

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, April 5, 2023 4:00 PM**

**Carly Reiter**  
**President**

**Instructional Planning Center**  
**201 East 38<sup>th</sup> 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](http://www.sf.k12.sd.us) and [www.southeasttech.edu](http://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 March 1, 2023
- VI. Approval of Agenda
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
  - A. Authorizations and Ratifications  
Exhibit reposted at 2:12 pm on 04.03.23
    1. Approval of Contracts
    2. Approval/Ratification of Purchase Orders
    3. Disposal of School District Property
  - 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. Early Childhood Academic Update Report
  - B. FY24 Budget Guidelines, Timelines and Outlook
- X. Second Reading of STC Policy AC/STC, CHD/STC, ECAE/STC
- XI. Adjournment

SCHOOL BOARD MEETING

Wednesday, March 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, March 1, 2023 at 4:15 p.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street. Sioux Falls, South Dakota, with the following members present: Nan Baker, Marc Murren, Vice President Carly Reiter. Absent: Cynthia Mickelson, President Kate Serenbetz.

Action ST00702

A motion was made by Marc Murren and seconded by Nan Baker, three (3) votes “yes” on roll call **approving the minutes of a meeting** held on February 1, 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 ST00703

A motion was made by Marc Murren and seconded by Nan Baker, three (3) votes “yes” on roll call, **approving the agenda** as presented.

\* \* \* \* \*

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

Action ST00704

A motion was made by Marc Murren and seconded by Nan Baker, three (3) votes “yes” on roll call, **approving Item A through D on the consent agenda** as follows:

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

A.1. **Approval/Ratification of Purchase Orders**

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

Item	PO No.	Vendor	Description	Total Cost
a.	S2303970	Hyland LLC	Onbase Document Imaging System	\$18,982

**A.2. Disposal of School District Property**

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

<b>Item No.</b>	<b>Description</b>	<b>Location</b>	<b>Appraisers</b>	<b>Appraised Value</b>	<b>Property File No.</b>
<b>a.</b>	Meraki Wireless Access Points (183 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>b.</b>	Epson EMP-1715 Projector (Asset 7168)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>c.</b>	HP ProDesk 600 G1	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>d.</b>	AverVision SPB350+ Document Camera	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>e.</b>	Apple Ipad WiFi 16GB (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>f.</b>	Epson PowerLite 915W Projects (6 Units) (Asset 7705, 7702, 7736, 7704, 7699)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>g.</b>	Apple MacBook (2 Units) (Asset 42177)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>h.</b>	HP Zbook 15 G2	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>i.</b>	HP EliteBook 755 G2 (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>j.</b>	HP EliteBook 755 G3 (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>k.</b>	HP EliteBook 755 G4 (2 Units)	STC	Gerard Strouth Ethan Hout Lori STC	\$0	2023-ST005
<b>l.</b>	HP ProBook 650 G1	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>m.</b>	HP ZBook 15 G3 (5 Units) (Assets 42527, 42394, 42526, 42525, 42524)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005

<b>n.</b>	HP EliteDesk 705 G2 (24 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>o.</b>	Crestron Control Processor CP2E	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>p.</b>	TOA 900 Series Amplifier A-906MK2 (2 Units) (Asset 3039)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>q.</b>	Acard Technology DVD Duplicator	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>r.</b>	SuperFlow Dimin Desktop Computer	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>s.</b>	Dell E198 Monitor	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>t.</b>	HP ProBook 450 G2 (3 Units) (Assets 4765, 4746, 4745)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>u.</b>	Xerox Phaser 4510 Printer	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>v.</b>	HP UltraSlim Dock	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>w.</b>	HP EliteDisplay Monitor	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>x.</b>	Panasonic PT LCD Projector	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>y.</b>	Toshiba Television Receiver	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>z.</b>	LG Flatron Monitor (4 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>aa.</b>	ARM Electronics Monitor	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>bb.</b>	Insignia TV Monitor (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005
<b>cc.</b>	Dell E2208 Monitor (2 Units)	STC	Gerard Strouth Ethan Friesz Lori Hout	\$0	2023-ST005

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

**A.3. Amending Prior Board Action**

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

**B.** Approving the **Consolidated Report of Trust and Agency Funds** of March 1, 2023 and stating for the record that as of January 31, 2023 receipts total \$39,381,597.51 and disbursements total \$30,369,945.96 (MRF #ST526)

**C.** Approving the **Vice President of Finance and Operation’s Report** of March 1, 2023 in accordance with the SDCL §13-8-35 (MRF #ST527) and directing that detailed statement of receipts and balances on hand, as of January 31, 2023, be published as part of these minutes, in accordance with SDCL §13-8-3.

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

**D.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>
<b>Student Help, part-time, per hour</b>		
Hanekom, Nicole	Student Success	01-31-23
Luettel, Laura	Scarborough	02-03-23

## D.1. Resignations continued.

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Student Help, part-time, per hour</b>		
Guevara, Melanie	Scarborough	02-10-23
<b>Employee Contract, full-time, annual</b>		
Hartman, Alexandra	Scarborough	01-31-23
<b>Instructor, Adjunct, part-time</b>		
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
<b>Other Help, part-time, per hour</b>		
Schnell, Jane	Prof. Tutor	01-31-23

## D.2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, Adjunct, part-time</b>			
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
<b>Instructor, Adjunct, Stipend</b>			
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

D.2. **Employment Recommendations**  
**Instructor, Adjunct, Stipend, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
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, Jeffrey	Land Survey Science	01-09-23	\$7,123.20
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

D2. **Employment Recommendations**  
**Instructor, Adjunct, Stiped, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
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, Lynam	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

**D.2. Employment Recommendations  
Employee Contract, exempt, full-time, annual**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
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 Surksum, 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

**D.3. Salary Change**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
<b>Employment Contract, 12-month, Non-Exempt, per hour</b>				
Weihe, Connor	Scarborough	02-05-23	\$16.55	\$19.37

D.3. **Salary Change**

<u>Name</u>	<u>Location/ Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
<b>Other help, part-time, per hour</b>				
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
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

D.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

Action ST00705

Instructors Dennis Howard and Lynard Stelley provided the Academic Program Update – Welding Technology Report. (MRF #ST528) 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 9<sup>th</sup> 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.

Following general discussion, a motion was made by Marc Murren and seconded by Nan Baker, three (3) votes “yes” on roll call **acknowledging the Academic Program Update – Welding Technology Report.**

Action ST00706

Personal Counselor Nickie McMillin presented the Counseling Services Report. (MRF #ST529). Highlights of the report included the number of students seeking and engaging in counseling modalities during the 2022-23 semester. A new landing page on the website offering students community resources was also discussed.

Following general discussion, a motion was made by Nan Baker and seconded by Marc Murren, three (3) votes “yes” on roll call **acknowledging the Counseling Services Report.**

Action ST00707

Vice President of Academics Dr. Benjamin Valdez presented the HLC Update Report. (MRF #ST530). 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.

Following general discussion, a motion was made by Nan Baker and seconded by Marc Murren, three (3) votes “yes” on roll call **acknowledging the HLC Update Report.**

Action ST00708

A motion was made by Marc Murren and seconded by Nan Baker three (3) votes “yes” on roll call, **approving the review of policies and/or regulations** (see MRF #ST531) **as follows: 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 Meeting, BG/STC School Board Policy Process, BI/STC School Board Memberships, GB/STC Employee Handbook, GBEC/STC Staff Gifts and Solicitation, JH/STC Student Absences.**

Action ST00709

A motion was made by Marc Murren and seconded by Nan Baker three (3) votes “yes” on roll call **acknowledging the first reading of Policy AC/STC Equal Opportunity/Nondiscrimination, CHD/STC Administration in Absence of Policy, ECAE/STC Campus Security Authority Identification,** as presented (see MRF #ST532).

continued

Wednesday, March 1, 2023

Action ST00710

On motion by Marc Murren and seconded by Nan Baker, three (3) votes “yes” on roll call, the School Board **adjourned** at 5:14 p.m.

CARLY REITER  
Presiding Officer

TODD VIK  
Business Manager

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, April 5, 2023 4:00 p.m.**

**Kate Serenbetz**  
**President**

**Instructional Planning Center**  
**201 East 38<sup>th</sup> 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](http://www.sf.k12.sd.us) and [www.southeasttech.edu](http://www.southeasttech.edu)

## **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Persons Wishing to Address the School Board on Non-Agenda Items
4. Persons Wishing to Address the School Board on Agenda Items
5. Approval of Minutes of March 1, 2023
6. Approval of Agenda
7. Conflicts of Interest
8. Approval of Consent Agenda
  - A. Authorizations and Ratifications
    1. Approval of Contracts
    2. Approval/Ratification of Purchase Orders
    3. Disposal of School District Property
  - 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
9. Reports of the President
  - A. Early Childhood – Academic Update Report
  - B. FY24 Budget Guidelines, Timelines and Outlook
10. Second 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
11. Adjournment

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

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

Item	Contract Number	Contractor	Project	Cost
a.	ST23-033, RJG	SDSPLS, ACEC/SD, STC Foundation	Endowed agreement – Land Surveyor Technician Program	\$45,000
b.	ST23-034, RJG	Watermark	Planning & Self Study – 3 year renewal	\$38,421.47
c.	ST23-035, MF	Encoura	4-year Encoura Membership & Platform Subscription Renewal	\$151,160
d.	ST23-036, RJG	Henry Carlson Construction, LLC	Simulation Center CMR Fee	\$620,204 +/-
e.	ST23-037, KLP	NXC Imaging	NXC Imaging Service Agreement	\$148,695
f.	ST23-038, KLP	Philips	Philips Service Agreement	\$8,880
g.	ST23-039, KLP	Simbionix USA	Simbionix Service Contract	\$30,000

**2. Approval/Ratification of Purchase Orders****Erik VanLaecken 367-4800**

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.	<b>S2304316</b>	Transact Campus Inc	Annual Maintenance	\$38,294.30
b.	<b>S2304458</b>	Ad Astra Information Systems	Annual Subscription	\$15,435.00
c.	<b>S2304737</b>	AVI Systems, Inc.	HyFlex Classrooms	\$66,465.60
d.	<b>S2304741</b>	AVI Systems, Inc.	HyFlex Classrooms	\$43,443.93
e.	<b>S2304742</b>	AVI Systems, Inc.	HyFlex Classrooms	\$43,443.93
f.	<b>S2304743</b>	High Point Networks, LLC	Wireless Access Points	\$43,779.00
g.	<b>S2304744</b>	AVI Systems, Inc.	HyFlex Classrooms	\$43,695.23
h.	<b>S2304764</b>	AVI Systems, Inc.	HyFlex Classrooms	\$50,793.10

**3. 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:

<b>Item No.</b>	<b>Description</b>	<b>Location</b>	<b>Appraisers</b>	<b>Appraised Value</b>	<b>Property File No.</b>
<b>a.</b>	Horizon Paper Cutter PC-65II	STC	Anthony Conrad Patrick Frenz Brian Williams	\$0.00	2023-ST006
<b>b.</b>	Resistance Spot Welder <b>Asset F3413</b>	STC	Vincent Berry Marcus Hunter Tim Christensen	\$100.00	2023-ST007
<b>c.</b>	Resistance Spot Welder	STC	Vincent Berry Marcus Hunter Tim Christensen	\$500.00	2023-ST007
<b>d.</b>	AIM Welder Hybrid (2), <b>Assets F4828, F4829</b>	STC	Vincent Berry Marcus Hunter Tim Christensen	\$500.00 each	2023-ST007

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 2/28/2023
STC Bookstore	\$ 34,414.43	\$ 798.50	\$ 300.00	\$ 34,912.93
STC EFT	\$ 292,470.45	\$ 9,128,180.60	\$ 6,937,881.01	\$ 2,482,770.04
STC Tuition & Fees	\$ 2,117,830.91	\$ 31,096,255.00	\$ 32,509,698.24	\$ 704,387.67
STC T & A	\$ 128,916.76	\$ 35,200.72	\$ 39,028.05	\$ 125,089.43
STC ACH	\$ 2.16	\$ 0.06	\$ -	\$ 2.22
STC Blue Bucks	\$ 10,171.17	\$ 13,250.52	\$ 1,317.22	\$ 22,104.47
TOTALS	<u>\$ 2,583,805.88</u>	<u>\$ 40,273,685.40</u>	<u>\$ 39,488,224.52</u>	<u>\$ 3,369,266.76</u>

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

**TO: School Board**  
**Southeast Tech Funds on hand February 28, 2023:**

**POST-SECONDARY VOCATIONAL FUND #23**

First Interstate, Checking, #3047444	\$ 7,515,466.48	
First Interstate, Savings, #5035221	4,074.49	
Payroll	-	
Total Post-Secondary Vocational Fund	<u>7,519,540.97</u>	<u>\$ 7,519,540.97</u>

**POST-SECONDARY VOCATIONAL BOOKSTORE FUND #52**

First Interstate, Checking, #3047444	<u>\$ 578,793.59</u>
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**POST-SECONDARY VOCATIONAL FOOD SERVICE #53**

First Interstate, Checking, #3047444	<u>\$ (76,280.16)</u>
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**POST-SECONDARY VOCATIONAL CHILD CARE #54**

First Interstate, Checking, #3047444	<u>\$ 163,877.87</u>
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<b>Total All Funds</b>	<u><u>\$ 8,185,932.27</u></u>
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**POST SECONDARY - VOCATIONAL FUND**

