

SIOUX FALLS SCHOOL BOARD
Monday, July 10, 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
- IV. Approval of Minutes of May 24, 2023
- V. Approval of Agenda
- VI. Conflicts of Interest
- VII. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval of Contracts
 2. Approval/Ratification of Purchase Orders
 3. Grant Approval
 4. Acknowledgement of Addition to Southeast Technical College Council Membership
 5. Approval of Scholarship Awards
 6. Authorizing Southeast Technical College Agreements – VP of Academics
 7. Authorizing Southeast Technical College Agreements – President
 8. Authorizing Grant Application Approval
 9. Authorizing Regular Payments for Flow-through Funds
 10. Authorizing Continuance of Trust and Agency Accounts
 11. Authorizing Designated Administration – Special Projects
 12. Adopting Policies
 13. Approval of Tuition and Fees for Southeast Technical College
 14. Approval of Building Rental Rates
 15. Approval of Charges Related to Open Records Requests
 16. Establishment of Board Meeting Dates
 17. Salary Schedule for Adjunct, Instructor Hourly, Custodial Shift Differential
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Vice President of Finance and Operations Report
Exhibit posted 07.09..23 10:05 am
 - D. Approval of Personnel Report
- VIII. Reports of the President
 - A. FY24 Budget Final Adoption Report
- IX. Adjournment

SCHOOL BOARD MEETING

Wednesday, May 24, 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, May 24, 2023 at 4:00 p.m. in the Instructional Planning Center, 201 East 38th Street. Sioux Falls, South Dakota, with the following members present: Marc Murren, Vice President Carly Reiter, President Kate Serenbetz. Absent: Nan Baker, Cynthia Mickelson.

Action ST00722

A motion was made by Carly Reiter and seconded by Marc Murren, three (3) votes “yes” on roll call **approving the minutes of a meetings** held on April 5, 2023 and May 8, 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 ST00723

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

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

Action ST00724

A motion was made by Carly Reiter and seconded by Marc Murren, 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 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.	ST23-040, MMF	Lawrence & Schiller	Professional Services	\$43,500
b.	ST23-041, MMF	Lawrence & Schiller	Media Buy	\$262,663
c.	ST23-042, MMF	N, McMillin	Student Assistance/Counseling	\$67,972

A.2. 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.	S2305278	Innerspace H.C.	Sim Center Equipment - Cardiac	\$70,542.77
b.	S2305300	CAE Healthcare, Inc.	Learning Space Virtual	\$313,791.00
c.	S2305340	AVI Systems, Inc.	HyFlex Equipment – HC125	\$16,093.34
d.	S2305341	AVI Systems, Inc.	HyFlex Equipment – HC127	\$16,093.34
e.	S2305342	AVI Systems, Inc.	HyFlex Equipment – HC128	\$16,093.34
f.	S2305343	AVI Systems, Inc.	HyFlex Equipment – HC135	\$16,093.34
g.	S2305344	AVI Systems, Inc.	HyFlex Equipment – HC137	\$16,093.34
h.	S2305345	AVI Systems, Inc.	HyFlex Equipment – HC224	\$16,093.34
i.	S2305346	AVI Systems, Inc.	HyFlex Equipment – HC226	\$16,093.34
j.	S2305347	AVI Systems, Inc.	HyFlex Equipment – HC227	\$16,093.34
k.	S2305348	AVI Systems, Inc.	HyFlex Equipment – HC246	\$16,093.34
l.	S2305349	AVI Systems, Inc.	HyFlex Equipment – MC165	\$16,093.34
m.	S2305350	AVI Systems, Inc.	HyFlex Equipment – MC166	\$16,093.34
n.	S2305351	AVI Systems, Inc.	HyFlex Equipment – MC167	\$16,093.34
o.	S2305352	AVI Systems, Inc.	HyFlex Equipment – WC304	\$16,093.34
p.	S2305353	AVI Systems, Inc.	HyFlex Equipment – WC400	\$16,093.34
q.	S2305354	AVI Systems, Inc.	HyFlex Equipment – WC408E	\$16,093.34
r.	S2305355	AVI Systems, Inc.	HyFlex Equipment – MC207	\$16,093.34
s.	S2305356	Johnson Controls	Sim Center Door Access Control, Security Cameras	\$42,000.00
t.	S2305358	Journey Education Marketing, Inc.	Adobe Creative Cloud Renewal	\$27,294.10
u.	S2305393	AVI Systems, Inc.	HyFlex Equipment - TC107	\$51,798.56
v.	S2305394	AVI Systems, Inc.	HyFlex Equipment – TC120	\$16,256.51
w.	S2305395	AVI Systems, Inc.	HyFlex Equipment – TC121	\$16,093.34
x.	S2305411	Innovative Office Solutions, LLC	Backpacks for Resale	\$17,917.50

A.3 Authorizing Federal Funding Opportunity

Authorizing the President of Southeast Technical College to enter into and execute all documents related to the application for federal funding through the Appropriations Subcommittee of Commerce, Justice, Science, and Related Agencies. The proposed funding would be used to expand STC trades programs that serve Sioux Falls and the State of South Dakota. Specifically, funding would be used to expand Welding, Advanced Manufacturing, and Electrician programs on campus. The federal funding allows recipients to cover expenses related to the remodeling and construction costs associated with the expansion of trades programming to support growing regional and state workforce needs.

The total amount of the proposed funding is \$6.5 million. The funding request is being facilitated through South Dakota Senator John Thune.

A.4. Approval of Grant Application

- a.** Authorizing the President of Southeast Technical College to enter into and execute all documents related to the South Dakota Community Foundation/Bush Foundation Grant. The grant application is to match donor dollars for a proof of concept/test idea to move yet to be chosen programs from 2 years to 3 semesters. The total amount of the award is \$80,000 paid out in equal payments of \$40,000 over two years. Ginger Niewman is the grant coordinator at SDCF.
- b.** Authorizing the President of Southeast Technical College to enter into and execute all documents related to the Sioux Falls Community Foundation Grant. The grant application is to match donor dollars to provide start-up funds for the faculty position salary of Behavioral and Mental Health Technician. The total amount of the award is \$20,000 paid out in one payment. Patrick Gale is the grant coordinator at SFACF.

A.5 Amending Previous School Board Actions

Amending Action ST00717, dated April 5, 2023, SFSD STC Work Session to Action ST00718.

A.6. Amending Schedule of Regular Meeting

Amending Action ST00646.B.16, dated July 11, 2022, Establishment of 1st Wednesday of Each Month as Regular Meetings. The previously scheduled June 7, 2023 board meeting is cancelled. The July 5, 2023 meeting is being rescheduled to July 10, 2023.

A.7. Amending Previous School Board Actions

Amending Action ST00713.A.1.d, dated April 5, 2023, Updating contract from \$620,204 +/- to \$5,300,080 to Henry Carlson, LLC, to include CMR Fees and total project construction costs.

B. Approving the **Consolidated Report of Trust and Agency Funds** of May 24, 2023 and stating for the record that as of March 31, 2023 receipts total \$44,419,814.75 and disbursements total \$43,308,191.53 (MRF #ST538)

C. Approving the **Vice President of Finance and Operation's Report** of May 24, 2023 in accordance with the SDCL §13-8-35 (MRF #ST539) and directing that detailed statement of receipts and balances on hand, as of March 31, 2023, be published as part of these minutes, in accordance with SDCL §13-8-3.

Approving the Vice President of Finance and Operation's Report of May 24, 2023 in accordance with the SDCL §13-8-35 (MRF #ST540) and directing that detailed statement of receipts and balances on hand as of April 30, 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>
Student Help, part-time, per hour		
Gosmire, Elizabeth	Scarborough	04-27-23
McFarland, Katie	Food Service	04-11-23
Geyer, Daytona	Scarborough	05-04-23
Dinger, Cambry	Scarborough	05-05-23
Bivens, Cody	Horticulture	05-05-23
Kurth, Jaxson	IT	05-05-23
Liewer, Jackson	IT	05-05-23
Muilenburg, Emily	Marketing	05-05-23

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Employee Contract, Full-Time		
Blankartz, Tyler	Custodian	04-11-23
Herbes, Paul	Student Success	04-21-23
Westcott, James	Finance	05-15-23

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Instructor, Adjunct, Part-Time		
Eilts, Ashleigh	Nursing & Health	04-04-23
Thesenvitz, Keanna	Nursing & Health	05-02-23
Hamling, Thomas	Welding	05-05-23
Christensen, Daniel	Nursing & Health	05-09-23
Becker, Sara	Nursing & Health	05-04-23
Lathen, Amy	Nursing & Health	05-09-23
Treeby, Kristin	Nursing & Health	05-12-23
Wilson, Leslie	Nursing & Health	05-12-23

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Other Help, Part-Time, Per Hour		
Toering, Rosalee	AEL	05-05-23

D2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Part-Time			
Lickiss, Sabrina	Nursing & Health	05-01-23	\$25.50
Roach, Jill	Nursing & Health	05-15-23	\$25.50
Instructor, Adjunct, Lump Sum			
Stubbe, Scott	Engineering	04-28-23	\$250.00

D2. **Employment Recommendations (continued)**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Exempt, Full-Time, Lump Sum			
DeHaai, Sarah	Nursing & Health	04-28-23	\$250.00
Grogan, Traci	Nursing & Health	04-28-23	\$250.00
Nussbaum, Sarah	Nursing & Health	04-28-23	\$250.00
Vettrus, Jill	Mathematics	04-28-23	\$250.00

Instructor, Adjunct, Stipend, Total Below Divided Between April and May

Breitling, Rodney	Land Survey Science	04-28-23	\$13,679.20
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Instructor, Exempt, Full-Time, Annual

Letsche, Paul	Land Survey Science 186 Day, 1.0 FTE Lane 3, Step 10 42 days prorated	04-03-23	\$14,269.00
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Instructor, Exempt, Full-Time, Additional Salary from STC Funds

Letsche, Paul	Land Survey Science	04-03/03	\$7,041.67
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Instructor, Exempt, Full-Time, Hourly Pay Rate for Extra Duties

Stelley, Lynard	Welding	04-24-23	\$34.00
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Employee Contract, Exempt, Full-Time, Annual

Dose, Thomas	Information Technology 12-Month, 1.0 FTE Lane 12, Step 8 37 days prorated	05-10-23	\$11,997.62
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Employee Contract, Non-Exempt, Full-Time, Per Hour

Yearling, Chantel	Scarborough	04-24-23	\$19.01
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Student Help, part-time, per hour

Bivens, Cody	Horticulture	04-03-23	\$12.72
McFarland, Katie	Food Service	04-04-23	\$16.50
Schumacher, Matt	IT	05-09-23	\$14.84

Other Help, part-time, per hour

Robison, Sara	Dental Assisting	02-22-23	\$34.00
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D3. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Albrecht, Jennifer	Health Records Admin 12-month, 1.0 FTE Classified Staff Level 8, Step 9 \$20.91/hour	Enterprise Applications Technician 12-month, 1.0 FTE Employment Contract Level 8, Step 3 \$27.37/hour	04-03-23

Action ST00725

A motion was made by Carly Reiter and seconded by Marc Murren, two (2) votes “yes” and one (1) abstention (Kate Parker Abstained) on roll call, **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	Avera Health	Avera Health Conditional Gifting Agreement	\$2,500,000

A motion was made by Marc Murren and seconded by Kate Parker, two (2) votes “yes” and one (1) abstention (Carly Reiter Abstained) on roll call, **authorizing the President to enter into and execute contracts**, for and on behalf of Southeast Technical College, as follows:

Item	Contract Number	Contractor	Project	Cost
b.	ST23-034, RJG	Sanford Health	Sanford Health Conditional Gifting Agreement	\$2,000,000

Action ST00726

Instructors Heather Adamson, Jill Vettrus and Erin Mekelburg provided the General Education Program Report. (MRF #ST541) The mission of the General Education program at Southeast Tech is to complement the technical programs by providing courses which broaden knowledge, skills, and attitudes for workforce and personal success. General Education courses help students integrate technical knowledge with problem solving, critical thinking, professionalism, and communication skills. General Education faculty play key roles in student and campus life. General Education classes provide opportunities for students to engage with others from multiple program areas and instructors help students explore how particular skills and knowledge work together in a larger community setting. This experience with such a broad cross-section of students also makes general education faculty valuable committee and workgroup members. Many of the team serve in multiple areas including civic engagement, curriculum, Academic Resource Center (tutoring), professional development, online and distance education, AI and technology, and faculty forum.

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

Action ST00727

Marketing and Communications Coordinator Jennifer Lambley provided the STC Marketing Update Report. (MRF #ST542). The Marketing Update Report provided updates to the STC marketing strategies as related to Vision 2025 and the next enrollment cycle. Highlights of the presentation included Marketing and Awareness of STC is Priority Area 5 of the college’s new strategic plan, Vision 2025, STC is utilizing direct storytelling stories in manners that resonate

Action ST00727, continued

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with audiences and marketing efforts and tactics are calculated, targeted, flexible and measurable.

Following general discussion, a motion was made by Carly Reiter and seconded by Marc Murren, three (3) votes "yes" on roll call **acknowledging the STC Marketing Update Report**.

Action ST00728

Vice President of Finance and Operations Rich Kluin presented the FY24 School District Budget Report. (MRF #ST543). STC began its initial budget process in March 2023. Historical enrollments, projected revenues from tuition/fees, state aid, and other revenue sources were provided to Southeast Tech leadership. Also provided were estimated FY24 salary/benefit amounts, proposed FTE requests, and instructor salary support templates. Budget guidelines and goals were adopted to align with requirements of the Higher Learning Commission and specific consideration of Criterion Five. FY24 budget requests will also incorporate goals and objectives of the recently completed Vision 2025 Strategic Plan.

The FY24 budget is being presented to the School Board on our current knowledge base and the assumptions that come with it. The 2023 legislature provided for a seven-percent increase in the per-student-allocation (PSA). Additionally, the State will provide program equipment funds through the Governor's Office of Economic Development. State aid and support is expected to increase in FY24 because of these 2023 legislative actions. State Aid is a function of enrollments in specific programs across the four technical colleges. The impact of Southeast's FY23 enrollment growth on FY24 state aid will not be known until year-end results are submitted in late August. During the 2022 legislative session, SB61 appropriated \$4.5 million for Southeast to be put towards equipment purchases associated with the proposed Simulation Center buildout. The legislative funding for simulation equipment expires at the end of calendar year 2023. Most of the equipment, while ordered in FY23 will not be received and reflected in STC results until FY24. As a result, the state support provided in SB61, for the equipment, has been included in FY24 state revenue amounts. Funding for the Simulation Center construction/renovation costs will be primarily provided by donations received from the Avera and Sanford Health Systems. The guaranteed maximum price (GMP) of the project was \$5,300,080 utilizing a construction manager at risk bid process as provided by South Dakota statute. The project includes a considerable construction contingency that exceeds ten percent of the GMP. Unused contingency funds will be returned to STC if they are not needed to complete the project. STC will utilize maintenance and repair funds provided through a combination of state support and student fees to provide for construction costs that may exceed the \$4.5 million gifted amount.

The State Board of Technical Education (BOTE) approved the FY24 tuition rate at their April 2023 meeting. The approved tuition rate will remain unchanged at \$124 per credit. The remaining state fees (facility fee, maintenance and repair fee) set by the BOTE also remain unchanged for FY24. On a local level, Southeast Tech has committed to holding FY24 fees at FY22 levels. Enrollments (credits) from March 2022 through February 2023 serve as the primary foundation (baseline) for measuring enrollment trends for the subsequent budget year. FY24 credit projections are reflective of the recent (one-year) trend in enrollments and planned FY24 program expansions/revisions and are a measurement of anticipated FY23 results.

FY24 same program credits are projected to remain relatively consistent with FY23 same program budgeted amounts in the aggregate; however, FY24 credit growth is attributable to new

programs that are being started in January 2024. Moderate increases in existing programs were seen in Digital Media, Media Design, LPN, Coding, Networking, Programming, Marketing, Mechatronics, Welding, and Civil Engineering programs.

Currently, final credit projections for FY24 are not anticipated to vary significantly from the tentative adoption. Early Academic Advising and Registration (AAR) events have resulted in both increases in student headcounts and enrolled credits. Enrollment projections will continue to be evaluated through subsequent AAR events leading up to the start of the Fall semester.

POSTSECONDARY FUND OVERVIEW

	Budget	Projected		Budget	
	FY24	FY23	Change	FY23	Change
Revenue	\$39.34M	\$TBD	\$TBD	\$37.76M	\$1.58M
Expense	\$39.60M	\$TBD	\$TBD	\$38.48M	\$1.12M
Fund Balance Change	(\$0.26M)	\$TBD	\$TBD	(\$0.72M)	\$0.46M
Fund Balance	\$3.60M	\$TBD	\$TBD	\$3.60M	\$0

Program Enrollments-Cluster

FTE

Division	FY23	FY24	Change	% Change
<i>Agriculture</i>	94.07	89.22	-4.85	-5.15%
<i>Architecture & Construction</i>	217.75	215.98	-1.77	-0.81%
<i>Arts, A/V Technology</i>	64.40	58.14	-6.26	-9.72%
<i>Business, Tech. Studies</i>	281.45	253.32	-28.13	-9.99%
<i>Health Science</i>	568.08	605.60	+37.52	-6.60%
<i>Human Services</i>	30.08	26.57	-3.51	-11.67%
<i>Information Technology</i>	185.03	199.66	+14.63	+7.91%
<i>Law, Public Safety</i>	49.70	40.19	-9.51	-19.13%
<i>Manufacturing</i>	54.00	68.05	+14.05	+26.02%
<i>Marketing, Sales & Service</i>	54.80	63.03	+8.26	+15.07%
<i>STEM</i>	43.10	47.81	+4.71	+10.93%
<i>Transportation, Distribution</i>	126.62	149.07	+22.45	+17.73%
<i>Program Prep</i>	9.66	20.98	+11.32	+117.18%
<i>Dual Credit/Concurrent</i>	74.41	77.36	+2.95	+3.96%
Totals	1,853.15	1,914.98	+61.83	+3.34%

IMPACT TO STUDENTS:

The FY24 budget maintains tuition and fees at current FY22 levels. Most students will incur enrollments costs of \$255 per credit. Students may incur additional per credit costs based on enrollments in specific programs because of fees that were adopted in FY22 and maintained at those some levels for both FY23 and FY24. Dual and Concurrent enrollments will pay \$48.33 per credit as established by a Joint Powers Agreement with the State of South Dakota.

STUDENT CHARGES:

Category	FY23	FY24	
Tuition/Fees (all credits)	Per Credit	Per Credit	Change
Tuition	\$124.00	\$124.00	--
Local/State Fees	131.00	131.00	--
Total (all credits)	\$255.00	\$255.00	--
Program Specific (Course Prefix)	Per Credit	Per Credit	Change**
Various (Refer to Exhibit 5)	\$10.00 - \$70.00	\$10.00 - \$70.00	--
Enrollment Specific			
Online Fees	\$50.00	\$50.00	**
Other			
Dual / Concurrent	\$48.33	\$48.33	^^

** Dependent upon individual student course enrollments.

^^ SD Department of Education will provide \$96.67 / credit for Dual Enrollment. \$75.67 credit retained by Southeast Tech, \$24 / credit remitted to Health and Education Facility Authority.

IMPACT TO STAFFING LEVELS:

Southeast is proposing to increase staff levels in the FY24 budget by a total of 8.0 FTE. Proposed additions are reflected in the following table.

Program	Position	FY23 FTE	FY24 FTE
Behavioral Health (New Program)	Instructor	--	1.00
Cardiac Ultrasound (Replace Hospital Provided)	Instructor	--	1.00
Clinical Health Coordinator (Health Core)	Clerical	--	1.00
Dental Assisting (Enrollment/Accreditation)	Instructor	--	1.00
Director of Facilities (STC Operational Services)	Emp. Contract	--	1.00
Medical Lab Technician (New Program)	Instructor	--	1.00
Respiratory Therapist New Program)	Instructor	--	1.00
Student Success Advisor (Backfill ARC Reassignment)	Emp. Contract	--	1.00
Totals			8.00

SALARY CONSIDERATIONS:

The FY24 budget includes a 7% increase to the Southeast Tech salary schedules applicable to all full-time instructor and staff positions. Funding for the salary increases was provided by the 2023 South Dakota Legislature through the general appropriation bill. The appropriation for the four technical colleges was \$2.2 million. Southeast Tech's share of the appropriation is projected to be approximately \$665,000.

State support of salary enhancement was conditioned upon the technical colleges agreeing to freeze tuition and local fees at FY22 levels. Funding was also contingent upon all full-time employees receiving a minimum of a 7% salary increase. The FY24 budget does include funding for lane advancements and step increases for all eligible employees and ensures an increase of at least 7% over FY23 compensation for full-time positions.

IMPACT TO SOUTHEAST:

Preliminary operating results for FY23 will not be known until August 2023. Projections for how FY23 will end will be presented in July 2023 as part of the FY24 final adoption. In general terms, revenues and expenditures are tracking slightly above FY22 actuals and FY23 adopted budgets in terms of operating revenues and expenditures.

Revenue (Post-secondary Fund)

Sources	FY23	FY24	+/-	Notes
Tuition	\$7,130,651	\$7,469,905	+\$339,254	Enrollment (+), Corporate Education (+)
Fees	6,515,512	6,826,057	+310,545	Enrollment (+)
State Aid	9,207,352	10,638,336	+1,430,984	PSA (+), Salary Enhancement
Other State	5,152,900	6,302,799	+1,149,899	Equipment (+), Maintenance/Repair (+)
Federal Sources	3,799,796	2,178,615	-1,621,181	HEERF Funds (-)
Local Sources	5,952,966	5,929,226	-23,740	Foundation Support (-)
Existing Cash	\$720,000	253,740	-466,260	Carryover FY22, FY23 Capital Projects
Total	\$38,479,177	\$39,598,678	+\$1,119,501	

Contributing to increases over FY23 budget amounts are salary adjustments, new employee requests and related benefit costs, and capital expenditures.

Expenditures (Post-secondary Fund)

Uses	FY23	FY24	+/-	Notes
Full time Wages	\$12,171,618	\$13,722,474	+\$1,550,856	Salary Enhancement (+), FTE Additions (+)
Part time Wages	1,805,025	1,999,358	+194,333	Other Hourly Support (+)
Benefits	4,250,251	4,515,135	+264,884	FTE Additions & Benefit Enrollments (+)
Services	4,065,838	3,740,900	-324,938	Architect Fees (-), Professional Services (+)
Supplies	1,942,736	2,096,748	+154,012	Software (+), Resale (+), Noncapital (-)
Capital Equipment	7,620,833	7,097,506	-523,327	Perkins (-)
Capital Improve.	5,802,916	5,490,757	-312,159	Simulation Center (-), Carryover Projects
Other	819,960	935,800	+115,840	GASB 87 (+), Bad Debt (+)
Total	\$38,479,177	\$39,598,678	+\$1,119,501	

Fund Balance (Post-secondary Fund)

The 5-year projection will be presented at the July 2023 meeting which will further delineate the financial position of the post-secondary fund. The FY24 budget aligns expenditures with projected revenues and will not require the use of existing cash to fund operational activities. Use of existing cash is being requested to fund FY22 and FY23 capital projects that were not initiated during the fiscal year and will be carried into FY24.

ENTERPRISE FUNDS:

Bookstore Fund:	FY23	FY24	Change
Revenue	\$1.60M	\$1.61M	\$0.01M
Expense	\$1.60M	\$1.60M	\$0.09M
	<u>\$0.00M</u>	<u>\$0.00M</u>	<u>\$0.00M</u>

Food Service Fund:	FY23	FY24	Change
Revenue	\$395k	\$395k	\$0.00k
Expense	\$400k	\$412k	\$12.00k
	<u>(\$5k)</u>	<u>(\$17k)</u>	<u>\$12k</u>

Childcare Fund:	FY23	FY24	Change
Revenue	\$361k	\$291k	(\$70k)
Expense	\$347K	\$407K	\$60k
	<u>\$14k</u>	<u>(\$116k)</u>	<u>(\$130k)</u>

Budget Highlights (Enterprise Funds):

- Operating subsidies from the Post-Secondary fund are included for the Food Service Fund (\$85k).
- The Childcare Fund will utilize existing cash to cover the revenue shortfall. The Childcare received federal stimulus dollars in FY22 and FY23, which will not be available in FY24. The FY24 operating expenditure in these funds are expected to exceed operating revenues.
- Childcare expenditures reflect wage increases to market levels for Program Assistants and full benefit loads for vacant positions. It is anticipated that benefits will decrease after the vacant positions being filled.

Following general discussion, a motion was made by Marc Murren and seconded by Carly Reiter, three (3) votes “yes” on roll call **acknowledging the public hearing and adopting the tentative FY24 budget based upon current assumptions and authorize the recruitment for proposed new positions.**

Action ST00729

Vice President of Finance and Operations Rich Kluin presented the FY24 Southeast Tech Salary Schedule Report (see MRF #ST544). Southeast Tech has provided various adjustments to salary schedules and compensation as conditions allowed. A percentage increase applied in FY19 to the various schedules was 2.01%. Southeast Tech has provided for instructor lane changes each year, step advancements for eligible employees in FY20, lump sum payment of \$1,000 per employee in FY21, and a 3% increase to all FY22 salary schedules. The FY23 salary package included a 6% increase applied to all lanes and steps of the Southeast Tech salary schedules. The FY23 salary package and FY23 budget also provided for lane and step advancement for those qualifying and eligible employees. The FY24 salary package includes a 7% increase applied to all lanes and steps of the Southeast Tech salary schedules. The FY24 salary package and FY24 budget also provides for lane and step advancement for those qualifying and eligible employees. Southeast Tech employees are not represented by collective bargaining and the funding mechanism for the technical colleges differs from the K-12 system. The 2023 Legislature appropriated additional funds to be used for salary enhancements at the State’s four technical colleges. Southeast Tech is set to receive approximately \$665,000 of the total 2023 legislative appropriation through the technical college distribution formula. As part of the legislation the technical colleges agreed to hold tuition and fees approved by the Board of Technical Education at FY22 levels. Additionally, the four technical colleges also agreed to hold fees approved at the local level at the FY22 levels.

Following general discussion, a motion was made by Carly Reiter and seconded by Marc Murren, three (3) votes “yes” on roll call **approving the FY24 Southeast Tech Salary Schedules.**

Action ST00730

On motion by Marc Murren and seconded by Carly Reiter, three (3) votes “yes” on roll call, the School Board **adjourned** at 5:00 p.m.

KATE SERENBETZ
Presiding Officer

TODD VIK
Business Manager

SIOUX FALLS SCHOOL BOARD
Wednesday, July 10, 2023 4:00 p.m.

Kate Serenbetz
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Robert Griggs
Southeast Tech President

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

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 Meetings Held on May 24, 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. Grant Approval
 4. Acknowledgement of Addition to Southeast Technical College Council Membership
 5. Approval of Scholarship Awards
 6. Authorizing Southeast Technical College Agreements – VP of Academics
 7. Authorizing Southeast Technical College Agreements – President
 8. Authorizing Grant Application Approval
 9. Authorizing Regular Payments for Flow-through Funds
 10. Authorizing Continuance of Trust and Agency Accounts
 11. Authorizing Designated Administration – Special Projects
 12. Adopting Policies
 13. Approval of Tuition and Fees for Southeast Technical College
 14. Approval of Building Rental Rates
 15. Approval of Charges Related to Open Records Requests
 16. Establishment of Board Meeting Dates
 17. Salary Schedule for Adjunct, Instructor Hourly, Custodial Shift Differential
 - 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. FY24 Budget Final Adoption Report
10. Adjournment

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

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

Item	Contract Number	Contractor	Project	Cost
a.	ST24-001, MMF	South Dakota Network Association	FY24 Media Buy	\$16,645
b.	ST24-002, BAV	Watermark Insights, LLC	Student learning and Licensure	\$39,401.70
c.	ST24-003, BAV	South Dakota Native Homeownership Coalition	Construction Internship Memorandum of Understanding	\$50,000
d.	ST24-004. BAV	Passport Health	Vet Tech Vaccinations	\$45,000
e.	ST24-005, BAV	Mercedes-Benz USA, LLC.	MB Star Connect Program/MB Star Campus Program	\$15,000+

2. 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.	S2305469	Diamedical USA	Simulation Center Equipment – RN Program	\$75,510
b.	S2305504	Panopto, Inc.	Annual Support	\$16,182.40
c.	S2305662	Innovative Office Solutions	Auto Scrubbers – Custodial	\$19,997.50
d.	S2305664	MBS Textbook Exchange	Used Textbooks for Resale	\$40,000
e.	S2400293	High Point Networks	Security Subscription Bundle	\$89,998.70
f.	S2400620	High Point Networks	Switches	\$88,172
g.	S2400663	SD Newspaper Association	Ad Placements	\$16,645
h.	S2400808	Apple Inc.	MacBook Laptops	\$76,260
i.	S2400812	Cengage Learning Inc	New Textbooks for Resale	\$400,000
j.	S2400813	Crescent Electric Supply	Electrician Kits for Resale	\$30,000
k.	S2400814	D&H Distributing	Electronic Supplies for Resale	\$25,000
l.	S2400819	Douglas Stewart Co	Supplies for Resale	\$20,000
m.	S2400821	Electronix Express	Electronic Kits for Resale	\$15,000
n.	S2400822	Elsevier Health Science	New Textbooks for Resale	\$125,000
o.	S2400823	Gear for Sports	Clothing, Bags for Resale	\$20,000
p.	S2400824	Goodheart Willcox	New Textbooks for Resale	\$30,000
q.	S2400826	Hawkes Learning	New Textbooks, Codes for Resale	\$125,000

r.	S2400830	Innovative Office	Uniforms for Resale	\$50,000
s.	S2400840	Jones & Bartlett	New Textbooks for Resale	\$20,000
t.	S2400843	Labyrinth Learning	New Textbooks for Resale	\$25,000
u.	S2400844	Matheson Tri-Gas	Welding Kits for Resale	\$50,000
v.	S2400846	Matthews Medical Books, Inc.	Medical Supplies for Resale	\$25,000
w.	S2400847	MBS Textbooks Exchange	Used Textbooks for Resale	\$75,000
x.	S2400848	McGraw-Hill Education	New Textbooks for Resale	\$200,000
y.	S2400849	McKeever's Vending	Convenience Items for Resale	\$15,000
z.	S2400852	Mike Holt Enterprises	New Textbooks for Resale	\$20,000
aa.	S2400854	MV Sport	Imprint Clothing for Resale	\$20,000
bb.	S2400857	Partnership LLC	Freight	\$20,000
cc.	S2400858	Pearson Education	New Textbooks for Resale	\$125,000
dd.	S2400859	Pepsi Cola Company	Drinks for Resale	\$18,000
ee.	S2400862	PrismRBS	POS/Web Service Fees	\$20,767.32
ff.	S2400865	Snap-on Industrial	Build Dakota Transportation Tool Kits	\$125,000
gg.	S2400867	Stukent Inc.	Access Codes for Resale	\$30,000
hh.	S2400868	Texas Book Company	Used Textbooks for Resale	\$100,000
ii.	S2400869	Vital Source Technologies	Digital Titles for Resale	\$75,000
jj.	S2400873	Blue 84	Clothing for Resale	\$20,000
kk.	S2401421	Getinge USA Sales	Simulation Center Equipment – Surg. Tech	\$162,353.44
ll.	S2401422	Getinge USA Sales	Simulation Center Equipment – Surg. Tech	\$79,420

3. Grant Approval

Authorizing the Administration of Southeast Technical College to apply for a U.S. Department of Labor grant. The grant titled DOL Critical Sector Job Quality Grant Program number FOA-ETA-23-13 is focused on addressing the significant workforce shortage exacerbated by the aging population in South Dakota, both retiring out of the healthcare industry and those needing additional care from frontline healthcare professionals. The grant application will focus on engaging, recruiting, and graduating first-generation students to enter healthcare careers in South Dakota. The grant application will be for \$3,000,000. The contact person for this grant is Benjamin Valdez.

4. Acknowledgement of Addition to Southeast Technical College Council Membership Robert Griggs 367-7485

Acknowledging the appointment of Pam Hilber to the Southeast Technical College Council replacing Kim Jensen.

5. Approval of Scholarship Awards Megan Fischer 367-4624

Authorizing the administration of Southeast Technical College to execute all documents related to the Build Dakota Scholarship program.

The Build Dakota Scholarship program provides for full ride scholarships to students meeting eligibility requirements entering programs approved by the Build Dakota Scholarship Administration Board. The scholarship funds are distributed through the South Dakota Community Foundation.

6. Southeast Technical College Agreements (annual item) Benjamin Valdez 367-5865

Authorizing the Vice President of Academics at Southeast Technical College to execute agreements, for and on behalf of the College, between medical institutions for clinical sites for health programs, “early out agreements” between Southeast Technical College, businesses, and students, and articulation agreements.

7. Southeast Technical College Agreements (annual item) Robert Griggs 367-7485

Authorizing the President of Southeast Technical College to execute all agreements, on behalf of Southeast Technical College, for goods and services and further authorizing the Vice President of Finance/Operations of Southeast Technical College to approve the Consolidated Report of Trust and Agency Funds for Southeast Technical College and finally authorizing the Vice President of Finance/Operations to prepare and present the Finance Report and Finance Officer’s Monthly Report of Funds to the School Board.

8. Grant Application Approval Authorization (annual item) Robert Griggs 367-7485

Authorizing staff of Southeast Technical College to apply for grants as follows:

\$1,000 and less	Southeast Technical College Administrators may sign and send application (grant funds, if awarded, to be deposited into and expended from trust and agency account)
\$1,001 - \$15,000	Southeast Technical College Staff must send to the President of Southeast Technical College for signature, approval and mailing by U.S Mail and/or Electronic Mail (grant funds, if awarded, to be deposited into the Post-Secondary Vocational Fund and expensed by program according to established purchasing procedures; a supplemental budget will be written for these funds).
\$15,001 and more	Southeast Technical College Staff must send to the Southeast Technical College President for signature and School Board approval before mailing application by U.S. Mail and/or Electronic Mail (grant funds, if awarded, to be deposited into the Post-Secondary Vocational Fund and expenses by the program according to established purchasing procedures; a supplemental budget will be written for these funds).

with the understanding that procedures established under Policy/Regulation DIA/STI, DIA-R/STI and Policy/Regulation DJ/STI and DJ-R/STI will be followed.

9. Regular Payments for Flow-through Funds (annual item) Rich Kluin 367-5692

- a. Authorizing the President of Southeast Technical College and the Vice President of Finance/Operations at Southeast Technical College, to facilitate payment of fees from the Southeast Technical College Trust and Agency Fund for FY23, as follows:
- | | |
|---------------------------------------|---------------------------------|
| 1. US Bank | Facility Fees |
| 2. South Dakota Department of Revenue | Sales Tax |
| 3. Southeast Housing Foundation | Rent Receipts-Security Deposits |
| 4. Electronic Fund Transfers | Tuition |
| 5. Sioux Falls School District | Reimbursements/Transfers |
- b. Authorizing the Treasurers to issue payments from the building Trust and Agency Accounts to the Sioux Falls School District to reimburse the College.
- c. With the understanding that the claims for the payment of fees shall be forwarded to the President of Southeast Technical College and/or Vice President of Finance/Operations at Southeast Technical College for review and approval.
- d. With the understanding that claims for the payment of District invoices shall be forwarded to the President of Southeast Technical College and/or Vice President of Finance/Operations at Southeast Technical College for review and approval and the payments from Trust and Agency Accounts of District invoices will appear in a subsequent Supplemental Budget.

10. Authorizing Continuance of Trust & Agency Accounts (annual item) Rich Kluin 367-5692

Authorizing the continuance of the following Trust & Agency Accounts for the fiscal year beginning July 1, 2022, and ending June 30, 2023, designating personnel as Treasurers for said funds, and authorizing said Treasurers to continue checking accounts in bank depositories, as follows:

Trust & Agency Account	Treasurer	Bank Depository
Tuition & Fees	Mike Stephens	First Interstate Bank
EFT Account	Mike Stephens	First Interstate Bank
ACH Account	Mike Stephens	First Interstate Bank
Southeast Blue Bucks	Mike Stephens	First Interstate Bank
Trust & Agency	Mike Stephens	First Interstate Bank
Southeast Bookstore T & A	Mike Stephens	First Interstate Bank

11. Designated Administration – Special Projects (annual item) Robert Griggs 367-7485

Designating the President of Southeast Technical College as an authorized representative of the Sioux Falls School District 49-5 of Sioux Falls, Minnehaha County, South Dakota for making proper application with agencies of the State of South Dakota and entering into and executing all documents required for federal funds and projects for Southeast Technical College for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

12. Adopting Policies (annual item)**Robert Griggs 367-7485**

Adopting the polices as set forth in sections A through K, inclusive of the Policy/Regulation manuals of the District and Southeast Technical College, from July 10, 2023, to the next annual meeting to be held on July 9, 2024, it being understood that the “policies are subject to revision at any time”, in accordance with Policy BG; and approving Regulations as set forth in the Policy/Regulation Manual of the District for the same period of time, with the understanding that none of the regulations are contradictor to the specifics or intent of Board Policy.

13. Tuition and Fees for Southeast Technical College (annual item)**Rich Kluin 367-5692**

<u>Fee Type</u>	<u>Amount</u>	
Local Fees – Institute Fees, Student Government/Activity, Maintenance/Repair	\$89.00	per credit hour
State Fees - Facility	\$36.00	per credit hour
State Fees – Maintenance/Repair	\$6.00	per credit hour
Tuition	\$124.00	per credit hour
Online Courses	\$50.00	per credit hour
Laptop (Conditional Sales Agreement)-Macintosh	\$2,800.00	one-time fee
Laptop (Conditional Sales Agreement)-PC Advanced	\$1,260.00	one-time fee
Laptop (Conditional Sales Agreement)-PC Base	\$1,070.00	one-time fee
HVAC Course Fees	\$25.00	per credit hour
Law Enforcement Course Fees	\$10.00	per credit hour
Graduation Fees	\$25.00	per event
LPN/RN Course Fees	\$70.00	per credit hour
Plumbing/Welding Course Fees	\$20.00	per credit hour
Mechatronics Course Fees	\$20.00	per credit hour
Dental Assistant, Invasive Cardiovascular, Medical Assistant, NDT, Paramedic, Pharmacy, Phlebotomy, Respiratory Therapist, Sonography – Cardiac, Vascular, Diagnostic Medical, Surgical Tech, and Vet Tech Course Fees	\$30.00	per credit hour
Auto, Collision, Construction Management, Diesel, Diesel – Ag/Construction, Electrician, and Horticulture Course Fees	\$25.00	per credit hour
Testing Fees	\$79 - \$400	per test
Course Test Fees	\$50.00	per course
Exam Proctor Fee	\$35.00	per hour
Help Desk Support Fee-Student Provided Laptops	\$50.00	per hour
Application Fees	\$0 - \$35.00	one-time fee
Registration Fees	\$75.00	one-time fee

Transcript Fee	\$10.00	each
Diploma Fees (Duplicate)	\$15.00	each
Payment Plan Registration	\$25.00	per plan
Late Payment Fees (3 – months maximum)	\$25.00	per month
Printing Charges (B&W, Color)	\$0.15/\$0.25	per image

Scarborough Center Fees – effective 08.14.23

Children Ages 0 – 2:

0 – 29 contracted hours	\$6.25	per hour
30 – 39 contracted hours	\$5.75	per hour
40 – 50 contracted hours	\$5.25	per hour

Children Ages 3+:

0 – 29 contracted hours	\$6.25	per hour
30 – 39 contracted hours	\$5.50	per hour
40 – 50 contracted hours	\$5.00	per hour

Hourly (Drop In, additional hours above contracted)

\$6.25 per hour

Registration Fee

\$35.00 per family

Corporate Education Fees

Apprenticeship Classes	\$0 - \$5,000	per course
Carpentry Apprenticeship	\$995 - \$5,000	per course
CDL – Class A	\$5,500.00	per course
CDL – Class B Prep Course	\$250.00	per course
CDL – Class B Vehicle Inspection Course	\$200.00	per course
CDL – Class B Entry Level Driver Training	\$750.00	per course
CDL – Class B Final Field Driving Exam	\$150.00	per exam
CDL – Class A Final Drive	\$250.00	per course
CDL – Class B Final Drive	\$150.00	per course
CDL – ELDT Class B: BTW	\$1,200.00	per course
CDL – ELDT Class A: BTW – Range	\$1,500.00	per course
CDL – ELDT Class A: BTW – Open Road	\$1,500.00	per course
CDL – Retrain/Retest	\$750.00	per course
CDL – Train the Trainer	\$250.00	per course
DRD – Dental Radiology Course	\$600.00	per course
Computer Training	\$80 – \$400	per course
CNA Courses	\$125 - \$175	per course
CPR Course Fee	\$60.00	per course
Customized Classes	\$0 - \$950	per course
Dental – Perioperative Training Course	\$340.00	per course
Dental – Radiology Course	\$450.00	per course
Heartsaver CPR Course	\$80.00	per course
Heartsaver CPR, First Aid Course	\$100	per course
Welding Certification Courses/Certification	\$100 - \$1,000	per course

14. Southeast Technical College – Building Rental Rates (annual item) Robert Griggs 367-7485

Approving Southeast Technical College building rental rates as follows:

Building Rental Rates						
Room Type	State of South Dakota (i.e. Political Subdivision) (Non-Profit Events)	State of South Dakota (i.e. Political Subdivision) (For Profit Events)	Non- Profit Community Groups	For Profit Community Groups	After Hours (Non-Profit Groups)	After Hours (For Profit Groups)
Classroom (max cap. 30)	No charge	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$75 – ½ Day \$150 – Full Day	\$75 – ½ Day \$150 – Full Day	\$100 – ½ Day \$200 – Full Day
Large Classroom (max cap. 40)	No charge	\$75 – ½ Day \$150 – Full Day	\$75 – ½ Day \$150 – Full Day	\$100 – ½ Day \$200 – Full Day	\$100 – ½ Day \$200 – Full Day	\$200 – ½ Day \$400 – Full Day
HC257, MC101, Commons Areas	No charge	\$100 – ½ Day \$200 – Full Day	\$100 – ½ Day \$200 – Full Day	\$300 – ½ Day \$600 – Full Day	\$300 – ½ Day \$600 – Full Day	\$400 – ½ Day \$800 – Full Day
Hub Auditorium	No charge	\$300 – ½ Day \$600 – Full Day	\$300 – ½ Day \$600 – Full Day	\$450 – ½ Day \$900 – Full Day	\$450 – ½ Day \$900 – Full Day	\$600 – ½ Day \$1200 – Full Day
Instructional Labs (staff presence required for each hour lab in use)	\$50/hour/each staff required	\$450 – ½ Day \$900 – Full Day Plus \$50/hour/each staff required	\$450 – ½ Day \$900 – Full Day Plus \$50/hour/each staff required	\$600 – ½ Day \$1200 – Full Day Plus \$50/hour/each staff required	\$600 – ½ Day \$1200 – Full Day Plus \$75/hour/each staff required	\$750 – ½ Day \$1500 – Full Day Plus \$75/hour/each staff required
Technology Fee (Southeast staff assistance with Lessee's technology needs)	No charge	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day Plus \$45/hour/each staff required	\$50 – ½ Day \$100 – Full Day Plus \$45/hour/each staff required
Facilities Staff Fee	No charge	No charge	No charge	No charge	\$45/hour/each staff required	\$45/hour/each staff required
Set Up/Tear Down Fee	\$0 - \$250 per event					

Deviations from the Building Rental Rate Schedule may be granted and must be approved by the President.

15. Charges Relating to Open Records Requests (annual item) Rich Kluin 367-5692

Approving the charges for open records requests as follows:

- a. Photocopying - \$0.25 per page
- b. Data/Document Retrieval -
 - 1. \$5.00 per 15-minute segment of time after the first 15 minutes for classified staff
 - 2. \$20.00 per 15-minute segment of time after the first 15 minutes for professional staff

16. Establishment of 1st Wednesday of Each Month as Regular Meetings
Robert Griggs 367-7485

Establishing the first Wednesday of each month at 4:00 p.m. as the regular Southeast Technical College meeting date of the School Board for the fiscal year beginning July 1, 2023, and ending June 30, 2024, unless otherwise designated by the School Board.

17. Salary Schedule for Adjunct, Instructor Hourly, Custodial Shift Differential
Rich Kluin 367-5692

Instruction – Clinical	\$46.00 per hour
Instruction – Non-Clinical	\$34.00 per hour
Curriculum Development	\$25.50 per hour
Custodial, Custodial Manager – Shift Differential	\$0.57 per hour
Adjunct – Earned Bachelors	\$821.50 per credit hour
Adjunct – Earned Masters	\$890.40 per credit hour
Adjunct – Earned Doctorate	\$943.40 per credit hour
Adjunct – Instructor Emeritus	\$943.40 per credit hour
Adjunct – Critical Need	\$1,060.00 per credit hour

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 4/30/2023
STC Bookstore	\$ 34,414.43	\$ 1,078.37	\$ 300.00	\$ 35,192.80
STC EFT	\$ 292,470.45	\$ 10,134,221.91	\$ 10,325,375.95	\$ 101,316.41
STC Tuition & Fees	\$ 2,117,830.91	\$ 36,372,444.36	\$ 35,420,842.35	\$ 3,069,432.92
STC T & A	\$ 128,916.76	\$ 38,208.29	\$ 40,117.64	\$ 127,007.41
STC ACH	\$ 2.16	\$ 0.08	\$ -	\$ 2.24
STC Blue Bucks	\$ 10,171.17	\$ 15,425.59	\$ 1,725.32	\$ 23,871.44
TOTALS	<u>\$ 2,583,805.88</u>	<u>\$ 46,561,378.60</u>	<u>\$ 45,788,361.26</u>	<u>\$ 3,356,823.22</u>

POST SECONDARY - VOCATIONAL FUND

	FY23 BUDGET	MAY '23 YTD	MAY '23 PERCENT	MAY '22 YTD	MAY '22 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ 6,878,479	\$ 6,760,375	98.28%	\$ 6,304,654	82.96%
Fees	6,515,512	6,082,164	93.35%	6,046,389	98.47%
Corporate Education	252,172	347,360	137.75%	188,857	2158.37%
STATE SUPPORT:					
State Aid	9,207,352	5,749,396	62.44%	5,646,876	75.96%
Other State	5,152,900	55,299	1.07%	485,974	75.72%
FEDERAL SUPPORT:					
Perkins	839,766	312,619	37.23%	143,798	12.79%
ABE	256,100	187,628	73.26%	77,649	102.28%
Other Federal	2,703,930	950,690	35.16%	64,237	12.15%
LOCAL SUPPORT:					
Grants/Donations	4,750,000	289,852	6.10%	9,076	2.99%
Other Local	1,202,966	2,917,586	242.53%	953,576	60.10%
TOTAL REVENUES:	\$ 37,759,177	23,652,968	62.64%	\$ 19,921,087	78.30%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ 1,100,191	\$ 1,020,604	92.77%	\$ 940,445	91.83%
Instructional	6,236,250	5,613,698	90.02%	5,061,187	89.44%
Support	5,297,402	4,596,211	86.76%	4,082,976	86.89%
WAGES - OTHER:					
Early Retirement	-	-	#DIV/0!	-	0.00%
Instructional - Other	1,086,350	1,079,294	99.35%	972,996	99.82%
Support - Other	256,450	223,129	87.01%	182,871	67.99%
BENEFITS:					
Insurance - Dental	130,434	108,595	83.26%	104,782	85.28%
Insurance - Medical	2,227,209	1,772,098	79.57%	1,742,270	81.96%
Insurance - Other	60,613	62,831	103.66%	55,908	318.69%
Retirement	1,831,995	1,580,905	86.29%	1,406,722	85.22%
SERVICES:					
Advertising	381,000	286,634	75.23%	322,862	84.54%
Legal	50,000	38,110	76.22%	39,391	65.65%
Maintenance/Repair	208,350	131,803	63.26%	186,280	63.70%
Postage	122,100	119,344	97.74%	109,834	96.51%
Printing/Publishing	119,450	121,182	101.45%	105,704	83.40%
Professional/Technical	1,269,456	1,029,038	81.06%	521,079	58.93%
Property	197,000	295,333	149.92%	176,861	129.10%
Rentals	68,170	221,491	324.91%	23,487	43.84%
Software Upgrades	792,650	597,416	75.37%	656,581	145.29%
Travel	146,170	186,304	127.46%	106,698	58.71%
Utilities	711,492	583,349	81.99%	535,857	94.63%
SUPPLIES:					
Equipment - Noncapital	208,739	360,855	172.87%	307,188	123.03%
Food	83,575	97,549	116.72%	86,007	93.95%
Instructional Supplies	587,774	454,172	77.27%	518,768	89.01%
Other	370,700	319,420	86.17%	337,428	84.26%
Resale	568,623	624,742	109.87%	627,072	92.11%
Software	123,325	275,362	223.28%	294,523	71.21%
OTHER:					
Bad Debt	135,000	134,913	99.94%	(79,840)	-44.36%
Dues/Fees	435,960	348,148	79.86%	342,362	80.55%
Liability Insurance	115,000	119,927	104.28%	103,688	95.13%
Miscellaneous	134,000	24,799	18.51%	39,937	23.84%
SUBTOTAL - OPERATING:	\$ 25,055,428	\$ 22,427,256	89.51%	\$ 19,911,925	86.12%
EQUIPMENT:					
Building Improvements	\$ 5,501,390	\$ 694,971	12.63%	\$ 150,224	16.60%
Equipment	7,532,833	1,736,889	23.06%	915,616	49.29%
Information Technology	88,000	33,649	38.24%	169,548	#DIV/0!
Land Improvements	301,526	56,169	18.63%	583,052	294.48%
SUBTOTAL - CAPITAL:	\$ 13,423,749	\$ 2,521,679	18.79%	\$ 1,818,440	61.43%
TOTAL EXPENDITURES:	\$ 38,479,177	24,948,935	64.84%	\$ 21,730,365	83.32%
REVENUE OVER (UNDER) EXPENSE:	\$ (720,000)	\$ (1,295,967)		\$ (1,809,278)	
BEGINNING FUND BALANCE:		4,350,809			
ENDING FUND BALANCE:		\$ 3,054,842			

POST SECONDARY - BOOKSTORE

	FY23 BUDGET	MAY '23 YTD	MAY '23 PERCENT	MAY '22 YTD	MAY '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	1,606,000	1,714,096	106.73%	1,443,507	89.88%
TOTAL REVENUES:	\$ 1,606,000	\$ 1,714,096	106.73%	\$ 1,443,507	89.88%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	155,601	142,676	91.69%	98,049	90.34%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	35,766	143.06%	45,426	100.95%
BENEFITS:					
Insurance - Dental	1,869	1,324	70.81%	1,267	91.65%
Insurance - Medical	30,980	24,124	77.87%	22,217	91.67%
Insurance - Other	858	1,150	134.06%	652	29.24%
Retirement	20,949	20,240	96.62%	14,951	92.21%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	22,000	16,669	75.77%	20,358	81.43%
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	2,795	69.86%	2,431	60.77%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	2,532	100.00%	7,782	100.00%
Food	100	142	142.15%	49	24.75%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	-	4,737	100.00%	-	0.00%
Resale	1,250,000	1,348,813	107.91%	1,237,251	96.28%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	(342)	100.00%	(1,096)	100.00%
Dues/Fees	80,000	81,791	102.24%	76,210	105.85%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	2,000	1,794	89.68%	3,417	100.00%
Depreciation	10,372	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 1,603,729	\$ 1,684,210	105.02%	\$ 1,528,963	95.32%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 1,603,729	\$ 1,684,210	105.02%	\$ 1,528,963	95.32%
REVENUE OVER (UNDER) EXPENSE:	\$ 2,271	\$ 29,885		\$ (85,456)	
BEGINNING FUND BALANCE:		2,026,055			
ENDING FUND BALANCE:		\$ 2,055,941			

POST SECONDARY - FOOD SERVICE

	FY23 BUDGET	MAY '23 YTD	MAY '23 PERCENT	MAY '22 YTD	MAY '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	253,038	64.06%	310,521	78.61%
TOTAL REVENUES:	\$ 395,000	\$ 253,038	64.06%	\$ 310,521	78.61%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	91,806	88,101	95.96%	78,532	91.53%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	46,540	56,261	120.89%	47,230	72.66%
BENEFITS:					
Insurance - Dental	1,019	934	91.66%	894	91.67%
Insurance - Medical	18,594	13,871	74.60%	16,231	91.67%
Insurance - Other	779	4,119	528.81%	773	10.29%
Retirement	15,759	16,001	101.54%	14,023	88.28%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	6,000	8,297	138.29%	5,304	88.41%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	500	104	20.88%	1,429	285.74%
Professional/Technical	1,500	500	33.33%	(75)	-5.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	1,083	100.00%
Travel	-	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	1,114	100.00%	2,465	100.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	15,000	15,602	104.01%	13,702	68.51%
Resale	175,000	142,717	81.55%	125,579	71.76%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	5,000	2,147	42.95%	1,297	18.53%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	22,170	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 399,667	\$ 349,770	87.52%	\$ 308,466	72.66%
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	\$ 349,770	87.52%	\$ 308,466	72.66%
REVENUE OVER (UNDER) EXPENSE:	\$ (4,667)	\$ (96,732)		\$ 2,054	
BEGINNING FUND BALANCE:		87,514			
ENDING FUND BALANCE:		\$ (9,218)			

POST SECONDARY - CHILDCARE

	FY23 BUDGET	MAY '23 YTD	MAY '23 PERCENT	MAY '22 YTD	MAY '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%	116,823	#DIV/0!
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	289,000	288,084	99.68%	398,843	121.60%
TOTAL REVENUES:	\$ 361,423	\$ 288,084	79.71%	\$ 515,666	157.22%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	200,102	157,060	78.49%	158,987	85.46%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	21,570	53,620	248.59%	30,846	68.55%
BENEFITS:					
Insurance - Dental	3,438	2,475	72.00%	2,592	69.34%
Insurance - Medical	74,015	42,978	58.07%	47,619	82.73%
Insurance - Other	2,201	2,043	92.84%	2,068	176.49%
Retirement	26,060	23,783	91.26%	20,701	75.29%
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	342	71.25%	57	11.88%
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	478	95.66%	32	6.49%
Instructional Supplies	-	2,869	100.00%	7,945	#DIV/0!
Other	6,000	518	8.63%	50	0.83%
Resale	-	-	0.00%	-	0.00%
Software	450	900	200.00%	150	33.33%
OTHER:					
Bad Debt	5,000	4,708	94.15%	486	9.72%
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	\$ 292,853	84.19%	\$ 271,634	80.26%
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	\$ 292,853	84.19%	\$ 271,634	80.26%
REVENUE OVER (UNDER) EXPENSE:	\$ 13,564	\$ (4,770)		\$ 244,032	
BEGINNING FUND BALANCE:		176,874			
ENDING FUND BALANCE:		\$ 172,104			

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

	#23 Post Secondary Vocational Fund	#52 Bookstore Enterprise Fund	#53 Food Service Enterprise Fund	#54 Child Care Enterprise Fund
Cash Balance April 30, 2023	\$ 3,455,355.45	\$ 356,995.17	\$ (114,416.18)	\$ 130,166.37
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	39,629.00	-	-	-
Sales of Goods/Services	15,753.41	33,676.56	60,628.13	46,309.61
Other Sources	106,875.83	158.68	-	830.95
State Sources:	-	-	-	-
Federal Sources:	84,620.39	-	-	-
Expenditures:				
Personnel	(1,542,744.04)	(20,012.14)	(17,116.79)	(27,210.49)
Services	(174,664.37)	(568.46)	(1,539.20)	(57.00)
Supplies	(90,790.67)	(12,699.63)	(12,537.59)	(488.10)
Capital	(717,604.49)	-	-	-
Other	(40,062.64)	(5,020.74)	(408.10)	-
Transfers	-	-	-	-
GASB 84 Reversal	-	-	-	-
(Increase)/Decrease in Assets	1,500,200.47	605,160.96	1,180.00	3,106.81
Increase/(Decrease) in Liabilities	-	-	-	-
Net Cash Provided By (Used In) Operating Activities:	\$ (818,787.11)	\$ 600,695.23	\$ 30,206.45	\$ 22,491.78
Cash Balance May 31, 2023	<u>\$ 2,636,568.34</u>	<u>\$ 957,690.40</u>	<u>\$ (84,209.73)</u>	<u>\$ 152,658.15</u>
Cash Balance June 30, 2022	\$ 6,002,962.25	\$ 1,312,474.23	\$ 19,949.53	\$ 174,902.30
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	13,189,899.42	-	-	-
Sales of Goods/Services	737,566.62	1,703,770.62	252,717.56	232,926.03
Other Sources	2,469,870.70	10,324.93	320.60	55,157.55
State Sources:	5,804,694.87	-	-	-
Federal Sources:	1,450,936.63	-	-	-
Expenditures:				
Personnel	(16,057,366.00)	(225,279.85)	(179,287.32)	(281,958.68)
Services	(3,610,003.33)	(19,463.32)	(8,901.64)	(342.00)
Supplies	(2,132,100.46)	(1,356,224.20)	(159,433.55)	(5,415.20)
Capital	(2,521,678.88)	-	-	-
Other	(627,786.60)	(83,243.06)	(2,147.25)	(5,137.49)
Audit	-	-	-	-
GASB 84 Reversal	(2,394,827.14)	(65,888.73)	(1,371.37)	(11,340.78)
(Increase)/Decrease in Assets	3,124,819.35	(192,022.69)	(209.07)	3,571.72
Increase/(Decrease) in Liabilities	(2,800,419.09)	(126,757.53)	(5,847.22)	(9,705.30)
Net Cash Provided By (Used In) Operating Activities:	\$ (3,366,393.91)	\$ (354,783.83)	\$ (104,159.26)	\$ (22,244.15)
Cash Balance May 31, 2023	<u>\$ 2,636,568.34</u>	<u>\$ 957,690.40</u>	<u>\$ (84,209.73)</u>	<u>\$ 152,658.15</u>

Rich Kluin
Prepared by

7/9/2023
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		
Lau, Katelyn	Scarborough	05-19-23
Van Hunnik, Brittany	Scarborough	05-19-23
Munsen, Carla	Admissions	05-23-23
Employee Contract, Full-Time		
Maske, Roger	Custodian	06-14-23
Instructor, Adjunct, Part-Time		
Hondel, Ashley	Nursing & Health	05-31-23
Leonard, Nathan	Nursing & Health	05-31-23
Matthes, Jaclyn	Nursing & Health	05-31-23
Keys, Robert	Nursing & Health	06-30-23
Bray, Robert	Law Enforcement	06-30-23
Breitling, Rodney	Land Survey Science	06-30-23
Hunking, Debra	General Education	06-30-23
Impeccoven, Sarah	General Education	06-30-23
Klessen, Rosemary	Media Design	06-30-23
Martinson, Chadwick	Land Survey Science	06-30-23
Velasquez, Rene	Law Enforcement	06-30-23
Wain, Keith	General Education	06-30-23
Instructor, Exempt, Full-Time		
Wolff, Dana*	Business Administration	05-31-23
Other Help, Part-Time, Per Hour		
Patzlaff, Deborah	Food Service	06-27-23
Weber, Kylie	Scarborough	06-28-23

*Retirement

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Lump Sum			
Opdahl, Nicholas	CTE Construction	05-31-23	\$20,000.00
Robison, Sara	Nursing & Health	05-31-23	\$943.40
Instructor, Exempt, Full-Time, Lump Sum			
Leloux, Loretta	Early Childhood	05-19-23	\$1,000.00
Olson, Julie	Natural Science	05-19-23	\$85.00
Cruse, Laura	English	05-19-23	\$85.00
Westerman, Julie	Student Success	05-19-23	\$212.50
Schwebach, Greg	Engineering	05-31-23	\$1,643.00

SOUTHEAST TECH PERSONNEL REPORT

WEDNESDAY, JULY 10, 2023

Davis, Chris	Accounting	06-29-23	\$100.00
Frentz, Patrick	Digital Media	06-29-23	\$100.00
Osborn, Michelle	Nursing & Health	06-29-23	\$100.00
Penning, Jolene	Nursing & Health	06-29-23	\$100.00
Pottratz, Jennifer	Nursing & Health	06-29-23	\$100.00
Weber, Jessica	Nursing & Health	06-29-23	\$100.00

Instructor, Adjunct, Summer Stipend

Aamold, Rachel	Nursing & Health	06-29-23	\$2,464.50
Adamson, Heather	General Education	06-29-23	\$2,671.20
Anderson, Sarah	Nursing & Health	06-29-23	\$4,929.00
Barrow, Nathan	General Education	06-29-23	\$2,671.20
Byall, Jennifer	General Education	06-29-23	\$6,231.20
Carlson, Elizabeth	Business Administration	06-29-23	\$2,671.20
Cavin, Georgina	Business Administration	06-29-23	\$3,561.60
Cruse, Laura	General Education	06-29-23	\$5,342.40
Davis, Chris	Accounting	06-29-23	\$10,684.80
DeSchamp, JoEllen	Nursing & Health	06-29-23	\$4,452.00
Ekstrum, Jacqueline	General Education	06-29-23	\$3,773.60
Emly, Lindsey	Nursing & Health	06-29-23	\$1,643.00
Erdman, Corliss	Nursing & Health	06-29-23	\$2,464.50
Flinn, William	Computer Information	06-29-23	\$3,561.60
Hanson, Mylynn	Nursing & Health	06-29-23	\$2,671.20
Honey, Andrew	Computer Information	06-29-23	\$2,671.20
Jensen, Marcia	Dental Assisting	06-29-23	\$4,929.00
Klinger, Brittany	Nursing & Health	06-29-23	\$2,464.50
Kreckel, Darrell	Computer Information	06-29-23	\$2,671.20
McManus, Stacy	Business Administration	06-29-23	\$5,342.40
Mekelburg, Erin	Computer Information	06-29-23	\$2,671.20
Melroe, Shelby	General Education	06-29-23	\$5,342.40
Mills, Ann	General Education	06-29-23	\$7,123.20
Morris, Roger	Computer Information	06-29-23	\$2,671.20
Nussbaum, Sarah	Nursing & Health	06-29-23	\$890.40
Olson, Julie	General Education	06-29-23	\$6,232.80
Otto, Josette	Nursing & Health	06-29-23	\$8,215.00
Penning, Jolene	Nursing & Health	06-29-23	\$4,929.00
Perkins-Hicks, Debra	General Education	06-29-23	\$7,547.20
Peters, Dennis	Business Administration	06-29-23	\$5,342.40
Rose, Jean	Business Administration	06-29-23	\$5,660.40
Stahl, Emily	Veterinary Technology	06-29-23	\$5,660.40
Stueven, Rebecca	Nursing & Health	06-29-23	\$1,232.25
Swezey, James	General Education	06-29-23	\$2,671.20
Tschetter, Lisa	Nursing & Health	06-29-23	\$1,232.25
VanOverbeke, Jeffrey	General Education	06-29-23	\$5,342.40
Vettrus, Jill	General Education	06-29-23	\$5,342.40
Voss, Brian	Construction	06-29-23	\$4,847.20
Wadhwa, Anju	Computer Information	06-29-23	\$5,342.40
Weihe, Kimberly	Marketing	06-29-23	\$5,342.40
Wellnitz, Kristin	General Education	06-29-23	\$5,342.40

SOUTHEAST TECH PERSONNEL REPORT

WEDNESDAY, JULY 10, 2023

Willer, Lexie	Nursing & Health	06-29-23	\$13,144.00
Williams, Brian	Marketing	06-29-23	\$5,342.40
Wolff, Dana	Business Administration	06-29-23	\$8,904.00
Instructor, Exempt, Full-Time, Annual			
Devorak, Lisha	Nursing Instructor 206 Day, 1.0 FTE Lane 6, Step 10	07-03-23	\$79,423.00
Employee Contract, Exempt, Full-Time, Annual			
Andersen, Alexander	Student Success Advisor 220-Day, 1.0 FTE Lane 9, Step 8 10 days prorated	06-19-23	\$2,799.73
Employee Contract, Non-Exempt, Full-Time, Per Hour			
Rau, Brooklyn	Nursing & Health 12-Month, 1.0 FTE Lane 8, Step 7	06-12-23	\$20.48
Student Help, part-time, per hour			
Weber, Kylie	Scarborough	06-12-23	\$12.72
Bivens, Cody	Horticulture	06-23-23	\$12.72
Other Help, part-time, per hour			
Donnelli, Makenna	Scarborough	06-01-23	\$18.73
Miller, Hannah	Scarborough	06-12-23	\$17.47
Employment Contract, Exempt, Stipend			
Dorman, Scott	Admissions	06-29-23	\$250.00
Dyce, Dayna	Admissions	06-29-23	\$250.00
Fischer, Anna	Admissions	06-29-23	\$250.00
Furth, Shannon	Admissions	06-29-23	\$750.00
Harder-Schlicht, Elizabeth	Student Success	06-29-23	\$250.00
Rathsachack, Ashley	Admissions	06-29-23	\$250.00
Zillgitt, Emily	Admissions	06-29-23	\$500.00

**Adoption of the FY24 Budget
Post-Secondary Funds
EXECUTIVE SUMMARY**

Purpose of Report: To receive School Board approval of the FY24 Budget for the Post-Secondary Funds.

Southeast Tech began its initial budget process in March 2023 with the establishment of budget guidelines and timelines for completion. Between March 2023 and June 2023, administration, professional, and classified staff developed program budgets at the cost center level for presentation to the Southeast Tech Council and the Sioux Falls School Board.

On May 24, 2023, a public hearing on the Southeast Technical College FY24 budget was held. No comments were received from the public in attendance at the meeting. The School Board granted tentative approval of the budget at its meeting held May 24, 2023.

The Southeast Tech Council includes a School Board member and community members representing key industry segments. The Southeast Tech Council held a meeting on June 20, 2023, to review the Post-Secondary Fund budgets as presented by the Southeast Tech Administration and to recommend approval of the FY24 Post-Secondary Funds budgets to the School Board.

Revisions from the tentative budget are reflective of the dynamic nature of post-secondary enrollments that take place in the months leading up to the final adoption. Revisions were made revenue sources and included the continuation of Community Health Worker program funding through the SD Department of Health and pledge support of instructional costs for the Behavioral Health Technical program.

Revisions were made in operating expenses to align expenditures with projected revenues and to provide for a carryover of funds for projects that were budgeted in FY23 but not undertaken during the fiscal year. Part time wages were reduced because of STC being granted a waiver under the Federal Work-Study program. Capital expenditures were increased because of the reallocation of salary/benefits from the Perkins cost center to the program cost center. Total capital expenditures are reflective of Southeast's Capital Program which includes five-year projections for capital equipment and capital improvement needs.

All revisions to the tentatively adopted budget are delineated in the attached report.

Southeast Tech Recommendation to School Board:

Approve the FY24 Post-Secondary Fund Budgets as presented. A suggested motion is attached to the report.

Adoption of the FY24 Post-Secondary Fund budgets.

There have been changes made to the FY24 Budget since tentative approval. The changes are:

POST-SECONDARY TECHNICAL FUND (23)

REVENUES:

Other Local – Function 1920:

- *Behavior Health Technician (358): **Increase** by \$75,000. Pledge commitments received to fund instructional position.*

Other Federal Revenue – Function 4900:

- *Community Health Worker (381): **Increased** by \$130,000. Funding provided through the SD Department of Health.*

EXPENDITURES:

Regular Salaries – Objects 1171:

- *Instructor (1171) – **No Change**.*
 - *Moved instructor salary/benefits costs from Perkins Cost Center to Program Cost Center (Behavioral Health Technician).*

Part-time Wages – Objects 1290:

- *Other Hourly (1290) – **Decreased** by \$25,000*
 - *Work Study (318) – **Decreased** by \$25,000. STC was granted a waiver of the institutional share requirement under the Federal Work-Study program.*

Retirement Benefits – Objects 2110/2130:

- *SDRS Retirement Benefits (2110) – **No Change**. Reallocation of instructional position from Perkins Cost Center to Program Cost Center (Behavioral Health Technician).*
- *Social Security Benefits (2130) – **No Change**. Reallocation of instructional position from Perkins Cost Center to Program Cost Center (Behavioral Health Technician).*

Insurance Benefits – Objects 2210/2230/2240/2260/2280:

- *Long-term Disability (2210) – **No Change**. Reallocation of instructional position from Perkins Cost Center to Program Cost Center (Behavioral Health Technician).*
- *Worker's Compensation (2230) – **No Change**. Reallocation of instructional position from Perkins Cost Center to Program Cost Center (Behavioral Health Technician).*
- *Hospital/Medical Insurance (2240) – **No Change**. Reallocation of instructional position from Perkins Cost Center to Program Cost Center (Behavioral Health Technician).*
- *Dental Insurance (2260) – **No Change**. Reallocation of instructional position from Perkins Cost Center to Program Cost Center (Behavioral Health Technician).*
- *Life Insurance (2280) – **No Change**. Reallocation of instructional position from Perkins Cost Center to Program Cost Center (Behavioral Health Technician).*
-

Capital – Objects 5410:

- *Other Equipment – Capitalized (5410)* – **Increased** by \$102,190 in Perkins. Program allocations to be determined.

ENTERPRISE FUNDS

POST-SECONDARY BOOKSTORE FUND (52)

EXPENDITURES:

No revisions.

POST-SECONDARY FOOD SERVICE FUND (53)

EXPENDITURES:

No revisions.

POST-SECONDARY CHILDCARE (54)

EXPENDITURES:

No revisions.

A suggested motion is, as follows:

A motion was made by _____ and seconded by _____, _____ votes "yes" on roll call, **adopting the FY24 Budget of Southeast Technical College**, as follows:

Fund	Fund Description	FY24 Revenue Budget	Cash from Fund Balance	Total Funds Available	FY24 Expenditure Budget
23	Post-Secondary Technical	\$39,549,938	\$125,930	\$39,675,868	\$39,675,868
52	Post-Secondary Bookstore	\$1,606,000	-	\$1,606,000	\$1,600,276
53	Post-Secondary Food Service	\$395,000	-	\$395,000	\$412,935
54	Post-Secondary Child Care	\$291,000	\$115,622	\$406,622	\$407,022
	Totals	\$41,841,938	\$241,552	\$42,083,490	\$42,096,101

FY24 BUDGET
POST-SECONDARY TECHNICAL FUND AND ENTERPRISE FUNDS

REVENUES

Source	Post Secondary Fund	Post-Secondary Enterprise Funds			Proof Total
		Bookstore	Food Service	Scarborough Center	
Tuition and Fees	14,295,962	-		-	14,295,962
Other Local Sources	6,004,226	\$ 1,610,000	310,300	-	7,924,526
State Revenue	\$ 16,941,135	-		\$ -	\$ 16,941,135
Federal Revenue	2,308,615	-		-	2,308,615
Child Care Fees	-	-		291,000	291,000
Total Revenue	\$ 39,549,938	\$ 1,610,000	\$ 310,300	\$ 291,000	\$ 41,761,238
Cash from Fund Balance	125,930	-	-	115,622	241,552
Transfers In	-	-	85,000	-	85,000
Total Revenue, Transfers & Cash	\$ 39,675,868	\$ 1,610,000	\$ 395,300	\$ 406,622	\$ 42,087,790

EXPENDITURES

Expenditure	Post Secondary Fund	Post-Secondary Enterprise Funds			Proof Total
		Bookstore	Food Service	Scarborough Center	
Salaries	\$ 15,696,832	\$ 193,832	\$ 166,713	\$ 250,806	\$ 16,308,183
Benefits	4,515,135	53,144	35,322	137,416	4,741,017
Purchased Services	3,740,900	18,400	9,800	400	3,769,500
Supplies and Materials	2,096,748	1,232,500	173,000	10,000	3,512,248
Dues and Fees	779,500	96,000	8,900	8,000	892,400
Capital Acquisition	12,690,453	-	-	-	12,690,453
Debt Services	71,300	-	-	-	71,300
Total Expenditures Before Depreciation	\$ 39,590,868	\$ 1,593,876	\$ 393,735	\$ 406,622	\$ 41,985,101
Non Cash Depreciation	-	6,400	19,000	400	25,800
Less Cash for Equipment	-	-	-	-	-
Transfers Out	85,000	-	-	-	85,000
Total Expenditures & Transfers	\$ 39,675,868	\$ 1,600,276	\$ 412,735	\$ 407,022	\$ 42,095,901
Revenue Over Expenditures	\$ -	\$ 9,724	\$ (17,435)	\$ (400)	\$ (8,111)

**FY24 BUDGET
POST-SECONDARY FUNDS
Revenues**

Post-Secondary Technical Fund

Source	Budget FY23	Budget FY24	Increase/ (Decrease) from Prior Year
Tuition and Fees	\$ 13,646,163	\$ 14,295,962	\$ 649,799
Other Local Sources	5,952,966	6,004,226	51,260
State Reimbursement	9,005,767	10,421,990	1,416,223
Other State Revenue	5,152,900	6,302,799	1,149,899
Other State Revenue - ISS	201,585	216,346	14,761
Federal Reimbursement	1,162,206	1,128,831	(33,375)
Other Federal Revenue	2,637,590	1,179,784	(1,457,806)
Total Revenues	\$ 37,759,177	\$ 39,549,938	\$ 1,790,761
Cash from Fund Balance	720,000	125,930	(594,070)
Total Revenues	\$ 38,479,177	\$ 39,675,868	\$ 1,196,691

Post-Secondary Bookstore Enterprise Fund

Source	Budget FY23	Budget FY24	Increase/ (Decrease)
Other Local Sources	\$ 1,606,000	\$ 1,610,000	\$ 4,000
Cash From Fund Balance	-	-	-
Total Revenues	\$ 1,606,000	\$ 1,610,000	\$ 4,000

Post-Secondary Food Service Enterprise Fund

Source	Budget FY23	Budget FY24	Increase/ (Decrease)
Other Local Sources	\$ 310,000	\$ 310,300	\$ 300
Transfer In from Post Secondary	85,000	85,000	-
Total Revenues	\$ 395,000	\$ 395,300	\$ 300
Cash From Fund Balance	-	-	-
Total Revenues	\$ 395,000	\$ 395,300	\$ 300

Post-Secondary Childcare Enterprise Fund

Source	Budget FY22	Budget FY24	Increase/ (Decrease)
Other Local Sources	\$ 289,000	\$ 291,000	\$ 2,000
Other Federal Revenue	\$ 72,423	\$ -	(72,423)
Transfer In from Post Secondary	-	-	-
Total Revenues	\$ 361,423	\$ 291,000	\$ (70,423)
Cash from Fund Balance	-	115,622	115,622
Total Revenues	\$ 361,423	\$ 406,622	\$ 45,199

**FY24 PROPOSED BUDGET
POST-SECONDARY TECHNICAL FUNDS
Expenditures**

Post-Secondary Technical Fund

Program	FTE FY23	FTE FY24	Budget FY23	Budget FY24	Increase/ (Decrease) from Prior Year
Academic Support Services	9.00	10.00	\$ 1,360,168	\$ 1,507,208	\$ 147,040
Access & Workforce Opportunity	1.00	1.00	105,296	155,799	50,503
Accounting	2.00	2.00	233,985	241,761	7,776
Administration	3.00	3.00	1,385,423	1,450,049	64,626
Administrative Assistant	0.34	-	31,687	-	(31,687)
Admissions	8.00	8.00	848,079	905,214	57,135
Adult Basic Education	4.00	4.00	335,000	354,625	19,625
Architectural Engineering Technology	1.00	1.00	122,791	119,624	(3,167)
Automotive Technology	4.00	4.00	363,952	369,085	5,133
Behavioral Health Technician	-	1.00	-	102,190	102,190
Business Administration	2.00	1.00	371,198	251,208	(119,990)
Business Manager - Debt (GASB 87)	-	-	-	71,300	71,300
Business Office	7.00	7.00	988,909	1,115,623	126,714
Campus Print Solutions	-	-	63,000	21,700	(41,300)
Cardiac Ultrasound	-	1.00	117,086	136,677	19,591
Career Education Program	1.00	1.00	105,223	106,358	1,135
Civil Engineering Technology	1.00	1.00	100,962	118,998	18,036
Co-Curricular Activities	-	-	13,392	29,289	15,897
College Work-study	-	-	66,340	100,000	33,660
Collision Repair & Refinish Technology	3.00	3.00	318,336	362,101	43,765
Construction Management Technology	2.00	2.00	213,830	237,934	24,104
Corporate Education	2.00	2.00	245,239	318,706	73,467
Community Health Worker	1.00	1.00	118,715	131,139	12,424
CBE	-	-	-	12,400	12,400
Counseling Services	-	-	67,975	67,900	(75)
Dental Assistant	1.00	2.00	165,815	263,656	97,841
Diagnostic Medical Sonography	1.00	1.00	276,793	210,216	(66,577)
Diesel Technology	3.00	3.00	317,485	326,406	8,921
Digital Media Production Technology	-	1.00	34,752	104,868	70,116
Disabilities Services	0.50	0.50	43,161	35,678	(7,483)
Early Childhood Specialist	1.00	1.00	111,763	118,601	6,838
Electrician	2.00	2.00	276,318	270,995	(5,323)
Emergency Management	1.00	-	2,484,415	598,579	(1,885,836)
Financial Aid Services	4.00	4.00	377,643	406,259	28,616
General Education	8.50	9.00	1,139,352	1,223,119	83,767
GOED	-	-	-	1,469,850	1,469,850
Health Core/Allied Health	3.50	5.00	612,462	802,041	189,579
Healthcare Leadership	0.66	0.50	73,761	62,716	(11,045)
Help Desk	3.00	3.00	898,552	996,256	97,704
Higher Learning Commission	-	-	72,000	48,856	(23,144)
Horticulture Technology	1.00	1.00	139,599	141,160	1,561
Housing Management	3.00	3.00	280,779	261,509	(19,270)
Human Resources	1.00	1.00	96,077	112,493	16,416
HVAC & Refrigeration Technology	2.00	2.00	213,572	228,108	14,536
Information Technology Services	6.00	6.00	1,598,086	1,626,198	28,112
Institutional Advancement	2.00	2.00	177,030	190,805	13,775

**FY24 PROPOSED BUDGET
POST-SECONDARY TECHNICAL FUNDS
Expenditures**

Post-Secondary Technical Fund

Program	FTE FY23	FTE FY24	Budget FY23	Budget FY24	Increase/ (Decrease) from Prior Year
Invasive Cardiovascular Technology	1.00	1.00	131,970	177,144	45,174
Law Enforcement Sciences	2.00	2.00	\$ 220,100	\$ 242,624	\$ 22,524
Licensed Practical Nursing	12.50	12.00	1,642,724	1,642,235	(489)
Capital Improvements - Simulation Center	-	-	9,380,000	8,800,000	(580,000)
Major Capital Improvements	-	-	1,323,347	1,477,757	154,410
Marketing	2.00	2.00	227,100	224,670	(2,430)
Marketing-Administration	2.00	2.00	714,478	757,182	42,704
Mechanical Engineering Technology	1.00	1.00	129,099	124,713	(4,386)
Mechatronics Technology	1.00	1.00	135,662	141,083	5,421
Media Design Technology	2.00	2.00	197,016	199,118	2,102
Medical Assistant	1.00	1.00	132,697	141,805	9,108
Medical Coding	0.50	0.50	73,971	65,939	(8,032)
Networking Technology	3.50	3.50	351,691	385,484	33,793
Operational Services	19.00	20.00	2,248,595	2,436,970	188,375
Paramedic Sciences	-	-	17,500	84,600	67,100
Peer Tutoring (ARC)	0.50	1.50	58,415	245,347	186,932
Perkins Grant	1.00	3.00	796,889	828,788	31,899
Pharmacy Technology	1.00	1.00	99,488	100,452	964
Phlebotomy/Patient Care	-	-	16,456	15,715	(741)
Plumbing Technology	1.00	1.00	116,997	117,089	92
Programming Technology	2.00	2.00	286,489	285,067	(1,422)
Registered Nursing	5.50	5.50	785,186	767,939	(17,247)
Sports Turf Management Technology	1.00	1.00	113,608	125,902	12,294
Student Government/Activities	0.50	0.50	99,692	125,196	25,504
Student Groups	-	-	50,209	44,331	(5,878)
Student Success Center	10.50	10.50	929,151	1,005,056	75,905
Surgical Technician Technology	3.00	3.00	311,488	309,584	(1,904)
Surveying Technology	1.00	1.00	91,475	160,340	68,865
Testing Center	1.00	1.00	179,872	169,186	(10,686)
Vascular Sonography	1.00	1.00	140,611	133,166	(7,445)
Veterinarian Technology	2.00	2.00	294,112	327,572	33,460
Welding Technology	2.00	2.00	217,088	228,557	11,469
Total Post-Secondary Technical Fund	176.00	184.00	\$ 38,479,177	\$ 39,675,868	\$ 1,196,691

**FY24 PROPOSED BUDGET
POST-SECONDARY ENTERPRISE FUNDS
Expenditures**

Bookstore Fund

Program	FTE FY23	FTE FY24	Budget FY23	Budget FY24	Increase/ (Decrease) from Prior Year
Total Expenditures Bookstore	3.00	3.00	\$ 1,593,357	\$ 1,593,876	\$ 519
Non Cash Depreciation	-	-	10,372	6,400	(3,972)
Total Expenditures & Depreciation	3.00	3.00	\$ 1,603,729	\$ 1,600,276	\$ (3,453)

Food Service Fund

Program	FTE FY23	FTE FY24	Budget FY23	Budget FY24	Increase/ (Decrease) from Prior Year
Total Expenditures Food Service	2.00	2.00	\$ 377,497	\$ 393,935	\$ 16,438
Non Cash Depreciation	-	-	22,170	19,000	(3,170)
Total Expenditures & Depreciation	1.00	1.00	\$ 399,667	\$ 412,935	\$ 13,268

Childcare Fund

Program	FTE FY23	FTE FY24	Budget FY23	Budget FY24	Increase/ (Decrease) from Prior Year
Total Expenditures Scarbrough Center	6.00	6.00	\$ 347,516	\$ 406,622	\$ 59,106
Non Cash Depreciation	-	-	343	400	57
Total Expenditures & Depreciation	6.00	6.00	\$ 347,859	\$ 407,022	\$ 59,163