

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

Carly Reiter
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 on Non-Agenda Items
- IV. Persons Wishing to Address the School Board on Agenda items
- V. Approval of Minutes of October 5, 2022
- VI. Approval of Agenda
Exhibit reposted at 3:10 p.m. on 11.01.2022
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
 - A. Approval of Bid Awards
 - B. Authorizations and Ratifications
 1. Approval of Contracts
 2. Disposal of School District Property
 3. Amending Prior Board Action
 - C. Approval of Consolidated Report of Trust and Agency Funds
 - D. Approval of Vice President of Finance and Operations Report
 - E. Approval of Personnel Report
- IX. Reports of the President
 - A. Academic Program Update - Community Health Worker
 - B. Accessibility Services Update
 - C. Quality Initiative Update Report
Exhibit reposted at 3:11 p.m. on 11.01.22
- X. Adjournment

SCHOOL BOARD MEETING

Wednesday, October 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, October 5, 2022 at 4:00 p.m. in the Instructional Planning Center, 201 East 38th Street. Sioux Falls, South Dakota, with the following members present: Nan Baker, Cynthia Mickelson, Marc Murren, Vice President Carly Reiter, President Kate Serenbetz. Absent: None.

Action ST00665

A motion was made by Marc Murren and seconded by Nan Baker five (5) votes “yes” on roll call **approving the minutes of a meeting** held on September 7, 2022 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00666

A motion was made by Carly Reiter and seconded by Cynthia Mickelson, five (5) votes “yes” on roll call, **approving the agenda** as presented.

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

Action ST00667

A motion was made by Marc Murren and seconded by Cynthia Mickelson, five (5) votes “yes” on roll call, **approving Item A through E 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	Contract Number	Contractor	Project	Cost
a.	23-017STC,BV	Competency-Based Education Network, Inc.	CBE Consulting	Up to \$124,985
b.	23-018STC,RJG	SD Dept of Social Services	STC Scholarship for Early Childhood Specialist	\$455,271
c.	23-019STC,RJG	Minnehaha County Sheriff	Campus Security Services	\$100,000+/-
d.	23-021STC,BV	Jenzabar	J1 upgrade for CBE platform	\$39,860

A2. **Approval/Ratification of Purchase Orders**

Authorizing the Business Manager to issue Purchase Order(s) requiring additional approval of the School Board as follows:

Item	PO No.	Vendor	Description	Total Cost
a.	S2301931	SD Newspaper Association	Advertisement for STC	\$16,645.00
b.	S2302012	Modern Campus	OMNI CMS Support	\$30,610.00
c.	S2302015	AVI Systems	Hy-Flex Classroom Equipment Brandon-Valley Classroom 1	\$43,158.12
d.	S2302016	AVI Systems	Hy-Flex Classroom Equipment Brandon-Valley Classroom 2	\$43,158.12
e.	S2302017	AVI Systems	Hy-Flex Classroom Equipment – TC118	\$42,492.62
f.	S2302088	First Technologies, Inc.	Heavy Vehicle HVAC Trainer	\$21,903.00
g.	S2302102	Transact Campus, Inc.	Electronic Door Access Upgrades	\$22,400.00
h.	S2302107	Transact Campus, Inc.	Transact E-Payment Renewal	\$52,032.19
i.	S2302200	Lawrence & Schiller	SDPB Advertising Package	\$15,177.00
j.	S2302242	First Technologies, Inc.	Engine Performance Trainer	\$23,825.00
k.	S2302305	Riverside Technologies	Testing Center Computers	\$18,225.00
l.	S2302305	Prospiant	Greenhouse Repairs	\$97,144.00

- B. Approving the **Consolidated Report of Trust and Agency Funds** of October 5, 2022 and stating for the record that as of August 31, 2022 receipts total \$6,642,607.52 and disbursements total \$1,491,526.80 (MRF #ST496)
- C. Approving the **Vice President of Finance and Operation's Report** of October 5, 2022 in accordance with the SDCL §13-8-35 (MRF #ST497) and directing that detailed statement

of receipts and balances on hand, as of August 31, 2022, 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>Location/Position</u>	<u>Effective Date</u>
Student Help, part-time, per hour		
Perez, Thomas	IT Student Tech	08-25-22
Bellamy, Jacob	Student Tutor	05-31-22
Peck, Brilee	Student Tutor	09-12-22
Moore, Brittany	Scarborough	09-23-22
Litterick, Brooke	Bookstore	09-28-22
Employment Contract, non-exempt, full-time, per hour		
Heitritter, Jenae	Admissions	09-16-22
Instructor, non-clinical, part-time, per hour		
Amor, Patrick	Automotive	05-10-22
Farley, Sandra	Veterinary Tech	05-10-22
Kleinschmit, Laura	Veterinary Tech	05-10-22
Bloemendaal, Benjamin	Civil Engineering	09-16-22
Hoyt, Jodi	Business	09-16-22
Jing, Weizhong	Computer Programming	09-16-22
Torres Bravo, Raymundo	General Education	09-16-22
Clinical Instructor, part-time, per hour		
Fjeldheim, Ashley	Nursing	02-07-22
Luecke, Katherine	Nursing	10-17-21

D2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Student Help, part-time, per hour			
Moeller, Ashleigh	Scarborough	08-30-22	\$12.72
Dilly, Jayda	Scarborough	09-01-22	\$12.72
Luettel, Laura	Scarborough	09-06-22	\$12.72
Abbott, Sheridan	Student Success	09-26-22	\$12.72
Emslie, Hattie	Student Success	09-26-22	\$12.72
Gosmire, Elizabeth	Scarborough	09-26-22	\$12.72
Elmer, Angela	Peer Tutor	09-26-22	\$12.00
Other Help, part-time, per hour			
Fox, Sheila	Professional Tutor	08-26-22	\$25.00
Kerkvliet, Jordan	Professional Tutor	08-25-22	\$25.00
Verley, Alannah	Scarborough	09-19-22	\$13.42
Ferguson, Tyler	Professional Tutor	09-19-22	\$25.00

D2. **Employment Recommendations (continued)**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Clinical, Part-Time, per hour			
Peterson, Alyssa	Adjunct Surgical Tech	08-29-22	\$34.00/\$46.00
Adjunct Instructor, non-clinical, per semester			
Adamson, Heather	English	08-22-22	\$5,342.40
Allenstein, Keith	Law Enforcement	08-22-22	\$2,830.20
Atkins, Melissa	Early Childhood	08-22-22	\$2,671.20
Baker, Shelly	Business	08-22-22	\$5,660.40
Barrow, Nathan	English	08-22-22	\$8,013.60
Blok, Kelly	Computer Technology	08-22-22	\$2,671.20
Borgen, Cory	Turf Management	08-22-22	\$1,643.00
Breitling, Rodney	Land Survey Science	08-22-22	\$11,660.00
Byall, Jennifer	Mathematics	08-22-22	\$8,013.60
Carlson, Elizabeth	Business	08-22-22	\$5,342.40
Cavin, Georgina	Business	08-22-22	\$9,434.00
Cruse, Laura	English	08-22-22	\$2,671.20
Daugaard, Darwin	Chemistry	08-22-22	\$3,561.60
Daugherty, Catherine	Agribusiness	08-22-22	\$2,464.50
Davis, Chris	Accounting	08-22-22	\$3,561.60
Ekstrum, Jacqueline	Anatomy	08-22-22	\$11,320.80
Erickson, Tami	Computer Technology	08-22-22	\$2,671.20
Eubanks, Katelyn	Computer Technology	08-22-22	\$2,464.50
Flinn, William	Computer Technology	08-22-22	\$3,561.60
French, Thomas	Computer Technology	08-22-22	\$3,819.00
Frohwein, Jeffrey	Business	08-22-22	\$10,684.80
Garcia, Joshua	Automotive Technology	08-22-22	\$2,176.00
Heckenlaible, Justin	Computer Technology	08-22-22	\$5,342.40
Heppler, Jeffrey	Horticulture	08-22-22	\$3,819.00
Horan, Steven	Accounting	08-22-22	\$3,561.60
Hunking, Debra	English	08-22-22	\$11,320.80
Impecoven, Sarah	Mathematics	08-22-22	\$8,013.60
Ivarsen, McCade	Media	09-26-22	\$890.00
Jones, Suzanne	Early Childhood	08-22-22	\$5,342.40
Judeh, Huda	Computer Technology	08-22-22	\$6,232.80
Kreckel, Darrell	Computer Technology	08-22-22	\$2,671.20
Kreider, Edward	Veterinary Technology	08-22-22	\$5,660.40
Lang, Jeffry	Land Survey Science	08-22-22	\$1,780.80
Larsen, Kristin	Mathematics	08-22-22	\$2,671.20
Lindell, Mark	Communications	08-22-22	\$8,013.60
Lothrop, LeAnn	Computer Technology	08-22-22	\$5,342.40
Martinson, Chadwick	Land Survey Science	08-22-22	\$2,671.20
McGee, Patricia	Business	08-22-22	\$5,660.40
McManus, Stacy	Business	08-22-22	\$11,320.80
Mekelburg, Erin	Business	08-22-22	\$8,013.60
Melroe, Shelby	Psychology	08-22-22	\$10,684.80
Moody, Kristi	Business	08-22-22	\$4,929.00
Morris, Brandon	Computer Technology	08-22-22	\$2,671.20

D2. **Employment Recommendations (continued)**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Adjunct Instructor, non-clinical, per semester			
Morris, Roger	Computer Technology	08-22-22	\$2,671.20
Olson, Julie	Physics	08-22-22	\$2,671.20
Pepper, Merrel	Computer Technology	08-22-22	\$3,561.60
Perkins-Hicks, Debra	Natural Sciences	08-22-22	\$11,320.80
Peters, Dennis	Business	08-22-22	\$2,671.20
Pierce, Steven	Media	08-22-22	\$5,342.40
Reimnitz, Laura	Veterinary Technology	08-22-22	\$9,281.00
Rose, Jean	Business	08-22-22	\$5,660.40
Schoenfelder, Tonya	Law Enforcement	08-22-22	\$4,352.00
Sharif, Mohamed	Computer Technology	08-22-22	\$1,780.80
Stubbe, Scott	Computer Technology	08-22-22	\$4,929.00
Swezey, James	Psychology	08-22-22	\$2,671.20
Talcott, Roberta	Business	08-22-22	\$2,830.20
Traylor, Michael	Computer Technology	08-22-22	\$3,286.00
VanOverbeke, Jeffrey	Speech	08-22-22	\$2,671.20
VandeKamp, Sara	Computer Technology	08-22-22	\$2,830.20
Vettrus, Jill	Mathematics	08-22-22	\$2,671.20
Wadhwa, Anju	Computer Technology	08-22-22	\$5,342.40
Ward, Thomas	Sociology	08-22-22	\$2,671.20
Weihe, Kimberly	Marketing	08-22-22	\$2,671.20
Wellnitz, Kristin	Psychology	08-22-22	\$2,671.20
Williams, Brian	Marketing	08-22-22	\$2,671.20
Wolff, Dana	Accounting	08-22-22	\$3,561.60
Adjunct Instructor, Clinical, per semester			
Aamold, Rachel	Nursing	08-22-22	\$2,464.50
Beekman, Sovanna	Health	08-22-22	\$3,286.00
Carlson, Rebecca	Dental	08-22-22	\$4,929.00
Dye, Kailey	Nursing	08-22-22	\$2,464.50
Entringer, Stephanie	Nursing	08-22-22	\$890.40
Erdman, Corliss	Nursing	08-22-22	\$4,929.00
Haase, Tori	Nursing	08-22-22	\$1,088.00
Hanson, Mylynn	Health	08-22-22	\$8,904.00
Kibbe, Andrew	Health	08-22-22	\$8,013.60
Klinger, Brittany	Nursing	08-22-22	\$2,464.50
Saeger, Amanda	Health	08-22-22	\$5,660.40
Schwartz, Colette	Nursing	08-22-22	\$890.40
Smith, Ashley	Nursing	08-22-22	\$2,464.50
Stueven, Rebecca	Nursing	08-22-22	\$9,858.00
Tschetter, Lisa	Nursing	08-22-22	\$2,464.50
Wagaman, Chelsea	Health	08-22-22	\$1,643.00
Weber, Jessica	Pharmacy Tech	08-22-22	\$5,342.40

D2. **Employment Recommendations (continued)**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Employee Stipend, Fall 2022			
McManus, Stacy	Business	08-22-22	\$1,000.00
Breitling, Rodney	Land Survey Science	08-22-22	\$13,340.01
Overby, Jennifer	CPR	08-22-22	\$3,072.00
Haynes, Matthew	Habitat Build Coordination	08-22-22	\$2,500.00
Employee Contract, full-time, per hour			
Welch, John	Custodian 12 month, 1.0 FTE Level I, Step 1	08-30-22	\$16.43/\$16.93
Zillgitt, Emily	Admissions Assistant 12 month, 1.0 FTE Level K, Step 1	10-03-22	\$19.22

D3. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Hemmingson, Kayla	Academic Admin Asst. Full-time \$20.91/hour	Academic Admin Asst. Part-time \$20.91/hour	09-01-22
Ware, Brian	CDL Instructor 12 month, 1.0 FTE Level 7, Step 16 \$28.37/hour	CDL Instructor 226 day, 1.0 FTE Level 2, Step 10 \$64,644.03 207 days prorated	09-01-22
DeHaai, Sarah	Adjunct Nursing Part-time \$25.50/hour	Nursing Instructor Full-time 206 day, 1.0 FTE Level 4, Step 10 \$62,217.35 185 days prorated	09-26-22

D4. **Amendment**

Amending 206-Day faculty, full-time, annual salary adopted on August 8, 2022 by deleting the incorrect 210-Day salary and inserting the corrected annual salary below:

Berry, Vincent	Plumbing	09-01-22	\$64,331.00
Board, Natalie	Nursing	09-01-22	\$76,703.00
Borgen, Cory	Sports Turf Mgmt	09-01-22	\$74,228.00
Howard, Dennis	Welding	09-01-22	\$69,280.00
Jensen, Marcia	Dental Assisting	09-01-22	\$69,280.00
Keyes, Jennifer	AEL Program Director	09-01-22	\$69,280.00
Miller, Richard	Law Enforcement	09-01-22	\$66,805.00
Otto, Josette	Surg Tech Director	09-01-22	\$65,228.00
Penning, Jolene	Medical Assisting	09-01-22	\$71,753.00
Pepper, Dustin	Nursing	09-01-22	\$74,891.00
Pottratz, Jennifer	Nursing	09-01-22	\$75,436.00
Schwartz, Colette	Nursing	09-01-22	\$74,228.00
Stoltenburg, Nathan	Construction Mgmt	09-01-22	\$66,805.00

Action ST00668

Law Enforcement Instructors Skip Miller and Keith Gries provided the Academic Program Update Report (see MRF #ST498). Students in the Law Enforcement program learn the foundational components of accident investigation, constitutional and criminal law, juvenile justice, report writing, traffic regulation, firearms training, emergency vehicle operation, and use of force and pressure point control tactics. After completing the Law Enforcement Science program, students have the opportunity to receive law enforcement certification through a reciprocity exam administered by the South Dakota law Enforcement Standards and Training Commission.

Following general discussion, a motion was made by Nan Baker and seconded by Carly Reiter, five (5) votes “yes” on roll call **acknowledging the Academic Program Update – Law Enforcement Report.**

Action ST00669

Academic Resource Coordinator Julie Westerman provided the Academic Resource Center Update Report. (see MRF #ST499). Fall Semester 2022 ARC highlights included Increased tutoring in the Academic Resource Center, Increased quality and quantity of tutors and tutoring subjects, Agency Tutoring: study tables around campus, Distance/Online tutoring, Vet Tech Model: Facilitating Study Groups and Building Supports.

Following general discussion, a motion was made by Cynthia Mickelson and seconded by Nan Baker, five (5) votes “yes” on roll call **acknowledging the Academic Resource Center Update Report.**

Action ST00670

Associate Vice President for Institutional Effectiveness Academic Affairs Fenecia Homan provided the HLC Reaccreditation Preparation Report. (see MRF #ST500). The Higher Learning Commission (HLC) is the institutional accrediting body for Southeast Technical College. Reaccreditation occurs every 10 years. The process includes submission of an assurance argument, a quality initiative project, a federal compliance review, and a site visit. The site visit led by a team of peer reviewers will be April 17-18, 2023. An update on the progress and the preparations will be provided. Two specific initiatives, Mission Possible and Institutional Excellence Days, were highlighted.

Following general discussion, a motion was made by Marc Murren and seconded by Carly Reiter, five (5) votes “yes” on roll call **acknowledging the HLC Reaccreditation Preparation Report.**

Action ST00671

President Bob Griggs provided the STC Strategic Plan Vision 2025 Report. (see MRF #ST501) For the past year, Southeast Tech has worked to develop a comprehensive new strategic plan, "Vision 2025," to help guide the campus forward for the next three years. The core of Vision 2025 is comprised of six strategic priorities that were developed through a data-gathering process that included listening sessions, surveys, and focus groups of Southeast Tech students, staff, faculty, alumni, industry partners, and community members. Their insight and experiences provided important perspectives and helped inform the structure and content of the new plan.

The planning effort was facilitated through a Strategic Planning Steering Committee comprised of members of our campus community and industry leaders. Strategic Priority Workgroups comprised of faculty, staff, students, and community volunteers also contributed to this effort by shaping the goals and tactics that comprise this action oriented plan. The six main strategic priorities outlined in the plan include:

- Ensure Academic Excellence
- Increase Access
- Improve Employee/Campus Culture
- Grow Partnerships
- Enhance Marketing and Awareness
- Advance Student Support

Our Mission – To educate individuals for dynamic and rewarding careers that promote lifetime success and meet the workforce needs of our region.

Our Vision – Educational excellence for tomorrow's workforce.

Following general discussion, a motion was made by Nan Baker and seconded by Cynthia Mickelson five (5) votes "yes" on roll call **approving the new Strategic Plan, "Vision 2025"**.

Action ST00672

President Bob Griggs provided the STC Strategic Plan Vision 2025 Report including reaffirmation of the mission and vision statements. (see MRF #ST501) Our Mission – To educate individuals for dynamic and rewarding careers that promote lifetime success and meet the workforce needs of our region. Our Vision – Educational excellence for tomorrow's workforce.

Following general discussion, a motion was made by Nan Baker and seconded by Cynthia Mickelson and seconded by Carly Reiter five (5) votes "yes" on roll call **reaffirming the STC mission and vision statements**.

Action ST00673

President Bob Griggs provided CM-R Approval Report. (see MRF #ST502) Over the past eight weeks, Southeast Technical College (STC) has been engaged in the Request for Proposal (RFP) process for CM-R services for the renovation of the Zeal Building to create a Health Sciences Clinical Simulation Center for STC healthcare programs. On August 10, 2022, Southeast Tech issued the RFP, by sending out the RFP to area construction firms. The proposals were due on

August 31, 2022. Southeast Tech received two responses to the RFP proposal. A review committee evaluated the proposals on the following items: Project Approach: Both Pre-construction services and Construction services, Construction Manager at Risk experience, Schedule and Plan, Fee Proposals: Pre-Construction services, Construction Phase CM-R Fees and General Condition staffing levels/costs.

Both responding firms showed the necessary qualifications to act as the CM-R and oversee the construction of the renovation of the Zeal Building. After a thorough evaluation of all stated criteria, Henry Carlson Construction emerged as the leading team for the project. Henry Carlson's proposal not only provided a high level of expertise needed to complete the project, they also presented the lowest cost proposal. The review committee believes Henry Carlson will provide the highest level of overall value for the project. The proposal includes all required pre-construction and construction services required for the project. The fee for their work will be based on a lump sum fee of \$25,000 for the pre-construction services, 4.8% of the construction costs for CM-R services (construction cost estimate of \$4.5 million for a projected fee of \$216,000), construction phase staffing of \$248,682, and General Conditions staffing levels and associated costs of approximately \$139,000. The estimated total cost for these services is \$628,682. This fee structure is in line with Southeast Tech's project estimate.

Following general discussion, a motion was made by Marc Murren and seconded by Cynthia Mickelson five (5) votes "yes" on roll call **acknowledging results of the RFP process and authorizing the STC President to enter into a contract with Henry Carlson Construction for Construction Manager at Risk services for the renovation of the Zeal Building.**

Action ST00674

On motion by Carly Reiter and seconded by Nan Baker, five (5) votes "yes" on roll call, the School Board **adjourned** at 5:01 p.m.

KATE SERENBETZ
Presiding Officer

TODD VIK
Business Manager



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

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

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 1. Vendors for Welders
 - B. Authorizations and Ratifications
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 3. Amendment to Previous School Board Actions
 - C. Approval of Consolidated Report of Trust and Agency Funds
 - D. Approval of Vice President of Finance and Operations Report
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 - A. Academic Program Update – Community Health Worker
 - B. Accessibility Services Update
 - C. Quality Initiative Update
10. Adjournment

1. Approval of Contracts**Robert Griggs 367-7485**

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

Item	Contract Number	Contractor	Project	Cost
a.	23-023STC,BV	WGU Labs	CBE training, mentoring and education services	\$45,000

2. Disposal of School District Property**Rich Kluin 367-5692**

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.	Lathe (Asset 6797)	STC	Kevin Shotkoski David Heald Dustin Kremer	\$0	2023-ST004
b.	Milling/Drill Press (Asset 6844)	STC	Kevin Shotkoski David Heald Dustin Kremer	\$0	2023-ST004

3. Amendment of Previous School Board Actions**Vicki Oswald 367-8355**

- A. Amending Action ST00667, adopted October 5, 2022, by adding the following which was invertedly left out of the minutes.

Acknowledging the administration's report of the **study of bids** which have been received during the prior 30 days and were opened, read and tabulated in the Central Services Center – Purchasing Department and approving the bids of the lowest responsible bidders in accordance with the tabulated lists of contract awards that have been placed on file for reference purposes, as follows:

1. Rejecting all bids for (see PD#3389 and FY23 Legal Publication #5) because the amount bid is over budget allocation (see MRF #ST495 and Contract 23-020), and

upon execution, the contract(s) will be entered into and executed for, and on behalf of the District by the Business Manager and the President of the School Board, and thereupon, the bid security, if any, now on deposit with the Purchasing Supervisor of the District, be surrendered, all in accordance with Policy/Regulation DJ.

- B. Amending Action ST00646A.1., adopted July 11, 2022, by deleting the legal Publication Number 1 and inserting Legal Publication Number 15.
- C. Amending Action ST00667A2.I. deleting the purchase order of S2302305 and inserting S2302413.

1. Approval of Contracts**Robert Griggs 367-7485**

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

Item	Contract Number	Contractor	Project	Cost
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upon execution, the contract(s) will be entered into and executed for, and on behalf of the District by the Business Manager and the President of the School Board, and thereupon, the bid security, if any, now on deposit with the Purchasing Supervisor of the District, be surrendered, all in accordance with Policy/Regulation DJ.

- B. Amending Action ST00646A.1., adopted July 11, 2022, by deleting the legal Publication Number 1 and inserting Legal Publication Number 15.
- C. Amending Action ST00667A2.I. deleting the purchase order of S2302305 and inserting S2302413.

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

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/2022	Received to date	Disbursed to date	Balance 9/30/2022
STI Bookstore	\$ 34,414.43	\$ 179.71	\$ 300.00	\$ 34,294.14
STI EFT	\$ 292,470.45	\$ 2,662,462.37	\$ 398,701.23	\$ 2,556,231.59
STI Tuition & Fees	\$ 2,117,830.91	\$ 12,711,260.31	\$ 9,320,170.72	\$ 5,508,920.50
STI T & A	\$ 128,916.76	\$ 1,911.74	\$ 9,808.54	\$ 121,019.96
STI ACH	\$ 2.16	\$ 0.01	\$ -	\$ 2.17
STI Blue Bucks	\$ 10,171.17	\$ 5,826.32	\$ 312.40	\$ 15,685.09
TOTALS	<u>\$ 2,583,805.88</u>	<u>\$ 15,381,640.46</u>	<u>\$ 9,729,292.89</u>	<u>\$ 8,236,153.45</u>

POST SECONDARY - VOCATIONAL FUND

	FY23 BUDGET	SEP '22 YTD	SEP '22 PERCENT	SEP '21 YTD	SEP '21 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ 6,878,479	\$ 3,652,249	53.10%	\$ 3,342,462	47.03%
Fees	6,515,512	3,136,884	48.14%	3,245,637	48.11%
Corporate Education	252,172	102,200	40.53%	35,700	17.10%
STATE SUPPORT:					
State Aid	9,207,352	1,789,102	19.43%	1,719,068	23.01%
Other State	5,152,900	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	839,766	(219,199)	-26.10%	-	0.00%
ABE	256,100	-	0.00%	-	0.00%
Other Federal	2,703,930	6,016	0.22%	8,209	0.80%
LOCAL SUPPORT:					
Grants/Donations	4,750,000	39,263	0.83%	-	0.00%
Other Local	1,202,966	622,566	51.75%	585,554	48.12%
TOTAL REVENUES:	\$ 37,759,177	9,129,080	24.18%	\$ 8,936,631	34.20%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ 1,100,191	\$ 275,048	25.00%	\$ 256,033	25.00%
Instructional	6,236,250	1,446,506	23.20%	1,287,442	22.75%
Support	5,297,402	1,233,581	23.29%	1,082,906	23.05%
WAGES - OTHER:					
Early Retirement	-	-	#DIV/0!	-	0.00%
Instructional - Other	1,086,350	230,349	21.20%	184,200	18.90%
Support - Other	256,450	34,362	13.40%	35,655	13.26%
BENEFITS:					
Insurance - Dental	130,434	29,765	22.82%	27,879	22.69%
Insurance - Medical	2,227,209	488,731	21.94%	462,148	21.74%
Insurance - Other	60,613	26,814	44.24%	17,785	101.38%
Retirement	1,831,995	412,753	22.53%	362,848	21.98%
SERVICES:					
Advertising	381,000	75,435	19.80%	63,094	16.52%
Legal	50,000	2,941	5.88%	8,716	14.53%
Maintenance/Repair	208,350	73,191	35.13%	82,644	28.26%
Postage	122,100	4,163	3.41%	21,310	18.73%
Printing/Publishing	119,450	25,628	21.46%	20,880	16.47%
Professional/Technical	1,269,456	162,263	12.78%	140,099	15.84%
Property	197,000	199,207	101.12%	144,905	105.77%
Rentals	68,170	45,265	66.40%	4,765	8.89%
Software Upgrades	792,650	343,224	43.30%	196,628	43.51%
Travel	146,170	14,263	9.76%	11,333	6.24%
Utilities	711,492	116,599	16.39%	108,033	19.08%
SUPPLIES:					
Equipment - Noncapital	208,739	242,416	116.13%	14,039	5.62%
Food	83,575	32,714	39.14%	16,651	18.57%
Instructional Supplies	587,774	128,563	21.87%	142,280	24.41%
Other	370,700	78,958	21.30%	57,950	14.48%
Resale	568,623	411,096	72.30%	489,703	71.93%
Software	123,325	67,601	54.82%	180,191	43.56%
OTHER:					
Bad Debt	135,000	(1)	0.00%	(182,601)	-101.44%
Dues/Fees	435,960	63,381	14.54%	61,890	14.56%
Liability Insurance	115,000	119,927	104.28%	103,688	95.13%
Miscellaneous	134,000	1,094	0.82%	(450)	-0.27%
SUBTOTAL - OPERATING:	\$ 25,055,428	\$ 6,385,836	25.49%	\$ 5,402,644	23.37%
EQUIPMENT:					
Building Improvements	\$ 5,501,390	\$ 42,726	0.78%	\$ 788	0.09%
Equipment	7,532,833	294,016	3.90%	37,684	2.03%
Information Technology	88,000	28,056	31.88%	-	#DIV/0!
Land Improvements	301,526	3,876	1.29%	-	0.00%
SUBTOTAL - CAPITAL:	\$ 13,423,749	\$ 368,674	2.75%	\$ 38,472	1.30%
TOTAL EXPENDITURES:	\$ 38,479,177	6,754,511	17.55%	\$ 5,441,116	20.86%
REVENUE OVER (UNDER) EXPENSE:	\$ (720,000)	\$ 2,374,570		\$ 3,495,515	
BEGINNING FUND BALANCE:		4,491,170			
ENDING FUND BALANCE:		\$ 6,865,740			

POST SECONDARY - BOOKSTORE

	<u>FY23 BUDGET</u>	<u>SEP '22 YTD</u>	<u>SEP '22 PERCENT</u>	<u>SEP '21 YTD</u>	<u>SEP '21 PERCENT</u>
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	1,606,000	905,277	56.37%	775,131	48.26%
TOTAL REVENUES:	\$ 1,606,000	\$ 905,277	56.37%	\$ 775,131	48.26%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	155,601	40,015	25.72%	28,428	26.19%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	8,494	33.98%	5,509	12.24%
BENEFITS:					
Insurance - Dental	1,869	361	19.31%	345	24.99%
Insurance - Medical	30,980	6,579	21.24%	6,059	25.00%
Insurance - Other	858	573	66.77%	212	9.52%
Retirement	20,949	5,690	27.16%	3,975	24.52%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	22,000	9,372	42.60%	10,813	43.25%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	-	-	0.00%	-	0.00%
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	-	-	0.00%	-	0.00%
Food	100	-	0.00%	49	24.75%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	-	-	0.00%	-	0.00%
Resale	1,250,000	581,999	46.56%	544,246	42.35%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	(167)	100.00%	929	100.00%
Dues/Fees	80,000	4,360	5.45%	21,745	30.20%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	2,000	-	0.00%	-	0.00%
Depreciation	10,372	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 1,603,729	\$ 657,275	40.98%	\$ 622,312	38.80%
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:	\$ 1,603,729	\$ 657,275	40.98%	\$ 622,312	38.80%
REVENUE OVER (UNDER) EXPENSE:	\$ 2,271	\$ 248,001		\$ 152,819	
BEGINNING FUND BALANCE:		2,046,707			
ENDING FUND BALANCE:		\$ 2,294,708			

POST SECONDARY - FOOD SERVICE

	FY23 BUDGET	SEP '22 YTD	SEP '22 PERCENT	SEP '21 YTD	SEP '21 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	32,267	8.17%	23,856	6.04%
TOTAL REVENUES:	\$ 395,000	\$ 32,267	8.17%	\$ 23,856	6.04%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	91,806	22,946	24.99%	21,417	24.96%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	46,540	8,533	18.33%	7,407	11.39%
BENEFITS:					
Insurance - Dental	1,019	255	25.00%	244	25.00%
Insurance - Medical	18,594	4,646	24.99%	4,427	25.00%
Insurance - Other	779	1,918	246.17%	253	3.37%
Retirement	15,759	3,696	23.45%	3,406	21.44%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	6,000	4,116	68.61%	813	13.55%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	500	-	0.00%	-	0.00%
Professional/Technical	1,500	100	6.67%	(1,150)	-76.67%
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	-	-	0.00%	815	100.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	15,000	1,804	12.03%	2,740	13.70%
Resale	175,000	31,397	17.94%	26,227	14.99%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	5,000	254	5.08%	328	4.69%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	22,170	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 399,667	\$ 79,665	19.93%	\$ 66,926	15.77%
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:	\$ 399,667	\$ 79,665	19.93%	\$ 66,926	15.77%
REVENUE OVER (UNDER) EXPENSE:	\$ (4,667)	\$ (47,398)		\$ (43,070)	
BEGINNING FUND BALANCE:		162,167			
ENDING FUND BALANCE:		\$ 114,768			

POST SECONDARY - CHILDCARE

	FY23 BUDGET	SEP '22 YTD	SEP '22 PERCENT	SEP '21 YTD	SEP '21 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	72,423	-	0.00%	29,700	#DIV/0!
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	289,000	88,621	30.66%	30,963	9.44%
TOTAL REVENUES:	\$ 361,423	\$ 88,621	24.52%	\$ 60,663	18.49%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	200,102	41,666	20.82%	38,548	20.72%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	21,570	7,184	33.30%	2,643	5.87%
BENEFITS:					
Insurance - Dental	3,438	604	17.57%	578	15.46%
Insurance - Medical	74,015	11,102	15.00%	8,450	14.68%
Insurance - Other	2,201	697	31.65%	675	57.58%
Retirement	26,060	5,695	21.85%	5,066	18.43%
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	57	11.88%	-	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	3,200	650	20.31%	-	0.00%
Food	500	15	3.00%	-	0.00%
Instructional Supplies	-	336	100.00%	2,753	#DIV/0!
Other	6,000	50	0.83%	-	0.00%
Resale	-	-	0.00%	-	0.00%
Software	450	150	33.33%	-	0.00%
OTHER:					
Bad Debt	5,000	1,301	26.03%	(94)	-1.88%
Dues/Fees	500	-	0.00%	-	0.00%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	3,000	-	0.00%	-	0.00%
Depreciation	343	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 347,859	\$ 69,508	19.98%	\$ 58,619	17.32%
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:	\$ 347,859	\$ 69,508	19.98%	\$ 58,619	17.32%
REVENUE OVER (UNDER) EXPENSE:	\$ 13,564	\$ 19,113		\$ 2,044	
BEGINNING FUND BALANCE:		(63,869)			
ENDING FUND BALANCE:		\$ (44,756)			

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

	#23 Post Secondary Vocational Fund	#52 Bookstore Enterprise Fund	#53 Food Service Enterprise Fund	#54 Child Care Enterprise Fund
Cash Balance August 31, 2022	\$ (2,431,226.21)	\$ 860,750.70	\$ (32,893.72)	\$ 121,760.07
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	6,448,914.72	-	-	-
Sales of Goods/Services	599,006.18	863,766.92	18,961.25	23,685.79
Other Sources	146,523.11	4,452.27	-	-
State Sources:	1,789,102.00	-	-	-
Federal Sources:	2,199,822.25	-	-	-
Expenditures:				
Personnel	(1,473,012.52)	(26,087.26)	(17,716.83)	(31,192.63)
Services	(323,959.46)	(8,455.48)	(1,840.29)	-
Supplies	(236,860.78)	(360,959.26)	(12,760.07)	(198.81)
Capital	(277,347.93)	-	-	-
Other	(11,293.93)	(2,702.88)	(73.13)	-
Transfers	-	-	-	-
(Increase)/Decrease in Assets	(5,903,612.82)	(397,796.44)	11,062.84	54,328.07
Increase/(Decrease) in Liabilities	-	-	-	-
Net Cash Provided By (Used In) Operating Activities:	\$ 2,957,280.82	\$ 72,217.87	\$ (2,366.23)	\$ 46,622.42
Cash Balance September 30, 2022	<u>\$ 526,054.61</u>	<u>\$ 932,968.57</u>	<u>\$ (35,259.95)</u>	<u>\$ 168,382.49</u>
Cash Balance June 30, 2022	\$ 3,589,752.13	\$ 1,232,875.78	\$ 18,361.39	\$ 163,236.80
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	6,891,332.63	-	-	-
Sales of Goods/Services	599,106.18	905,054.21	32,266.56	35,621.33
Other Sources	62,722.87	222.52	-	52,999.38
State Sources:	1,789,102.00	-	-	-
Federal Sources:	(213,183.34)	-	-	-
Expenditures:				
Personnel	(4,177,908.92)	(61,711.16)	(41,993.81)	(66,947.82)
Services	(1,062,180.25)	(9,372.20)	(4,216.38)	(57.00)
Supplies	(961,346.53)	(581,998.85)	(33,200.62)	(1,201.44)
Capital	(368,674.43)	-	-	-
Other	(184,400.43)	(4,193.08)	(254.13)	(1,301.25)
Audit	-	-	-	-
(Increase)/Decrease in Assets	(3,001,420.79)	(434,860.84)	(411.91)	(4,586.93)
Increase/(Decrease) in Liabilities	(2,436,846.51)	(113,047.81)	(5,811.05)	(9,380.58)
Net Cash Provided By (Used In) Operating Activities:	\$ (3,063,697.52)	\$ (299,907.21)	\$ (53,621.34)	\$ 5,145.69
Cash Balance September 30, 2022	<u>\$ 526,054.61</u>	<u>\$ 932,968.57</u>	<u>\$ (35,259.95)</u>	<u>\$ 168,382.49</u>

Rich Kluin
Prepared by

10/25/2022
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>
Student Help, part-time, per hour		
Katzer, Brooke	Scarborough	05-05-22
Katzer, Bailey	Scarborough	05-05-22
Other Help, part-time, per hour		
Fechner, Connie	Food Service	09-30-22
Instructor, non-clinical, part-time, per hour		
Atkins, Bret	CDL	10-01-22
Konechne, Terrance	Veterinary Technology	10-13-22

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Other Help, part-time, per hour			
Finken, Karen	Food Service	10-04-22	\$14.00
Shire, Jamie	Food Service	10-03-22	\$14.00
Employee Contract, full-time, per hour			
Maske, Roger	Custodian 12 month, 1.0 FTE Level I, Step 1	10-04-22	\$16.43/\$16.93

3. **CHANGE OF STATUS**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Atkinson, Alex	Adjunct CDL Part-time \$28.40/hour	CDL Instructor Full-time 226 day, 1.0 FTE Level 4, Step 10 \$62,217.30 185 days prorated	10-01-22

4. **AMENDMENT**

Amending Student Activity Advisors list adopted on August 8, 2022 by adopting the corrected list below:

DELETE

<u>Name</u>	<u>Student Organization</u>	<u>Date</u>	<u>Amount</u>
Fjelland, Lauren	Volleyball	10-01-22	\$1,694.50
Friesz, Ethan	Basketball	10-01-22	\$1,400.00
Landhuis, Carmen	Bowling	07-01-22	\$2,800.00
Merritt, Jason	Student Organization	07-01-22	\$3,286.00
Reisch, Chelsea	Bowling	07-01-22	\$2,800.00
Vos, Daniel	Basketball	07-01-22	\$140.00
Vos, Daniel	Disc Golf	07-01-22	\$280.00

SOUTHEAST TECH PERSONNEL REPORT

WEDNESDAY, NOVEMBER 2, 2022

Weber, Joseph	Volleyball	07-01-22	\$1,694.50
UPDATE STIPEND AMOUNT			
Haynes, Matthew	Student Organization	10-01-22	\$3,286.00
Kassing, Elizabeth	Student Organization	10-01-22	\$3,286.00
Valdez, Martin	Student Club	10-01-22	\$530.00
ADD			
Vis, Ashley	The Circle	10-01-22	\$530.00

Community Health Worker Program Report

Executive Summary

Purpose of Report: To inform the School Board about the Community Health Worker (CHW) Program at Southeast Technical College.

A new Southeast Technical College offering began in Fall 2022, the Community Health Worker certificate, is for certifying Community Health Workers in South Dakota.

The 16-week certification trains a new profession of individuals who will bridge the gap between health care, public health, and social services. The certificate includes six courses ranging from an introduction of the profession, health promotion, behavior changes, documentation, advocacy, medical ethics, community resourcing, first aid, and health navigation. The skills and education learned will aid the new CWH to follow-up with a patient, receiving a care plan from a practitioner, and ensure recommendations are followed, while finding the client's barriers to successfully complete the plan. The course culminates in an internship at the student's workplace, and two other shadowing sites, where the student will be referring clients, when working in the profession.

Administrative Recommendation to School Board: Acknowledge the Community Health Worker Program Report.



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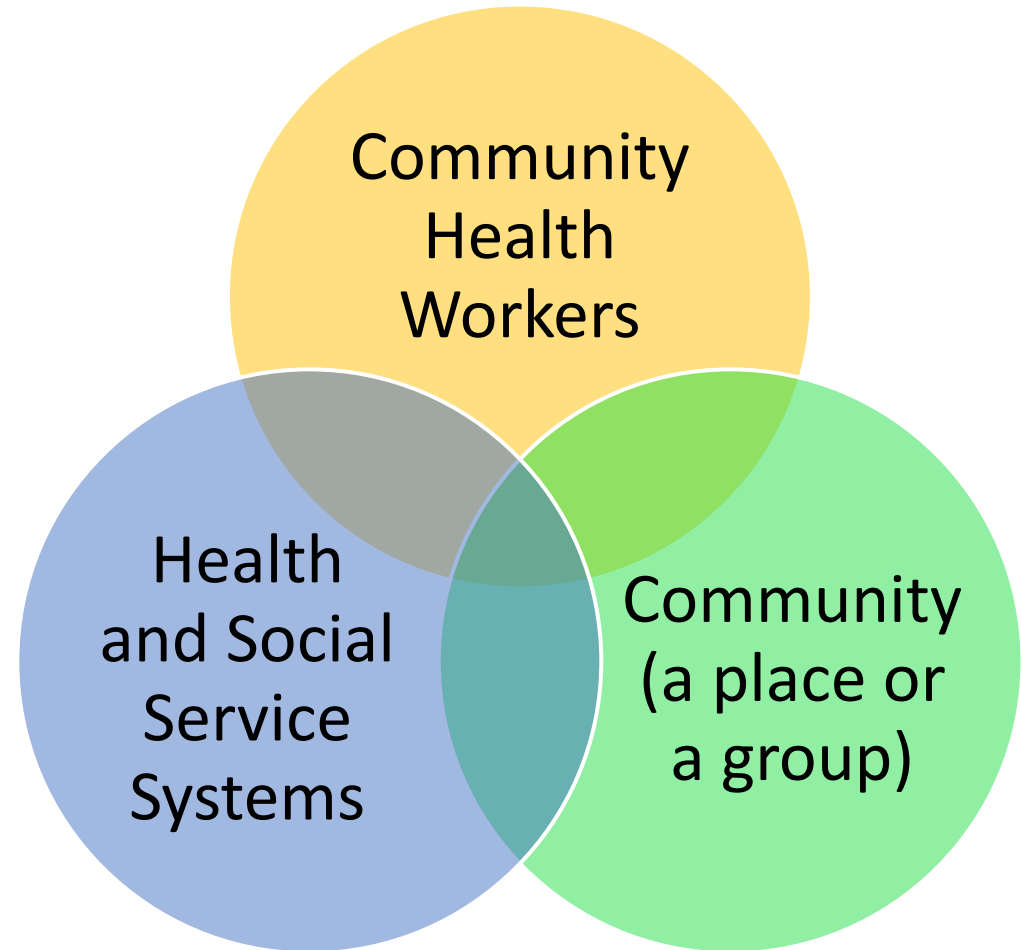
Community Health Worker (CHW) Certificate

Angela Landeen, EdD, CHES, CPH

11-02-2022

What is a CHW?

A Community Health Worker (CHW) is a frontline public health worker who is a trusted member of and has an unusually close understanding of the community served. This trusting relationship enables the worker to serve as a liaison or link between health care, and social services. Facilitating access to needed services and improving the quality and cultural competence of service delivery to reach better health outcomes for their clients and ultimately, the community.



CHW Scope of Work – SD Specific

- **Health system navigation and resource coordination**, including helping a patient find providers to receive a service, helping a patient make an appointment for a service, and helping a patient find other relevant community resources such as a support group.
- **Health promotion and coaching**, including providing information or education to patients that makes positive contributions to their health status, such as cessation of tobacco use, reduction in the misuse of alcohol or drugs, improvement in nutrition, and physical fitness.
- **Health education** to teach or promote methods and measures that have been proven effective in avoiding illness and/or lessening its effects, such as immunizations, control of high blood pressure, control of sexually transmittable disease, prevention and control of diabetes.

CHW Titles in South Dakota

Certificate-Level CHW

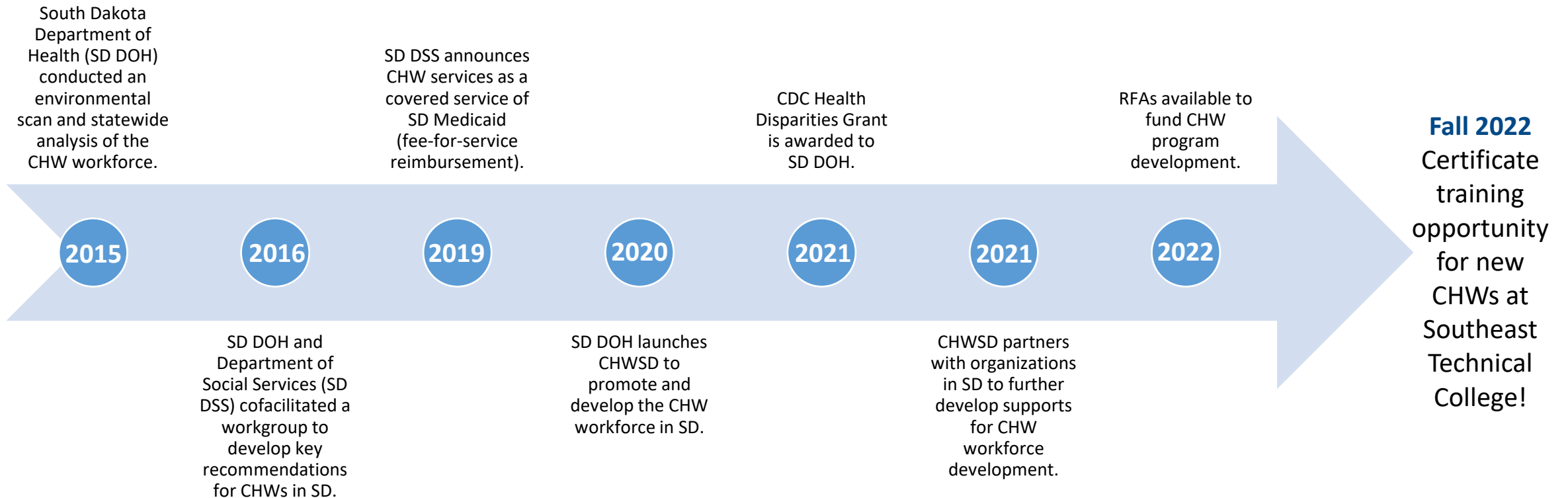
A Certificate Level CHW is an individual who has completed an approved CHW training certificate in South Dakota and works under the APHA definition of a CHW.

In the future, this title will change to Certified CHW, based on Voluntary Certification for SD CHWs, launching Fall 2022.

Community Health Representative (CHR)

A CHR is an individual who has completed an approved CHR training program through Indian Health Service (IHS) and works under the APHA definition of a CHW an the IHS definition of a CHR.

Community Health Worker (CHW) Certificate – Timeline of Inception



Job Outlook and Current CHW/CHR Workforce

Job Outlook

As health care and living costs continue to rise, employers, insurance companies, and governments are looking for ways to both improve the quality of care, and health outcomes while curbing costs.

- One way to do this, is to train and employ CHWs to educate individuals to learn healthier lifestyle habits preventing costly diseases and medical procedures.
 - Community Health Workers help people to understand the risk factors to disease and disability and how to mitigate or abate them.
 - Keeping clients out of the emergency room, or hospital and having a better quality of life.

As of July 1, 2022

Have 168 total CHW and CHR positions established or in-progress

- 84 were already established CHR positions across the 9 tribes of South Dakota
- 84 positions were NEW positions developed through Y1 Health Disparities Grant funding

Of the 84 New Positions

- 51 positions within medical/clinical organizations
- 20 positions within community-based organizations
- 13 are EMS cross-trained positions

Approved Sites in Sioux Falls and Area Ready to Fill Spots for CHWs and CHRs

Sioux Falls

- Avera Behavioral Health Inpatient and Outpatient
- Avera Downtown Clinic
- Avera McKennan Emergency Room
- Avera McKennan OB/GYN
- Avera Sioux Falls “Neighborhood”
- Avera@Home
- Bishop Dudley Hospitality House
- Center for Family Medicine
- Falls Community Health
- Lost & Found
- LSS Arise Youth Center
- LSS Center for New Americans
- Patient Care Logistics
- Sanford Sioux Falls Metro

- South Dakota Urban Indian Health, Sioux Falls
- South Dakota Voices for Peace
- The Teddy Bear Den
- Transformation Project
- Union Gospel Mission
- Volunteers of America Dakotas

Dell Rapids

- Dell Rapids Ambulance

Flandreau

- Flandreau Santee Sioux Tribe CHR Program

Madison

- Inter-Lakes Community Action Partnership Inc.

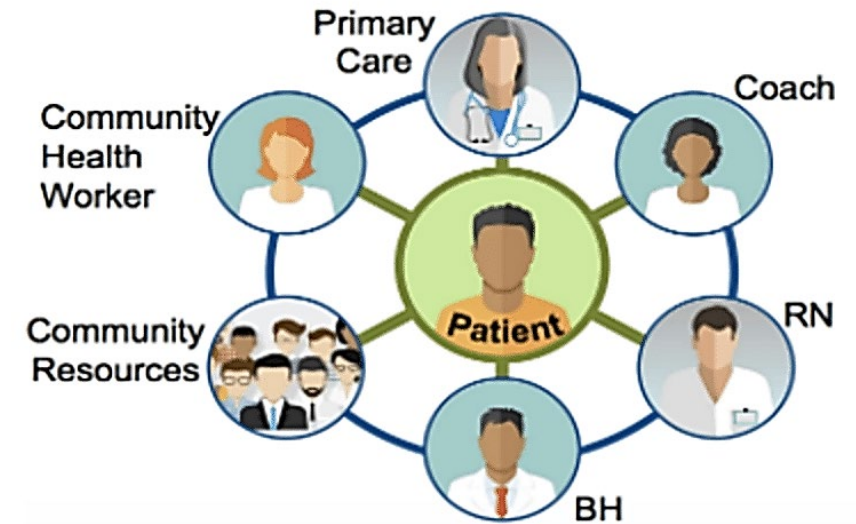
Mitchell

- Sanford Mitchell

Community Health Worker Highlights

Online Certificate Program

- Six courses over one-semester and offered with an accelerated schedule of 8-weeks, 16 Credits
- Inaugural cohort of 17 students started in Fall 2022. Second group to start in Spring 3023.
 - Range in age from mid-20's through mid-50's.
 - From all regions of the state; major health systems, to community-based organizations and programs.
- CHWSD Collaborative and its members are working on state-level certification processes.



Faculty

Angela Landeen – Has 20 years of public health and human services, health education, and post-secondary teaching experience. She holds a Doctorate in Education, Health Professions, is a Certified Health Education Specialist (CHES), and Certified in Public Health (CPH).

Program Courses

[CHW 100 - Community Health Workers Role](#)

Delivers an understanding of the CHW role through the professional competencies and skills needed to engage with state organizations, communities, and individuals.

[CHW 110 - Health Promotion and Coaching](#)

Addresses adult learning styles by delivering training techniques (interactive and traditional) to use in health education. Builds an understanding of behavior change models, health literacy, and communication principles.

[CHW 120 - First Aid Basic for Care in the Community](#)

Instills a basic understanding of pathophysiology and training in basic first aid, breathing emergencies, and physical injuries within different settings.

[CHW 130 - Advocacy, Medical Law, and Ethical Considerations](#)

Examines how advocacy can increase community and organizational understanding of the profession. Instruction on medical policies, ethical confidentiality, and privacy considerations inherent to the position.

[CHW 140 - Care Coordination and System Navigation](#)

Provides a full view of the guidelines for documentation of CHW activities to highlight program outcomes. Project management techniques to improve health navigation through the different public systems are discussed.

[CHW 150 - Internship in Community](#)

Develops an opportunity to showcase the newfound understanding and skills in the student's community.

Questions and Acknowledgement of the Report

Thank you for your time and attention!





southeasttech.edu

Southeast Technical College
Accessibility Services Update
EXECUTIVE SUMMARY

Purpose:

Provide the School Board with an update on Accessibility Services at Southeast Technical College.

Accessibility Services Updates & Future Goals

- Fall 2022 saw an increase in students using Accessibility Services from previous fall semester.
 - Proactive, early contact with students, increased community outreach events, and further efforts at student engagement demonstrated an increase in students signing up for, renewing, and utilizing services.
 - Goals for 2022-2023 focus around identifying procedures that can be made more efficient and effective for students, development of quality institution-wide training, and information on the ADA and accessibility, as well as continuing to create and foster campus and community partnerships, which are all integral components of the Accessibility Services Assessment Plan.
-

Administrative Recommendation to School Board:

To acknowledge the Accessibility Services Update Report.



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Accessibility Services Fall 2022 Update

Nadine Gjerde

Accessibility Services Coordinator

The background of the slide is a photograph of a modern, two-story building with a blue facade and large glass windows. The building has 'SOUTHEAST TECH' written on it in white. In the foreground, there are concrete steps leading up to the building, flanked by tall, dry grasses. The sky is clear and blue.

**SOUTHEAST
TECH**

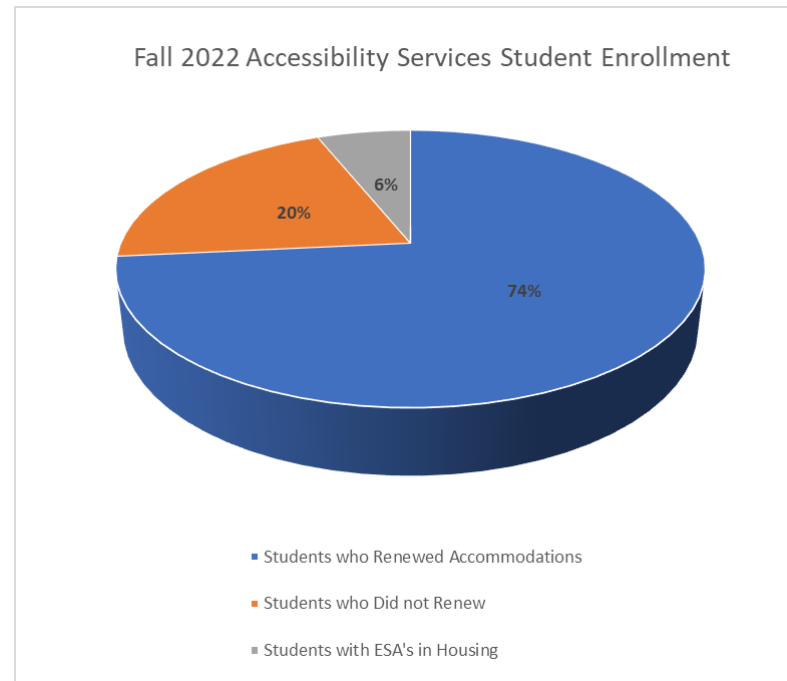
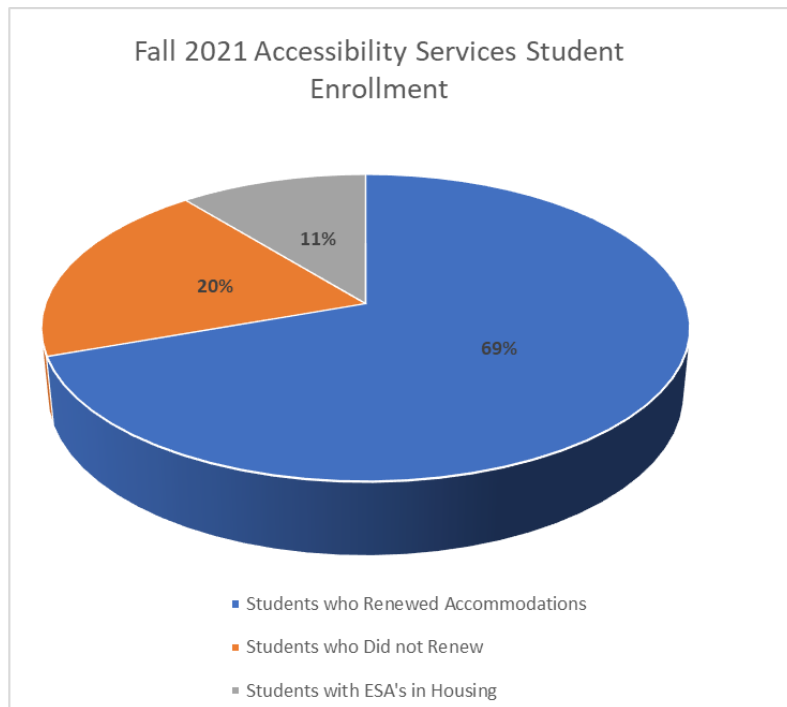
ACCESSIBILITY SERVICES OVERVIEW

- Purpose:
 - To ensure equal access for qualifying students with disabilities to all academic programs and co-curricular activities at Southeast Tech through the provision of reasonable accommodations.
- Two Full-Time Staff
 - Nadine Gjerde—Accessibility Services Coordinator
 - Ashley Vis—Accessibility Services & Enrollment Management Assistant

FALL 2021 VS. 2022 STUDENT NUMBERS

Fall 2021	
Students who Renewed Accommodations	64
Students who Did not Renew	18
Students with ESA's in Housing	10
Total Students Supported	92

Fall 2022	
Students who Renewed Accommodations	72
Students who Did not Renew	20
Students with ESA's in Housing	6
Total Students Supported	99



- 7.6% increase in student registration from FA21 to FA22.
- 7.6% exceeds the assessment plan goal of 5%.

2022 PROGRESS INITIATIVES

- Accessibility Promotional Items



2022 PROGRESS INITIATIVES

- Summer Camps
 - SBVI Transition Week Event (June 15)
 - 15 Blind and Visually Impaired Students from around the state – 1 now attending STC
 - Teachwell Summer Camp (June 28–9)
 - 7 students
 - Discussed college preparation, exploration, and accommodation/accessibility/advocacy information
- Teachwell Strive Student JumpStart (July 19)
 - JumpStart session for 5 new Strive students
- Participated in ARC Tutor Training Program (July 19)
 - Helped train student and professional tutors in working effectively with students with disabilities.

2022-2023 GOALS

- In Progress
 - Survey current Accessibility Services students in November and collect satisfaction data with use of our office.
 - Part of Accessibility Services Assessment Plan
 - Modify ESA documents and send to Marketing for rebranding.
 - Utilize STC Foundation Grant to establish Accessibility Employee Training Program (\$1,500 grant from STC Foundation).
 - Invite two people to campus for Spring 2023 to speak about program technical standards and ADA application to higher education.
- Continue presentations to SSS100 and Gen Ed classrooms.
- Work with Registrar's Office to develop a plan for Priority Registration.

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Quality Initiative Update

Executive Summary

Purpose of Report: To inform the School Board about the progress on the Quality Initiative component of the HLC institutional reaccreditation process.

A Quality Initiative project is a component of the HLC institutional reaccreditation process. Southeast Tech is participating in HLC's Assessment Academy in fulfillment of that project. An update regarding the goals and initiatives of the project, Advancing Student Learning Together, will be shared.

One of the key initiatives of the project is the establishment of Institutional Excellence (IE) Days. Southeast Tech held its first IE Day of the new academic year on Tuesday, October 11th. The day started with a review of the new campus strategic plan, Vision 2025. A newly revised committee structure was also reviewed with employees. A significant part of the day was allocated to providing departments and academic programs assessment plan work time to continue their development of curriculum maps and rubric sharing among areas. Assessment Committee members served as mentors and guides for both academic and non-academic areas in the continuation of their assessment and program outcome work. The day concluded with Minnehaha County Sheriff's Deputy Jim Larson reviewing STC Safety and Security Guidelines.

Administrative Recommendation to School Board: Acknowledge the Quality Initiative update report.



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Quality Initiative Update

November 2022



HLC OPEN PATHWAY REACCREDITATION PIECES

Assurance
Argument

Quality
Initiative

Federal
Compliance
Review

Student
Opinion
Survey

Site Visit by
Peer
Reviewers

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QUALITY INITIATIVE PROJECT: HLC'S ASSESSMENT ACADEMY

Advancing Student Learning Together

**Provide
Ongoing
Training and
Development**

**Facilitate
Campus-wide
Assessment
Engagement
and
Collaboration**

**Develop a Data
Management
Plan and
Supports**

**Implement an
Assessment
Communication
Plan**

ADVANCING STUDENT LEARNING TOGETHER

Provide Ongoing Training and Development

- Facilitate Mission Possible
- Facilitate IE Days
- Facilitate new faculty assessment trainings
- Develop and facilitate intermediate and advanced assessment trainings

ADVANCING STUDENT LEARNING TOGETHER

Facilitate Campus-wide Assessment Engagement and Collaboration

- Define and implement cocurricular outcomes
- Establish goals for committees and workgroups
- Build curriculum maps for all academic programs
- Maximize the Watermark Planning and Self-Study Module
- Facilitate assessment share sessions
- Explore how Success Outcomes could impact student learning for academic programs
- Develop guides and frameworks for sharing and discussing assessment data with stakeholders
- Host data walks

▲ ADVANCING STUDENT LEARNING TOGETHER

Develop a Data Management Plan and Supports

- Develop a data dictionary
- Develop Power BI dashboards

ADVANCING STUDENT LEARNING TOGETHER

Implement an Assessment Communication Plan

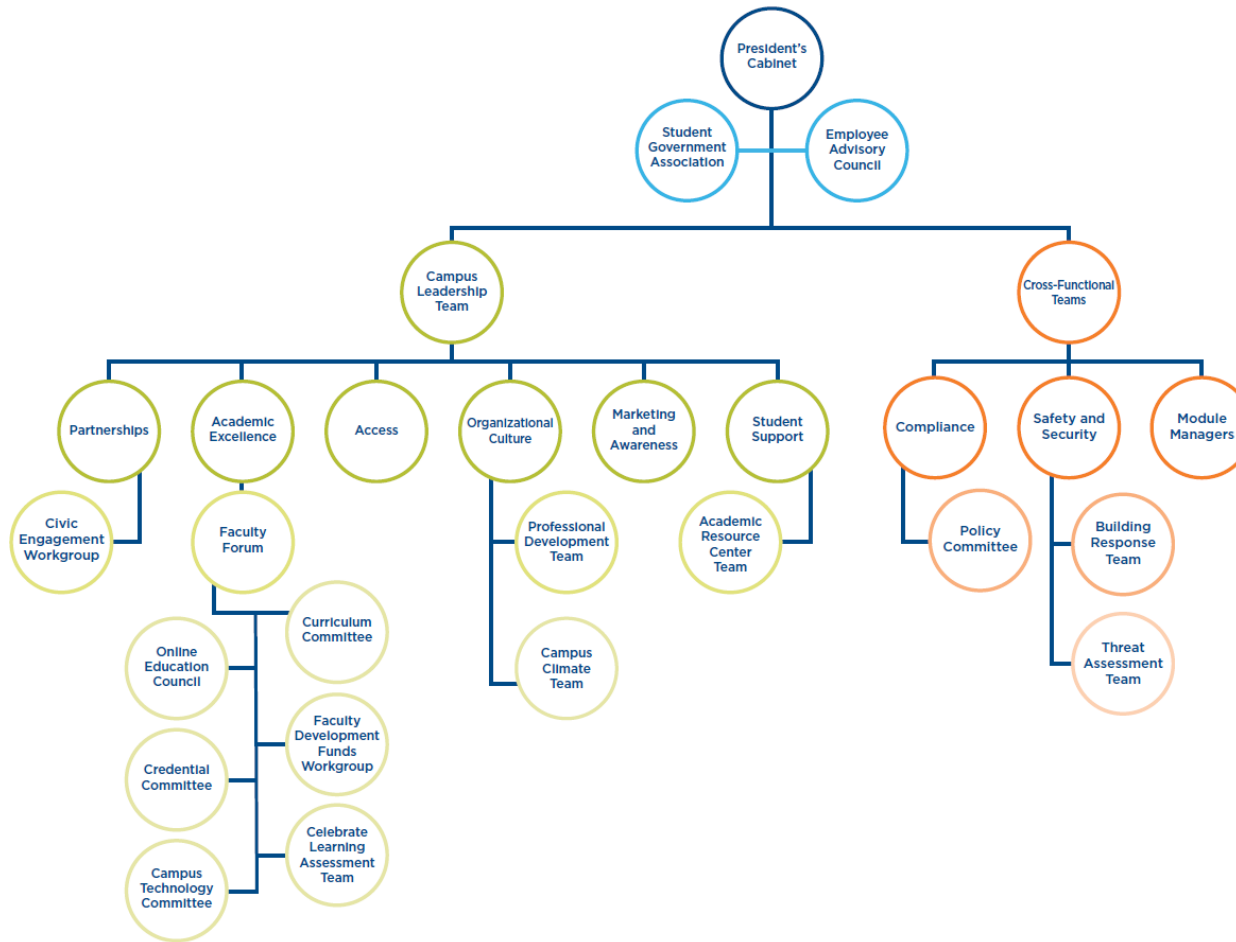
- Invite stakeholders to training opportunities
- Share assessment highlights, updates, and stories at key meetings
- Maintain the Institutional Effectiveness page on myTech
- Develop an annual assessment calendar and corresponding reminders
- Organize the Assessment Academy planning resources through the Microsoft TEAMS group

OCTOBER 12TH IE DAY RECAP

Time	Topic	Location
8:30 – 9:00	Strategic Plan Update <i>Operationalizing: Committee Structure Rollout</i>	HC 257
9:00 – 10:30	Assessment Plan Showcase	HC Assigned Locations
10:30 – 12:00	Department and Program Assessment Plan Work Time <ul style="list-style-type: none"> • Curriculum Map Assistance – HC 257 • Rubric Sharing & Development – HC 240 • Finishing 2021-22 Help – HC 242 • Analyzing Help – HC 255 • Team Time – Open HC Classrooms 	HC Locations
12:00 – 1:00	Lunch – <i>Taco Bar Provided</i>	HUB Commons
1:00 – 1:30	HLC Prep: <i>Where are we at and where are we going?</i>	HC 257
1:30 – 3:30	HLC Prep: Intentional Work Groups Federal Compliance work, Cocurricular, Policies, Civic Engagement (STC Days), Evidence organization for departments and committees, Program Review, Programmatic Accreditation	HC and MC Assigned Locations
3:30 – 4:00	Safety and Security Guidelines	HC 257

- Revised Committee Structure Rollout
- Assessment Plan Showcase
- Assessment Plan Worktime
- HLC Prep: Intentional Work Groups
- Safety and Security Guidelines

REVISIED COMMITTEE STRUCTURE



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