	<b>FY23 BUDGET</b>	<b>FEB '23 YTD</b>	<b>FEB '23 PERCENT</b>	<b>FEB '22 YTD</b>	<b>FEB '22 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ 6,878,479	\$ 6,674,718	97.04%	\$ 6,306,390	88.73%
Fees	6,515,512	6,023,534	92.45%	5,992,229	88.82%
Corporate Education	252,172	240,470	95.36%	123,317	59.07%
<b>STATE SUPPORT:</b>					
State Aid	9,207,352	5,000,251	54.31%	3,664,546	49.06%
Other State	5,152,900	55,299	1.07%	129,081	12.85%
<b>FEDERAL SUPPORT:</b>					
Perkins	839,766	254,511	30.31%	89,539	11.65%
ABE	256,100	105,581	41.23%	-	0.00%
Other Federal	2,703,930	760,896	28.14%	31,795	3.10%
<b>LOCAL SUPPORT:</b>					
Grants/Donations	4,750,000	213,045	4.49%	8,375	2.35%
Other Local	1,202,966	2,603,744	216.44%	799,349	65.70%
<b>TOTAL REVENUES:</b>	<b>\$ 37,759,177</b>	<b>21,932,050</b>	<b>58.08%</b>	<b>\$ 17,144,622</b>	<b>65.61%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ 1,100,191	\$ 748,949	68.07%	\$ 683,466	66.74%
Instructional	6,236,250	3,992,976	64.03%	3,606,289	63.73%
Support	5,297,402	3,335,211	62.96%	2,959,680	62.98%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	#DIV/0!	-	0.00%
Instructional - Other	1,086,350	675,366	62.17%	623,735	63.99%
Support - Other	256,450	154,392	60.20%	118,441	44.03%
<b>BENEFITS:</b>					
Insurance - Dental	130,434	79,021	60.58%	76,042	61.89%
Insurance - Medical	2,227,209	1,290,008	57.92%	1,269,740	59.73%
Insurance - Other	60,613	52,263	86.22%	41,295	59.75%
Retirement	1,831,995	1,129,623	61.66%	1,006,301	60.96%
<b>SERVICES:</b>					
Advertising	381,000	231,220	60.69%	231,780	60.69%
Legal	50,000	30,678	61.36%	19,104	31.84%
Maintenance/Repair	208,350	115,582	55.48%	122,555	41.91%
Postage	122,100	90,227	73.90%	73,304	64.41%
Printing/Publishing	119,450	99,740	83.50%	91,739	72.38%
Professional/Technical	1,269,456	773,492	60.93%	353,474	39.98%
Property	197,000	279,477	141.87%	160,320	117.02%
Rentals	68,170	171,487	251.56%	20,431	38.13%
Software Upgrades	792,650	456,209	57.55%	444,545	98.37%
Travel	146,170	133,878	91.59%	57,228	31.49%
Utilities	711,492	423,912	59.58%	377,818	66.72%
<b>SUPPLIES:</b>					
Equipment - Noncapital	208,739	335,095	160.53%	144,848	58.01%
Food	83,575	69,678	83.37%	51,046	56.94%
Instructional Supplies	587,774	363,056	61.77%	434,541	74.55%
Other	370,700	239,626	64.64%	211,116	52.75%
Resale	568,623	514,518	90.48%	589,696	86.62%
Software	123,325	232,090	188.19%	257,802	62.33%
<b>OTHER:</b>					
Bad Debt	135,000	145,447	107.74%	(53,291)	-29.61%
Dues/Fees	435,960	236,908	54.34%	225,712	53.11%
Liability Insurance	115,000	119,927	104.28%	103,688	95.13%
Miscellaneous	134,000	25,691	19.17%	39,937	23.84%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 25,055,428</b>	<b>\$ 16,545,746</b>	<b>66.04%</b>	<b>\$ 14,342,380</b>	<b>61.90%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ 5,501,390	\$ 61,270	1.11%	\$ 142,325	15.73%
Equipment	7,532,833	1,123,818	14.92%	541,069	29.13%
Information Technology	88,000	33,649	38.24%	93,019	#DIV/0!
Land Improvements	301,526	56,169	18.63%	21,631	10.93%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ 13,423,749</b>	<b>\$ 1,274,906</b>	<b>9.50%</b>	<b>\$ 798,045</b>	<b>26.96%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 38,479,177</b>	<b>17,820,652</b>	<b>46.31%</b>	<b>\$ 15,140,425</b>	<b>57.94%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ (720,000)</b>	<b>\$ 4,111,398</b>		<b>\$ 2,004,198</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>4,491,170</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 8,602,568</b>			

**POST SECONDARY - BOOKSTORE**

	<b>FY23 BUDGET</b>	<b>FEB '23 YTD</b>	<b>FEB '23 PERCENT</b>	<b>FEB '22 YTD</b>	<b>FEB '22 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
<b>STATE SUPPORT:</b>					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
<b>FEDERAL SUPPORT:</b>					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
<b>LOCAL SUPPORT:</b>					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	1,606,000	1,668,256	103.88%	1,410,195	87.81%
<b>TOTAL REVENUES:</b>	<b>\$ 1,606,000</b>	<b>\$ 1,668,256</b>	<b>103.88%</b>	<b>\$ 1,410,195</b>	<b>87.81%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	155,601	104,470	67.14%	72,235	66.56%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	26,902	107.61%	29,650	65.89%
<b>BENEFITS:</b>					
Insurance - Dental	1,869	963	51.50%	921	66.65%
Insurance - Medical	30,980	17,545	56.63%	16,158	66.67%
Insurance - Other	858	892	103.97%	487	21.84%
Retirement	20,949	14,827	70.78%	10,865	67.01%
<b>SERVICES:</b>					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	22,000	15,627	71.03%	19,524	78.09%
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	1,475	36.88%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
<b>SUPPLIES:</b>					
Equipment - Noncapital	-	992	100.00%	7,782	100.00%
Food	100	142	142.15%	49	24.75%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	-	4,245	100.00%	-	0.00%
Resale	1,250,000	1,139,818	91.19%	1,192,581	92.81%
Software	-	-	0.00%	-	0.00%
<b>OTHER:</b>					
Bad Debt	-	(342)	100.00%	(662)	100.00%
Dues/Fees	80,000	63,743	79.68%	58,503	81.25%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	2,000	-	0.00%	2,805	100.00%
Depreciation	10,372	-	0.00%	-	0.00%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 1,603,729</b>	<b>\$ 1,391,299</b>	<b>86.75%</b>	<b>\$ 1,410,899</b>	<b>87.96%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,603,729</b>	<b>\$ 1,391,299</b>	<b>86.75%</b>	<b>\$ 1,410,899</b>	<b>87.96%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ 2,271</b>	<b>\$ 276,957</b>		<b>\$ (704)</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>2,046,707</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 2,323,663</b>			

**POST SECONDARY - FOOD SERVICE**

	<b>FY23 BUDGET</b>	<b>FEB '23 YTD</b>	<b>FEB '23 PERCENT</b>	<b>FEB '22 YTD</b>	<b>FEB '22 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
<b>STATE SUPPORT:</b>					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
<b>FEDERAL SUPPORT:</b>					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
<b>LOCAL SUPPORT:</b>					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	395,000	172,024	43.55%	144,299	36.53%
<b>TOTAL REVENUES:</b>	<b>\$ 395,000</b>	<b>\$ 172,024</b>	<b>43.55%</b>	<b>\$ 144,299</b>	<b>36.53%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	91,806	63,222	68.86%	57,115	66.57%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	46,540	37,028	79.56%	33,395	51.38%
<b>BENEFITS:</b>					
Insurance - Dental	1,019	679	66.66%	650	66.67%
Insurance - Medical	18,594	10,581	56.91%	11,805	66.67%
Insurance - Other	779	2,275	292.08%	578	7.69%
Retirement	15,759	11,256	71.42%	10,126	63.74%
<b>SERVICES:</b>					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	6,000	6,562	109.37%	4,455	74.25%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	500	104	20.88%	1,429	285.74%
Professional/Technical	1,500	400	26.67%	(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%
<b>SUPPLIES:</b>					
Equipment - Noncapital	-	1,114	100.00%	2,134	100.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	15,000	12,517	83.45%	10,928	54.64%
Resale	175,000	113,783	65.02%	88,679	50.67%
Software	-	-	0.00%	-	0.00%
<b>OTHER:</b>					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	5,000	1,572	31.45%	889	12.71%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	22,170	-	0.00%	-	0.00%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 399,667</b>	<b>\$ 261,094</b>	<b>65.33%</b>	<b>\$ 221,957</b>	<b>52.28%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 399,667</b>	<b>\$ 261,094</b>	<b>65.33%</b>	<b>\$ 221,957</b>	<b>52.28%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ (4,667)</b>	<b>\$ (89,070)</b>		<b>\$ (77,658)</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>162,167</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 73,096</b>			

**POST SECONDARY - CHILDCARE**

	<b>FY23 BUDGET</b>	<b>FEB '23 YTD</b>	<b>FEB '23 PERCENT</b>	<b>FEB '22 YTD</b>	<b>FEB '22 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
<b>STATE SUPPORT:</b>					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
<b>FEDERAL SUPPORT:</b>					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	72,423	-	0.00%	44,400	#DIV/0!
<b>LOCAL SUPPORT:</b>					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	289,000	218,526	75.61%	125,709	38.33%
<b>TOTAL REVENUES:</b>	<b>\$ 361,423</b>	<b>\$ 218,526</b>	<b>60.46%</b>	<b>\$ 170,109</b>	<b>51.86%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	200,102	119,259	59.60%	111,825	60.11%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	21,570	32,581	151.05%	17,781	39.51%
<b>BENEFITS:</b>					
Insurance - Dental	3,438	1,748	50.85%	1,842	49.29%
Insurance - Medical	74,015	32,236	43.55%	26,500	46.04%
Insurance - Other	2,201	1,642	74.62%	1,543	131.63%
Retirement	26,060	17,579	67.45%	14,712	53.51%
<b>SERVICES:</b>					
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	171	35.63%	-	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%
<b>SUPPLIES:</b>					
Equipment - Noncapital	3,200	650	20.31%	-	0.00%
Food	500	444	88.73%	-	0.00%
Instructional Supplies	-	2,244	100.00%	5,620	#DIV/0!
Other	6,000	50	0.83%	50	0.83%
Resale	-	-	0.00%	-	0.00%
Software	450	450	100.00%	-	0.00%
<b>OTHER:</b>					
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%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 347,859</b>	<b>\$ 214,192</b>	<b>61.57%</b>	<b>\$ 179,518</b>	<b>53.04%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 347,859</b>	<b>\$ 214,192</b>	<b>61.57%</b>	<b>\$ 179,518</b>	<b>53.04%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ 13,564</b>	<b>\$ 4,334</b>		<b>\$ (9,408)</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>(63,869)</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ (59,535)</b>			

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

	<b>#23</b>	<b>#52</b>	<b>#53</b>	<b>#54</b>
	<b>Post</b>			
	<b>Secondary</b>	<b>Bookstore</b>	<b>Food Service</b>	<b>Child Care</b>
	<b>Vocational</b>	<b>Enterprise</b>	<b>Enterprise</b>	<b>Enterprise</b>
	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Cash Balance January 31, 2023</b>	\$ 3,060,404.16	\$ 448,554.41	\$ (51,991.94)	\$ 157,807.82
<b>Operating Results:</b>				
<b>Revenue:</b>				
<b>Local Sources:</b>				
Tuition/Fees	5,865,922.69	-	-	-
Sales of Goods/Services	45,278.02	387,205.11	25,323.82	26,340.58
Other Sources	1,669,550.20	2,317.99	-	100.00
<b>State Sources:</b>	30,763.60	-	-	-
<b>Federal Sources:</b>	246,598.98	-	-	-
<b>Expenditures:</b>				
Personnel	(1,512,118.81)	(21,239.17)	(17,805.43)	(21,193.73)
Services	(526,359.35)	(3,410.07)	(100.00)	(57.00)
Supplies	(138,889.51)	(71,952.23)	(31,082.97)	(506.03)
Capital	(240,780.61)	-	-	-
Other	(46,978.60)	(4,515.99)	(202.03)	-
Transfers	-	-	-	-
<b>(Increase)/Decrease in Assets</b>	(933,849.80)	(158,166.46)	(421.61)	1,386.23
<b>Increase/(Decrease) in Liabilities</b>	-	-	-	-
<b>Net Cash Provided By (Used In) Operating Activities:</b>	<u>\$ 4,459,136.81</u>	<u>\$ 130,239.18</u>	<u>\$ (24,288.22)</u>	<u>\$ 6,070.05</u>
<b>Cash Balance February 28, 2023</b>	<u>\$ 7,519,540.97</u>	<u>\$ 578,793.59</u>	<u>\$ (76,280.16)</u>	<u>\$ 163,877.87</u>
<b>Cash Balance June 30, 2022</b>	\$ 3,589,752.13	\$ 1,232,875.78	\$ 18,361.39	\$ 163,236.80
<b>Operating Results:</b>				
<b>Revenue:</b>				
<b>Local Sources:</b>				
Tuition/Fees	12,938,722.39	-	-	-
Sales of Goods/Services	696,805.71	1,658,182.34	171,703.37	164,198.96
Other Sources	2,119,983.68	10,073.28	320.60	54,326.60
<b>State Sources:</b>	5,055,550.08	-	-	-
<b>Federal Sources:</b>	1,120,987.95	-	-	-
<b>Expenditures:</b>				
Personnel	(11,457,807.59)	(165,599.35)	(125,041.29)	(205,045.71)
Services	(2,805,902.79)	(17,102.38)	(7,066.84)	(171.00)
Supplies	(1,754,062.60)	(1,145,196.17)	(127,413.84)	(3,837.41)
Capital	(1,274,905.97)	-	-	-
Other	(527,972.93)	(63,401.11)	(1,572.43)	(5,137.49)
Audit	-	-	-	-
<b>(Increase)/Decrease in Assets</b>	292,209.80	(817,990.99)	239.93	5,687.70
<b>Increase/(Decrease) in Liabilities</b>	(473,818.89)	(113,047.81)	(5,811.05)	(9,380.58)
<b>Net Cash Provided By (Used In) Operating Activities:</b>	<u>\$ 3,929,788.84</u>	<u>\$ (654,082.19)</u>	<u>\$ (94,641.55)</u>	<u>\$ 641.07</u>
<b>Cash Balance February 28, 2023</b>	<u>\$ 7,519,540.97</u>	<u>\$ 578,793.59</u>	<u>\$ (76,280.16)</u>	<u>\$ 163,877.87</u>

<b>Rich Kluin</b>	3/30/2023			
<b>Prepared by</b>	<b>Date</b>			

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>
<b>Employee Contract, full-time, annual</b>		
Winter, Karen *	Testing Center	02-28-23
<b>Instructor, Adjunct, part-time</b>		
Kayser, Seth	Nursing & Health	03-10-23
<b>Other Help, part-time, per hour</b>		
Parr, Michael	Prof. Tutor	03-07-23
Woessner, Cynthia	Nursing & Health	03-09-23

\*Retirement

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, Adjunct, part-time, per hour</b>			
Elkafifi, Elizabeth	Nursing & Health	03-14-23	\$25.50
Do, Doanh	Nursing & Health	04-04-23	\$25.50
<b>Instructor, Adjunct, Stipend</b>			
Emly, Lindsey	Nursing & Health	03-31-23	\$1,643.00
Dejong, Mackenzie	Nursing & Health	03-31-23	\$821.50
Haynes, Matthew	Construction	03-31-23	\$2,500.00
<b>Instructor, Adjunct, Lump Sum Pay Correction</b>			
Herbeck, Rebecca	Nursing & Health	03-31-23	\$229.50
Dejong, Mackenzie	Nursing & Health	03-31-23	\$127.50
<b>Instructor, Full-Time, Lump Sum Pay Correction</b>			
Grogan, Traci	Nursing & Health	03-31-23	\$2740.76
South, Jeremy	Automotive	03-31-23	\$357.00
<b>Employment Contract, Extra Duties, Full-Time, Stipend</b>			
Adamson, Heather	English	03-31-23	\$2500.00

# Early Childhood Division Report

## Executive Summary

**Purpose of Report:** To inform the School Board about the academic program of the Early Childhood Program in the Professional Studies Division at Southeast Technical College.

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The Early Childhood Specialist Program pursues excellence and focuses on student learning based on the development of children from prenatal through age 8.

Our educational experiences give students the opportunity to develop hands-on, critical thinking, and personal skills required to care for young children and their families. Students will learn practices that foster collaboration, age-appropriate curriculum, and developmentally appropriate teaching skills in a nurturing environment. Our early childhood courses are designed to provide real-life application and professional learning experiences to prepare students to be confident and competent early childhood professionals.

Program accomplishments, highlights, technical skills needed to obtain an industry position, student service opportunities, and data were shared.

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**Administrative Recommendation to School Board:** Acknowledge the Early Childhood Program in the Professional Studies Division report.



**SOUTHEAST**  
Technical College

# Early Childhood

Loretta Leloux, M.S.



# INTRODUCTION

## Lead Instructor:

- Loretta Leloux

## Adjunct Instructors:

- Suzy Jones
- Melissa Atkins

### EARLY CHILDHOOD MISSION:

*Our educational experiences give students the opportunity to develop hands-on, critical thinking, and personal skills required to care for young children and their families. Students will learn practices that foster collaboration, age-appropriate curriculum, and developmentally appropriate teaching skills in a nurturing environment. Our early childhood courses are designed to provide real-life application and professional learning experiences to prepare students to be confident and competent early childhood professionals.*



# PROGRAM OUTCOMES

## Technology

- Explain domains of early development and their significance to learning.
- Distinguish developmentally appropriate practices (DAP) for children birth to age 8.
- Demonstrate observational skills through direct experiences.

## Problem Solving

- Examine personal and professional characteristics to better serve diverse populations.

## Communication

- Develop a curriculum framework by highlighting relationship-based modeling through lesson plan development, implementation, and environmental considerations for early learners.

## Professionalism

- Define and explain professional standards for the field of early childhood, including the use of advocacy and ethical conduct (NAEYC).

# KEY CONCEPTS & TECHNICAL SKILLS

EARLY CHILDHOOD EDUCATORS ARE EXPECTED TO HAVE THE ABILITY TO:

Understand child growth & development and apply these concepts to care

Foster meaningful learning environments to support individual children's needs

Engage children in developmentally appropriate learning through play-based curriculum

Demonstrate supportive classroom management skills

Maintain a safe, healthy, and nurturing environment for children

Communicate effectively with children and families

Problem-solve situations in a quick approach

Maintain professional, confidential, and ethical behavior

# PROGRAM HIGHLIGHTS & ACCOMPLISHMENTS

- Received funds from DSS, Office of Child Care Services, to support 20 full-ride Early Childhood scholarships.
  - *2-year commitment in a regulated care setting*
- Finalized articulation of 20 EC credits into SDSU's Early Childhood Education B.S. Degree.
  - *Total of 31 from STC*



## Early Childhood Workforce Support Scholarships

Hit the ground running, graduate with no debt and start your career in early childhood education.

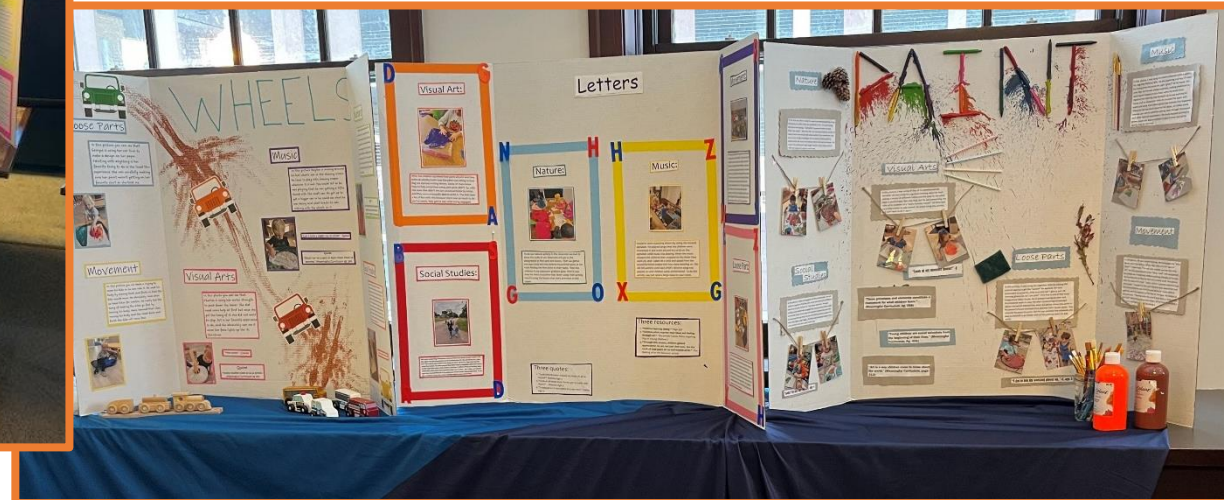
# PROGRAM HIGHLIGHTS & ACCOMPLISHMENTS

- Active Early Childhood Student Organization (EChO) involved in community service & civic engagement.
  - *Children's Inn Book Donation*
  - *Campus Food Drive*
  - *Child's Voice Blanket Donation*
  - *Volunteered at Feeding SD*
  - *Emergency "Stuffed Animal" Drive*



# PROGRAM HIGHLIGHTS & ACCOMPLISHMENTS

- Students attend the annual SF WOW Early Education Conference.
  - *Networking opportunity (500+ state-wide attendance).*
- Students prepared and presented poster sessions on child development/curriculum topics.



# PARTNERSHIPS

## Industry Practicum and Lab Sites

- Scarbrough Center at STC
- Child Care Centers & Family Child Care
- SFSD Early Childhood Program/Head Start
- Social Service Programs

## Office of Child Care Services

## SD Association for the Education of Young Children

- SDAEYC Student Award April 2022; Kailee Fox



"Southeast Tech and the Early Childhood program have shown me what it takes and how to be an influential educator. The program gave me tools and resources to take with me after graduation to use through my career. This program is very hands-on; I'm going out into the field with real-life experiences in Early Childhood. STC's faculty care about their students both academically and personally."

— KAILEE FOX, 2022 EARLY CHILDHOOD SPECIALIST GRADUATE

# PROGRAM DATA

PROGRAM	Early Childhood				
	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Total Fall Enrollment</b>	35	37	40	33	30
<b>New Students</b>	21	19	21	20	23
<b>Returning Students</b>	14	18	19	13	7
<b>Program Retention Rate</b>	72%	90%	76%	75%	55%
<i>SDBOTE Fall to Fall</i>					
<b># of Graduates</b>	8	8	15	10	
<i>Fall, Spring, Summer combined</i>					
<b>In-Field Placement Rate</b>	80%	89%	100%	82%	
<i>SDBOTE Prior Academic Year</i>					



# NEXT

THE SMART WAY TO WHAT'S



**SOUTHEAST**  
Technical College

## **FY24 Budget Guidelines and Timeline**

### **EXECUTIVE SUMMARY**

**Purpose:**

To recommend to the School Board budget guidelines, timeline, and process for the FY24 Budget.

---

The Higher Learning Commission (HLC) requires that institutions connect their budgets to the institutional mission, goals, and student learning. HLC stresses the importance of open lines of communication, increased transparency, and the embracement of data-driven planning and evaluation and its impact on decision making.

HLC guidance also requires that the institution's resources, structures, and processes are enough to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. Furthermore, HLC articulates that...

1. The institution has a well-developed process in place for budgeting and for monitoring expenditures.
2. The institution allocates its resources in alignment with its mission and priorities.
3. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.
4. The planning process encompasses the institution and considers the perspectives of internal and external constituent groups.
5. The institution plans based on a sound understanding of its current capacity and that institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue.
6. The institutional plan anticipates emerging factors such as technology, demographic shifts, and globalization.

The Administration of Southeast Tech has developed the proposed budget guidelines and timelines that embody the requirements of the Higher Learning Commission.

Stakeholders are comprised of community representatives, faculty/staff, and administration. Recommendations will be submitted to the President for consideration by the end of April.

Public information sessions will be held in May and June of 2023 to allow for additional stakeholder review of budget recommendations prior to the Board's final budget adoption in July 2023.

# **Southeast Technical Institute**

## **Budget Guidelines FY24**

- Allocate resources consistent with the goals and objectives of the strategic plan.
- Allocate resources to create a culture of continuous improvement and service excellence in support of Southeast Tech's mission.
- Optimize the quality of budget information available to decision makers.
- Engage stakeholders and provide avenues for input.
- Evaluate historical revenue performance and cost center expenditures.
- Allocate resources efficiently, effectively, and equitably across the institute.
- Incentivize revenue innovation and new program development.
- Evaluate existing reserves and align requested expenditures with projected revenues.

## FY24 Budget Timeline

Step	Date	Description
1	04-04-23	FY24 Budget Introduction to STC Leadership Team <ul style="list-style-type: none"> <li>• FY05 – FY23 Historical Student FTE Counts</li> <li>• FY24 Tuition/Fee Projections (Draft)</li> <li>• FY24 State Aid Projections (Draft)</li> <li>• FY24 Other Revenue Sources Projections (Draft)</li> <li>• FY24 Salary/Benefit Estimates (Draft)               <ul style="list-style-type: none"> <li>○ Existing FTE, New FTE Requests, Other Wages</li> </ul> </li> <li>• FY23 Instructor Salary Support Template (Final)</li> </ul>
2	04-05-23	Present the schedule for budget process and approval of guidelines to the School Board. <ul style="list-style-type: none"> <li>• Introduction to Final Adoption</li> <li>• HLC Requirements</li> <li>• Connectivity to Strategic Plan</li> </ul>
3	04-10-23	Distribute FY24 – FY28 Capital Improvements Plan
4	04-12-23	Distribute FY24 – FY28 Capital Equipment Plan
5	04-21-23	Leadership submission of FY24 Budget Requests/Revisions
6	04-24-23 thru 04-28-23	FY24 Tentative Budget – Final Revisions
7	05-03-23	FY24 Tentative Budget Adoption, Public Hearing
8	May/June 2023	FY24 Tentative Budget – Campus Presentation
9	June 2023	FY24 Final Budget – Presentation to STC Council
10	06-26-23 thru 06-30-23	FY24 Final Budget – Revisions
11	07-10-23	FY24 Final Adoption, Annual Meeting <ul style="list-style-type: none"> <li>• Present Revisions to FY23 Tentative Budget</li> <li>• FY24 Post-Secondary Technical Fund &amp; Enterprise Funds</li> <li>• FY24 Revenues (All Funds)</li> <li>• FY24 Expenditures (All Funds)</li> <li>• FY24 – FY28 Projections (PSVF Fund)</li> <li>• FY24 Fund Summaries</li> <li>• FY24 – FY28 Capital Improvement Plan</li> <li>• FY24 – FY28 Capital Equipment Plan</li> </ul>
12	No later than 09-30-23	Publish Adopted Budget in Official Newspaper

## **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 second reading.

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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

These policies and regulations have been posted for public review on the Southeast Tech website. No comments have been received.

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**Policy Review Recommendation to School Board:**

Approve second reading of AC/STC, CHD/STC, ECAE/STC.



## 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 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	( <del>formerly</del> 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	( <del>formerly</del> 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.

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

**Page 3 of 5**

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.~~

NEPN Code: AC-R/STI

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~~

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~~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).~~

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

~~Page 5 of 5~~

~~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 - NEW

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 employees 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 and contracted individuals that are identified as CSA's will immediately make a report of any Clery Act crimes in which they become aware. 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 or contracted individual 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 under consumer information – Southeast Tech Policies.

The list of CSAs is included in the Student Handbook and ASR.

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

Adapted from Western Dakota Technical College Campus Security Authority Identification Policy #4008

#### 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)

#### Board Approved: