

SIOUX FALLS SCHOOL BOARD
Wednesday, March 1, 2023 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 February 1, 2023
- VI. Approval of Agenda
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval/Ratification of Purchase Orders
 2. Disposal of School District Property
 3. Amending Prior Board Action
 - 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
- IX. Reports of the President
 - A. Academic Program Update - Welding
 - B. Counseling Services
 - C. HLC Update
- X. Review/Revise of STC Policy
BCB/STC, BDC/STC, BDG/STC, BEDG/STC, BG/STC, BI/STC, GB/STC, GBEC/STC, JH/STC
- XI. First Reading of STC Policy
AC/STC, CHD/STC, ECAE/STC
- XII. Adjournment

SCHOOL BOARD MEETING

Wednesday, February 1, 2023

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, February 1, 2023 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 ST00693

A motion was made by Cynthia Mickelson and seconded by Carly Reiter, five (5) votes “yes” on roll call **approving the minutes of a meeting** held on January 9, 2023 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00694

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

* * * * *

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

Action ST00695

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. **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. Sioux Falls Ford for 2023 Electric Vehicle (see PD#3393 and FY Legal Publication #12) be awarded to Sioux Falls Ford for their lowest responsible bid in the amount of \$51,795 (FY23 Post-Secondary Fund) and authorizing the Business Manager to issue

Action ST00695, continued

Wednesday, February 1, 2023

a contract to be executed by Sioux Falls Ford (see MRF #ST518 and Contract 23-030) and,

- 2. Sioux Falls Ford for 2023 Sport Utility Vehicle (see PD#3394 and FY Legal Publication #13) be awarded to Sioux Falls Ford for their lowest responsible bid in the amount of \$35,325 (FY23 Post-Secondary Fund) and authorizing the Business Manager to issue a contract to be executed by Sioux Falls Ford (see MRF #ST519 and Contract 23-031) 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/STC.

B. Approving the Authorizations and Ratifications, as follows:

B1. 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.	ST 23-032, RJG	Sioux Falls Development Foundation	SFSD/STC Healthcare Academy Funding	\$20,000.00

B2. 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 Number	Vendor	Description	Total Cost
a.	S2303451	Matheson Tri-Gas	Welding Kits for Resale	\$25,000.00
b.	S2303404	Famic Technologies	Automation Studio Software - Mechatronics	\$20,341.50

B3. Amendment of Previous School Board Actions

Amending Action ST00636, adopted May 5, 2022, by deleting the Program Assistant Salary Schedule and inserting a revised FY23 salary schedule with an effective date of February 5, 2023.

Program Assistant – Childcare			
Step	X	Y	Z
1	12.63	13.51	14.29
2	12.80	13.67	14.47
3	12.95	13.83	14.65
4	13.10	14.01	14.82
5	13.25	14.17	15.01
6	13.42	14.35	15.19
7	13.59	14.53	15.39
8	13.75	14.71	15.58
9	13.93	14.88	15.77
10	14.09	15.07	15.95
11	14.27	15.25	16.16
12	14.45	15.44	16.35
13	14.63	15.63	16.55
14	14.80	15.82	16.76
15	14.99	16.01	16.96
16	15.17	16.22	17.18

Program Assistant - Childcare			
Step	X	Y	Z
1	16.47	17.47	18.47
2	16.65	17.65	18.65
3	16.83	17.83	18.83
4	17.01	18.01	19.01
5	17.19	18.19	19.19
6	17.37	18.37	19.37
7	17.55	18.55	19.55
8	17.73	18.73	19.73
9	17.91	18.91	19.91
10	18.09	19.09	20.09
11	18.27	19.27	20.27
12	18.45	19.45	20.45
13	18.63	19.63	20.63
14	18.81	19.81	20.81
15	18.99	19.99	20.99
16	19.17	20.17	21.17

- C. Approving the **Consolidated Report of Trust and Agency Funds** of February 1, 2023 and stating for the record that as of December 31, 2022 receipts total \$29,371,216.66 and disbursements total \$27,924,127.65 (MRF #ST520)
- D. Approving the **Vice President of Finance and Operation’s Report** of February 1, 2023 in accordance with the SDCL §13-8-35 (MRF #ST521) and directing that detailed statement of receipts and balances on hand, as of December 31, 2022, be published as part of these minutes, in accordance with SDCL §13-8-3.
- E. Accepting the **Southeast Tech Personnel Report**, as follows:
 - E1. **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:

Name	Location/Position	Effective Date
Student Help, part-time, per hour		
Abbott, Sheridan	Student Success	01-11-23
Employee Contract, full-time, annual		
White Face, Megan	Student Housing	12-22-22
Homan, Fenecia	Associate VP	01-03-23
Wagner, Keith	IT	12-28-22
Hemmingson, Kayla	Academic Affairs	01-03-23

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Instructor, Adjunct, part-time Anderson, Jada	Nursing	01-11-23
Other Help, part-time, per hour Finken, Karen	Food Service	01-06-23
Shire, Jamie	Food Service	01-09-23
Haron, Mikaela	Testing Center	01-12-23

E2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, part-time Emly, Lindsey	Medical Assisting	01-03-23	\$25.50
DeJong, Mackenzie	Medical Assisting	01-03-23	\$25.50
Wantoch, Courtney	Surgical Technology	01-17-23	\$34.00
Mills, Ann	Chemistry	01-23-23	\$25.50
Student Help, part-time, per hour Haak, Cassandra	Scarborough Center	01-03-23	\$12.72
Potter, Katlin	Student Success	01-06-23	\$12.00
Hanekom, Nicole	Student Success	01-17-23	\$12.72
Schutte, Emily	Scarborough Center	01-31-23	\$12.72

E3. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Simonsen, Laura	Food Service Worker 12-month, 1.0 FTE Level 3, Step 9 \$17.05/hour	Asst. Mgr. Food Service 12-month, 1.0 FTE Level 5, Step 9 \$22661.00, prorated	01-08-23

Action ST00696

Instructor Matthew Haynes provided the Academic Program Update – Construction Management Report. (MRF #ST522). Southeast Technical College has reformatted the curriculum for the Construction Management Technology program in the past four years. Through requests from our advisory board in the past years, the CMT program has added more lab credits to our program. This addition of lab credits has not only benefited our graduates in industry but has fostered a sense of pride in our community.

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

Action ST00697

Adult Education and Literacy Program Director Jennifer Keys provided the Adult Education and literacy Program Report. (MRF #ST523). The Adult Education and Literacy Program, located on

the Southeast Tech campus in the Hovland Learning Center, is a government-funded program providing GED preparation, basic skill development (mathematics, reading and writing), and English as a Second Language (ESL) instruction for adult learners. The programs are provided at no cost to the participants. Report highlights include: Programs (GED Preparation, Basic Skill Development, ESL Instruction, Distance Education, Aspire2Tech, Healthcare Bridge Program), Demographics and Performance Statistics, Partnerships, Funding and Staff.

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

Action ST00698

Dean of Curriculum and Instruction Jason Merritt provided the Wings of Valor Veterans Project Report. (MRF #ST524). In September of 2021, Southeast Tech was approached by Captain Paul Weckman. Capt. Weckman oversees veteran and military affairs at Sanford Health and is also on the board of directors of the South Dakota Military Heritage alliance. The alliance had an old wheel chair accessible school bus for some time. The bus was broken down and in pretty bad shape and had not been started in years. Capt. Weckman identified a need for the Wings of Valor Lodge to transport handicapped veterans to and from the hunting areas and the lodge. The Lodge does not have any vehicles with wheel chair lifts for this purpose. Capt. Weckman approached STC with an idea to fix the bus up so that it might be used by Wings of Valor. Over the last year and a half, students from four different programs at STC performed repairs and painted the bus to get it operational to be used by the Wings of Valor. The parts and materials were provided by donations. The completed bus was donated from the Alliance to Wings of Valor on January 18, 2023.

Following general discussion, a motion was made by Cynthia Mickelson and seconded by Carly Reiter, five (5) votes “yes” on roll call **acknowledging the Wings of Valor Bus Project Report.**

Action ST00699

Dean of Curriculum and Instruction Kristin Possehl provided the STC Additional Locations Report. (MRF #ST525). On October 2022, Southeast Tech submitted an Additional Locations request to the Higher Learning Commission (HLC) to add CTE Academy and Harrisburg High School as additional locations. Southeast Tech has received approval from HLC to add CTE Academy and Harrisburg High School as additional locations. The Additional Location designation allows students to complete a full academic program at those locations without having to attend class at Southeast Tech’s main campus.

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

Action ST00700

A motion was made by Carly Reiter and seconded by Cynthia Mickelson five (5) votes “yes” on roll call acknowledging the second reading of **Policy AD/STC – Educational Vision/Southeast Technical College Mission/Core Values, Policy BA/STC – School Board Operational Goals, Policy BB/STC – School Board Legal Status, Policy BBAA/STC Board Member Authority and Responsibilities, Policy BBB/STC – Board Membership – Elections/Appointments,**

Action ST00700, continued

Wednesday, December 7, 2022

Policy BBBE/STC – Unexpired Term Fulfillment Vacancies, Policy BDB/STC – Organization of the School Board – School Officers, Policy BDD/STC – Board – Superintendent Relationship, Policy BDE/STC – Board Committees, Policy BEDB/STC - Agenda, Policy BEDC/STC – Quorum, Policy BEDD/STC – School Board Meetings – Order of Business – Rules of Order, Policy BEDH/STC – Public Participation at Board Meetings, Policy BEDI/STC – News Media Services at Board Meetings, Policy BIA/STC – New Board Member Orientation/Handbook, Policy BIB/STC – Board Member Development Opportunities, Policy BIBA/STC – Board Member Conferences, Conventions and Workshops, Policy BID/STC – Board Member Compensation and Expenses, and Policy KHBA/STC – Commercial Activities and amending the policies and revising the accompanying regulation, as presented (see Action ST00687, 12.07.22, MRF #ST513).

Action ST00701

On motion by Carly Reiter and seconded by Nan Baker, five (5) votes “yes” on roll call, the School Board **adjourned** at 4:40 p.m.

KATE SERENBETZ

Presiding Officer

TODD VIK

Business Manager

SIOUX FALLS SCHOOL BOARD
Wednesday, March 1, 2023 4:00 p.m.

Kate Serenbetz
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

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 - A. Academic Program Update – Welding
 - B. Counseling Services
 - C. HLC Update
10. Review/Revise of STC Policy
 - A. BCB/STC School Board Member Conflict of Interest
 - B. BDC/STC Appointed Board Officials
 - C. BDG/STC School District Attorney/Legal Services
 - D. BEDG/STC Minutes of School Board Meeting
 - E. BG/STC School Board Policy Process
 - F. BI/STC School Board Memberships
 - G. GB/STC Employee Handbook
 - H. GBEB/STC Staff Gifts and Solicitation
 - I. JH/STC Student Absences
11. First Reading of STC Policy
 - A. AC/STC Equal Opportunity/Nondiscrimination



- B. CHD/STC Administration in Absence of Policy
 - C. ECAE/STC Campus Security Authority Identification
12. Adjournment

1. Approval/Ratification of Purchase Orders**Rich Kluin 367-5692**

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.	S2303970	Hyland LLC	Onbase Document Imaging System	\$18,982

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.	Meraki Wireless Access Points (183 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
b.	Epson EMP-1715 Projector (Asset 7168)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
c.	HP ProDesk 600 G1	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
d.	AverVision SPB350+ Document Camera	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
e.	Apple Ipad WiFi 16GB (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
f.	Epson PowerLite 915W Projectors (6 Units) (Asset 7705, 7702, 7736, 7704, 7699)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
g.	Apple MacBook (2 Units) (Asset 42177)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
h.	HP Zbook 15 G2	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
i.	HP EliteBook 755 G2 (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
j.	HP EliteBook 755 G3 (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005

k.	HP EliteBook 755 G4 (2 Units)	STC	Gerard Strouth Ethan Hout Lori STC	\$0	2023-ST005
l.	HP ProBook 650 G1	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
m.	HP ZBook 15 G3 (5 Units) (Assets 42527, 42394, 42526, 42525, 42524)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
n.	HP EliteDesk 705 G2 (24 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
o.	Crestron Control Processor CP2E	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
p.	TOA 900 Series Amplifier A-906MK2 (2 Units) (Asset 3039)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
q.	Acard Technology DVD Duplicator	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
r.	SuperFlow Dimin Desktop Computer	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
s.	Dell E198 Monitor	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
t.	HP ProBook 450 G2 (3 Units) (Assets 4765, 4746, 4745)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
u.	Xerox Phaser 4510 Printer	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
v.	HP UltraSlim Dock	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
w.	HP EliteDisplay Monitor	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
x.	Panasonic PT LCD Projector	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
y.	Toshiba Television Receiver	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
z.	LG Flatron Monitor (4 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
aa.	ARM Electronics Monitor	STC	Gerard Strouth Ethan Friesz	\$0	2023-ST005

			Lori Hout		
bb.	Insignia TV Monitor (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
cc.	Dell E2208 Monitor (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
dd.	ViewSonic Monitor (5 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
ee.	HP LaserJet Printer	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
ff.	HP Monitor Stand (6 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
gg.	Meru Access Point (5 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
hh.	LG LCD Display (2 Units) (Assets F4845, F4846)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
ii.	InFocus Mondopad (2 Units) (Assets 42170, 42171)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
jj.	Walker Wireless Counter (Asset 7356)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
kk.	Dell P2210t LCD Monitor (10 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005

3. Amending Prior Board Action**Rich Kluin 367-5692**

Amending Action ST00695 B2.b, February 1, 2023. Correct Purchase Order to Famic Technologies for \$20,3341.50 from S2303404 to S2303776.

SOUTHEAST TECHNICAL COLLEGE
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 1/31/2023
STC Bookstore	\$ 34,414.43	\$ 669.66	\$ 300.00	\$ 34,784.09
STC EFT	\$ 292,470.45	\$ 8,994,165.17	\$ 6,874,249.10	\$ 2,412,386.52
STC Tuition & Fees	\$ 2,117,830.91	\$ 30,341,941.04	\$ 23,467,534.99	\$ 8,992,236.96
STC T & A	\$ 128,916.76	\$ 33,344.93	\$ 26,711.37	\$ 135,550.32
STC ACH	\$ 2.16	\$ 0.05	\$ -	\$ 2.21
STC Blue Bucks	\$ 10,171.17	\$ 11,476.66	\$ 1,150.50	\$ 20,497.33
TOTALS	<u>\$ 2,583,805.88</u>	<u>\$ 39,381,597.51</u>	<u>\$ 30,369,945.96</u>	<u>\$ 11,595,457.43</u>

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

TO: School Board

Southeast Tech Funds on hand January 31, 2023:

POST-SECONDARY VOCATIONAL FUND #23

First Interstate, Checking, #3047444	\$ 3,056,344.45
First Interstate, Savings, #5035221	4,059.71
Payroll	-
Total Post-Secondary Vocational Fund	<u>\$ 3,060,404.16</u>

POST-SECONDARY VOCATIONAL BOOKSTORE FUND #52

First Interstate, Checking, #3047444	<u>\$ 448,554.41</u>
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POST-SECONDARY VOCATIONAL FOOD SERVICE #53

First Interstate, Checking, #3047444	<u>\$ (51,991.94)</u>
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POST-SECONDARY VOCATIONAL CHILD CARE #54

First Interstate, Checking, #3047444	<u>\$ 157,807.82</u>
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Total All Funds	<u><u>\$ 3,614,774.45</u></u>
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POST SECONDARY - VOCATIONAL FUND

	FY23 BUDGET	JAN '23 YTD	JAN '23 PERCENT	JAN '22 YTD	JAN '22 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ 6,878,479	\$ 3,693,349	53.69%	\$ 3,296,838	46.39%
Fees	6,515,512	3,157,980	48.47%	3,208,237	47.56%
Corporate Education	252,172	221,470	87.82%	106,067	50.81%
STATE SUPPORT:					
State Aid	9,207,352	5,000,251	54.31%	3,664,546	49.06%
Other State	5,152,900	24,536	0.48%	124,118	12.35%
FEDERAL SUPPORT:					
Perkins	839,766	113,037	13.46%	46,662	6.07%
ABE	256,100	105,581	41.23%	-	0.00%
Other Federal	2,703,930	655,772	24.25%	28,066	2.74%
LOCAL SUPPORT:					
Grants/Donations	4,750,000	191,416	4.03%	8,375	2.35%
Other Local	1,202,966	910,546	75.69%	730,507	60.04%
TOTAL REVENUES:	\$ 37,759,177	14,073,936	37.27%	\$ 11,213,417	42.91%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ 1,100,191	\$ 658,397	59.84%	\$ 598,122	58.40%
Instructional	6,236,250	3,461,733	55.51%	3,127,785	55.27%
Support	5,297,402	2,911,833	54.97%	2,595,307	55.23%
WAGES - OTHER:					
Early Retirement	-	-	#DIV/0!	-	0.00%
Instructional - Other	1,086,350	556,291	51.21%	506,365	51.95%
Support - Other	256,450	130,889	51.04%	100,789	37.47%
BENEFITS:					
Insurance - Dental	130,434	69,319	53.14%	66,616	54.22%
Insurance - Medical	2,227,209	1,131,019	50.78%	1,111,659	52.30%
Insurance - Other	60,613	46,877	77.34%	36,903	210.36%
Retirement	1,831,995	979,332	53.46%	873,092	52.89%
SERVICES:					
Advertising	381,000	161,112	42.29%	190,664	49.93%
Legal	50,000	27,791	55.58%	16,842	28.07%
Maintenance/Repair	208,350	97,776	46.93%	114,427	39.13%
Postage	122,100	69,564	56.97%	66,697	58.61%
Printing/Publishing	119,450	80,477	67.37%	77,756	61.35%
Professional/Technical	1,269,456	626,035	49.32%	319,758	36.16%
Property	197,000	233,891	118.73%	156,892	114.52%
Rentals	68,170	140,782	206.52%	9,278	17.32%
Software Upgrades	792,650	400,293	50.50%	374,936	82.97%
Travel	146,170	116,810	79.91%	48,744	26.82%
Utilities	711,492	325,013	45.68%	306,674	54.15%
SUPPLIES:					
Equipment - Noncapital	208,739	319,468	153.05%	140,190	56.15%
Food	83,575	64,426	77.09%	39,374	43.92%
Instructional Supplies	587,774	306,061	52.07%	376,567	64.61%
Other	370,700	218,040	58.82%	173,567	43.36%
Resale	568,623	502,696	88.41%	577,416	84.81%
Software	123,325	204,483	165.81%	246,048	59.49%
OTHER:					
Bad Debt	135,000	145,447	107.74%	(17,040)	-9.47%
Dues/Fees	435,960	209,698	48.10%	214,707	50.52%
Liability Insurance	115,000	119,927	104.28%	103,688	95.13%
Miscellaneous	134,000	5,923	4.42%	(450)	-0.27%
SUBTOTAL - OPERATING:	\$ 25,055,428	\$ 14,321,400	57.16%	\$ 12,553,372	54.30%
EQUIPMENT:					
Building Improvements	\$ 5,501,390	\$ 60,263	1.10%	\$ 124,191	13.73%
Equipment	7,532,833	929,725	12.34%	466,398	25.11%
Information Technology	88,000	33,649	38.24%	93,019	#DIV/0!
Land Improvements	301,526	10,488	3.48%	-	0.00%
SUBTOTAL - CAPITAL:	\$ 13,423,749	\$ 1,034,125	7.70%	\$ 683,607	23.09%
TOTAL EXPENDITURES:	\$ 38,479,177	15,355,525	39.91%	\$ 13,236,980	50.76%
REVENUE OVER (UNDER) EXPENSE:	\$ (720,000)	\$ (1,281,589)		\$ (2,023,563)	
BEGINNING FUND BALANCE:		4,491,170			
ENDING FUND BALANCE:		\$ 3,209,582			

POST SECONDARY - BOOKSTORE

	FY23 BUDGET	JAN '23 YTD	JAN '23 PERCENT	JAN '22 YTD	JAN '22 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	\$ 1,278,733	79.62%	\$ 1,032,794	64.31%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	155,601	90,917	58.43%	63,325	58.35%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	23,519	94.08%	23,461	52.13%
BENEFITS:					
Insurance - Dental	1,869	842	45.06%	806	58.32%
Insurance - Medical	30,980	15,352	49.55%	14,138	58.33%
Insurance - Other	858	827	96.37%	432	19.38%
Retirement	20,949	12,903	61.59%	9,439	58.21%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	22,000	13,692	62.24%	18,526	74.10%
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%	7,648	100.00%
Food	100	-	0.00%	49	24.75%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	-	3,182	100.00%	-	0.00%
Resale	1,250,000	1,070,062	85.60%	1,126,247	87.65%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	(342)	100.00%	(478)	100.00%
Dues/Fees	80,000	59,227	74.03%	53,829	74.76%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	2,000	-	0.00%	55	100.00%
Depreciation	10,372	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 1,603,729	\$ 1,290,182	80.45%	\$ 1,317,476	82.14%
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	\$ 1,290,182	80.45%	\$ 1,317,476	82.14%
REVENUE OVER (UNDER) EXPENSE:	\$ 2,271	\$ (11,449)		\$ (284,682)	
BEGINNING FUND BALANCE:		2,046,707			
ENDING FUND BALANCE:		\$ 2,035,258			

POST SECONDARY - FOOD SERVICE

	FY23 BUDGET	JAN '23 YTD	JAN '23 PERCENT	JAN '22 YTD	JAN '22 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	146,700	37.14%	127,400	32.25%
TOTAL REVENUES:	\$ 395,000	\$ 146,700	37.14%	\$ 127,400	32.25%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	91,806	54,929	59.83%	49,970	58.24%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	46,540	30,392	65.30%	28,679	44.12%
BENEFITS:					
Insurance - Dental	1,019	594	58.33%	569	58.33%
Insurance - Medical	18,594	9,485	51.01%	10,329	58.33%
Insurance - Other	779	2,198	282.09%	513	6.83%
Retirement	15,759	9,638	61.16%	8,818	55.51%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	6,000	6,562	109.37%	4,208	70.13%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	500	104	20.88%	1,429	285.74%
Professional/Technical	1,500	300	20.00%	(225)	-15.00%
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	-	1,114	100.00%	2,134	100.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	15,000	9,985	66.57%	8,767	43.84%
Resale	175,000	85,231	48.70%	78,114	44.64%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	5,000	1,370	27.41%	834	11.92%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	22,170	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 399,667	\$ 211,904	53.02%	\$ 194,137	45.73%
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	\$ 211,904	53.02%	\$ 194,137	45.73%
REVENUE OVER (UNDER) EXPENSE:	\$ (4,667)	\$ (65,204)		\$ (66,737)	
BEGINNING FUND BALANCE:		162,167			
ENDING FUND BALANCE:		\$ 96,963			

POST SECONDARY - CHILDCARE

	FY23 BUDGET	JAN '23 YTD	JAN '23 PERCENT	JAN '22 YTD	JAN '22 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%	44,400	#DIV/0!
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	289,000	192,085	66.47%	106,333	32.42%
TOTAL REVENUES:	\$ 361,423	\$ 192,085	53.15%	\$ 150,733	45.96%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	200,102	105,799	52.87%	97,106	52.20%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	21,570	26,806	124.27%	13,578	30.17%
BENEFITS:					
Insurance - Dental	3,438	1,531	44.53%	1,589	42.52%
Insurance - Medical	74,015	32,937	44.50%	22,890	39.77%
Insurance - Other	2,201	1,442	65.52%	1,369	116.82%
Retirement	26,060	15,337	58.85%	12,799	46.55%
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	114	23.75%	-	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	318	63.52%	-	0.00%
Instructional Supplies	-	2,014	100.00%	5,308	#DIV/0!
Other	6,000	50	0.83%	50	0.83%
Resale	-	-	0.00%	-	0.00%
Software	450	300	66.67%	-	0.00%
OTHER:					
Bad Debt	5,000	4,708	94.15%	(455)	-9.10%
Dues/Fees	500	430	86.00%	100	20.00%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	3,000	-	0.00%	-	0.00%
Depreciation	343	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 347,859	\$ 192,435	55.32%	\$ 154,334	45.60%
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	\$ 192,435	55.32%	\$ 154,334	45.60%
REVENUE OVER (UNDER) EXPENSE:	\$ 13,564	\$ (350)		\$ (3,600)	
BEGINNING FUND BALANCE:		(63,869)			
ENDING FUND BALANCE:		\$ (64,219)			

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 December 31, 2022	\$ 4,071,692.63	\$ 507,890.43	\$ (48,002.90)	\$ 162,473.71
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	43,050.00	-	-	-
Sales of Goods/Services	33,245.18	161,648.87	9,402.12	18,252.20
Other Sources	68,316.58	2,614.12	27.60	427.22
State Sources:	-	-	-	-
Federal Sources:	337,662.05	-	-	-
Expenditures:				
Personnel	(1,324,374.90)	(21,062.73)	(13,337.19)	(24,652.10)
Services	(416,988.50)	(977.58)	-	-
Supplies	(204,535.00)	(96,579.49)	(1,637.05)	(493.88)
Capital	(151,668.84)	-	-	-
Other	(142,059.24)	(2,318.82)	(140.10)	(14.99)
Transfers	-	-	-	-
(Increase)/Decrease in Assets	746,064.20	(102,660.39)	1,695.58	1,815.66
Increase/(Decrease) in Liabilities	-	-	-	-
Net Cash Provided By (Used In) Operating Activities:	\$ (1,011,288.47)	\$ (59,336.02)	\$ (3,989.04)	\$ (4,665.89)
Cash Balance January 31, 2023	<u>\$ 3,060,404.16</u>	<u>\$ 448,554.41</u>	<u>\$ (51,991.94)</u>	<u>\$ 157,807.82</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	7,072,799.70	-	-	-
Sales of Goods/Services	651,527.69	1,270,977.23	146,379.55	137,858.38
Other Sources	450,433.48	7,755.29	320.60	54,226.60
State Sources:	5,024,786.48	-	-	-
Federal Sources:	874,388.97	-	-	-
Expenditures:				
Personnel	(9,945,688.78)	(144,360.18)	(107,235.86)	(183,851.98)
Services	(2,279,543.44)	(13,692.31)	(6,966.84)	(114.00)
Supplies	(1,615,173.09)	(1,073,243.94)	(96,330.87)	(3,331.38)
Capital	(1,034,125.36)	-	-	-
Other	(480,994.33)	(58,885.12)	(1,370.40)	(5,137.49)
Audit	-	-	-	-
(Increase)/Decrease in Assets	1,226,059.60	(659,824.53)	661.54	4,301.47
Increase/(Decrease) in Liabilities	(473,818.89)	(113,047.81)	(5,811.05)	(9,380.58)
Net Cash Provided By (Used In) Operating Activities:	\$ (529,347.97)	\$ (784,321.37)	\$ (70,353.33)	\$ (5,428.98)
Cash Balance January 31, 2023	<u>\$ 3,060,404.16</u>	<u>\$ 448,554.41</u>	<u>\$ (51,991.94)</u>	<u>\$ 157,807.82</u>

