that as of November 30, 2021 receipts total \$24,022,863.99 and disbursements total \$23,453,332.49 (MRF #444)

C. Approving the **Vice President of Finance and Operation's Report** of January 5, 2022 in accordance with the SDCL §13-8-35 (MRF #ST445) and directing that detailed statement of receipts and balances on hand, as of November 30, 2021, be published as part of these minutes, in accordance with SDCL §13-8-3.

D. Accepting the **Southeast Tech Personnel Report**, as follows:

D1. **Resignations.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

<u>Name</u>	<u>Effective Location/Position</u>	<u>Date</u>
Instructor, Adjunct, part-time		
Bouzhar, Alaa	ENDT	12-11-20
Counter, Megan	Nursing	12-06-21
Curry, Jessica	ENDT	06-07-21
Enstad, Brittany	Nursing	12-06-21
Even, Vilisa	Nursing	06-30-21
Haugaard, Andrew	Surgical Tech	04-26-21
Hook, Hollee	Surgical Tech	09-30-21
Lee, Gabriella	Surgical Tech	02-15-21
Ogdie, Cathleen	Phlebotomy	12-11-20
Raut, Jamie	Surgical Tech	12-11-20
Schwebach, Courtney	Surgical Tech	03-06-20
VanDriel, Marissa	Nursing	12-06-21
Other Help, Part-time		
Jones, Jasmine	Food Service	12-07-21
Vetos, Danissa	Scarborough Center	12-07-21
Student Help, part-time		
Schaefers, Lilyane	Scarborough Center	12-08-21

D2. **Change of Status**

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
Employment Contract, exempt, full-time, per annual			
Carruthers, Tara	Student Success	12 Mo, 1.0 FTE, Exempt, Housing/Ret Coord, Level E, Step 4, \$20,537.89, 132dy prorated	12 Mo, 1.0 FTE, Exempt, Student Success Adv, Level I, Step 4, \$30,184.02, 129dy prorated, Effec. 01-01-22
Eklund, Anne	AEL Center	12 Mo, 1.0 FTE, Non-Exempt, AEL Instr Specialist, Level K, Step 11, \$20.11 per hour,	12 Mo, 1.0 FTE, Exempt, AELInstr Coach, Level H, Step 11, \$29,020.06, 129dy prorated, Effec. 01-01-22

D2. **Change of Status (Continued)**

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
Employment Contract, exempt, full-time, per annual (Continued)			
Fuerstenberg, Kim	Student Housing	12 Mo, 1.0 FTE, Exempt, Housing/Ret Coord, Level E, Step 3, \$20,320.92, 132dy prorated	12 Mo, 1.0 FTE, Exempt, Housing Dir, Level I, Step 4, \$30,184.02. 129dy prorated, Effec. 01-01-22

D3. **Work Schedule Change**

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
Instructor, full-time, per annual			
Entringer, Stephanie	Nursing	206 Day, 1.0 FTE, Lane 6, Step 10, \$33,993.20 100dy prorated,	226 Day, 1.0 FTE, Lane 6, Step 10, \$38,412.00, 113dy prorated, Effec. 01-04-22

D4. **Salary Change**

<u>Name</u>	<u>Location/ Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
Other Help, part-time, per hour				
Jasarovic, Lilly	AEL Instr Coach	01-01-22	\$15.45	\$18.00

D5. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Adjunct Instructor, 2021 Fall Session, Addendum to Lump Sum Budget			
Adamson, Heather	General Ed	08-23-21	\$2,520.00
Judeh, Huda	CIS	10-18-21	11,760.00
McManus Stacy	HR/Bus Admin	10-18-21	2,520.00
Strouth, Gerard	CIS	08-23-21	3,560.00

Custodial/Maintenance, full-time, per hour

Blankartz, Tyler	12 Mo, 1.0 FTE Custodian, Level I, Step 1	01-03-22	\$15.97
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Employment Contract, full-time, wage stipend

Fuerstenberg, Kim	12 Mo, Housing Dir, Temp Duties	09-13-21 to 12-31-21	\$6,500.00
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D5. **Employment Recommendations (Continued)**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, full-time, per annual			
Board, Natalie	206 Day, 1.0 FTE Nursing, Lane 7, Step 10, 103 days prorated	01-04-22	\$36,180.50
Instructor, Clinical, Other Instructor Activity, part-time, per hour			
Board, Natalie	Nursing	01-04-22	\$24.00/\$43.00
Coull, Melissa	Nursing	12-20-21	24.00/43.00
Smith, Ashley	Nursing	12-13-21	24.00/43.00
Instructor, Other Instructor Activity, part-time, per hour			
Benshoof, Christopher	Welding Tech	11-29-21	\$24.00
Moody, Kristi	Business Admin	01-03-22	24.00
Nelson, Tami	Business Admin	12-13-21	24.00
Impehoven, Sarah	Gen Ed, Math	12-06-21	24.00
Other Help, part-time, per hour			
Struck, Kathryn	HR Transition Asst	01-01-22	\$40.00
Student Help, part-time, per hour			
Katzer, Bailey	Scarborough Ctr	01-03-22	\$12.00
Katzer, Brooke	Scarborough Ctr	01-03-22	12.00
Whitney, Hannah	Scarborough Ctr	01-03-22	12.00
Vanhunnik, Brittany	Scarborough Ctr	01-03-22	12.00

Action ST00602

Instructor Dr. Emily Stahl provided the Veterinary Technology Program Report. (see MRF #ST446) Southeast Technical College started instruction in the Veterinary Technology program in Fall 2020. The Veterinary Technology program will graduate it's first class in Spring 2022. The Veterinary Technology program is currently in the process of pursuing programmatic accreditation from the American Veterinary Medical Association. Southeast Tech has submitted our application and will host a visit on January 26-27, 2022.

Attainment of the AVMA Accreditation will allow Southeast Veterinary Technology students to sit for the Veterinary Technician National Exam, a requirement to become a registered veterinary technician. To support students, Southeast Technical College has a modern laboratory space that mirrors what students will see in industry. Our two-year curriculum provides knowledge in small and large animals. A key factor for the Veterinary Technology program is our agreement with McCrossan Boy's Ranch for large animal laboratories.

Following general discussion, a motion was made by Carly R. Reiter and seconded by Nan Baker five (5) votes "yes" on roll call **acknowledging the Veterinary Technology Program Report.**

Action ST00603

Leadership South Dakota Director Rick Melmer and Marzano Research Director of Consulting and Technical Assistance Mike Siebersma provided the Strategic Plan Update Report. (see MRF #ST447) For the past several months, Southeast Tech has been engaged in the development of a new strategic plan for our campus. To assist with this effort, STC hired Rick Melmer (Leadership South Dakota) and Mike Siebersma (Marzano Research) to facilitate the strategic planning process. A survey was sent out to industry representatives, employees, community members, and students asking for feedback on Southeast Tech's performance. In addition, as part of our planning process, STC hosted a series of six focus group meetings with different campus constituents, including faculty, students, staff, area high schools, and industry and community representatives.

STC hosted a large group planning meeting in mid-December to discuss the results of our surveying and focus group research with industry, community, employee, and student representatives. Rick Member and Mike Siebersma discussed with the School Board some of the outcomes from the large group planning sessions and outlined some of the strategic initiatives that will drive Southeast Tech moving forward. The information will also be shared during campus-wide professional development activities in January and February. The goal is to have a new strategic plan completed by May 2022.

Following general discussion, a motion was made by Kate Parker and seconded by Marc Murren five (5) votes "yes" on roll call **acknowledging the Southeast Technical College Strategic Plan Update report.**

Action ST00604

On motion by Carly R. Reiter and seconded by Kate Parker, five (5) votes "yes" on roll call, the School board **adjourned** at 4:26 p.m.

CYNTHIA MICKELSON
Presiding Officer

TODD VIK
Business Manager

SIOUX FALLS SCHOOL BOARD
Wednesday, February 2, 2022 4:00 p.m.

Cynthia Mickelson
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Robert Griggs
Southeast Tech President

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 - A. Career Services Report
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 - C. Medical Coding and Billing Academic Update Report
 - D. FY 22 2nd Quarter Finance Report
9. Adjournment

1. Ratification of Business Manager/President Action Robert Griggs 367-8355

a. Ratifying the action of the Business Manager and the Southeast Technical College President whereby they authorized a payment to Carson Ehde for the purpose of a student refund, said check being issued at the Sioux Falls School Board meeting held on January 24, 2022.

b. Ratifying the action of the Business Manager and the Southeast Technical College President whereby they authorized a payment to Andrew Erslund for the purpose of a student refund, said check being issued at the Sioux falls School Board meeting held on January 24, 2022.

2. Approval of Grant Application Benjamin Valdez 367-5865

Authorizing the President of Southeast Technical College to enter into and execute all documents related to the Economic Development Administration, U.S. Department of Commerce for the FY2021 American Rescue Plan Act Economic Adjustment Assistance Notice of Funding Opportunity application funding opportunity number EDA-2021-ARPAREAA. The EDA grant application allows recipients to cover costs related to the remodeling and construction cost of the Sullivan Health Science Center for the expansion of healthcare programs. The total amount of the award is \$2,000,000. The contact person for this grant is Benjamin A. Valdez the Vice President of Academic Affairs.

SOUTHEAST TECHNICAL INSTITUTE
2320 N. Career Ave.
Sioux Falls, SD 57107

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/2021	Received to date	Disbursed to date	Balance 12/31/2021
STI Bookstore	\$ 22,188.19	\$ 22.70	\$ -	\$ 22,210.89
STI EFT	\$ 32,835.23	\$ 4,767,587.03	\$ 4,758,584.42	\$ 41,837.84
STI Tuition & Fees	\$ 1,554,499.72	\$ 20,383,253.65	\$ 19,266,911.34	\$ 2,670,842.03
STI T & A	\$ 110,398.30	\$ 19,744.29	\$ 12,384.21	\$ 117,758.38
STI ACH	\$ 2,134.93	\$ 2.13	\$ -	\$ 2,137.06
STI Blue Bucks	\$ 23,908.32	\$ 6,868.25	\$ 1,553.78	\$ 29,222.79
TOTALS	<u>\$ 1,745,964.69</u>	<u>\$ 25,177,478.05</u>	<u>\$ 24,039,433.75</u>	<u>\$ 2,884,008.99</u>

**SIOUX FALLS SCHOOL DISTRICT NO. 49-5
OF MINNEHAHA COUNTY, SOUTH DAKOTA**

TO: School Board

Southeast Tech Funds on hand December 31, 2021:

POST-SECONDARY VOCATIONAL FUND #23

Great Western Bank, Checking, #3047444	\$ 2,236,333.82
Great Western Bank, Savings, #5035221	1,445,082.84
Payroll	-
Total Post-Secondary Vocational Fund	<u>\$ 3,681,416.66</u>

POST-SECONDARY VOCATIONAL BOOKSTORE FUND #52

Great Western Bank, Checking, #3047444	<u>\$ 693,028.79</u>
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POST-SECONDARY VOCATIONAL FOOD SERVICE #53

Great Western Bank, Checking, #3047444	<u>\$ (32,033.08)</u>
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POST-SECONDARY VOCATIONAL CHILD CARE #54

Great Western Bank, Checking, #3047444	<u>\$ (91,793.96)</u>
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Total All Funds	<u><u>\$ 4,250,618.41</u></u>
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POST SECONDARY - VOCATIONAL FUND

	FY22 BUDGET	DECEMBER 21 YTD	DECEMBER 21 PERCENT	DECEMBER 20 YTD	DECEMBER 20 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ 7,107,360	\$ 3,296,838	46.39%	\$ 3,436,556	49.75%
Fees	6,746,360	3,196,432	47.38%	2,973,056	49.50%
Corporate Education	208,750	82,622	39.58%	58,601	29.86%
STATE SUPPORT:					
State Aid	7,469,979	3,664,546	49.06%	3,297,008	45.05%
Other State	1,004,832	(34,940)	-3.48%	14,005	1.96%
FEDERAL SUPPORT:					
Perkins	768,322	(6,539)	-0.85%	(8,265)	-1.07%
ABE	227,100	2,000	0.88%	-	0.00%
Other Federal	1,024,686	41,061	4.01%	15,894	3.65%
LOCAL SUPPORT:					
Grants/Donations	357,000	4,500	1.26%	15,000	5.22%
Other Local	1,216,750	698,411	57.40%	586,115	47.09%
TOTAL REVENUES:	\$ 26,131,139	10,944,931	41.88%	\$ 10,387,969	43.13%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ 1,024,130	\$ 512,778	50.07%	\$ 483,699	48.87%
Instructional	5,658,749	2,689,258	47.52%	2,714,932	52.03%
Support	4,699,085	2,211,751	47.07%	2,165,831	50.24%
WAGES - OTHER:					
Early Retirement	28,559	-	0.00%	-	0.00%
Instructional - Other	974,734	506,309	51.94%	431,188	44.08%
Support - Other	268,970	88,756	33.00%	115,579	51.29%
BENEFITS:					
Insurance - Dental	122,872	57,190	46.54%	56,634	48.77%
Insurance - Medical	2,125,725	953,334	44.85%	787,976	40.45%
Insurance - Other	69,117	32,331	46.78%	26,543	29.87%
Retirement	1,650,788	753,194	45.63%	737,628	49.40%
SERVICES:					
Advertising	381,900	150,708	39.46%	205,448	53.95%
Legal	60,000	13,812	23.02%	21,568	43.14%
Maintenance/Repair	292,450	106,640	36.46%	123,169	56.07%
Postage	113,800	53,382	46.91%	63,094	88.24%
Printing/Publishing	126,750	66,885	52.77%	51,739	47.91%
Professional/Technical	884,225	278,418	31.49%	322,960	37.35%
Property	137,000	145,964	106.54%	99,960	64.74%
Rentals	53,580	8,983	16.77%	40,113	39.06%
Software Upgrades	451,900	364,757	80.72%	283,965	71.98%
Travel	181,750	39,411	21.68%	2,560	1.60%
Utilities	566,292	272,456	48.11%	231,694	39.30%
SUPPLIES:					
Equipment - Noncapital	249,680	125,300	50.18%	165,542	74.83%
Food	89,650	31,750	35.42%	5,967	6.71%
Instructional Supplies	582,850	242,369	41.58%	210,125	40.34%
Other	400,250	140,966	35.22%	221,633	58.98%
Resale	680,800	390,277	57.33%	383,480	57.94%
Software	413,625	221,148	53.47%	95,450	32.81%
OTHER:					
Bad Debt	180,000	11,318	6.29%	(31,799)	-15.90%
Dues/Fees	425,023	202,890	47.74%	159,473	48.79%
Liability Insurance	109,000	103,688	95.13%	104,318	104.32%
Miscellaneous	167,500	-	0.00%	1,416	0.74%
SUBTOTAL - OPERATING:	\$ 23,170,754	\$ 10,776,023	46.51%	\$ 10,281,885	47.79%
EQUIPMENT:					
Building Improvements	\$ 904,750	\$ 96,906	10.71%	\$ 1,863,483	73.79%
Equipment	1,857,643	423,891	22.82%	159,776	19.69%
Information Technology	-	44,721	#DIV/0!	8,823	11.76%
Land Improvements	197,992	-	0.00%	276,764	22.40%
SUBTOTAL - CAPITAL:	\$ 2,960,385	\$ 565,518	19.10%	\$ 2,308,846	49.68%
TOTAL EXPENDITURES:	\$ 26,131,139	11,341,541	43.40%	\$ 12,590,731	48.13%
REVENUE OVER (UNDER) EXPENSE:	\$ -	\$ (396,611)		\$ (2,202,762)	
BEGINNING FUND BALANCE:		4,361,901			
ENDING FUND BALANCE:		\$ 3,965,290			

POST SECONDARY - BOOKSTORE

	FY22 BUDGET	DECEMBER 21 YTD	DECEMBER 21 PERCENT	DECEMBER 20 YTD	DECEMBER 20 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	-	-	0.00%	-	0.00%
TOTAL REVENUES:	\$ 1,606,000	\$ 933,284	58.11%	\$ 899,016	52.76%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	108,528	54,419	50.14%	53,813	54.28%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	45,000	16,745	37.21%	13,622	30.27%
BENEFITS:					
Insurance - Dental	1,382	691	49.99%	691	49.99%
Insurance - Medical	24,237	12,119	50.00%	10,471	41.76%
Insurance - Other	2,229	377	16.91%	310	43.73%
Retirement	16,215	7,921	48.85%	7,371	48.22%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	25,000	15,559	62.23%	14,146	56.58%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	-	-	0.00%	1,152	100.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	4,000	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	7,648	100.00%	1,750	100.00%
Food	200	49	24.75%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	-	-	0.00%	-	0.00%
Resale	1,285,000	931,946	72.53%	835,061	60.64%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	(349)	100.00%	(208)	100.00%
Dues/Fees	72,000	52,403	72.78%	38,002	52.78%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	13,044	100.00%
Depreciation	20,177	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 1,603,968	\$ 1,099,528	68.55%	\$ 989,226	58.59%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 1,603,968	\$ 1,099,528	68.55%	\$ 989,226	58.59%
REVENUE OVER (UNDER) EXPENSE:	\$ 2,032	\$ (166,244)		\$ (90,209)	
BEGINNING FUND BALANCE:		2,039,200			
ENDING FUND BALANCE:		\$ 1,872,956			

POST SECONDARY - FOOD SERVICE

	FY22 BUDGET	DECEMBER 21 YTD	DECEMBER 21 PERCENT	DECEMBER 20 YTD	DECEMBER 20 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	395,000	119,344	30.21%	74,328	17.91%
TOTAL REVENUES:	\$ 395,000	\$ 119,344	30.21%	\$ 74,328	17.91%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	85,795	42,832	49.92%	41,526	52.72%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	65,000	27,263	41.94%	28,595	43.99%
BENEFITS:					
Insurance - Dental	975	488	50.00%	488	50.00%
Insurance - Medical	17,707	8,853	50.00%	7,389	41.73%
Insurance - Other	7,511	448	5.96%	363	28.66%
Retirement	15,885	7,763	48.87%	7,335	51.55%
SERVICES:					
Advertising	-	-	0.00%	15	100.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	6,000	3,985	66.42%	5,747	127.70%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	500	1,429	285.74%	-	0.00%
Professional/Technical	1,500	(275)	-18.33%	100	5.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	-	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	2,134	100.00%	184	100.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	20,000	7,138	35.69%	30,785	123.14%
Resale	175,000	69,170	39.53%	20,597	10.84%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	7,000	769	10.99%	1,802	30.03%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	21,645	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 424,518	\$ 171,997	40.52%	\$ 144,926	33.85%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 424,518	\$ 171,997	40.52%	\$ 144,926	33.85%
REVENUE OVER (UNDER) EXPENSE:	\$ (29,518)	\$ (52,653)		\$ (70,598)	
BEGINNING FUND BALANCE:		169,879			
ENDING FUND BALANCE:		\$ 117,226			

POST SECONDARY - CHILDCARE

	FY22 BUDGET	DECEMBER 21 YTD	DECEMBER 21 PERCENT	DECEMBER 20 YTD	DECEMBER 20 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	19,390	#DIV/0!
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	14,700	100.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	328,000	91,264	27.82%	78,754	24.01%
TOTAL REVENUES:	\$ 328,000	\$ 105,964	32.31%	\$ 98,144	29.92%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	186,038	83,220	44.73%	78,140	43.61%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	45,000	12,084	26.85%	5,935	13.19%
BENEFITS:					
Insurance - Dental	3,738	1,337	35.75%	1,176	35.28%
Insurance - Medical	57,557	19,280	33.50%	14,468	27.21%
Insurance - Other	1,172	1,196	102.03%	959	32.73%
Retirement	27,496	10,991	39.97%	10,571	44.13%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	480	-	0.00%	-	0.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	1,000	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	-	0.00%	-	0.00%
Food	500	-	0.00%	160	159.66%
Instructional Supplies	-	3,472	100.00%	1,379	#DIV/0!
Other	6,000	50	0.83%	50	0.68%
Resale	-	-	0.00%	-	0.00%
Software	450	-	0.00%	150	#DIV/0!
OTHER:					
Bad Debt	5,000	(318)	-6.36%	(1,621)	-32.42%
Dues/Fees	500	100	20.00%	-	0.00%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	3,000	-	0.00%	-	0.00%
Depreciation	500	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 338,431	\$ 131,410	38.83%	\$ 111,367	34.54%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 338,431	\$ 131,410	38.83%	\$ 111,367	34.54%
REVENUE OVER (UNDER) EXPENSE:	\$ (10,431)	\$ (25,446)		\$ (13,223)	
BEGINNING FUND BALANCE:		(18,171)			
ENDING FUND BALANCE:		\$ (43,617)			

SOUTHEAST TECHNICAL INSTITUTE
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CASH BALANCES

	#23	#52	#53	#54
	Post			
	Secondary	Bookstore	Food Service	Child Care
	Vocational	Enterprise	Enterprise	Enterprise
	Fund	Fund	Fund	Fund
Cash Balance November 30, 2021	\$ 5,074,866.36	\$ 936,150.65	\$ (35,989.24)	\$ (85,963.99)
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	38,501.17	-	-	-
Sales of Goods/Services	3,712.76	9,193.90	40,859.37	19,946.36
Other Sources	78,649.45	400.11	50.00	225.00
State Sources:	100,022.88	-	-	-
Federal Sources:	4,170.00	-	-	-
Expenditures:				
Personnel	(1,346,208.01)	(17,036.39)	(15,192.25)	(22,249.65)
Services	(113,470.29)	(2,266.84)	(4,089.89)	-
Supplies	(105,423.63)	(231,812.90)	(8,473.63)	(374.53)
Capital	(125,334.29)	-	-	-
Other	(19,995.81)	(1,472.28)	(330.55)	68.33
Transfers	-	-	-	-
(Increase)/Decrease in Assets	91,926.07	(127.46)	(8,866.89)	(3,445.48)
Increase/(Decrease) in Liabilities	-	-	-	-
Net Cash Provided By (Used In) Operating Activities:	\$ (1,393,449.70)	\$ (243,121.86)	\$ 3,956.16	\$ (5,829.97)
Cash Balance December 31, 2021	<u>\$ 3,681,416.66</u>	<u>\$ 693,028.79</u>	<u>\$ (32,033.08)</u>	<u>\$ (91,793.96)</u>
Cash Balance June 30, 2021	\$ 3,730,824.52	\$ 1,067,669.25	\$ 17,615.41	\$ -
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	6,575,892.39	-	-	-
Sales of Goods/Services	598,645.07	931,899.01	119,294.33	89,788.67
Other Sources	104,265.96	1,385.24	50.00	1,475.61
State Sources:	3,629,605.77	-	-	-
Federal Sources:	36,521.34	-	-	14,700.00
Expenditures:				
Personnel	(7,804,899.96)	(92,271.49)	(87,647.34)	(128,106.22)
Services	(1,501,416.56)	(15,558.68)	(5,138.88)	-
Supplies	(1,151,809.99)	(939,643.80)	(78,441.79)	(3,522.36)
Capital	(565,518.03)	-	-	-
Other	(317,896.50)	(52,054.30)	(769.05)	218.09
Transfers	-	-	-	-
(Increase)/Decrease in Assets	1,412,561.57	(167,856.28)	7,182.20	27,879.80
Increase/(Decrease) in Liabilities	(1,065,358.92)	(40,540.16)	(4,177.96)	(94,227.55)
Net Cash Provided By (Used In) Operating Activities:	\$ (49,407.86)	\$ (374,640.46)	\$ (49,648.49)	\$ (91,793.96)
Cash Balance December 31, 2021	<u>\$ 3,681,416.66</u>	<u>\$ 693,028.79</u>	<u>\$ (32,033.08)</u>	<u>\$ (91,793.96)</u>

Rich Kluin
Prepared by

1/29/2022
Date

1. **Resignations.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Administrator, full-time		
Peters, Craig	12 Mo, Dean of Academics	03-01-22

<u>Name</u>	<u>Location/Position</u>	<u>Date</u>
Instructor, Adjunct, part-time		
Baker, Stephanie	Nursing	01-14-22
Braucht, Jason	CIS	12-11-20
Duncan, Robin	General Education	05-07-21
Gill, Estelle	Nursing	02-15-22
Hattum, Dan	General Education	12-10-21
Koskovich, Nicole	General Education	12-13-19
Larsen, Daniel	CIS	05-07-21
Mekonen, Alemayeh	CIS	12-11-20
Moore, Sharon	General Education	05-08-20
Pastrano, Xavier	General Education	07-23-21
Peterson, Robert	Architectural Engineering	05-08-20
VanConant, Trevor	Architectural Engineering	05-07-21
Werkmeister, Darron	Accounting	12-11-20
Windish, Aubrey	General Education	05-07-21

Other Help, part-time		
Williams, Haley	Bookstore	12-29-21

Student Help, part-time		
Miller, Christopher	Bookstore	11-12-21

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Clinical, Other Instructor Activity, part-time, per hour			
Anderson, Jada	Nursing	01-19-22	\$43.00/\$24.00
Dye, Kailey	Nursing	12-01-21	43.00/24.00
Lease, Sara	Nursing	12-06-21	43.00/24.00
Leonard, Nathan	Nursing	12-20-21	43.00/24.00

Instructor, Clinical, Substitute, Other Instructor Activity, part-time, per hour			
Nowell, Koree	Medical Assisting	01-13-22	\$43.00/\$32.00/\$24.00

Student Help, part-time, per hour			
Smidt, Adeline	Tutor	01-10-22	\$12.00
Thach, Sarahn	Scarborough Ctr	12-13-21	12.00

Southeast Tech
Career Services Report
EXECUTIVE SUMMARY

Purpose:

To update the Sioux Falls School District school board on the status of Southeast Tech career services.

Career Services Update:

Paula Hawks, Career Services Coordinator and Student Success Advisor, will outline the services provided by the Career Services Office at Southeast Tech.

- Career Connections: Southeast Tech’s online job board that lists openings for employers in the state, region and beyond
- Career Fairs: Industry-specific networking opportunities
- Build Dakota: Sponsorship numbers and industries

Number of jobs posted, student engagement and placement will be highlighted for Career Connections. Details about attendance by employers and students will be overviewed for an increased number of Career Fairs. Build Dakota has continued to be a strong program this year, and we have expanded our number of sponsors. Last year we had 108 students awarded Build Dakota with 89 of those being sponsored by 40 sponsors. Currently for the 2022-2023 cohort, we are building our list of potential sponsors to award as many scholarships as possible.

Administrative Recommendation to School Board:

To acknowledge the Southeast Tech Career Services Report.



SOUTHEAST
Technical College

Career Services

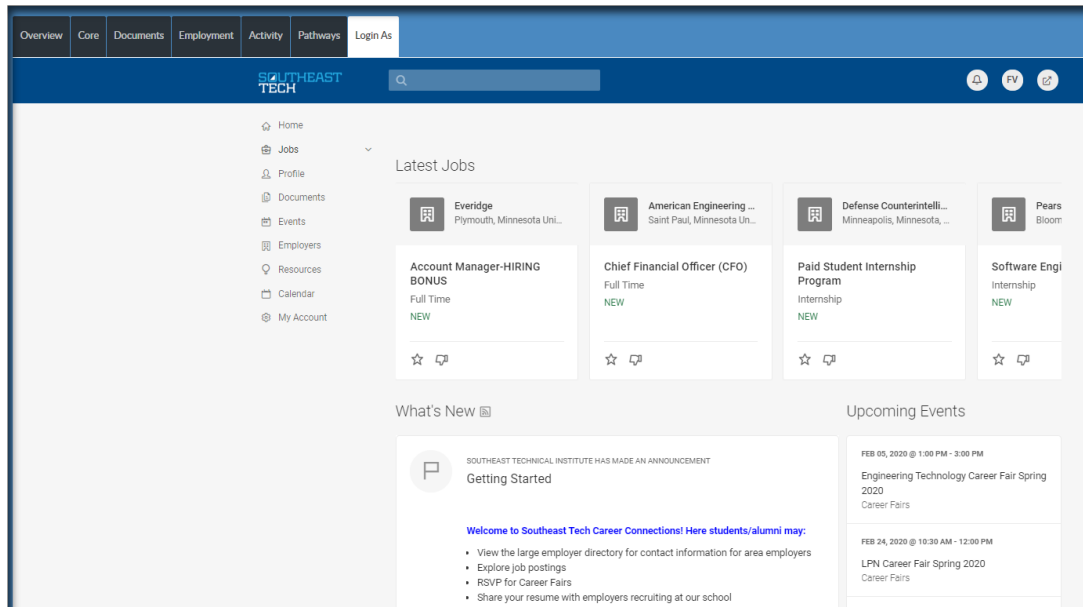
Paula Hawks

Career Services Coordinator/Student Success Advisor/Build Dakota Liaison

Career services overview

- What is a career services office?
 - National Association of Colleges and Employers (NACE) standards
 - Placement report
- We provide a variety of services through this office:
 - Career Connections – online job board
 - Career Fairs – Industry-specific
 - Other services include résumé-writing, cover letters, mock interviews
 - Build Dakota industry relations/sponsorships


Career Connections





The screenshot shows the Southeast Tech Career Connections website. The top navigation bar includes 'Overview', 'Core', 'Documents', 'Employment', 'Activity', 'Pathways', and 'Login As'. Below this is a search bar and user profile icons. A left sidebar contains navigation links: Home, Jobs, Profile, Documents, Events, Employers, Resources, Calendar, and My Account. The main content area is divided into three sections: 'Latest Jobs', 'What's New', and 'Upcoming Events'. The 'Latest Jobs' section features four job listings from employers: Everidge (Account Manager-HIRING BONUS), American Engineering (Chief Financial Officer (CFO)), Defense Counterintelli... (Paid Student Internship Program), and Pears Bloom (Software Engi internship). The 'What's New' section contains an announcement titled 'Getting Started' with a list of instructions for new users. The 'Upcoming Events' section lists two career fairs: 'Engineering Technology Career Fair Spring 2020' and 'LPN Career Fair Spring 2020'.


- Online job board
 - 3100+ employers
 - 3600+ contacts
 - More than 1200 job postings
 - 3300+ student/alumni profiles


Career Fairs


 Engineering and Construction Management Technology Career Fair Spring 2022
[18 Approved](#), [0 Pending](#)


 Health Career Fair Spring 2022
[12 Approved](#), [0 Pending](#)


 Horticulture Technology/Sports Turf Career Fair Fall 2021
[5 Approved](#), [0 Pending](#)


 Industrial Technology Career Fair Fall 2021
[22 Approved](#), [0 Pending](#)

 Information Technology, Mechatronics, and Mechanical Engineering Technology Career Fair Spring 2022
[14 Approved](#), [0 Pending](#)

 Job & College Transfer Fair Spring 2022
[4 Approved](#), [0 Pending](#)

 LPN Career Fair Spring 2022
[10 Approved](#), [0 Pending](#)

 LPN Fall Career Fair Fall 2021
[23 Approved](#), [0 Pending](#)

 Part-time Job Fair Fall 2021
[32 Approved](#), [0 Pending](#)

 Transportation Technology Career Fair Fall 2021
[14 Approved](#), [0 Pending](#)

 Veterinary Technician Career Fair Spring 2022
[2 Approved](#), [0 Pending](#)

- Industry-specific fairs
 - 12 throughout the school year
 - Brings over 200 employers to the campus
 - Every program is involved – reaches all students

Other Services



Résumé-Writing



Cover Letters



Mock Interviews

Build Dakota Industry Relations



- Growing!
 - 89 sponsored students in 2021-2022, with 40 sponsors (total of 108 scholarships awarded)
 - Building our list of sponsors for Cohort 8



southeasttech.edu

Southeast Tech
Medical Assisting Program Report
Executive Summary

Purpose of Report: To inform the Sioux Falls School Board about the Medical Assisting program at Southeast Technical College.

The Medical Assisting Program at Southeast Technical College started the program Fall Semester 2019 after successfully transferring sponsorship from National American University, Sioux Falls, SD to Southeast Technical College.

The Medical Assisting program has been granted initial accreditation by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) November 2019.

The Medical Assisting Program is a one-year diploma program which is competency based. There are 270 cognitive, psychomotor and affective competencies that students are tested on throughout the program to show proficiency per CAAHEP. The program also includes 210 hours of practicum experience in the clinic setting at the end their program.

Graduating medical assistants must take a certification exam through the American Association of Medical Assistants (AAMA) or American Medical Technology (AMT).

Administrative Recommendation to School Board: Acknowledge the Medical Assisting Program report.



SOUTHEAST
Technical College

Medical Assisting Program

Jo Penning, BS, CMA (AAMA), Pbt (ASCP)

Program Director

Program Highlights

- Medical Assisting is a one-year diploma program

- Program started in 2019

Current number of students = 34

- Fall 2022
 - MA FT: 38 applications, 14 accepted
 - MA PT: 5 apps, 1 accepted
 - MA Huron: 5 apps, 4 accepted

Medical Assistant Full-Time Day Option

- **FALL SEMESTER**
- [GEN ED REQ - Medical Assistant Communications Requirement](#)
- [GEN ED REQ - Medical Assistant Natural Sciences Requirement](#)
- [SSS 100 - Student Success Seminar](#)
- [MA 101 - Medical Assisting I](#)
- [MA 101L - Medical Assisting I Lab](#)
- [HC 117 - Medical Language](#)
- **SPRING SEMESTER**
- [HC 205 - Pathophysiology](#)
- [HCOS 121 - Insurance/Billing/Coding](#)
- [MA 121 - Medical Assisting II](#)
- [MA 121L - Medical Assisting II Lab](#)
- [MA 122 - Medical Office & Electronic Records](#)
- [MA 123 - Medical Laboratory Techniques](#)
- [MA 123L - Medical Laboratory Techniques Lab](#)
- **SUMMER SEMESTER**
- [GEN ED REQ - Medical Assistant Social Sciences Requirement](#)
- [MA 131 - Medical Assisting Review/Practicum](#)

Medical Assistant Part-Time Evening Option

- **FALL SEMESTER**
- [GEN ED REQ - Medical Assistant Natural Sciences Requirement](#)
- [SSS 100 - Student Success Seminar](#)
- [HC 117 - Medical Language](#)
- **SPRING SEMESTER**
- [MA 101 - Medical Assisting I](#)
- [MA 101L - Medical Assisting I Lab](#)
- [MA 122 - Medical Office & Electronic Records](#)
- **SUMMER SEMESTER**
- [GEN ED REQ - Medical Assistant Social Sciences Requirement](#)
- [HC 205 - Pathophysiology](#)
- [MA 123 - Medical Laboratory Techniques](#)
- [MA 123L - Medical Laboratory Techniques Lab](#)

- **FALL SEMESTER**
- [GEN ED REQ - Medical Assistant Communications Requirement](#)
- [MA 121 - Medical Assisting II](#)
- [MA 121L - Medical Assisting II Lab](#)
- [HCOS 121 - Insurance/Billing/Coding](#)
- **SPRING SEMESTER**
- [MA 131 - Medical Assisting Review/Practicum](#)

MEDICAL ASSISTING EDUCATION REVIEW BOARD ANNUAL REPORT 2021

Year	Retention	Graduate Participation	Graduate Satisfaction	Job Placement	Employer Surveys Sent	Employer Satisfaction	Exam Participation
	>=60%	>=30%	>=80%	>=60%	=100%	>=80%	>=30%
2020	80.00%	93.33%	100.00%	73.33%	100.00%	100.00%	93.33%
2019	82.61%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Cumulative	81.58%	94.12%	100.00%	76.47%	100.00%	100.00%	94.12%







southeasttech.edu

Southeast Tech
Medical Coding Program Report
Executive Summary

Purpose of Report: To inform the School Board about the Medical Coding program at Southeast Technical College.

The Medical Coding program has 41 students enrolled in its certificate, diploma and AAS programs at Southeast Technical College. The placement rate for academic year 2020-21 was 100 percent.

STC offers three programs for students based on commitment and educational goals. We offer an Associate of Applied Science, Diploma, and Certificate program. The Medical Billing program currently has no students enrolled and this program will be monitored.

We are currently working on an articulation agreement with DSU and are hopeful to complete this agreement in 2022/23.

Administrative Recommendation to School Board: Acknowledge the Medical Coding Program report.



SOUTHEAST
Technical College

Medical Coding Program

Sarah Anderson, RHIT, CPC, CIC

Student Enrollment

Medical Coding-41 Current Students

- Certificate-4
- Diploma-13
- AAS-24

Medical Billing Certificate

- No current students

Coding Program Highlights

Associate Degree

- 4 semesters of coursework (hybrid option available)
- 61 Credits
- 24 students

Diploma

- 3 semesters (hybrid option available)
- 35 credits
- 13 students

Certificate

- 3 semesters
- 18 credits
- 4 students

Curriculum-AAS 61 Credits

FIRST SEMESTER

- [GEN ED REQ - Medical Coding: Professional and Facility Services Natural Sciences Requirement](#) 3 Credit Hours
- [SSS 100 - Student Success Seminar](#) 2 Credit Hours
- [HCOS 101 - Intro to Health Information Services](#) 3 Credit Hours
- [CODE 110 - Basic ICD Coding](#) 3 Credit Hours
- [CODE 112 - Basic CPT Coding](#) 3 Credit Hours
- [HC 117 - Medical Language](#) 1 Credit Hours

SECOND SEMESTER

Satisfactory completion of the above classes are required to take the following:

- [GEN ED REQ - Medical Coding: Professional and Facility Services Computer Requirement](#) 3 Credit Hours
- [GEN ED REQ - Medical Coding: Professional and Facility Services Communications Requirement](#) 3 Credit Hours
- [GEN ED REQ - Medical Coding: Professional and Facility Services Mathematics Requirement](#) 3 or 4 credits Credit Hours
- [HCOS 121 - Insurance/Billing/Coding](#) 3 Credit Hours
- [CODE 120 - Intermediate ICD-10 Coding](#) 3 Credit Hours
- [CODE 122 - Intermediate CPT Coding](#) 3 Credit Hours

Curriculum-AAS 61 Credits (continued)

SUMMER SEMESTER

- [CODE 180 - CPC Review](#) 2 Credit Hours

THIRD SEMESTER

- [CODE 210 - Advanced ICD-10](#) 3 Credit Hours
- [CODE 260 - Compliance/Regulations](#) 3 Credit Hours
- [HC 205 - Pathophysiology](#) 3 Credit Hours
- [HCOS 215 - Professional Ethics in Healthcare](#) 3 Credit Hours

FOURTH SEMESTER

- [GEN ED REQ - Medical Coding: Professional and Facility Services Social Sciences Requirement](#) 3 Credit Hours
- [HC 124 - Basic Pharmacology](#) 2 Credit Hours
- [CODE 265 - Virtual Practicum](#) 3 Credit Hours
- [CODE 250 - Coding/Reimbursement Revenue Cycle](#) 3 Credit Hours
- [CODE 270 - CIC/CCS Review](#) 3 Credit Hours

Diploma-35 Credits

FALL SEMESTER

- [GEN ED REQ - Medical Coding: Professional Services Natural Sciences Requirement](#) 3 Credit Hours
- [SSS 100 - Student Success Seminar](#) 2 Credit Hours
- [HCOS 101 - Intro to Health Information Services](#) 3 Credit Hours
- [HC 117 - Medical Language](#) 1 Credit Hours
- [CODE 110 - Basic ICD Coding](#) 3 Credit Hours
- [CODE 112 - Basic CPT Coding](#) 3 Credit Hours

SPRING SEMESTER

Satisfactory completion of the above classes are required to take the following:

- [GEN ED REQ - Medical Coding: Professional Services Computer Requirement](#) 3 Credit Hours
- [GEN ED REQ - Medical Coding: Professional Services Communications Requirement](#) 3 Credit Hours
- [GEN ED REQ - Medical Coding: Professional Services Mathematics Requirement](#) 3 or 4 Credit Hours
- [HCOS 121 - Insurance/Billing/Coding](#) 3 Credit Hours
- [CODE 120 - Intermediate ICD-10 Coding](#) 3 Credit Hours
- [CODE 122 - Intermediate CPT Coding](#) 3 Credit Hours

SUMMER SEMESTER

- [CODE 180 - CPC Review](#) 2 Credit Hours

Certificate-18 Credits

FALL SEMESTER

- [HC 110 - Basic Anatomy & Physiology](#).3 Credit Hours
- [HC 117 - Medical Language](#) 1 Credit Hours
- [CODE 112 - Basic CPT Coding](#).3 Credit Hours

SPRING SEMESTER

- [CODE 110 - Basic ICD Coding](#).3 Credit Hours
- [CODE 122 - Intermediate CPT Coding](#).3 Credit Hours

SUMMER SEMESTER

- [CODE 120 - Intermediate ICD-10 Coding](#).3 Credit Hours
- [CODE 180 - CPC Review](#) 2 Credit Hours

Medical Billing Certificate

Program Curriculum | 15 Credits

FALL SEMESTER

- [HCOS 101 - Intro to Health Information Services](#) .3 Credit Hours
- [HCOS 121 - Insurance/Billing/Coding](#) .3 Credit Hours
- [CODE 112 - Basic CPT Coding](#) .3 Credit Hours

SPRING SEMESTER

- [CODE 110 - Basic ICD Coding](#) .3 Credit Hours
- [CODE 250 - Coding/Reimbursement Revenue Cycle](#) .3 Credit Hours

Prepared for Credential-by program

AAS

- AHIMA-American Health Management Association
 - CCS-Certified Coding Specialist
- AAPC-American Academy of Professional Coders
 - CIC-Certified Inpatient Coder
- May also sit for CPC exam after first year. Student will hold two credentials and begin career.

Diploma and Certificate

- AAPC-American Academy of Professional Coders
 - CPC-Certified Professional Coder

Medical Billing Certificate

- AAPC-American Academy of Professional Coders
 - qCPB-Certified Professional Biller

Classification Systems

- ICD-10-CM International Classification of Diseases-Tenth Revision, Clinical Modification
- CPT-Current Procedural Terminology
- HCPCS Level II (supplies, transportation)
- ICD-10-PCS International Classification of Diseases-Tenth Revision-Procedural Coding System-**AAS program only*
- 3M Encoder System

Coding Responsibilities

- Follow Official Coding Guidelines
- Medical Necessity-code linkage
- Physician Query-missing or conflicting documentation
- Sequencing-order in which we report diagnosis codes-“first-listed” or “principal diagnosis”
- Revenue Cycle-Optimizing reimbursement (avoiding fraud and abuse)
- Solid understanding of anatomy, physiology, medical terminology
- Denial management
- Compliance with government and private payers (NCCI/AMA/CoP/JCAHO/OIG)
- Integrity, Availability, and Security of the Health Record

AHIMA-American Health Information Management Association



- CCA-Certified Coding Associate
- CCS-Certified Coding Specialist
- CDIP-Certified Documentation Improvement Practitioner (CCS credential to sit for exam)
- CHPS-Certified Healthcare Privacy and Security (CCS credential to sit for exam)

American Academy of Professional Coders

- CPC-Certified Professional Coder
- COC-Certified Outpatient Coder
- CIC-Certified Inpatient Coder
- CRC-Certified Risk Adjustment
- *Specialty
- CPB-Certified Professional Biller
- CPMA-Certified Professional Medical Auditor
- CDEO-Certified Documentation Expert
- CPCO-Certified Professional Compliance Officer
- CPPM-Certified Physician Practice Manager



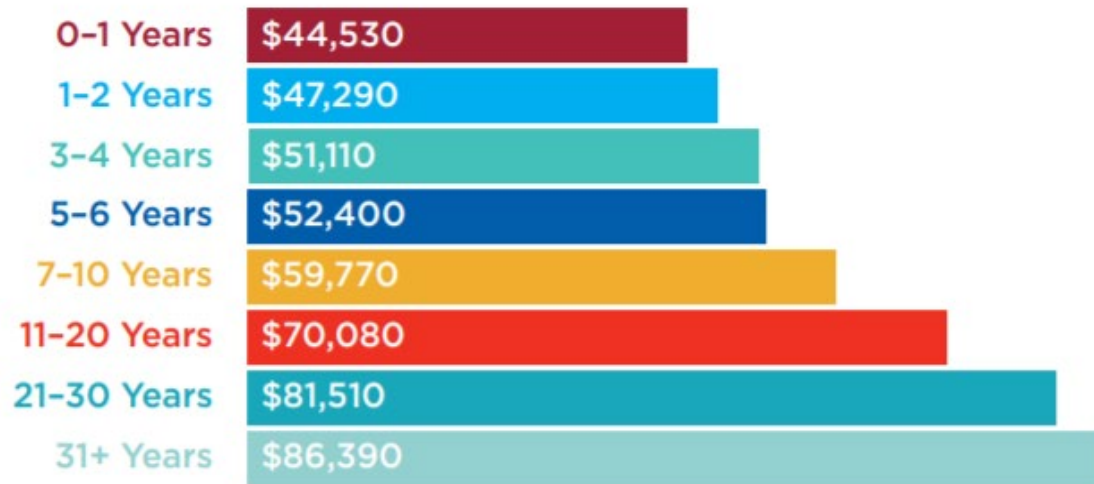
Specialty Credentials

Choose Your Specialty

- Ambulatory Surgical Center – CASCC™
- Anesthesia and Pain Management – CANPC™
- Cardiology – CCC®
- Cardiovascular and Thoracic Surgery – CCVTC™
- Dermatology – CPCD®
- Emergency Department – CEDC®
- Evaluation and Management – CEMC®
- Family Practice – CFPC™
- Gastroenterology – CGIC™
- General Surgery – CGSC™
- Hematology and Oncology – CHONC™
- Interventional Radiology and Cardiovascular – CIRCC®
- Obstetrics Gynecology – COBGC™
- Ophthalmology – COPC™
- Orthopaedic Surgery – COSC™
- Pediatrics – CPEDC™
- Rheumatology – CRHC™
- Urology – CUC™

Average Salary Reported

AVERAGE SALARY BY YEARS OF EXPERIENCE

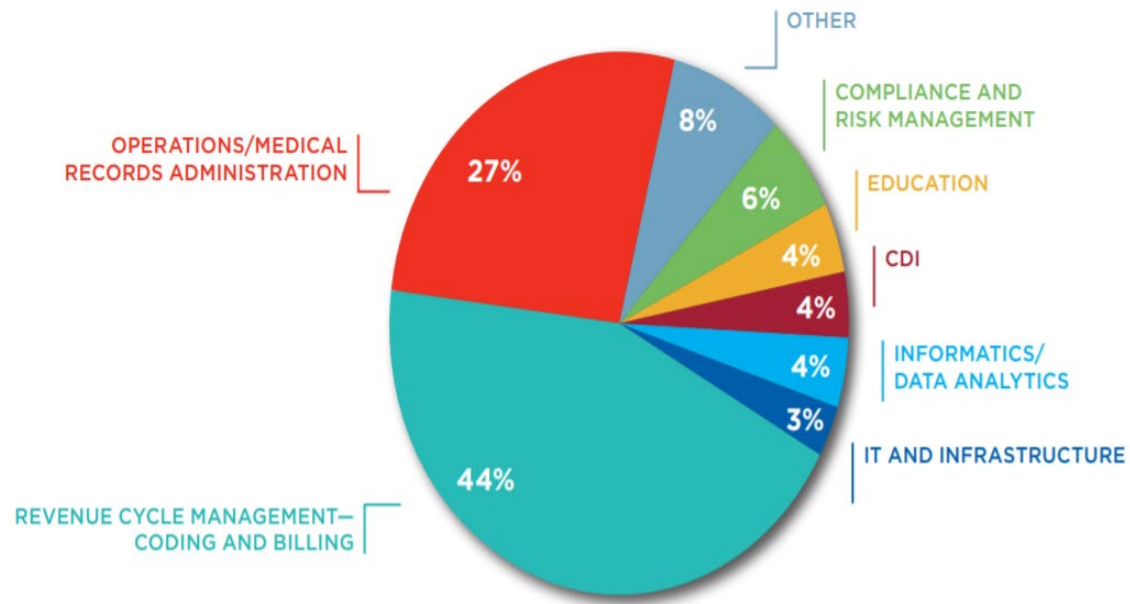


SALARY BY AHIMA CREDENTIAL

CCA	\$53,790
CCS	\$79,060
CCS-P	\$77,790
RHIT	\$70,300
RHIA	\$91,450
CHDA	\$92,100
CDIP	\$93,770
CHPS	\$100,560

<https://www.ahima.org/media/betc41er/salary-snapshot.pdf>

Salary Survey of AHIMA members 2019 (full-time employees)



Average Salary by Region

AR, LA, OK, TX	\$78,090
AZ, CO, ID, MT, NM, NV, UT, WY	\$76,670
CT, NH, RI, VT, MA, ME	\$84,410
DC, DE, FL, GA, MD, NC, SC, VA, WV	\$78,170
HI, CA, AK, OR, WA	\$87,680
IL, IN, MI, OH, WI	\$72,400
MS, KY, AL, TN	\$69,940
ND, SD, MN, IA, KS, MO, NE	\$71,220
NY, NJ, PA	\$83,120

AAPC Salary Survey-2020





“Passing the CPC exam elevates your earning potential by more than \$25,000 above annual salaries for persons without AAPC's [medical coding certification](#). And CPC salaries, averaging [\\$58,055 in 2021](#), maintain a 6% annual increase. What’s more, the demand for [certified medical coders](#) continues to grow.” <https://www.aapc.com/certification/cpc/>

“The [national average salary for CIC](#) professionals is \$57,936 annually, with an approximately 7% yearly increase.” <https://www.aapc.com/certification/cic/>

The CPCO is a healthcare compliance credential that can take your career to the next level. According to AAPC’s [2021 Medical Coding Salary Survey](#), medical coding professional average \$54,797 in annual compensation. But you can earn 47% more with your CPCO. In fact, the national average salary for CPCOs is \$80,550 per year.’ <https://www.aapc.com/certification/cpcoco.aspx>

Multiple Credentials-US Salary Survey Report HIM Professionals 2019 *ahima.org*

Average Salary by Number of Credentials

# OF CREDENTIALS	AVERAGE SALARY
NONE	\$66,320
 1 CREDENTIAL	\$75,540
 2 CREDENTIALS	\$82,620
 3 CREDENTIALS	\$89,960
 4+ CREDENTIALS	\$113,950

Program Events and News

- AAPC-Local Chapter Meetings on STC campus
 - Students may attend at no cost
 - FB Page for job announcements and Free CEU opportunities
 - Network
 - Mentor Opportunities
 - Previous students working in Industry
- Certification Exams on STC campus
 - Held quarterly for surrounding area applicants
- Industry and Medical Coding
 - NSN-OI-Vance Thompson-Burroughs Counseling-ThedaCare-RAS-Anderson-Smith Therapy Services
- DSU Articulation Agreement
 - BS-Health Information Administration and MS-Health Informatics and Information Management

Administrative Recommendation to School Board: Acknowledge the report about the Medical Coding Program



southeasttech.edu

**FY22 Second Quarter Financials
EXECUTIVE SUMMARY**

Purpose of Report:

The Vice President of Finance/Operations will present an oral report to review Southeast Tech's FY22 second quarter financials.

Administrative Recommendation to School Board:

Acknowledge the report on Southeast Tech's FY22 second quarter financials.



SOUTHEAST
Technical College

FY22 Budget – 2nd Qtr. Results

Presented by Rich Kluin, Vice President Finance/Operations

02.02.22

FY22 Budget – YTD Actual, Projections

FY22 Revenues – Tuition

Category	FY22 Budget	FY22 - YTD	FY22 YTD %	FY21 YTD %
Tuition*	\$7,107,360	\$3,296,838	46.39%	49.75%
Corporate Education	\$208,750	\$82,622	39.58%	29.86%
Fees	\$6,746,360	\$3,196,432	47.38%	49.50%
State	\$8,474,811	\$3,629,606	42.83%	41.22%
Federal	\$2,020,108	\$36,521	1.81%	0.54%
Other	\$1,573,750	\$702,911	44.66%	39.23%
Total	\$26,131,139	\$10,944,931	41.88%	43.13%

*Corporate Education is excluded from detailed tuition analysis.

FY21 Credits

Credits	FY21 2 nd Qtr.	FY21 Final	2 nd Qtr. as % of Final	FY21 Budget	Actual as % Budget
Standard	25,805	52,632	49.03%	54,484	96.60%
Dual	968	2,226	43.49%	2,540	87.64%
Concurrent	36	79	45.57%	146	54.11%
Total Credits	26,809	54,937	48.80%	57,170	96.09%
Total \$'s	\$3,241,273	\$6,641,636	48.80%	\$6,906,960	96.16%

FY22 Credits

Credits	FY22 2 nd Qtr.	FY22 Projected	2 nd Qtr. as % of Projected	FY22 Budget	Projected as % Budget
Standard	24,965	50,918	49.03%	55,159	92.31%
Dual	908	2,088	43.49%	2,128	98.12%
Concurrent	119	261	45.57%	79	330.38%
Total Credits	25,992	53,267	49.00%	57,396	92.81%
Total \$'s	\$3,224,245	\$6,585,358	48.96%	\$7,103,588	92.70%

FY22 Budget – YTD Actual, Projections

FY22 Revenues – Fees

Category	FY22 Budget	FY22 - YTD	FY22 YTD %	FY21 YTD %
Tuition	\$7,316,110	\$3,379,460	46.19%	49.20%
Fees*	\$6,746,360	\$3,196,432	47.38%	49.50%
State	\$8,474,811	\$3,629,606	42.83%	41.22%
Federal	\$2,020,108	\$36,521	1.81%	0.54%
Other	\$1,573,750	\$702,911	44.66%	39.23%
Total	\$26,131,139	\$10,944,931	41.88%	43.13%

*FY22 Budget includes \$2,000 for Laptop rentals, which has been excluded from analysis.

FY21 Fees

Fees	FY21 2 nd Qtr.	FY21 Final	2 nd Qtr. as % of Final	FY21 Budget	Actual as % Budget
Standard	\$2,374,438	\$4,938,313	48.08%	\$5,012,565	98.52%
Online	\$268,063	\$664,925	40.31%	\$621,090	107.06%
Program	\$113,573	\$295,294	38.46%	\$238,767	123.68%
Other	\$85,355	\$178,920	47.71%	\$108,225	165.32%
Total	\$2,841,429	\$6,077,452	46.75%	\$5,980,647	101.62%

FY22 Fees

Credits	FY22 2 nd Qtr.	FY22 Projected	2 nd Qtr. as % of Final	FY22 Budget	Projected as % Budget
Standard	\$2,375,200	\$4,940,100	48.08%	\$5,263,214	93.86%
Online	\$252,100	\$625,403	40.31%	\$653,490	95.70%
Program	\$312,720	\$813,105	38.46%	\$733,456	110.86%
Other	\$73,705	\$154,485	47.71%	\$94,200	164.00%
Total	\$3,013,725	\$6,533,093	46.13%	\$6,744,360	96.87%

FY22 Budget – YTD Actual, Projections

FY22 Revenues – State Support

Category	FY22 Budget	FY22 - YTD	FY22 YTD %	FY21 YTD %
Tuition	\$7,316,110	\$3,379,460	46.19%	50.59%
Fees	\$6,746,360	\$3,196,432	47.38%	49.50%
State^{1,2,3,4,5}	\$8,474,811	\$3,629,606	42.83%	41.22%
Federal	\$2,020,108	\$36,521	1.81%	0.54%
Other	\$1,573,750	\$702,911	44.66%	39.23%
Total	\$26,131,139	\$10,944,931	41.88%	43.13%

¹FY22 Budget includes \$472,350 in equipment purchase support, excluded from analysis.

²FY22 Budget includes \$78,900 for ABE support, excluded from analysis.

³FY22 Budget includes \$398,882 in Maintenance/Repair support, excluded from analysis.

⁴FY22 Budget includes \$95,590 in HB1182 support, excluded from analysis.

⁵FY22 Budget includes \$54,700 in BOR facility reimbursements, excluded from analysis.

FY21 State Support

Credits	FY21 2 nd Qtr.	FY21 Final	2 nd Qtr. as % of Final	FY21 Budget	Actual as % Budget
Formula Distribution	\$3,280,782	\$6,654,726	49.30%	\$6,649,731	100.08%
Tuition Buydown	\$270,770	\$591,650	45.77%	\$571,475	103.53%
Total \$'s	\$3,551,552	\$7,246,376	49.01%	\$7,221,206	100.35%

FY22 State Support

Credits	FY22 2 nd Qtr.	FY22 Projected	2 nd Qtr. as % of Projected	FY22 Budget	Projected as % Budget
Formula Distribution	\$3,387,118	\$6,754,134	50.14%	\$6,800,727	99.31%
Tuition Buydown	\$261,970	\$532,670	49.18%	\$573,662	92.85%
Total \$'s	\$3,649,088	\$7,286,804	50.08%	\$7,374,389	98.81%

FY22 Revenues – Projected Impact

Category	FY22 Projected	FY22 Budget	FY22 Projected Variance
Tuition	\$6,585,358	\$7,103,588	(\$518,230)
Fees	\$6,533,093	\$6,744,360	(\$211,267)
State	\$7,286,804	\$7,374,389	(\$87,585)
Total	\$20,405,255	\$21,222,337	(\$817,082)

FY22 Expenditures – Projected Impact

Category	FY22 – 2nd Qtr.	FY22 Budget	FY22 Pace – 2nd Qtr.	FY21 Pace – 2nd Qtr.	FY21 Actual to Budget	Factor	Projected FY22	FY22 Projected Variance
FT Wages*	\$5,413,787	\$11,381,964	47.56%	49.42%	101.18%	2.1274	\$11,517,290	(\$135,326)
Wages -Other	\$595,065	\$1,272,263	46.77%	42.93%	104.18%	2.2275	\$1,325,507	(\$53,244)
Benefits*	\$1,796,048	\$3,968,502	45.26%	48.50%	97.78%	2.1604	\$3,880,182	\$88,320
Services	\$1,501,417	\$3,249,647	46.20%	46.72%	98.82%	2.1390	\$3,211,531	\$38,116
Supplies	\$1,151,810	\$2,416,855	47.66%	50.11%	104.23%	2.1869	\$2,518,893	(\$102,038)
Other	\$317,897	\$881,523	36.06%	28.50%	96.48%	2.6755	\$850,533	\$30,990
Total - Operating	\$10,776,024	\$23,170,754	46.51%	47.77%	100.57%		\$23,303,936	(\$133,182)

*FY21 Actual amounts adjusted for FY21 insurance premium holiday \$159,645 and lump sum payout \$166,000.

FY22 Variance Analysis

Category	07.01.21 – 09.30.21 Variance	07.01.21 – 12.31.21 Variance	Favorable (+), Unfavorable (-)
Tuition	(\$541,611)	(\$518,230)	\$23,381
Fees	(\$223,536)	(\$211,267)	\$12,269
State	(\$89,855)	(\$87,585)	\$2,270
FT Wages	(\$135,505)	(\$135,326)	\$179
Wages – Other	\$50,968	(\$53,244)	(\$104,212)
Benefits	\$94,148	\$88,320	(\$5,828)
Services	\$38,089	\$38,116	\$27
Supplies	(\$102,293)	(\$102,038)	\$255
Other	\$31,040	\$30,990	(\$50)
Total – Category Variances	(\$878,555)	(\$950,264)	(\$71,709)

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