Rich Kluin
Prepared by

2/22/2023
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		
Hanekom, Nicole	Student Success	01-31-23
Luettel, Laura	Scarborough	02-03-23
Guevara, Melanie	Scarborough	02-10-23
Employee Contract, full-time, annual		
Hartman, Alexandra	Scarborough	01-31-23
Instructor, Adjunct, part-time		
Vandenbos, Sara	Nursing & Health	01-25-23
Ward, Thomas	General Education	01-31-23
Neitzel, Samantha	Nursing & Health	02-09-23
VanderZiel, Emily	Nursing & Health	02-09-23
Lunde, Lloyd	General Education	02-14-23
Bass, Robert	Nursing & Health	02-14-23
Cahill, Thomas	Nursing & Health	02-14-23
Hodgson, David	Nursing & Health	02-14-23
Paul, Katti	Nursing & Health	02-14-23
Schelling, Kathryn	Nursing & Health	02-14-23
Simkins, Brittany	Nursing & Health	02-14-23
Evans, Carol	Nursing & Health	02-16-23
Freitag, Crystal	Nursing & Health	02-16-23
Sparks, Abigail	Nursing & Health	02-16-23
Streit, Nicole	Nursing & Health	02-16-23
Svanda, Carly	Nursing & Health	02-16-23
Van Dusen, Eric	Nursing & Health	02-16-23
Wiechmann, Aaron	Nursing & Health	02-16-23
Other Help, part-time, per hour		
Schnell, Jane	Prof. Tutor	01-31-23

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, part-time			
Vockrodt, Mary	Nursing & Health	02-06-23	\$25.50
Burbine, Raymond	Nursing & Health	01-30-23	\$25.50
Christensen, Marie	Surgical Technology	01-09-23	\$34.00
Deutsch, Lynette	Surgical Technology	01-09-23	\$34.00
Postma, Travis	EMT	01-30-23	\$25.50
Durband, Heidi	Nursing & Health	02-20-23	\$25.50

SOUTHEAST TECH PERSONNEL REPORT**Wednesday, March 1, 2023****Instructor, Adjunct, Stipend**

Aamold, Rachel	Nursing & Health	01-09-23	\$2,464.50
Adamson, Heather	English	01-09-23	\$5,342.40
Allenstein, Keith	Law Enforcement	01-09-23	\$2,830.20
Atkins, Melissa	Early Childhood	01-09-23	\$2,671.20
Baker, Shelly	Business Administration	01-09-23	\$5,660.40
Barrow, Nathan	English	01-09-23	\$5,342.40
Bennett, Elizabeth	Computer Information	01-09-23	\$2,671.20
Blok, Kelly	Computer Information	01-09-23	\$2,671.20
Borgen, Cory	Sports Turf Mgmt	01-09-23	\$1,643.00
Brandt, Nicole	Nursing & Health	01-09-23	\$4,929.00
Breitling, Rodney	Land Survey Science	01-09-23	\$11,230.80
Byall, Jennifer	Mathematics	01-09-23	\$8,013.60
Carlson, Elizabeth	Business Administration	01-09-23	\$7,123.20
Carlson, Rebecca	Dental Assisting	01-09-23	\$4,929.00
Cavin, Georgina	Business Administration	01-09-23	\$6,232.80
Conrad, Anthony	Media Design	01-09-23	\$4,929.00
Cox, Bryan	Mechatronics	01-09-23	\$2,671.20
Cruse, Laura	English	01-09-23	\$5,342.40
Davis, Chris	Accounting	01-09-23	\$3,561.60
Davis, Dana	Collision	01-09-23	\$4,107.50
Ekstrum, Jacqueline	Nursing & Health	01-09-23	\$7,547.20
Ellerbusch, Jenna	Nursing & Health	01-09-23	\$4,107.50
Erdman, Corliss	Nursing & Health	01-09-23	\$4,929.00
Erickson, Tami	Computer Information	01-09-23	\$2,671.20
Eubanks, Katelyn	Computer Information	01-09-23	\$5,342.40
Flinn, William	Computer Information	01-09-23	\$7,123.20
French, Thomas	Mechatronics	01-09-23	\$8,193.00
Frohwein, Jeffrey	Business Administration	01-09-23	\$8,013.60
Garcia, Joshua	Automotive	01-09-23	\$2,176.00
Greenfield, Bobbi	Spanish	01-09-23	\$2,671.20
Gustafson, Nicholas	Business Administration	01-09-23	\$4,929.00
Hanson, Mylynn	Nursing & Health	01-09-23	\$8,904.00
Heckenlaible, Justin	Computer Information	01-09-23	\$2,671.20
Heppler, Jeffrey	Horticulture	01-09-23	\$3,819.00
Honey, Andrew	Computer Information	01-09-23	\$2,671.20
Horan, Steven	Accounting	01-09-23	\$3,561.60
Hunking, Debra	English	01-09-23	\$8,490.60
Hunt, Kenneth	Law Enforcement	01-09-23	\$1,643.00
Impecoven, Sarah	Mathematics	01-09-23	\$8,013.60
Johnson, Jarrod	HVAC	01-09-23	\$1,643.00
Jones, Suzanne	Early Childhood	01-09-23	\$5,342.40
Judeh, Huda	Computer Information	01-09-23	\$8,013.60
Kibbe, Andrew	Nursing & Health	01-09-23	\$5,342.40
Kiecksee, William	Economics	01-09-23	\$8,013.60
Klinger, Brittany	Nursing & Health	01-09-23	\$2,464.50
Kreckel, Darrell	Computer Information	01-09-23	\$5,342.40
Kreider, Edward	Veterinary Technology	01-09-23	\$5,660.40
Lang, Jeffry	Land Survey Science	01-09-23	\$7,123.20

SOUTHEAST TECH PERSONNEL REPORT

Wednesday, March 1, 2023

Larsen, Kristin	Mathematics	01-09-23	\$2,671.20
Lindell, Mark	Speech	01-09-23	\$5,342.40
Lothrop, Leann	General Education	01-09-23	\$5,342.40
Martinson, Chadwick	Land Survey Science	01-09-23	\$2,830.20
McGee, Patricia	Business Administration	01-09-23	\$5,660.40
McManus, Stacy	Business Administration	01-09-23	\$8,013.60
Mekelburg, Erin	Computer Information	01-09-23	\$2,671.20
Melroe, Shelby	Sociology	01-09-23	\$10,684.80
Mills, Ann	Chemistry	01-09-23	\$3,561.60
Morris, Brandon	Computer Information	01-09-23	\$2,671.20
Morris, Roger	Computer Information	01-09-23	\$2,671.20
Nowell, Koree	Nursing & Health	01-09-23	\$1,643.00
Nussbaum, Sarah	Nursing & Health	01-09-23	\$890.40
Oleson, Kailey	Nursing & Health	01-09-23	\$2,464.50
Olson, Julie	Natural Science	03-31-23	\$5,342.40
Pastrano, Xavier	General Education	01-09-23	\$5,342.40
Pederson, Debbie	Nursing & Health	01-09-23	\$3,264.00
Pepper, Merrel	Computer Information	01-09-23	\$5,342.40
Perkins-Hicks, Debra	Natural Science	01-09-23	\$11,320.80
Peters, Dennis	Business Administration	01-09-23	\$5,342.40
Pierce, Steven	Media	01-09-23	\$3,561.60
Reimnitz, Laura	Veterinary Technology	01-09-23	\$6,528.00
Ringling, Benjamin	Horticulture	01-09-23	\$1,780.80
Rose, Jean	Business Administration	01-09-23	\$8,490.60
Saathoff, Kelly	Business Administration	01-09-23	\$2,464.50
Saeger, Amanda	Nursing & Health	01-09-23	\$2,464.50
Schaffer, Kenneth	Computer Information	01-09-23	\$2,464.50
Schmidt, Mark	Mechanical Engineering	01-09-23	\$2,464.50
Schoenfelder, Tonya	Law Enforcement	01-09-23	\$4,352.00
Schwebach, Gregory	Architectural Engineering	01-09-23	\$2,464.50
Stelley, Lynard	Welding	01-09-23	\$3,264.00
Strouth, Gerard	Information Technology	01-09-23	\$3,561.60
Stubbe, Scott	Mechanical Engineering	01-09-23	\$2,464.50
Swezey, James	Psychology	01-09-23	\$5,342.40
Talcott, Roberta	Marketing	01-09-23	\$2,671.20
Traylor, Michael	Computer Information	01-09-23	\$3,286.00
Tschetter, Lisa	Nursing & Health	01-09-23	\$2,464.50
VanOverbeke, Jeffrey	Speech	01-09-23	\$2,671.20
Vettrus, Jill	Mathematics	01-09-23	\$2,671.20
Wadhwa, Anju	Computer Information	01-09-23	\$5,342.40
Walton, Tarah	Law Enforcement	01-09-23	\$1,780.80
Weber, Jessica	Nursing & Health	01-09-23	\$4,452.00
Weihe, Kimberly	Marketing	01-09-23	\$5,342.40
Wellnitz, Kristin	Psychology	01-09-23	\$5,342.40
Wendell, John	Collision Repair	01-09-23	\$890.40
Williams, Brian	Marketing	01-09-23	\$5,342.40
Wolff, Dana	Business Administration	01-09-23	\$5,342.40

Employee Contract, exempt, full-time, annual

Herbes, Paul	Student Success Advisor 220 Day, 1.0 FTE Level I, Step 1 93 days prorated	01-30-23	\$24,188.45
Letcher, Deborah	Assoc. Dean 12-month, 1.0 FTE Level O, Step 16 5 months, prorated	02-02-23	\$46,284.58
Rowbotham, Aaron	Student Life Coordinator Housing 12-month, 1.0 FTE Level 7, Step 1 100 days, prorated	02-13-23	\$19,573.18
Quittem, Melissa	Testing Center Manager 12-month, 1.0 FTE Level G, Step 14 4 months, prorated	02-27-23	\$19,446.00

Employee Contract, non-exempt, full-time, annual

Altman, Riley	Admissions	02-01-23	\$21.49
South, Jeremy	Automotive	03-06-23	\$29.75

Student Help, part-time, per hour

Dohrenwend, Skyler	Food Service	01-25-23	\$12.72
Van Surksun, Andrew	Peer Tutor	01-30-23	\$12.72
Klemme, Alexis	Scarborough	02-14-23	\$12.72

Employment Contract, Extra Duties, Full-Time, Stipend

Bormann, Amanda	IT	01-13-23	\$2500.00
Strouth, Gerard	IT	01-13-23	\$2500.00
Letcher, Maria	Student Housing	02-17-23	\$553.80

Other Help, part-time, per hour

Parr, Michael	Professional Tutor	01-30-23	\$25.00
Huggins, Robert	Testing Center	02-20-23	\$15.90

3. Salary Change

<u>Name</u>	<u>Location/ Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
Employment Contract, 12-month, Non-Exempt, per hour				
Weihe, Connor	Scarborough	02-05-23	\$16.55	\$19.37
Other help, part-time, per hour				
Dilly, Jayda	Scarborough	02-05-23	\$12.72	\$13.22
Stephens, Connie	Food Service	01-09-23	\$14.85	\$17.75
Geiken, Deborah	Food Service	01-09-23	\$13.75	\$17.75
Spicer, Patricia	Food Service	01-09-23	\$13.75	\$17.75

SOUTHEAST TECH PERSONNEL REPORT

Wednesday, March 1, 2023

Sutter, Julie	Food Service	01-09-23	\$13.00	\$17.00
Merritt, Alexander	Food Service	01-09-23	\$13.00	\$17.00
Patzlaff, Deborah	Food Service	01-09-23	\$13.00	\$17.00

4. CHANGE OF STATUS

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Letcher, Maria	Student Life Coord. Housing 12-month, 1.0 FTE Level 8, Step 1 \$56,111.00	Housing Director 12-month, 1.0 FTE Level 9, Step 1 \$25,936.97, prorated	02-01-23
Rinehart, Ronda	Accountant II 12-month, 1.0 FTE Level 9, Step 16 Non-Exempt \$34.82/hour	Accountant II 12-month, 1.0 FTE Level 9, Step 16 Exempt \$30,185.79, prorated	02-01-23

Welding Technology Program Report Executive Summary

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

The Welding Technology program at Southeast Tech is a 2 semester 33 credit diploma program. Students learn Gas Metal Arc Welding (wire welding), Shielded Metal Arc Welding (stick welding) and Tungsten Inert Gas welding techniques, welding theory, metallurgy, and fabrication. Students also learn how to work safely, and how to present themselves in a professional manner according to welding industry standards. At the end of the program. students also take an American Welding Society certification test as part of the program.

DOC Collaboration –

New to this year a collaboration was formed between Southeast Technical College (STC), Department of Corrections (DOC), & Department of Labor (DOL) to offer a certificate program. A cohort of minimum-security inmates from Sioux Falls are selected based on rigorous predetermined criteria. Once selected, they go through ACCUPLACER testing, STC Admissions, DOL Upskill selection, and DOC agreements. The program is a semester-long certificate through STC as well as Re-Entry programming on STC Campus. Throughout the semester, the students are taught life skills in Re-Entry PREP programming/Student Success, Math 100 – Math Applications, and Welding. On December 9th the first cohort graduated twelve participants earning certificate and a 3.0 average GPA. Nine out of the twelve (75%) passed AWS certification, which is above the national average of 60%. A second cohort started this Spring semester.

Administrative Recommendation to School Board: Acknowledge the Welding Technology Program report.



SOUTHEAST
Technical College

Welding Program

Dennis Howard and Lynard Stelley



MEET THE INSTRUCTORS

Dennis Howard

- Valley City State University
- Tulsa Welding School - Diploma
- 24 years welding in industry
- 6 years teaching
- Certified in multiple pipe and plate processes

Lynard Stelley

- AAS in Welding technology
- Worked as a welder / weld tech/ trainer for 8 years at Marmen energy
- Certified in multiple welding processes

WELDING PROGRAM HIGHLIGHTS



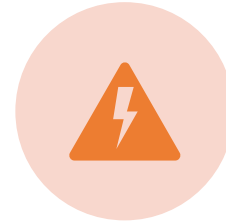
WELDING 2 SEMESTERS
DIPLOMA 33 CREDITS



FALL SEMESTER
SPRING SEMESTER



GAS METAL ARC
WELDING SHIELDED
METAL ARC WELDING



HARD WIRE/FLUX
CORE/METALCORE
TUNGSTEN INERT GAS
WELDING



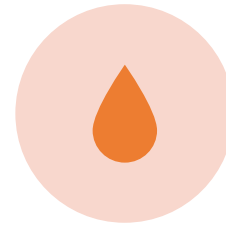
SHORT CIRCUIT WELDING
AND
FABRICATION



GLOBULAR



SPRAY



PULSE SPRAY

Program Curriculum | 33 Credits Minimum

FIRST SEMESTER

- [GEN ED REQ - Welding Mathematics Requirement](#) 3 or 4 Credit Hours
- [SSS 100 - Student Success Seminar](#) 2 Credit Hours
- [WLD 100 - Introduction to Welding](#) 3 Credit Hours
- [WLD 101 - Welding Theory I](#) 2 Credit Hours
- [WLD 101L - Welding Theory I Lab](#) 1 Credit Hours
- [WLD 120 - Intermediate Welding](#) 5 Credit Hours

SECOND SEMESTER

- [GEN ED REQ - Welding Additional Gen-Ed Requirement](#) 3 Credit Hours
- [GEN ED REQ - Welding Communications Requirement](#) 3 Credit Hours
- [WLD 103 - Shielded Metal Arc Welding](#) 3 Credit Hours
- [WLD 151 - Welding Theory II](#) 2 Credit Hours
- [WLD 151L - Welding Theory II Lab](#) 1 Credit Hours
- [WLD 160 - Advanced Welding & Fabrication](#) 5 Credit Hours

WELDING DIPLOMA ENROLLMENT

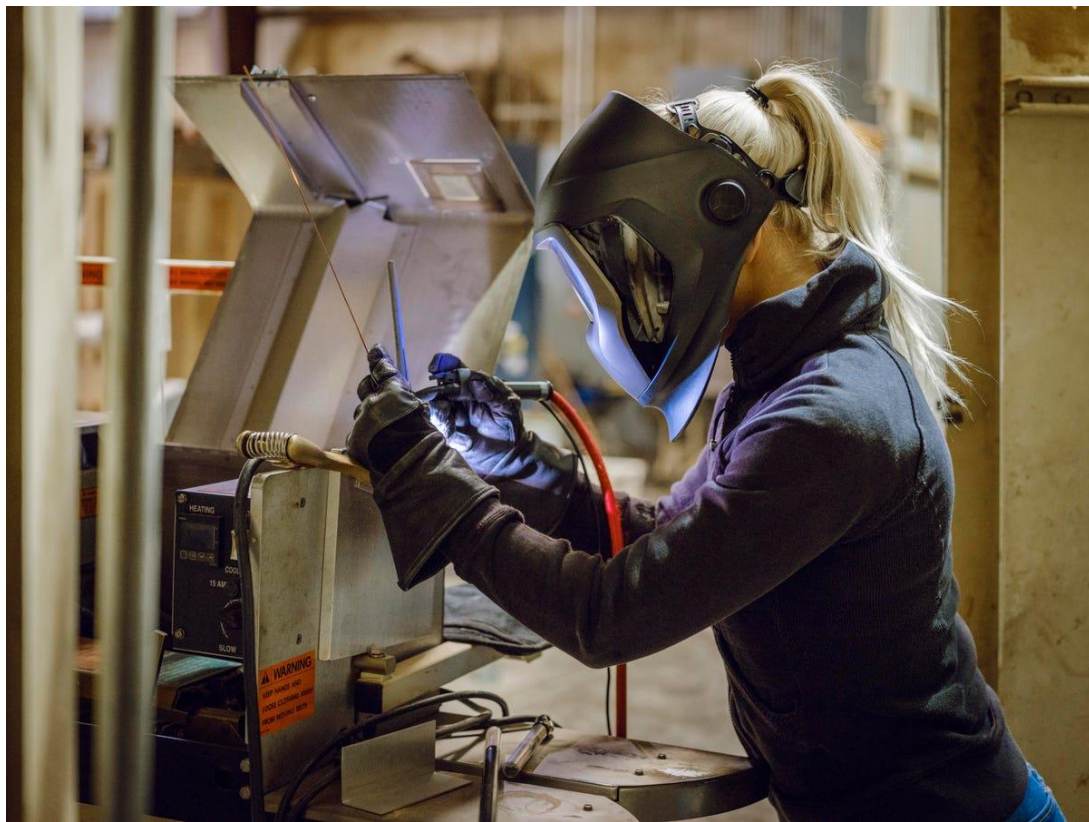
PROGRAM	Welding				
	2018-19	2019-20	2020-21	2021-22	2022-23
Total Fall Enrollment	32	20	23	29	25
New Students	32	19	22	26	25*
Returning Students		1	1	3	
Program Retention Rate	88%	81%	73%	43%	48%
<i>SDBOTE Fall to Fall</i>					
# of Graduates	28	27	6	15	
<i>Fall, Spring, Summer combined</i>					
In-Field Placement Rate	100%	100%	77%	80%	
* Does not include 14 fall and 18 Spring DOC students					

WELDING PROGRAM HIGHLIGHTS

- We are an engaging, hands-on, and an "in the trenches" learning program!

Students apply their new knowledge and solve REAL world problems for our community!

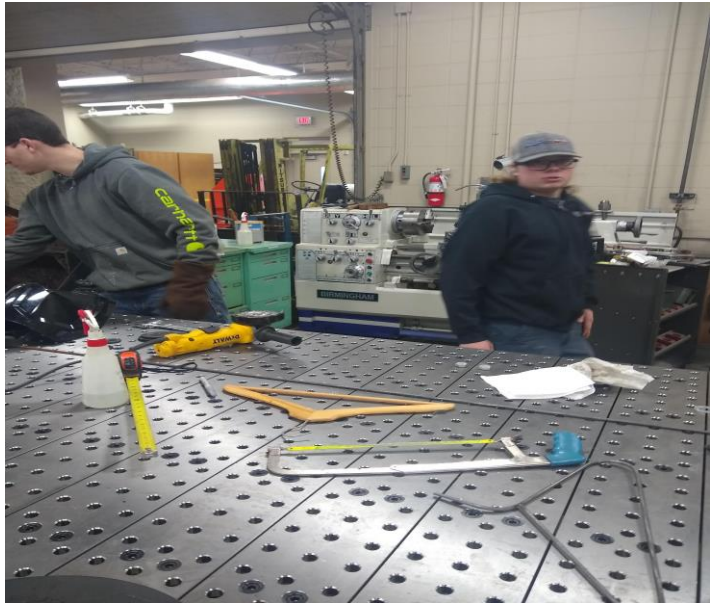
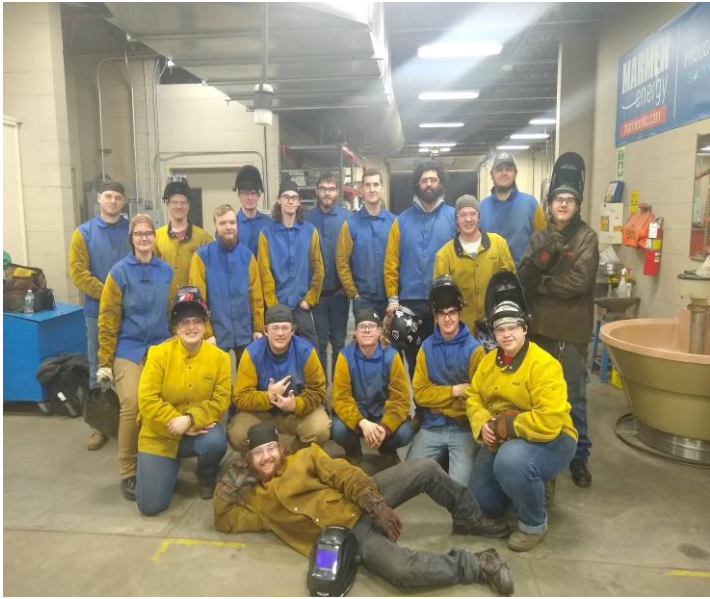
WELDING IS EVERYWHERE.



THE SMART WAY TO WHAT'S

NEXT

Real World projects and supporting our local community



Wings of Valor Project

LEARNING WITH PURPOSE

- We teach based on the needs of industry and the community.
- We are one only 3 American Welding Society accredited testing facilities in South Dakota, meaning we can certify both industry welders and our own students to AWS standards.
- Our students do "real world projects" and teach them as they do them.



EXPANDED EQUIPMENT THIS YEAR

- Co bot – welding robot
- Water jet desktop
- Plasma torch



CURRENT FABRICATION PROJECT FOR THE SPRING SEMESTER

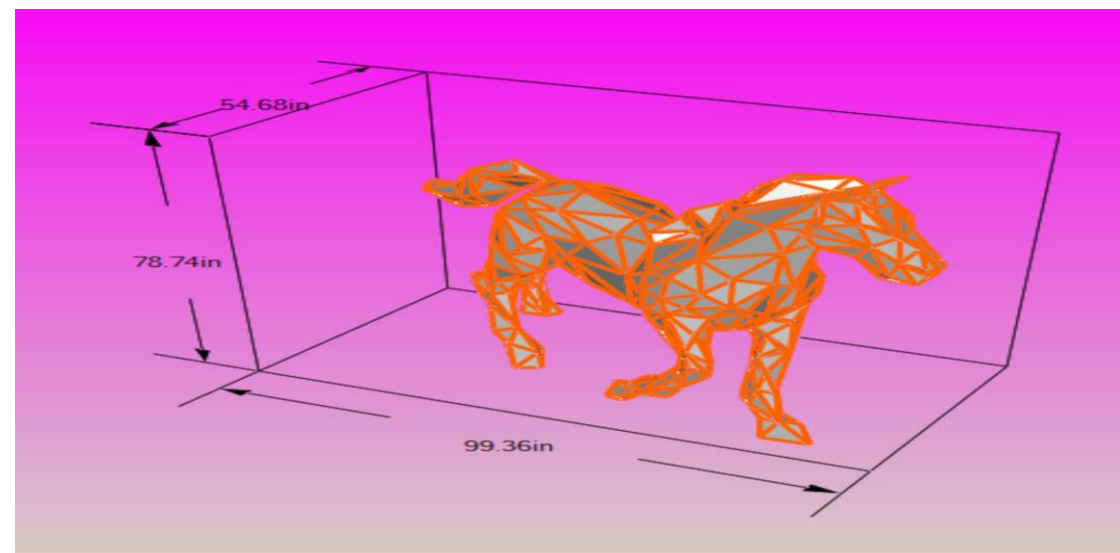
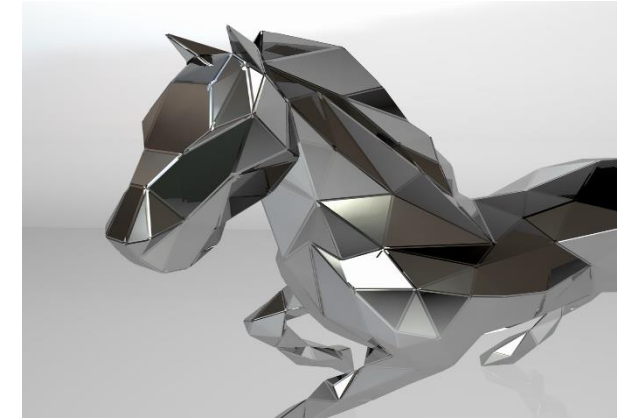
Applying All Aspects of
the welding program

Theory

Blueprints

Welding Symbols

Welding Processes



DUAL CREDIT CLASSES

- CTE Sioux Falls – Welding 101
- Developing Welding 101 with Tea area HS for Fall 2023

DOC COLLABORATION

REENTRY SPECIALIST SCOTT DAY



- A collaboration between Southeast Technical College (STC), Department of Corrections (DOC), & Department of Labor (DOL)
- Minimum-security inmates, non violent offenders from Sioux Falls are selected based on predetermined criteria
- Candidates go through a rigorous prescreening process
- Semester-long certificate program through STC as well as Re-Entry programming on STC Campus.
- Includes student success, Math 100, wire welding, and welding theory.
- Students earn a certificate from STC and test for an AWS certification

DOC COLLABORATION

REENTRY SPECIALIST SCOTT DAY

- 12 students graduated on May 9th with a certificate in wire welding.
- 9 obtained a professional AWS certification
- 18 new students are in the current semester.

NEXT

THE SMART WAY TO WHAT'S



SOUTHEAST
Technical College

Southeast Technical College
Counseling Services
EXECUTIVE SUMMARY

Purpose:

Provide the Sioux Falls School Board a description of counseling services available to Southeast Technical College students, along with 2022-23 numbers to date and a summary of services available to students via the STC website.

Highlights are as follows:

- Number of students seeking and engaging in counseling modalities during 2022-23 (to date)
 - New landing page on the website offering students community resources
-

Administrative Recommendation to School Board:

To acknowledge the Counseling Services report.



SOUTHEAST
Technical College

Counseling Services

Nickie McMillin, MA, NCC, LPC, LAC, BC-TMH

Personal Counselor, Southeast Technical College

▲ Credentials and Background

- Bachelor of Science in Allied Health:
Alcohol and Drug Abuse Studies/Psychology, Dec. 1995
- Master of Arts in Educational Psychology and Counseling, May 1997
- National Certified Counselor (NCC), April 1997
- Licensed Professional Counselor (LPC) in South Dakota, Sept. 1998
- Licensed Addiction Counselor (LAC) in South Dakota, April 1999
- Board Certified-TeleMental Health Provider (BC-TMH), 2007

Additional Certifications

- Certified Mental Health Integrative Medicine Provider (CMHIMP):
Nov 2018; updated February 2023

Training Course: Nutritional and Integrative Medicine for Mental Health Professionals

- Certified Clinical Anxiety Treatment Professional (CCATP): April 2020
Training Course: Applied Neuroscience for Treating Anxiety, Panic and Worry

- LGBTQ+ Youth Cultural Competency training: April 2022

2022-2023 Student Numbers and Counseling Modalities

- **July 1, 2022–January 8, 2023: provided counseling to 117 students.** (Summer/Fall/Winter Break)

Traditional: Face to Face/In-Office: 218 hours of Individual Counseling

TeleMental Health: Distance Based

81 hours of Video Based Counseling via Teams

69 hours of Telephonic Counseling

47 hours of Phone Check-ins

170 hours of Text Based Counseling via Email

- **January 9, 2023–Current: 82 students actively engaging in counseling.**

Additional Services

- Member of Student Support Work Group for Strategic Planning
- Alcohol & Drug Abuse Services:
Evaluation, Counseling, and/or Referral and Biennial Report
- Student Consultation and Referral
- Instructor Consultation
- Prepare Semester Counseling Reports

Common Counseling Topics

- Personal Issues/Stressors
- School-related Issues
- Self-Improvement
- Lifestyle Issues
- Mental Health Issues
- Addiction Issues
- Medical Issues
- Financial Stressors
- Referrals and Recommendations

Spring Semester Trends

- Spring semester bring increased numbers in Telehealth modalities due to STC Healthcare students at clinicals
- More Telehealth results in the need for more flexible hours
- Tend to be more students seeking counseling after Spring Break

New This Year

STC recognizes the need to have community resource information readily available for students and staff on the website:

<https://southeasttech.edu/student-life/community-mental-health-resources.php>

NEXT

THE SMART WAY TO WHAT'S



SOUTHEAST
Technical College

Higher Learning Commission Update

Executive Summary

Purpose of Report: To inform the School Board of STC's ongoing preparations for the April Higher Learning Commission Comprehensive Visit.

STC is continuing to prepare for our upcoming Higher Learning Commission (HLC) comprehensive visit on April 17 & 18. On Tuesday, February 22, STC held the second campus-wide Institutional Excellence Day of the current academic year. The agenda for the day focused exclusively on reviewing the current draft of the college's Assurance Argument with all employees. Each of the Criterion 1 – 5 writing teams provided an overview of their response to the Assurance Argument core components. A draft of the Assurance Argument was also provided for employees to review and provide comments, proposed revisions or additional evidence for the document.

Administrative Recommendation to School Board: Acknowledge the Higher Learning Commission Update Report.



SOUTHEAST
Technical College

HLC Comprehensive Visit Update

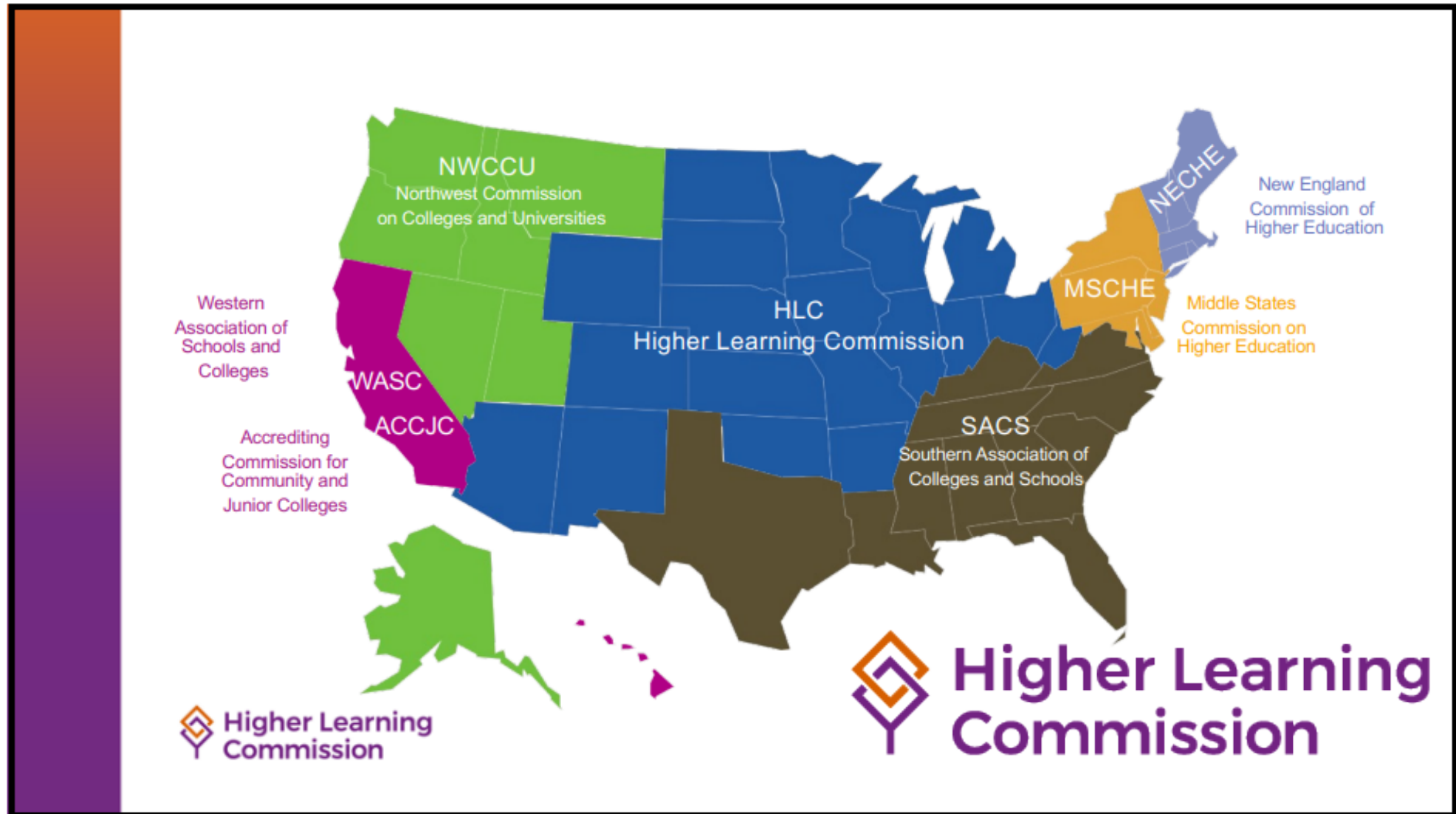


HLC UPDATE-INSTITUTIONAL EFFECTIVENESS DAY

TUESDAY, FEBRUARY 21, 2023

TIME	TOPIC	LOCATION
8:30-8:50	Coffee, Social, Card Pickup	HUB Commons
9-9:30	Introduction – HLC Visit, April 17-18, 2023 <i>Where we are and how we got here.</i> <i>“How do you contribute to helping students learn?”</i>	HUB Auditorium
9:30-12:15	Half-Hour Deep Dives into Selected Criterion <ul style="list-style-type: none">• Criterion 4A – Quality of Educational Offerings• Criterion 4B – Assessment of Student Learning• BREAK – 10:30-10:45• Criterion 5B – Resources and Support• Criterion 5C – Systematic Planning and Improvement• Criterion 3C – Faculty & Staff for Programs and Services	HUB Commons
12:15-1	Lunch – Pulled Pork, Salad, Chips, Cookie. Vegetarian Options in The Grille	HUB Commons
1-3:20	Criterion Overview with Q&A <ul style="list-style-type: none">• Criterion 1 – Mission• Criterion 2 – Integrity, Ethical & Responsible Conduct• Criterion 3 – T&L Quality, Resources and Support• Criterion 4 – T&L Evaluation and Improvement• Criterion 5 – Resources, Planning and Institutional Effectiveness	HUB room rotation order: see your card
3:20-3:30	Complete Feedback Survey Use QR Code on your Card. Feedback accepted through Feb. 24.	In Last Rotation
4-6:30	Bowling at Sport Bowl	1901 W. Burnside St.

HIGHER LEARNING COMMISSION



HLC COMPREHENSIVE VISIT



HLC Open Pathway Reaccreditation Pieces

Assurance
Argument

Quality
Initiative

Federal
Compliance
Review

Student
Opinion
Survey

Site Visit by
Peer
Reviewers

HLC REACCREDITATION TIMELINE

February 10	Mission Possible
February 21	IE Day
March 17	Assurance System Lock
March 20 - 23	External Stakeholder and Student Trainings
March 24 - 28	HLC Conference
April 3 - 14	External Stakeholder and Student Trainings
April 17 - 18	Site Visit
April 20	Campus Celebration

CRITERION 1-5 WRITING TEAMS



Attendees	
Bob Griggs	C1
Rich Kluin	
Megan Fischer	C5
Erik VanLaecken	C5
Benjamin Valdez	C2
Fenecia Homan	
Nick Schneider	C1
Jen Lambley	C1
Marcella Prokop	C1
Vicki Oswald	C1
Kristin Wellnitz	C1
Joe Weber	C1
Gerard Strouth	C2
Elizabeth Harder-Schlicht	C2
Heidi Gefroh	
Nadine Gjerde	
Micah Hanson	
Amy Miller	
Amanda Bormann	
James Westcott	

Attendees	
Jeff VanOverbeke	C2
Britney Mower	C3
Jason Merritt	C3
Jackie Pommer	C3
Chelsea Reisch	C3
Kristin Larsen	C3
Emily Stahl	C3
Kristin Possehl	C4
Jaci Kramer	C4
Julie Westerman	C4
Stephanie Entringer	C4
Dustin Pepper	C4
Ken Schaffer	C4
Beth Kassing	C5
Stephen Williamson	C5
Mike Stephens	C5
Kristie Vortherms	C5

PEER REVIEW

Peer reviewers evaluate the institution's Assurance Argument by reviewing the Core Components and related evidence to affirm that the institution successfully demonstrates compliance with the Criteria.

Because peer review is concerned with quality improvement, the team takes note of any areas that must be improved to assure continued compliance.

PEER REVIEW

- Quality Assurance addressed through the Criteria & Core Components. (Quality Improvement addressed through the Quality Initiative project.)
- Plan on addressing any previously identified concerns.
- 35,000 words allowed for Assurance Argument.
- Evidence documents may also provide information.

Elements of a Criterion

- **Criterion**
 - Broad statement
 - Must be explicitly addressed
- **Core Components**
 - Specific areas of focus, define criterion
 - Must be explicitly addressed
- **Sub-components**
 - Not comprehensive
 - Used to help explicate various elements of the core component
 - Need not be individually addressed

ASSURANCE ARGUMENT

Criterion 1

Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

ASSURANCE ARGUMENT

Criterion 2

Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

ASSURANCE ARGUMENT

Criterion 3

Teaching and Learning: Quality, Resources, and Support

The institution provides high quality education, wherever and however its offerings are delivered.

ASSURANCE ARGUMENT

Criterion 4

Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

ASSURANCE ARGUMENT

Criterion 5

Institutional Effectiveness, Resources and Planning

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.

ASSURANCE ARGUMENT

Comprehensive Evaluation Protocol

- Normal time frame is 1.5 days of meetings with institutional representatives, plus 1 day of work on team report.
- Presently conducting in-person accreditation visits by peer review teams whenever possible during the 2022–23 academic year.

ASSURANCE ARGUMENT

CRITERIA EVALUATION

- Criteria and Core Components are evaluated:
 - Met
 - Met with Concerns
 - Not Met
- All Core Components evaluated through Criteria
- Sub-Components integrated into review of Core Components

ASSURANCE ARGUMENT

Reaffirmation!

Reaffirmation of Accreditation is the culminating action of the Comprehensive Evaluation for an institution's continued accreditation.

NEXT

THE SMART WAY TO WHAT'S



SOUTHEAST
Technical College

Policy/Regulation Revisions

BCB/STC School Board Member Conflict of Interest
BDC/STC Appointed Board Officials
BDG/STC School District Attorney/Legal Services
BEDG/STC Minutes of School Board Meetings
BG/STC School Board Policy Process
BI/STC School Board Memberships
GB/STC Employee Handbook
GBEBC/STC Staff Gifts and Solicitation
JH/STC Student Absences

EXECUTIVE SUMMARY

Purpose:

To bring to the School Board the above STC policies/regulations for review/revision.

In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Tech policy review committee will continually review the policies and regulations for items that need to be added, deleted, revised, or in some cases, to update the language.

The referenced policies/regulations have been reviewed by administration and the STC Policy Review Committee. A new STC policy format has been implemented. Given the minimal revisions to the policies, second readings are not necessary (See Policy BG/STC – School Board Policy Process).

BCB/STC School Board Member Conflict of Interest – minor changes to clarify language
BDC/STC Appointed Board Officials – minor changes to clarify language
BDG/STC School District Attorney/Legal Services – minor changes to clarify language
BEDG/STC Minutes of School Board Meetings – no changes
BG/STC School Board Policy Processes – minor changes to clarify language
BI/STC School Board Membership – no changes
GB/STC Employee Handbook – adding faculty handbook to policy wording
GBEBC/STC Staff Gifts and Solicitation – Update gift value, minor changes to clarify language
JH/STC Student Absences – minor changes to clarify language

Policy Review Recommendation to School Board:

Approve review/revision of the above policies/regulations.



SCHOOL BOARD MEMBER CONFLICT OF INTEREST

Southeast Technical College Policy BCB/STC

1. Purpose

~~Southeast Technical College's~~ Sioux Falls School District school board members and ~~the~~ Southeast Technical College take conflict of interest matters seriously and expect all employees and school board members to adhere to their responsibility of reporting conflicts of interest accordingly.

2. General Statement of Policy

A School Board member shall not perform any labor or furnish equipment or supplies for compensation. He/She shall not be interested directly in any contract with the School District which may have remunerative awards to the Board member unless certain conditions allowed by both SDCL 6-1-2 and Ch. 3-23 are met in full. Contracts entered in violation of this policy may be void.

No Board member may participate in discussing or vote on any issue in which the member has a conflict of interest. Each member shall decide if any potential conflict of interest requires such member to be disqualified from participating in discussion or voting. However, no member may participate in discussing or vote on an issue if the following circumstances apply:

- The member has a direct pecuniary interest in the matter before the Board; or
- At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.

If a member with a direct pecuniary interest participates in discussion or votes on a matter before the Board, that member's vote will be invalidated.

No elective county, municipal or state officer or the holder of any other office, the duties of which are incompatible or inconsistent with the duties of a Board member, shall be eligible for such membership.

In addition to this policy, Board members are required to disclose conflicts, or potential conflicts, in accordance with Board policy AH – Disclosure and Authorization of Contractual Conflicts.

3. Other Related Policies

AH/STC - Disclosure and Authorization of Contractual Conflicts

4. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL

6-1-1 _____ Local officer's interest in public purchase or contract unlawful -- Contract void.

6-1-2 _____ Conditions under which contract with local officer permitted -- Contract voidable if _____ conditions not fully met.

6-1-17 _____ Official prohibited from discussing or voting on issue if conflict of interest exists -- Legal _____ remedy.

13-20-2.1 _____ Interest of school district officer or employee in sale of school equipment as _____ misdemeanor – Exception

13-7-3 Public office incompatible with board membership.

Ch 3-23 Conflicts of Interest

Board Approved:

Policy		Board Action	(Formerly 8250)
adopted:	05-28-68		
amended:	10-25-93	27458.2c.	
amended:	10-24-05	34245	
amended:	09-14-09	35488	
amended:	08-12-13	36693	
reviewed:	08-13-18	38110	



APPOINTED BOARD OFFICIALS

Southeast Technical College Policy BDC/STC

1. Purpose

This policy outlines the responsibilities of the Business Manager of the Sioux Falls School District.

2. General Statement of Policy

The Business Manager of the [Sioux Falls](#) School District shall:

- serve as a non-voting member of the [Sioux Falls](#) School Board in an advisory capacity and is responsible to the Board on all fiduciary matters related to the District;
- serve as the parliamentarian during all regular and special Board meetings;
- keep and sign an accurate record of the proceedings of the Board. The official minutes shall be kept in safekeeping and shall be made available by the Business Manager or his/her designee to any citizen desiring to examine them during the hours when the office of the business manager is open;
- sign and publish proceedings of the Board as may be determined by the Board and consistent with the laws pertaining to the official publication of the minutes of Board action;
- assume responsibility for a detailed account of all the business of the Board and prepare periodic and annual reports of the receipts and expenditures in the District;
- issue all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board;
- prepare and distribute the agenda and other appropriate communications to Board members in advance of the regularly scheduled meetings;
- assume the responsibility for conducting school elections; and
- perform other duties as the Board may require.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL	
13-8-18	Amount of business manager's bond
13-8-19	Approval and filing of bonds
13-8-34	Approval and signing of minutes of school board
13-8-35	Publication of minutes of board – Contents – Changes after publication – Business manager to sign
13-8-43	Records of business manager open to public inspection
13-8-44	Destruction, falsification or failure to deliver records as misdemeanor
13-8-47	Annual Report to department – Contents, filing, and auditing – Past-due

Board Approved:

Policy

Board Action

(~~F~~Formerly 9230)

adopted 05-28-68

amended: 10-25-93

27458.2d

amended: 10-24-05

34245

amended: 09-14-09

35488

amended: 08-12-13

36693

reviewed: 08-13-18

38110



SOUTHEAST
Technical College

SCHOOL DISTRICT ATTORNEY/LEGAL SERVICES

Southeast Technical College Policy BDG/STC

1. Purpose

The services of the attorney of the [Sioux Falls](#) School District shall be available to the School Board and Southeast Tech President for legal advice and representation on [college/institute](#) matters.

2. General Statement of Policy

When specifically requested to do so, the attorney shall attend Board meetings and provide legal advice.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL

13-10-2

General power of school boards to employ personnel

Board Approved:

Policy

Board Action

(Formerly 9250)

Adopted: 05-28-68

amended: 10-25-93 27458.2d.

amended: 10-24-05 34245

reviewed: 09-14-09 35488

reviewed: 08-12-13 36693

reviewed: 08-13-18 38110

reviewed: 01.02.19 ST00358



MINUTES OF SCHOOL BOARD MEETINGS

Southeast Technical College Policy BEDG/STC

1. Purpose

To establish a record keeping policy governing School Board Minutes.

2. General Statement of Policy

A complete record of minutes, including "yes" and "no" votes shall be kept of all meetings of the School Board. The minutes shall be reproduced in the minute books of the Board, thus becoming the permanent and official record of the action of the Board. This record shall be open to inspection by the public during regular office hours of the Business Manager.

Within twenty days after such meeting, the Board shall cause to be published in the official newspaper a full account of the unapproved proceedings of such meeting giving a detailed statement of all expenditures of money, with the names of persons to whom payment is made, showing the service rendered or goods furnished, a statement of receipts, and balance on hand. Expenditures and receipts of trust and agency funds will be published in total only.

The Board shall approve the minutes of every meeting within forty-five days after such meeting and the President and the Business Manager shall sign the minutes of all regular and special meetings after they have been approved. Any change or correction in the minutes after publication and prior to approval by the Board shall be reflected in the minutes of the meeting at which the changes are made.

A complete list of all the salaries of officers and employees shall be published as required by state law.

Within ten business days, the unapproved draft minutes of a Board meeting will be made available for inspection by the public or within five business days after a meeting, an audio or video recording of the meeting will be available to the public on the District website. The minutes will be submitted to the official newspaper within ten business days.

The Business Manager or his/her designee shall sign each legal publication submitted to the official newspaper.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL

- 1-27-1.17 Draft minutes of public meeting to be available - Exceptions – Violation as misdemeanor
- 6-1-10 Publication of payroll information
- 13-8-34 Approval and signing of minutes of school board
- 13-8-35 Publication of minutes of board – Contents = Changes after publication – Business manager to sign

Board Approved:

Policy	Board Action	(f Formerly 9369)
adopted 05 -28 -68		
amended: 10 -25 -93	27458.2d.	
amended: 10 -24 -05	34245	
amended: 09 -14 -09	35488	
amended: 09 -13 -10	35817	
amended: 10 -14 -13	36737	
reviewed: 08 -13 -18	38110	



SCHOOL BOARD POLICY PROCESS

Southeast Technical College Policy BG/STC

1. Purpose

The School Board is the legislative body which determines policy for Southeast Technical College ([STC](#)).

Policies are written statements which express the will and intent of the Board with regard to the operation of Southeast Tech. These policies guide the Southeast Tech President and all Southeast Tech employees in the day-to-day administration of Southeast Tech.

The Board directs the Southeast Tech President to establish a schedule to systematically review each Board policy through [the his/her STC](#) Policy Review Committee.

Proposals regarding Southeast Tech policies may originate from any member of the public. Proposed policy statements, ideas or complaints must be submitted in writing to the Southeast Tech President in accordance with Policy KEA/[STC](#) – Public Concerns/Complaints about Policies. Prior to presenting proposed policy changes to the Board for first reading, the Southeast Tech President will research the issues involved, seeking guidance and assistance from staff members and [the STC his/her](#) Policy Review Committee.

2. General Statement of Policy

Policy Adoption and Amendment

In accordance with Policy KEA/[STC](#), proposals for new policies and suggested amendments to existing policies shall be submitted to the Southeast Tech President in writing to be reviewed by the [STC](#) Policy Review Committee and recommended to the Board if applicable.

Proposed policies or amendments shall be discussed at a Board meeting under the heading “First Reading of Southeast Tech Policies/Regulations.”

To allow for public input, after the first reading, the suggested policy or amendment will be posted on the District and Southeast Tech websites. Members of the public are welcome to make public comment at a Board meeting in accordance with policy BEDH/[STC](#) and/or submit a written comment to the Southeast Tech President for submission to the Board. In order to be considered by the Board, written comments must contain the name and address of the person or persons submitting them. All comments, either oral or written, will be confined to the contents of the policy or regulation.

The next meeting after the first reading, a second reading and a vote shall take place unless the Board suspends its usual procedure and extends the time for input. If time is extended, the Board must set a specific date at which it will take action.

The Board may also choose not to approve new policy or revisions to existing policy.

Once policies are adopted or amended the policies shall be placed on the District and [Southeast Tech the STC](#) website. Policies and regulations are public documents and are accessible to staff, students, parents, and community members upon request.

If a policy inadvertently contains provisions that are in conflict with another policy, the provisions in the policy most recently adopted or amended will govern. If a policy inadvertently contains provisions that are in conflict with a state or federal law, the state or federal law shall govern the District's actions.

Reviewed Policies

When a proposed revision is not acceptable to the Board, the date on the present language will be changed to reflect the date that the Board reviewed the policy. The [Southeast Tech STC](#) Policy Review Committee may also submit policies to the Board that they have reviewed and feel are still applicable and need no change. Such policies would also indicate the date on which they were reviewed at Board level. This action shows that [Southeast Tech's STC](#) policies are being kept current.

Withdrawal of Policy

Policies and regulations may be withdrawn by Board action when the policy or regulation is no longer necessary due to changes in statute, when it has become obsolete, or when another policy or regulation covers the material. Recommendations for withdrawal are placed on the consent agenda of one meeting only.

Emergency Action upon a Policy

In an emergency, the Board may suspend the requirement of two readings in order to adopt a new policy, amend a policy, or suspend a policy immediately.

Upon written notification of an emergency situation prior to the Board meeting at which the action will take place, a majority of the Board is required to suspend the two reading requirement.

If written notice is not given prior to the Board meeting, the two reading requirement may be suspended only by a unanimous vote of all five members of the Board.

If the Board exercises this prerogative and the Board adopts a policy or amends a policy, the Board shall direct the Southeast Tech President to conduct a detailed review of the adopted or amended policy that was implemented under emergency conditions and to bring an analysis of the policy and appropriate amendments, if necessary, to the Board at the next regularly scheduled Board meeting or as soon as possible thereafter.

Regulation Approval and Revision

Administrative regulations arise from Board policies and are the more detailed directions that are developed by staff to put policies into practice. The regulations specify how, by whom, where, and when things are to be done. If the Southeast Tech President or the Board feels that a regulation is needed to accompany the policy in order to provide better guidelines for the public or staff, the regulation shall, if

possible, be presented at the same time the new or amended policy is being presented for first reading. This should be done in order to provide all parties with a full understanding of the policy and how it will be implemented. No regulation shall exist without an attendant Board policy.

On the recommendation of the ~~SE Tech~~STC Policy Review Committee, proposed or revised regulations shall be placed on a regularly scheduled Board meeting agenda for consideration. A motion acknowledging proposal or revision of a regulation shall be acted on.

The Board reserves the right to review and veto administrative regulations if they are inconsistent with the policies adopted by the Board.

3. Related Policies

KE/STC – Public Concerns and Complaints

KEA/STC – Public Concerns/Complaints about Policy

Board Approved:

Policy		School Board Action	(Formerly 8310, 9310, and 9330)
Adopted:	05-28-68		
amended:	10-25-93	27458.2c. and 27458.2d	
amended:	03-11-96	28420	
amended:	10-27-97	28911	
amended:	10-23-00	29714	
amended:	10-24-05	34245	
amended:	09-14-09	35488	
amended:	09-13-10	35817	
amended:	08-12-13	36693	
reviewed:	08-13-18	38110	
reviewed:	01.02.19	ST00358	



SCHOOL BOARD MEMBERSHIPS

Southeast Technical College Policy BI/STC

1. Purpose

To authorize the Sioux Falls School District to join or become a member of school district associations.

2. General Statement of Policy

The School Board by a majority vote may become a member of an association with other School Boards of South Dakota upon payment of the annual dues to the association by the School District. All Board members of the District become members of such association for the period covered by the payment of the dues. All members are entitled to attend the annual, district, or regional meeting of such association(s) with one to act as an official delegate.

The Board as a whole by a majority vote may also join other national, state, or local education associations upon payment of annual dues to the association(s) by the District. All Board members of the District become members of such association(s) for the period covered by the payment of dues.

3. Dissemination of Policy and Training

The policy is STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL

- 13-8-10.1 Associations of school boards--Majority vote for membership – Annual dues
- 13-8-10.2 Attendance at association meetings--Appointment of members and official delegates – Expenses
- 13-8-38 Travel allowance of school board members

Board Approved:

Policy		Board Action	(Formerly 8350)
adopted:	05-28-68		
amended:	10-25-93	27458.2c	
amended:	10-24-05	34245	
reviewed:	09-14-09	35488	
amended:	08-12-13	36693	
reviewed:	08-13-18	38110	



EMPLOYEE HANDBOOK

Southeast Technical College Policy GB/STC

1. Purpose

The School Board directs the President of Southeast Technical College (STC) to develop an employee and faculty handbooks explaining employment procedures and benefits not otherwise covered by policy.

2. General Statement of Policy

Nothing in the employee or faculty handbooks shall supersede or contradict Board policy. The employee and faculty handbooks are not a contracts and does not alter the at-will status of the employment relationship between the employee and Southeast ~~Tech~~ Technical College or any terms and conditions of that relationship.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Board Approved:

Policy		Board Action	(Formerly 4113)
adopted:	09-27-93	27432.3f	
amended:	09-23-02	33335	
reviewed:	06-23-08	35086	
reviewed:	10-25-10	35886	
amended:	10-04-17	ST00248	



SOUTHEAST
Technical College

STAFF GIFTS AND SOLICITATION

Southeast Technical College Policy GBEB/STC _____

1. Purpose

Southeast Technical College (STC) Staff members may accept simple remembrances expressive of gratitude from students, parents/guardians, or parent groups. However, employees may not accept any gift or favor that might impair or appear to influence professional decisions or actions.

2. General Statement of Policy

Gifts of substantial value (i.e. ~~\$10050~~ or higher) are discouraged. However, any employee receiving a gift with an estimated value in excess of ~~\$10050~~ shall report it to the Vice President of Finance and Operations where a record of such gifts shall be maintained.

Employees may solicit contributions, in money or in kind or by selling fundraising products, for non-STC non-profit organizations only when such solicitation has been approved by the President or is part of a community service-learning project approved by the President. The President will determine guidelines for employee participation in fundraising projects for non-STC non-profit organizations.

The public may not solicit contributions, in money or in kind or by selling fundraising products, from STC employees or publicize fundraising events for non-profit organizations unless authorized by the President.

Information and activities related to for-profit organizations are handled in accordance with Policy ~~KHBA/STC~~ / ~~KHBA-R/STC~~.

Acts of generosity in unusual situations are not prohibited. In such situations, STC employees may, with the authorization of the President, initiate a fund drive and solicit contributions, in money or in kind or by selling fundraising products, from students, families, or other employees. Solicitation beyond STC must be approved by the President. Such gifts need not be reported to the Vice President of Finance.

Suppliers, contractors and others doing or seeking to do business with STC shall be discouraged from giving gifts to STC employees. Any employee receiving a gift from a vendor, contractor, or supplier with an estimated value in excess of ~~\$50100~~ shall report such gift to the Vice President of Finance and Operations where a record of such gifts shall be maintained.

3. Definitions

None.

1 4. Related Policies

2 KHBA/STC / KHBA-R/STC – Commercial Activities

3 DJG/STC – Vendor Relations

5 5. Dissemination of Policy and Training

6 The policy is located on STC’s website under Consumer Information – Southeast Tech Policies

8 Legal References:

9 ARSD 24:08:03 Code of Professional Ethics

10 ARSD 24:11:03 Code of Professional Ethics

12 Board Approved:

Policy	Board Action	(Formerly 5137)
adopted: 05-28-68		
amended: 04-12-76		
amended: 04-08-91	26048D	
amended: 02-09-98	28986	
amended: 02-27-06	34355	
amended: 05-22-06	34434	
amended: 11-24-08	35221	
amended: 10-25-10	35866	
amended: 05-12-14	36909	



STUDENT ABSENCES

Southeast Technical College Policy JH/STC

1. Purpose

Attendance in all courses is considered important at Southeast Technical College ([STC](#)). Academic success and student learning are closely related to attendance and participation.

2. General Statement of Policy

Mandatory attendance requirements may be required in specific programs.

Each instructor will include in [his/her/their](#) course syllabus, the absence policy for that class. Because courses differ in design, delivery, and requirements, the effect of absence on a student's grade may vary.

3. Reporting Procedures

None.

4. Dissemination of Policy and Training

The policy is located on [STC's website](#) under Consumer Information – Southeast Tech Policies

Board Approved:

Policy		Board Action
adopted:	3/22/04	33778
amended:	11-14-05	34262
amended:	05-24-10	35714

Policy/Regulation Revisions

AC/STC Equal Opportunity/Nondiscrimination
CHD/STC Administration in Absence of Policy
ECAE/STC Campus Security Authority Identification

EXECUTIVE SUMMARY

Purpose:

To bring to the School Board the above STC policy/regulations for first reading.

In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Tech policy review committee will continually review the policies and regulations for items that need to be added, deleted, revised, or in some cases, to update the language.

The referenced policies/regulations have been reviewed by administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned within the existing policies. Additional review included:

AC/STC Equal Opportunity/Nondiscrimination – minor changes to clarify language
CHD/STC Administration in Absence of Policy – new policy to identify the decision-making body in the absence of a policy
ECAE/STC Campus Security Authority Identification – new policy to clarify procedure as defined by Clery Act

This policy/regulation will require a second reading. It will be posted for public review on the School District and Southeast Tech website and return to the board on April 5, 2023.

Policy Review Recommendation to School Board:

Acknowledge first reading of AD/STC, CHD/STC and ECAE/STC with the understanding that they will return for a second reading on April 5, 2023.



EQUAL OPPORTUNITY/NONDISCRIMINATION

Southeast Technical College Policy AC/STC

1. Purpose

Southeast Technical College ([STC](#)) believes that a valuable element of education is the development of respect for all individuals and seeks to provide equal access/equal opportunity for students, employees and the public to Southeast Tech programs and activities.

2. General Statement of Policy

A. In an effort to provide a safe, respectful educational environment, Southeast Tech prohibits discrimination in its policies, employment practices, ~~programs~~[programs](#), and activities on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. Southeast Tech prohibits acts of discrimination toward any individual(s) while on Southeast Tech property or at Southeast Tech sponsored activities.

Southeast Tech prohibits discrimination against students on the basis of parental status, marital status, or pregnancy. Students will not be excluded from any program or activity, including any class based on the above.

Prohibited acts of discrimination include racial, sexual, ~~ethnic~~[ethnic](#), or other types of slurs, insults, intimidation, ~~harassment~~[harassment](#), and other such conduct directed toward another person.

Southeast Tech will make reasonable modifications to its programs, facilities, employment practices and activities to accommodate otherwise qualified individuals with a disability, unless such modifications would impose an undue burden on the operation of the particular program, or would alter the fundamental nature or purpose of the program or position, or cause an undue hardship on Southeast Tech.

Violations of this policy may result in discipline up to and including expulsion for students, up to and including termination for employees and suspension from attending Southeast Tech activities for citizens.

Southeast Tech prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

Inquiries concerning equal opportunity/nondiscrimination or retaliation including Title VI, Title VII, or Title IX may be referred to the ~~Civil Rights Officer~~, Vice President for Enrollment Management or Human Resources Director of Student Affairs, and Institutional Research, 2320 North Career Ave., Southeast Technical College Mickelson Center, Sioux Falls, SD 57107.

3. Reporting Procedures

A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a violation of Policy AC/STC Equal Opportunity/Nondiscrimination has occurred. Confidentiality, to the extent possible, will be maintained at each level of the complaint procedure.

The complainant is encouraged to attempt to resolve the issue informally by working with the administrator most directly involved in the situation before filing a formal complaint. However, it is understood that for some issues this may not be appropriate.

A. Reporting Incidents of Discrimination – Grievance Procedures

Any person who believes ~~he or she~~they has/have been the victim of discrimination by a student or an employee of Southeast Tech will report the alleged acts immediately to a Southeast Tech Administrator or the Human Resources Department.

1. Designated Personnel. Southeast Tech Administration is designated by Southeast Tech to receive written reports of discrimination. ~~All other written reports shall be directed to the applicable department.~~ Upon receipt of a report, the administrator shall immediately notify and forward the written report form to the ~~Civil Rights Officer~~Human Resources Department. Failure to forward any discrimination report or complaint as provided herein will result in disciplinary action. If the complaint involves the administrator, the complaint shall be filed directly with the ~~Civil Rights Officer~~Human Resources Department.
2. ~~Institute~~College wide. The School Board hereby designates the ~~Student Affairs & Institutional Effectiveness Executive Director as the Civil Rights Officer~~Human Resources Director to receive reports or complaints of discrimination from any individual, ~~employee~~employee, or victim of discrimination and also from the Southeast Tech Administrator as outlined above. If the complaint involves the ~~Civil Rights Officer~~Human Resources Director, the complaint shall be filed directly with the Southeast Tech President. Southeast Tech shall post on employee bulletin boards and on the website the mailing address and telephone number of the ~~Civil Rights Officer~~Human Resources Director.
3. Submission of a complaint or report of discrimination. Submission of a complaint or report of discrimination will not affect the individual's employment, student status or work assignments.

4. Confidentiality. Southeast Tech will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with Southeast Tech's legal obligations and the necessity to investigate allegations of discrimination and take disciplinary action when the conduct has occurred.
5. Procedure. The complainant will be asked to put the facts surrounding the conduct in writing on the Complaint Investigation Form provided by Southeast Tech that includes the following: Complainant's name and address; date of the incident; type of discrimination; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
6. Required Reporting. If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the ~~Civil Rights Officer~~Human Resources Director shall comply with mandatory reporting requirements including, but not limited to, contact with ~~the State Department of Social Services~~Campus Security or law enforcement.

Nothing in this grievance procedure forecloses individuals from seeking redress for their concerns through other legal avenues, such as Law enforcement, the Office of Civil Rights, the Equal Employment Opportunity ~~Commission~~Commission, or the South Dakota Division of Human Rights.

B. Investigation

Upon receipt of a written report alleging discrimination, the ~~Civil Rights Officer~~Human Resources Director shall contact the Title IX Coordinator to immediately authorize an investigation. This investigation may be conducted by the Title IX Coordinator, Southeast Tech officials, or by a third party designated by Southeast Tech. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Southeast Tech President and ~~Civil Rights Officer~~the Human Resources Director.

In determining whether alleged conduct constitutes discrimination, Southeast Tech should consider the surrounding circumstances, the nature of the advances, if any, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, Southeast Tech may take immediate steps at its discretion to protect the complainant, students, and the ~~employees~~employee's pending completion of an investigation of alleged discrimination.

During the ~~investigation~~investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the ~~Civil Rights Officer~~Human Resources within Director Title IX Coordinator within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

C. Southeast Tech Action

1. Upon receipt of a recommendation that the allegations of a complaint constitute a violation of Southeast Tech policy, Southeast Tech will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation ~~of~~into each complaint will be reported in writing and kept on file in the Southeast Tech Human Resources Department. The report shall include findings of fact and will document the action taken, if any, as a result of the complaint.
3. The complainant will be advised of Southeast's decision in writing on a form supplied by Southeast Tech within ten (10) working days from the conclusion of the investigation.
4. If either party is not satisfied with the written decision rendered by Southeast Tech, he or she may appeal the decision in writing to the Southeast Tech President within ten (10) working days following the receipt of the decision. The appeal must include the original Complaint Investigation form, a copy of the written decision, and a written statement as to the reason for appeal.
5. The Southeast Tech President will review the material submitted, investigate the circumstances, and respond in writing within fourteen (14) working days of the appeal with a determination to uphold, modify, or reverse the decision. At the Southeast Tech President's discretion, an additional investigation may be conducted, including interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The appeal may include any other methods or documents deemed pertinent by the Southeast Tech President.
6. If either party is not satisfied with the decision rendered by the President, he or she may request a hearing in executive session with the School Board. The request for ~~hearing~~The the hearing must be submitted in writing through the President's Office within ten (10) working days following receipt of the President's response. The appeal must include the original Complaint Investigation form, a copy of the written decision

from the President, and a written statement as to the reasons for appeal. The hearing will be scheduled within thirty (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.

7. The School Board will render a decision in writing within ten (10) working days following the hearing.

D. Prohibition against Retaliation

Southeast Tech will discipline any individual who retaliates against any person who reports alleged discrimination or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a discrimination complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or discrimination. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any Southeast Tech personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of discrimination believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

E. False Charges

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

F. Uncomfortable Situations

Southeast Tech recognizes that not every uncomfortable situation constitutes discrimination. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

G. Discipline

Any action taken by Southeast Tech pursuant to this policy will be consistent with ~~requirements~~ the requirements of Southeast Tech policies and employee handbook. Southeast Tech will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end discrimination and prevent its recurrence.

4. Other Related Policies

GBAA/STI – GBAA-R/STI – Harassment (Personnel)

5. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

Title VI of the Civil Rights Act of 1964 (discrimination based on origin or race)

Title IX of the Education Amendments of 1972 (discrimination based on gender)

Title VII of the Civil Rights Act of 1964 (discrimination based on race, color, creed, religion, gender (including pregnancy), national origin or ancestry).

Age Discrimination Act of 1975 (discrimination based on age)

Genetic Information Non-discrimination Act (discrimination based on genetic information) Americans with

Disabilities Act (discrimination based on disability)

Section 504 of the Rehabilitation Act (discrimination based on disability)

Board Approved:

Policy	Board Action	(formerly Formerly 1000b, 3000b, 5000b & 6000b)
adopted: 07-08-85	22227	
amended: 08-12-91	26363A	
amended: 06-26-95	28182	
amended: 07-14-97	28842	
amended: 07-08-02	33293	
reviewed: 06-09-08	35074	
amended: 06-22-09	35420	
amended: 11-08-10	35877	
amended: 04-23-12	36350	
amended: 10-27-14	37034	
amended: 08.01.18	ST00322	

Regulation	Board Action	(formerly Formerly 1350, 4000, 5000)
approved: 08-09-76	16808	
revised: 12-12-77	17395	
revised: 12-27-89	25139L	
revised: 06-26-95	28182	
revised: 07-14-97	28842	
revised: 07-08-02	33293	
reviewed: 06-09-08	35074	
revised: 06-22-09	35420	
revised: 11-08-10	35877	
revised: 04-23-12	36350	
revised: 10-27-14	37034	
revised: 08.01.18	ST00322	

~~Policies and Regulations~~

~~NEPN Code: AC-R/STI~~



~~Foundations and Basic Commitments~~

~~Equal Opportunity/Nondiscrimination~~

~~Resolution of Discrimination Complaints~~

~~A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a violation of Policy AC/STI Equal Opportunity/Nondiscrimination has occurred. Confidentiality, to the extent possible, will be maintained at each level of the complaint procedure.~~

~~The complainant is encouraged to attempt to resolve the issue informally by working with the administrator most directly involved in the situation before filing a formal complaint. However, it is understood that for some issues this may not be appropriate.~~

~~A. Reporting Incidents of Discrimination — Grievance Procedures~~

~~Any person who believes he or she has been the victim of discrimination by a student or an employee of Southeast Tech will report the alleged acts immediately to an Southeast Tech Administrator, or the Civil Rights Officer (Student Affairs & Institutional Effectiveness Executive Director) on the Complaint Investigation Form available from an Southeast Tech Administrator or from Southeast Tech Human Resources.~~

- ~~1. **Designated Personnel.** Southeast Tech Administration is designated by Southeast Tech to receive written reports of discrimination. All other written reports shall be directed to the applicable department. Upon receipt of a report, the administrator shall immediately notify and forward the written report form to the Civil Rights Officer. Failure to forward any discrimination report or complaint as provided herein will result in disciplinary action. If the complaint involves the administrator, the complaint shall be filed directly with the Civil Rights Officer.~~

2. ~~**Institute wide.** The School Board hereby designates the Student Affairs & Institutional Effectiveness Executive Director as the Civil Rights Officer to receive reports or complaints of discrimination from any individual, employee or victim of discrimination and also from the Southeast Tech Administrator as outlined above. If the complaint involves the Civil Rights Officer, the complaint shall be filed directly with the Southeast Tech President. Southeast Tech shall post on employee bulletin boards and on the website the mailing address and telephone number of the Civil Rights Officer.~~

~~**NEPN Code: AC-R/STI**~~

~~**Page 2 of 5**~~

3. ~~**Submission of a complaint or report of discrimination.** Submission of a complaint or report of discrimination will not affect the individual's employment, student status or work assignments.~~

4. ~~**Confidentiality.** Southeast Tech will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with Southeast Tech's legal obligations and the necessity to investigate allegations of discrimination and take disciplinary action when the conduct has occurred.~~

5. ~~**Procedure.** The complainant will be asked to put the facts surrounding the conduct in writing on the Complaint Investigation Form provided by Southeast Tech that includes the following: Complainant's name and address; date of the incident; type of discrimination; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.~~

6. ~~**Required Reporting.** If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the Civil Rights Officer shall comply with mandatory reporting requirements including, but not limited to, contact with the State Department of Social Services.~~

~~Nothing in this grievance procedure forecloses individuals from seeking redress for their concerns through other legal avenues, such as Law enforcement, the Office of Civil Rights, the Equal Employment Opportunity Commission or the South Dakota Division of Human Rights.~~

B. Investigation

Upon receipt of a written report alleging discrimination, the Civil Rights Officer shall immediately authorize an investigation. This investigation may be conducted by Southeast Tech officials or by a third party designated by Southeast Tech. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Southeast Tech President and Civil Rights Officer.

In determining whether alleged conduct constitutes discrimination, Southeast Tech should consider the surrounding circumstances, the nature of the advances, if any, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

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In addition, Southeast Tech may take immediate steps at its discretion to protect the complainant, students, and the employees pending completion of an investigation of alleged discrimination.

During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Civil Rights Officer within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

C. Southeast Tech Action

1. Upon receipt of a recommendation that the allegations of a complaint constitute a violation of Southeast Tech policy, Southeast Tech will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file in the Southeast Tech Human Resources Department. The report shall include findings of fact and will document the action taken, if any, as a result of the complaint.
3. The complainant will be advised of Southeast's decision in writing on a form supplied by Southeast Tech within ten (10) working days from the conclusion of the investigation.
4. If either party is not satisfied with the written decision rendered by Southeast Tech, he or she may appeal the decision in writing to the Southeast Tech President within ten (10) working days following the receipt of the decision. The appeal must include the original Complaint Investigation form, a copy of the written decision, and a written statement as to the reason for appeal.
5. The Southeast Tech President will review the material submitted, investigate the circumstances, and respond in writing within fourteen (14) working days of the appeal with a determination to uphold, modify, or reverse the decision. At the Southeast Tech President's discretion, an additional investigation may be conducted, including interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The appeal may include any other methods or documents deemed pertinent by the Southeast Tech President.
6. If either party is not satisfied with the decision rendered by the President, he or she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing through the President's Office within ten (10) working days following receipt of the President's response. The appeal must include the original Complaint Investigation form, a copy of the written decision from the President, and a written statement as to the reasons for appeal. The hearing will be scheduled within thirty (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.

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7. The School Board will render a decision in writing within ten (10) working days following the hearing.

~~D. Prohibition against Retaliation~~

~~Southeast Tech will discipline any individual who retaliates against any person who reports alleged discrimination or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a discrimination complaint.~~

~~Retaliation includes, but is not limited to, any form of intimidation, reprisal, or discrimination. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.~~

~~If any Southeast Tech personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of discrimination believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.~~

~~E. False Charges~~

~~Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.~~

~~F. Uncomfortable Situations~~

~~Southeast Tech recognizes that not every uncomfortable situation constitutes discrimination. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.~~

~~G. Discipline~~

Any action taken by Southeast Tech pursuant to this policy will be consistent with requirements of Southeast Tech policies and employee handbook. Southeast Tech will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end discrimination and prevent its recurrence.

Legal References

~~Title VI of the Civil Rights Act of 1964 (discrimination based on origin or race)~~

~~Title IX of the Education Amendments of 1972 (discrimination based on gender)~~

~~Title VII of the Civil Rights Act of 1964 (discrimination based on race, color, creed, religion, gender (including pregnancy), national origin or ancestry).~~

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~~Age Discrimination Act of 1975 (discrimination based on age)~~

~~Genetic Information Non-discrimination Act (discrimination based on genetic information) Americans with Disabilities Act (discrimination based on disability)~~

~~Section 504 of the Rehabilitation Act (discrimination based on disability)~~

RELATED POLICIES:

~~GBAA/STI / GBAA R/STI – Harassment (Personnel)~~

~~JIAA/STI – JIAA R/STI – Harassment (Students)~~

~~Regulation _____ Board Action _____ (formerly 1350, 4000, 5000)~~

~~approved: 08-09-76 16808~~

~~revised: 12-12-77 17395~~

revised: 12-27-89 25139L

revised: 06-26-95 28182

revised: 07-14-97 28842

revised: 07-08-02 33293

reviewed: 06-09-08 35074

revised: 06-22-09 35420

revised: 11-08-10 35877

revised: 04-23-12 36350

revised: 10-27-14 37034

revised: 08.01.18 ST00322



ADMINISTRATION IN ABSENCE OF POLICY

Southeast Technical College Policy CHD/STC

1. Purpose

The purpose of the policy is to identify the decision-making body in the absence of a policy.

2. General Statement of Policy

The policy of Southeast Technical College (STC) is to accept the judgment of the President or designee in arriving at a decision if there is an absence of an STC policy relating to a specific situation.

3. Reporting Procedures

None

4. Dissemination of Policy and Training

This policy shall appear on the STC website.

Legal References: None

Source: Western Dakota Technical College Administration in Absence of Policy #1017

Board Approved:



SOUTHEAST
Technical College

CAMPUS SECURITY AUTHORITY IDENTIFICATION

Southeast Technical College Policy ECAE/STC

1. Purpose

The purpose of the policy is to identify Southeast Technical College (STC) employees who have a duty to report crimes they become aware of, as defined by the Clery Act.

2. General Statement of Policy

STC encourages the campus community to immediately report crimes or suspicious activity to help maintain the safest possible environment for students, employees, and visitors. Pursuant to the Clery Act, a federal law, STC is required to compile and publish crime statistics in an Annual Security Report (ASR). As part of this obligation, members of the STC community identified as Campus Security Authorities (CSAs) are required to report crimes they become aware of through the Concerning Behavior Report for inclusion as statistics in the College's ASR.

STC identifies members of the STC community in the following roles as CSAs:

- President of Southeast Technical College
- Vice President for Enrollment Management
- Vice President of Finance and Operations
- Vice President of Academic Affairs
- Associate Vice President for Institutional Effectiveness
- Deans of Curriculum and Instruction
- Associate Deans of Curriculum and Instruction
- Director of Access and Workforce Opportunity
- Director of Human Resources
- Registrar
- Director of Admissions
- Academic Resource Center Coordinator
- Hovland Learning Center Director
- Director of Student Success
- Accessibility Services Coordinator

- Housing Advisors
- Campus Security Officers
- Intramural Sports Coaches
- Student Success Staff
- STC Club Advisors
- STC Additional Location Advisors

STC employees that are identified as CSA's will immediately make a report of any Clery Act crimes they become aware of. This report will be done using the STC Concerning Behavior Report. This will be reviewed by Campus Security and Human Resources for possible follow-up or further reporting.

CSAs have the right to contact the Sioux Falls Police Department if the CSA believes it is warranted. The CSA will still make the online report for STC reporting purposes.

Clery Act crimes:

- Criminal Homicide
 - Sexual Assault (Sex Offenses)
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle Theft
 - Arson
 - Hate Crimes
 - Dating Violence
 - Domestic Violence
 - Stalking
 - Liquor Law Violation
 - Drug Law Violation
 - Illegal Weapons Possession

3. Definitions

Campus Security Authority - is defined as an employee of an institution who has significant responsibility for student and campus activities or an employee who meets the definition of "any official...who has the authority to institute corrective measures" for Title IX purposes under 34 CFR 106.30(a).

Concerning Behavior Report – Report found on the Safety and Security website. Used in the process of reporting various behavior by Campus Security Authority personnel for follow up by the Southeast Technical College and compiling statistics for the Annual Security Report.

4. Reporting Procedures

The list of Campus Security Authorities is required to be included in the ASR.

5. Dissemination of Policy and Training

A. This policy shall appear on the STC website, and the list of CSAs is included in the Student Handbook and ASR.

B. The Director for Institutional Effectiveness trains CSAs on an annual basis or when STC employees assume a role making them eligible to be a CSA.

Legal References:

Higher Education Act of 1965, §485(f) (20 U.S.C. 1092(f)), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act";

34 CFR §668 Violence Against Women Act;

34 CFR §668.46(a);

34 CFR §106.30(a)

Source: Western Dakota Technical College Campus Security Authority Identification Policy #4008

Board Approved: