

SIOUX FALLS SCHOOL BOARD**Wednesday, November 1, 2023 4:00 PM****Carly Reiter****President****Instructional Planning Center****201 East 38th Street, Sioux Falls****Robert Griggs****Southeast Tech President**

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

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Persons Wishing to Address the School Board on Non-Agenda Items
- IV. Persons Wishing to Address the School Board on Agenda Items
- V. Approval of Minutes of October 4, 2023.
- VI. Approval of Agenda
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
 - A. Approval of Bid Awards
 1. Vendors for 2023 Hybrid Sport Sedan Vehicles
 2. Vendors for Forklift
 - B. Authorizations and Ratifications
Exhibit reposted at 2:38 pm on 11.01.23
 1. Approval/Ratification of Purchase Orders
 2. Disposal of School District Property
 3. Authorizing Grant Application Approval
 - C. Approval of Consolidated Report of Trust and Agency Funds
 - D. Approval of Vice President of Finance and Operations Report
 - E. Approval of Personnel Report
- IX. Reports of the President
 - A. Academic Update Report - Health Simulation Center
 - B. Academic Resource Center Report
Exhibit reposted at 3:26 pm on 10.31.23
 - C. Service To Community Days Report
Exhibit posted at 2:31 pm on 11.01.23
 - D. STC Attainment Projections Report
Exhibit reposted at 11:08 am on 10.31.23
- X. Review/Revise of STC Policy
 - A. Policy GBEA/STC - Nepotism
- XI. First Reading of STC Policy
 - A. Policy JK/STC - Student Conduct/Discipline
- XII. Adjournment

SCHOOL BOARD MEETING

Wednesday, October 4, 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, October 4, 2023, at 4:00 p.m. in the Instructional Planning Center, 201 East 38th Street. Sioux Falls, South Dakota, with the following members present: President Carly Reiter, Vice President Marc Murren, Nan Baker, Dawn Marie Johnson, Kate Serenbetz. Absent: none.

Action ST00750

A motion was made by Dawn Marie Johnson and seconded by Nan Baker, five (5) votes “yes” on roll call **approving the minutes of a meetings** held on September 6, 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 ST00751

A motion was made by Marc Murren and seconded by Kate Serenbetz, five (5) votes “yes” on roll call, **approving the agenda** as presented.

* * * * *

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

Action ST00752

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

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

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.	ST24-009, RK	Transact Campus Inc.	eRefunds, PaymentPlans, ePayments, eMarket	\$175,588.68

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.	S2402272	Van-Wall Equipment	Pedestrian Topdresser – Sports Turf	\$17,012.00
b.	S2402434	Frontier Precision Inc.	Trimble and accessories – Land Surveying	\$135,800.00
c.	S2402457	Snap-On Industrial	Tool Sets – Auto Technician	\$60,479.25
d.	S2402465	CAE Healthcare	Simulation Center Equipment – Invasive Card	\$139,176.00
e.	S2402484	Traco Medical	Simulation Center Equipment – RN	\$35,840.00
f.	S2402556	AVI Systems, Inc.	Simulation Center Equipment – LCD Displays	\$70,462.83
g.	S2402748	Transact Campus Inc.	eRefund, ePayment, Payment Plan – Business Office	\$55,154.12
h.	S2402757	Canfield Business Interiors	Simulation Center Furniture – Placeholder approved 09.06.24 Meeting – Various Programs	\$334,554.75
i.	S2402758	Farner Bocken Company	Resale Items – Food Service	\$35,000.00
j.	S2402759	Stryker Endoscopy	Simulation Center Equipment – Replaces S2304953	\$1,062,544.71

A.3. Disposal of School District Property

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

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Mitsubishi Forklift (Asset 6379)	STC	Dan EisenVos Lynard Stelley Dennis Howard	\$2,000	2024-ST001
b.	Bandsaw, Hemsidwinder (Asset 6928)	STC	Lynard Stelley Dennis Howard Scott Day	\$0	2024-ST002
c.	4 - Lincoln Power Mig 300 (Assets 6924, 6927, 6926, 6925, 7061)	STC	Lynard Stelley Dennis Howard Scott Day	\$800 each	2024-ST003
d.	Lincon S350 Power Wave (Asset 7364)	STC	Lynard Stelley Dennis Howard Scott Day	\$1,000	2024-ST003

- B. Approving the **Consolidated Report of Trust and Agency Funds** of October 4, 2023, and stating for the record that as of August 31, 2023, receipts total \$4,704,751.96 and disbursements total \$2,937,703.31 (MRF #ST559).
- C. Approving the **Vice President of Finance and Operation’s Report** of October 4, 2023, in accordance with the SDCL §13-8-35 (MRF #ST560) and directing that detailed statement of receipts and balances on hand, as of August 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:

D1. Resignations

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

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Employee Contract, Full-Time		
Ingber, Ronald*	Custodian	09-08-23
Williamson, Darla	Accountant	09-13-23
Miller, Amy	Compliance	09-15-23
Student Help, Part-Time		
Bivens, Cody	Horticulture	09-06-23
Vollmer, Mykenna	Scarborough	09-11-23
Jacobsma, Andrea	Scarborough	09-12-23
Jensen, Luke	Student Tutor	09-26-23
Allison, Jodie	Student Tutor	09-26-23
Potter, Katlin	Student Tutor	09-26-23
Instructor, Adjunct, Part-Time		
Magnuson, Ashley	Nursing & Health	08-31-23
Werkmeister, Myra	Nursing & Health	09-18-23

*Retirement

D2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Per Credit Hour			
George, Nicole	Nursing & Health	08-30-23	\$890.40
Olson, Margaret	Nursing & Health	09-04-23	\$821.50
Lane, Brittany	Nursing & Health	09-05-23	\$821.50
Braunagel, Tierney	Nursing & Health	08-30-23	\$821.50
Instructor, Adjunct, Non-Clinical, Per Hour			
Peiser, Jennifer	Nursing & Health	08-30-23	\$34.00

D2. **Employment Recommendations, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Employment Contract, Exempt, Full-Time, Annual			
Sundquist, Allison	Admissions Representative 12-Month, 1.0 FTE Lane 7, Step 13	09-04-23	\$61,825.00
Streufert, Billie	Director of Student Success & Federal Compliance 12-Month, 1.0 FTE Lane 12, Step 10	09-11-23	\$95,148.00
Chabala, Robyn	Adult Education and Literacy Instructor 220-Day, 1.0 FTE Lane 7, Step 6 Prorated 175 days	09-18-23	\$41,860.00
Instructor, Exempt, Full-Time, Annual			
Vanden Bosch, Raquel	Diagnostic Medical Sonography Instructor 226-Day, 1.0 FTE Lane 5, Step 10 Prorated 190 days	09-11-23	\$70,812.83
Student Help, Part-Time, Per Hour			
Larson, Kylan	Peer Tutor	09-11-23	\$15.00
Beck, Erika	Horticulture	09-18-23	\$15.00
Wagner, Ellie	Bookstore	09-18-23	\$15.00
Arnold, Katelyn	Bookstore	09-25-23	\$15.00
Gosmire, Elizabeth	Scarborough	09-25-23	\$15.00
Carson, Mattison	Bookstore	09-25-23	\$15.00
Heilman, Kaia	Bookstore	09-25-23	\$15.00
Ewalt, Olivia	Peer Tutor	09-27-23	\$15.00
Employee Contract, Full-Time, Per Hour			
Chabala, Stephen	Groundskeeper	09-18-23	\$22.13
Other Help, part-time, per hour			
Fischer, Kayla	Tutor	09-04-23	\$25.00
Lemke, Sean	Tutor	09-11-23	\$25.00
Preheim, Debra	Tutor	09-18-23	\$25.00
Instructor, Full-Time, Per Credit, Lump Sum			
Leloux, Loretta	Early Childhood	09-30-23	\$890.40

D2. **Employment Recommendations, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Non-Clinical, Per Semester			
Allenstein, Keith	Law Enforcement	08-21-23	\$2,830.20
Atkins, Melissa	Early Childhood	08-21-23	\$2,671.20
Baker, Shelly	Business Administration	08-21-23	\$5,660.40
Barrow, Nathan	English	08-21-23	\$2,671.20
Blok, Kelly	Computer Technology	08-21-23	\$2,671.20
Borgen, Cory	Sports Turf Management	08-21-23	\$1,643.00
Carlson, Elizabeth	Business Administration	08-21-23	\$10,684.80
Cavin, Georgina	Business Administration	08-21-23	\$3,561.60
Cox, Bryan	Mechatronics	08-21-23	\$2,048.00
Daugherty, Catherine	Agribusiness	08-21-23	\$2,671.20
Davis, Dana	Automotive Technology	08-21-23	\$2,464.50
Ekstrum, Jacqueline	Anatomy	08-21-23	\$11,320.80
Erickson, Tami	Computer Technology	08-21-23	\$2,671.20
Flinn, William	Computer Technology	08-21-23	\$2,671.20
French, Thomas	Computer Technology	08-21-23	\$3,819.00
Frohwein, Jeffrey	Business Administration	08-21-23	\$10,684.80
Garcia, Joshua	Automotive Technology	08-21-23	\$1,643.00
Gertsma, Leann	English	08-21-23	\$5,342.40
Gustafson, Nicholas	Business Administration	08-21-23	\$5,342.40
Heckenlaible, Justin	Computer Technology	08-21-23	\$5,342.40
Heppler, Jeffrey	Horticulture	08-21-23	\$8,548.00
Horan, Steven	Accounting	08-21-23	\$3,561.60
Ivarsen, McCade	Media	08-21-23	\$2,671.20
Jones, Suzanne	Early Childhood	08-21-23	\$5,342.40
Judeh, Huda	Computer Technology	08-21-23	\$8,904.00
King, Steven	English	08-21-23	\$8,013.60
Kreckel, Darrell	Computer Technology	08-21-23	\$2,671.20
Lang, Jerome	Computer Technology	08-21-23	\$3,561.60
Lindell, Mark	Communications	08-21-23	\$5,342.40
Lothrop, LeAnn	Computer Technology	08-21-23	\$5,342.40
McGee, Patricia	Business Administration	08-21-23	\$5,660.40
McManus, Stacy	Business Administration	08-21-23	\$8,013.60
Melroe, Shelby	Psychology	08-21-23	\$10,684.80
Mills, Ann	Chemistry	08-21-23	\$7,390.40
Morris, Brandon	Computer Technology	08-21-23	\$2,671.20
Perkins-Hicks, Debra	Natural Science	08-21-23	\$11,320.80
Pierce, Steven	Media	08-21-23	\$3,561.60
Reimnitz, Laura	Veterinary Technology	08-21-23	\$9,441.50
Rose, Jean	Business Administration	08-21-23	\$8,490.60
Schoenfelder, Tonya	Law Enforcement	08-21-23	\$5,120.00
Stacey, Taylor	Mathematics	08-21-23	\$2,671.20
Steiner, Shauna	Business Administration	08-21-23	\$2,671.20
Stubbe, Scott	Computer Technology	08-21-23	\$8,620.00
Talcott, Roberta	Business Administration	08-21-23	\$2,830.20
Traylor, Michael	Computer Technology	08-21-23	\$3,286.00

D2. **Employment Recommendations, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Non-Clinical, Per Semester			
Wadhwa, Anju	Computer Technology	08-21-23	\$5,342.40
Wagner, Madison	Psychology	08-21-23	\$2,671.20
Walton, Tarah	Law Enforcement	08-21-23	\$5,342.40
Wolff, Dana	Accounting	08-21-23	\$9,434.00

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Clinical, Per Semester			
Aamold, Rachel	Nursing & Health	08-21-23	\$4,929.00
Carlson, Rebecca	Nursing & Health	08-21-23	\$5,750.50
Do, Doanh	Nursing & Health	08-21-23	\$1,780.80
Erdman, Corliss	Nursing & Health	08-21-23	\$7,393.50
Emly, Lindsey	Nursing & Health	08-21-23	\$4,452.00
Gacke, Bridgett	Nursing & Health	08-21-23	\$1,780.80
Haase, Tori	Nursing & Health	08-21-23	\$2,464.50
Hanson, Mylynn	Nursing & Health	08-21-23	\$8,904.00
Kibbe, Andrew	Nursing & Health	08-21-23	\$5,342.40
Klinger, Brittany	Nursing & Health	08-21-23	\$2,464.50
Nussbaum, Sarah	Nursing & Health	08-21-23	\$4,224.00
Oleson, Kailey	Nursing & Health	08-21-23	\$2,464.50
Peterson, Alyssa	Nursing & Health	08-21-23	\$2,048.00
Saeger, Amanda	Nursing & Health	08-21-23	\$2,830.20
Schwartz, Colette	Nursing & Health	08-21-23	\$890.40
Stueven, Rebecca	Nursing & Health	08-21-23	\$4,929.00
Tschetter, Lisa	Nursing & Health	08-21-23	\$2,464.50
Willer, Lexie	Nursing & Health	08-21-23	\$2,464.50

Student Activity Advisors, Stipend

Andersen, Alex	Student Government	08-21-23	\$3,286.00
Berry, Vincent	Skills USA	08-21-23	\$3,286.00
Borgen, Cory	GCSAA	08-21-23	\$3,286.00
Fjelland, Lauren	Volleyball	08-21-23	\$1,694.50
Frentz, Patrick	Film Club	08-21-23	\$3,286.00
Gries, Keith	Veteran's Center	08-21-23	\$530.00
Hansen, Micah	Southeast Pride	08-21-23	\$530.00
Harder, Elizabeth	Mindfulness Club	08-21-23	\$530.00
Harder, Elizabeth	Game Club	08-21-23	\$530.00
Haynes, Matthew	NAHB	08-21-23	\$3,286.00
Kassing, Elizabeth	Civil/Land Survey	08-21-23	\$1,643.00
Landhuis, Carmen	Bowling	08-21-23	\$2,800.00
Leloux, Loretta	Early Childhood	08-21-23	\$3,286.00
Letsche, Paul	Civil/Land Survey	08-21-23	\$1,643.00
Osborn, Michelle	Soccer	08-21-23	\$3,389.00
Pottratz, Jennifer	Nursing/LPN	08-21-23	\$3,286.00
Prokop, Marcella	Multicultural Club	08-21-23	\$530.00

D2. Employment Recommendations, continued

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Student Activity Advisors, Stipend			
Prouty, Terry	Skills USA	08-21-23	\$3,286.00
Reisch, Chelsea	Bowling	08-21-23	\$2,800.00
Reisch, Chelsea	Cru	08-21-23	\$530.00
Ringling, Benjamin	Landscape/Horticulture	08-21-23	\$3,286.00
Rogotzke, Kelli	Basketball	08-21-23	\$1,400.00
Rogotzke, Kelli	Disc Golf	08-21-23	\$2,800.00
Valdez, Martin	Veteran’s Center	08-21-23	\$530.00
Vis, Ashley	Volleyball	08-21-23	\$1,694.50
Vis, Ashley	Basketball	08-21-23	\$1,400.00
Weihe, Kimberly	Turning Point USA	08-21-23	\$530.00
Willer, Lexie	Sonography	08-21-23	\$1,095.34
Williams, Brian	Trap Shooting	08-21-23	\$2,800.00

D3. FY2023-2024 Wage Increases

Student Help, Part-Time, Per Hour			
Engbrecht, Delaney	Bookstore	09-15-23	\$15.00
Parker, Liam	Bookstore	09-15-23	\$15.00

Other Help, Part-Time, Per Hour

Rich, Sarah	Bookstore	09-15-23	\$16.00
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D4. Amendments-Updated Salaries from September 2023 Board Report

Rogotzke, Kelli	Student Success Advisor	07-01-23	\$66,574.00
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D5. Change of Status

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Miller, Amy	Institutional Effectiveness Compliance, & Budget Coordinator 12-Month, 1.0 FTE Level 8, Step 3 \$61,350/year	Institutional Effective., Compliance, & Budget Coordinator Part-Time \$35.00/hour	09-05-23

Action ST00753

Instructors Todd Wohlwend, Colette Schwartz, Daniel EisenVos and Marcus Hunter provided the Competency-Based Education Programs Update Report. (MRF #ST562) The CBE – Competency Base Education Programs (Computer Technician – Diploma, Registered Nursing – A.A.S., Electrician – A.A.S., and HVAC – Diploma) will begin in the Fall Semester of 2024. Eligibility criteria have been identified. Curriculum sequencing is being built and established. Eligibility and curriculum work will be submitted to the STC Curriculum Committee by Fall 2023. A marketing plan will be created to provide recruitment strategies for the program. Active work is

in the process of deconstructing and modifying the current curriculum delivery and rebuilding the programs for CBE delivery. We are also working on identifying other personnel, technology, and/or support for this type of educational delivery.

Following general discussion, a motion was made by Dawn Marie Johnson and seconded by Kate Serenbetz, five (5) votes “yes” on roll call **acknowledging the Competency-Based Education Programs Update Report.**

Action ST00754

Student Personal Counselor Nicole McMillin presented the STC Counseling Services Report (MRF #ST563). Highlights of the STC Counseling Services Report included the number of students seeking and engaging in counseling modalities Spring 2023 to current. The report also reported national trends in mental health issues and responses for students.

Following general discussion, a motion was made by Marc Murren and seconded by Nan Baker, five (5) votes “yes” on roll call **acknowledging the STC Counseling Services Report.**

Action ST00755

STC Foundation Director Stephen Williamson provided the STC Foundation Update Report. (MRF #ST564) The STC Foundation is excited to announce Campaign NEXT. The “quiet phase” of Campaign NEXT started on January 1, 2022, and was made public September 22, 2023. The new comprehensive fundraising campaign has four primary goals that equal a total of \$25 million. Goal 1: \$8.5 Million: Student Scholarship and Financial Support. Goal 2: \$13.2 Million: Capital Projects and Renovations. Goal 3: \$2.5 Million: Access, Opportunity, and Programs. Goal 4: \$800,000: Annual Unrestricted. The campaign is scheduled to end December 31, 2025. Any questions regarding Campaign NEXT should be directed to Foundation Director Stephen Williamson.

Following general discussion, a motion was made by Nan Baker and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call **acknowledging the STC Foundation Report.**

Action ST00756

On motion by Dawn Marie Johnson and seconded by Nan Baker, five (5) votes “yes” on roll call, the School Board **adjourned** at 4:37 p.m.

CARLY REITER
Presiding Officer

TODD VIK
Business Manager

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

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

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2. Pledge of Allegiance
3. Persons Wishing to Address the School Board on Non-Agenda Items
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5. Approval of Minutes of Meetings Held on October 4, 2023
6. Approval of Agenda
7. Conflicts of Interest
8. Approval of Consent Agenda
 - A. Approval of Bid Awards
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Bid Tabulation
2023 Hybrid Sport Sedan Vehicles (STC)

October 16, 2023

Advertised Dates: 10/5 and 10/12

PD #3422

VENDOR		TOTAL BID
Vern Eide		\$65,118.00

Bid Tabulation
Forklift (STC)
October 23, 2023
Advised Dates: 10/13 and 10/20
PD #3424

VENDOR	TOTAL BID
OCTANE Forklifts Inc.	\$36,379.00
Lift Pro Equipment Co.	\$45,315.00
Lift Solutions, Inc.	\$37,632.40

**SIOUX FALLS DIST. 49-5
CENTRAL SERVICES CENTER - PURCHASING
1101 North Western
Sioux Falls, South Dakota**

TO: Jason Merritt TITLE: Dean of Curriculum & Instruction of STC Date: 10-26-23

It is a requirement of the School Board that "documentary evidence" be presented by staff members in order to justify the acceptance of any bid that is higher than the lowest bid submitted for any article or project. This is in accordance with an opinion by the attorney for the board, dated August 5, 1959.

In compliance with this opinion, we would request that this form be completed and submitted for approval and authorization not later than November 1, 2023. Following the approval and authorization, a tabulation of bids will then be submitted to the School Board with the recommendation that bids be rejected and contracts be awarded based on the "documentary evidence" presented below.

Todd Vik, Business Manager

Object Forklift (STC) Tabulation Date 10-23-23 Board Action PD # 3424

ITEM NO.	VENDOR/DESCRIPTION OF ITEM	BID PRICE	REASON FOR REJECTION
1.	Octane Forklifts Inc. Lift Solutions, Inc. Entire Bid	\$36,379.00 \$37,632.40	We recommend rejecting these bids. Special Conditions stated the successful bidder shall make delivery no later than 90 days after receipt of order. Octane stated their date of delivery would be 240-270 days out and Lift Solutions stated their delivery would be April 2024.

Approved [Signature] Dean Jason Merritt Date 10-30-23

Approved [Signature] Purchasing Supervisor Date 10-26-23

Approved [Signature] Vice President of Operations & Finance Date: 10/28/23

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

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

Item	PO No.	Vendor	Description	Total Cost
a.	S2402807	First Technologies	Hyundai Engine	\$28,479.00
b.	S2402809	Traco Medical	7 Stretchers	\$18,010.00
c.	S2402858	Wadsworth Control Systems	Seed Control System	\$38,150.46
d.	S2402903	Dell Marketing	VMWare renewal and licensing	\$27,784.71
e.	S2403121	McKesson Medical	Simulation Center Equipment – Medical Lab Tech	\$63,500.00
f.	S2403122	McKesson Medical	Simulation Center Equipment – Medical Lab Tech	\$37,404.42

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

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

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Plasma Table (Asset tag 4573)	STC	Lynard Stelley, Dennis Howard, Scott Day	\$0	2024-ST004
b.	ES-Tennant Carpet Extractor (Asset Tag 7804)	STC	David Arnoldy, Kevin Sandstede, Troy Johnson	\$0	2024-ST005
c.	ES-Tennant Carpet Extractor (Asset Tag 42603)	STC	David Arnoldy, Kevin Sandstede, Troy Johnson	\$0	2024-ST005
d.	Tennant 5400 Scrubber (Asset Tag 6493)	STC	David Arnoldy, Kevin Sandstede, Troy Johnson	\$0	2024-ST005
e.	Karcher B60W Scrubber (Asset Tag 28353)	STC	David Arnoldy, Kevin Sandstede, Troy Johnson	\$0	2024-ST005
f.	Nobles Speed Scrubber (Asset Tag 28336)	STC	David Arnoldy, Kevin Sandstede, Troy Johnson	\$0	2024-ST005
g.	Tennant 5400 Scrubber	STC	David Arnoldy, Kevin Sandstede, Troy Johnson	\$0	2024-ST005

3. Approval of Grant Application

Benjamin Valdez 367-5865

Authorizing the Administration of Southeast Technical College to enter into and execute all documents related the South Dakota Delta Dental Grant. The grant titled Delta Dental of South Dakota Foundation (DDSDF) if focused on the vision that everyone deserves good oral health. The Foundation's mission is to improve oral health in South Dakota with a strong emphasis on disease prevention. The grant application is to purchase two dental intraoral scanners for use in the Southeast Technical College Dental Assisting program. The provision of this equipment will provide up to date skill development for the dental assisting students, replicating current industry standard knowledge and skills. The grant application will be for \$48,445.92. The contact person for this grant is Marcia Jensen.

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

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/2023	Received to date	Disbursed to date	Balance 9/30/2023
STC Bookstore	\$ 34,250.81	\$ 472.76	\$ -	\$ 34,723.57
STC EFT	\$ 39,847.60	\$ 1,415,936.65	\$ -	\$ 1,455,784.25
STC Tuition & Fees	\$ 3,266,903.09	\$ 11,842,477.16	\$ 7,388,196.34	\$ 7,721,183.91
STC T & A	\$ 126,101.61	\$ 2,735.52	\$ 27,129.16	\$ 101,707.97
STC ACH	\$ 0.01	\$ 20,264.01	\$ -	\$ 20,264.02
STC Blue Bucks	\$ 10,799.96	\$ 7,709.25	\$ 452.62	\$ 18,056.59
TOTALS	<u>\$ 3,477,903.08</u>	<u>\$ 13,289,595.35</u>	<u>\$ 7,415,778.12</u>	<u>\$ 9,351,720.31</u>

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

TO: School Board

Southeast Tech Funds on hand September 30, 2023:

POST-SECONDARY VOCATIONAL FUND #23

STC T & A Cash - 06.30.23	\$ 2,394,827.14
First Interstate, Checking, #3047444	(1,786,858.78)
First Interstate, Savings, #5035221	4,182.39
Payroll	(3,034,921.06)
Total Post-Secondary Vocational Fund	<u>\$ (2,422,770.31)</u>

POST-SECONDARY VOCATIONAL BOOKSTORE FUND #52

STC T & A Cash - 06.30.23	\$ 65,888.73
First Interstate, Checking, #3047444	223,544.34
Payroll	(49,472.18)
Total Post-Secondary Bookstore Fund	<u>\$ 239,960.89</u>

POST-SECONDARY VOCATIONAL FOOD SERVICE #53

STC T & A Cash - 06.30.23	\$ 1,371.37
First Interstate, Checking, #3047444	(58,635.61)
Payroll	(35,062.29)
Total Post-Secondary Food Service Fund	<u>\$ (92,326.53)</u>

POST-SECONDARY VOCATIONAL CHILD CARE #54

STC T & A Cash - 06.30.23	\$ 11,340.78
First Interstate, Checking, #3047444	136,588.30
Payroll	(59,578.80)
Total Post-Secondary Childcare Fund	<u>\$ 88,350.28</u>

Total All Funds	<u><u>\$ (2,186,785.67)</u></u>
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POST SECONDARY - VOCATIONAL FUND

	FY24 BUDGET	SEPTEMBER '23 YTD	SEPTEMBER '23 PERCENT	SEPTEMBER '22 YTD	SEPTEMBER '22 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ 6,993,865	\$ 201,848	2.89%	\$ 3,652,249	53.10%
Fees	6,826,057	186,863	2.74%	3,136,884	48.14%
Corporate Education	357,000	-	0.00%	102,200	40.53%
STATE SUPPORT:					
State Aid	10,638,336	16,285	0.15%	1,789,102	19.43%
Other State	6,302,799	(93,590)	-1.48%	-	0.00%
FEDERAL SUPPORT:					
Perkins	874,206	(390,332)	-44.65%	(219,199)	-26.10%
ABE	154,625	(56,741)	-36.70%	-	0.00%
Other Federal	1,279,784	(190,569)	-14.89%	6,016	0.22%
LOCAL SUPPORT:					
Grants/Donations	4,689,402	18,750	0.40%	39,263	0.83%
Other Local	1,314,824	(73,427)	-5.58%	647,799	53.85%
TOTAL REVENUES:	\$ 39,430,898	(380,912)	-0.97%	\$ 9,154,314	24.24%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ 1,177,673	\$ 294,418	25.00%	\$ 275,048	25.00%
Instructional	7,045,367	1,615,285	22.93%	1,446,506	23.20%
Support	5,996,971	1,380,831	23.03%	1,233,581	23.29%
WAGES - OTHER:					
Early Retirement	-	-	#DIV/0!	-	#DIV/0!
Instructional - Other	1,112,971	230,359	20.70%	230,349	21.20%
Support - Other	363,850	37,292	10.25%	34,362	13.40%
BENEFITS:					
Insurance - Dental	137,877	31,537	22.87%	29,765	22.82%
Insurance - Medical	2,307,981	484,857	21.01%	488,731	21.94%
Insurance - Other	68,381	23,828	34.85%	26,814	44.24%
Retirement	2,000,896	459,566	22.97%	412,753	22.53%
SERVICES:					
Advertising	373,200	56,499	15.14%	75,435	19.80%
Legal	54,900	7,712	14.05%	2,941	5.88%
Maintenance/Repair	195,200	106,788	54.71%	73,191	35.13%
Postage	130,100	17,523	13.47%	4,163	3.41%
Printing/Publishing	139,200	24,567	17.65%	25,628	21.46%
Professional/Technical	833,100	117,510	14.11%	162,263	12.78%
Property	262,600	232,637	88.59%	199,207	101.12%
Rentals	263,100	77,083	29.30%	45,265	66.40%
Software Upgrades	662,400	408,722	61.70%	343,224	43.30%
Travel	154,000	10,431	6.77%	14,263	9.76%
Utilities	672,500	102,376	15.22%	116,599	16.39%
SUPPLIES:					
Equipment - Noncapital	155,069	27,817	17.94%	242,416	116.13%
Food	109,660	20,964	19.12%	32,714	39.14%
Instructional Supplies	541,700	66,326	12.24%	128,563	21.87%
Other	381,625	44,248	11.59%	78,958	21.30%
Resale	620,900	412,686	66.47%	468,022	82.31%
Software	287,794	147,537	51.26%	67,601	54.82%
OTHER:					
Bad Debt	175,000	-	0.00%	(1)	0.00%
Dues/Fees	435,100	95,645	21.98%	63,381	14.54%
Liability Insurance	120,000	128,668	107.22%	119,927	104.28%
Miscellaneous	134,400	-	0.00%	1,094	0.82%
SUBTOTAL - OPERATING:	\$ 26,913,515	\$ 6,663,712	24.76%	\$ 6,442,763	25.71%
EQUIPMENT:					
Building Improvements	\$ 4,781,640	\$ 968,572	20.26%	\$ 42,726	0.78%
Equipment	7,111,696	720,520	10.13%	294,016	3.90%
Information Technology	88,000	55,901	63.52%	28,056	31.88%
Land Improvements	709,117	20,975	2.96%	3,876	1.29%
SUBTOTAL - CAPITAL:	\$ 12,690,453	\$ 1,765,968	13.92%	\$ 368,674	2.75%
TOTAL EXPENDITURES:	\$ 39,603,968	8,429,680	21.28%	\$ 6,811,437	17.70%
REVENUE OVER (UNDER) EXPENSE:	\$ (173,070)	\$ (8,810,592)		\$ 2,342,876	

POST SECONDARY - BOOKSTORE

	FY24 BUDGET	SEPTEMBER '23 YTD	SEPTEMBER '23 PERCENT	SEPTEMBER '22 YTD	SEPTEMBER '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	1,610,000	1,052	0.07%	905,277	56.37%
TOTAL REVENUES:	\$ 1,610,000	\$ 1,052	0.07%	\$ 905,277	56.37%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	168,832	44,052	26.09%	40,015	25.72%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	9,978	39.91%	8,494	33.98%
BENEFITS:					
Insurance - Dental	1,516	379	25.00%	361	19.31%
Insurance - Medical	28,000	6,790	24.25%	6,579	21.24%
Insurance - Other	918	259	28.22%	573	66.77%
Retirement	22,710	6,122	26.96%	5,690	27.16%
SERVICES:					
Advertising	-	351	100.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	16,000	9,384	58.65%	9,372	42.60%
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	2,400	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	-	0.00%	-	0.00%
Food	200	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	4,500	8,740	194.23%	-	0.00%
Resale	1,227,800	680,013	55.38%	581,999	46.56%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	400	-	0.00%	(167)	100.00%
Dues/Fees	88,300	22,662	25.66%	4,360	5.45%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	7,300	2,701	37.00%	-	0.00%
Depreciation	6,400	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 1,600,276	\$ 791,431	49.46%	\$ 657,275	40.98%
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:	\$ 1,600,276	\$ 791,431	49.46%	\$ 657,275	40.98%
REVENUE OVER (UNDER) EXPENSE:	\$ 9,724	\$ (790,379)		\$ 248,001	

POST SECONDARY - FOOD SERVICE

	<u>FY24 BUDGET</u>	<u>SEPTEMBER '23 YTD</u>	<u>SEPTEMBER '23 PERCENT</u>	<u>SEPTEMBER '22 YTD</u>	<u>SEPTEMBER '22 PERCENT</u>
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	395,300	(1,320)	-0.33%	32,267	8.17%
TOTAL REVENUES:	\$ 395,300	\$ (1,320)	-0.33%	\$ 32,267	8.17%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	109,713	27,403	24.98%	22,946	24.99%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	57,000	10,992	19.28%	8,533	18.33%
BENEFITS:					
Insurance - Dental	1,070	267	25.00%	255	25.00%
Insurance - Medical	14,000	3,500	25.00%	4,646	24.99%
Insurance - Other	932	311	33.33%	1,918	246.17%
Retirement	19,320	4,499	23.29%	3,696	23.45%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	7,900	262	3.31%	4,116	68.61%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	200	-	0.00%	-	0.00%
Professional/Technical	600	150	25.00%	100	6.67%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	1,100	-	0.00%	-	0.00%
Travel	-	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	-	0.00%	-	0.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	23,300	6,229	26.73%	1,804	12.03%
Resale	149,900	35,564	23.73%	31,397	17.94%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	2,300	28	1.22%	254	5.08%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	6,600	-	0.00%	-	0.00%
Depreciation	19,000	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 412,935	\$ 89,205	21.60%	\$ 79,665	19.93%
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:	\$ 412,935	\$ 89,205	21.60%	\$ 79,665	19.93%
REVENUE OVER (UNDER) EXPENSE:	\$ (17,635)	\$ (90,525)		\$ (47,398)	

POST SECONDARY - CHILDCARE

	FY24 BUDGET	SEPTEMBER '23 YTD	SEPTEMBER '23 PERCENT	SEPTEMBER '22 YTD	SEPTEMBER '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	291,000	77	0.03%	88,621	30.66%
TOTAL REVENUES:	\$ 291,000	\$ 77	0.03%	\$ 88,621	24.52%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	238,806	42,288	17.71%	41,666	20.82%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	12,000	13,301	110.85%	7,184	33.30%
BENEFITS:					
Insurance - Dental	5,796	751	12.96%	604	17.57%
Insurance - Medical	97,783	11,078	11.33%	11,102	15.00%
Insurance - Other	2,580	821	31.81%	697	31.65%
Retirement	31,257	6,521	20.86%	5,695	21.85%
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	400	5,057	1264.25%	57	11.88%
Property	-	-	0.00%	-	0.00%
Rentals	-	2,054	100.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	-	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	3,200	-	0.00%	650	20.31%
Food	600	-	0.00%	15	3.00%
Instructional Supplies	5,000	230	4.61%	336	#DIV/0!
Other	100	47	46.99%	50	0.83%
Resale	-	-	0.00%	-	0.00%
Software	1,100	150	13.64%	150	33.33%
OTHER:					
Bad Debt	2,500	-	0.00%	1,301	26.03%
Dues/Fees	500	-	0.00%	-	0.00%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	5,000	-	0.00%	-	0.00%
Depreciation	400	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 407,022	\$ 82,298	20.22%	\$ 69,508	19.98%
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:	\$ 407,022	\$ 82,298	20.22%	\$ 69,508	19.98%
REVENUE OVER (UNDER) EXPENSE:	\$ (116,022)	\$ (82,221)		\$ 19,113	

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

	#23	#52	#53	#54
	Post			
	Secondary	Bookstore	Food Service	Child Care
	Vocational	Enterprise	Enterprise	Enterprise
	Fund	Fund	Fund	Fund
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Cash Balance August 31, 2023	\$ 66,466.28	\$ 972,810.10	\$ (48,039.24)	\$ 125,500.47
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	-	-	-	-
Sales of Goods/Services	-	-	-	-
Other Sources	-	-	-	-
State Sources:	-	-	-	-
Federal Sources:	-	-	-	-
Expenditures:				
Personnel	(1,596,415.30)	(28,040.57)	(20,207.23)	(36,722.84)
Services	(244,874.22)	(7,926.18)	(411.62)	-
Supplies	(119,999.72)	(674,454.54)	(23,668.44)	(427.35)
Capital	(539,507.08)	-	-	-
Other	(13,728.13)	(22,427.92)	-	-
Transfers	-	-	-	-
GASB 84 Reversal	-	-	-	-
(Increase)/Decrease in Assets	25,287.86	-	-	-
Increase/(Decrease) in Liabilities	-	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net Cash Provided By (Used In) Operating Activities:	\$ (2,489,236.59)	\$ (732,849.21)	\$ (44,287.29)	\$ (37,150.19)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Cash Balance September 30, 2023	<u>\$ (2,422,770.31)</u>	<u>\$ 239,960.89</u>	<u>\$ (92,326.53)</u>	<u>\$ 88,350.28</u>

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>
Employee Contract, Full-Time		
Boecker, Mary	Custodian	10-06-23
Duus, Kristi	Nursing & Health	10-20-23

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Non-Clinical, Per Hour			
Freese, Justin	Nursing & Health	09-18-23	\$34.00
Student Help, Part-Time, Per Hour			
Hohn, Shelby	Scarborough	10-02-23	\$15.00
Faul, Phoebe	Student Success	10-03-23	\$15.00
Bannavong, Sainam	Marketing	10-11-23	\$15.00

3. **Amendments**

The Below Individuals Were Not Included On The Fall Adjunct Budget, Correction for October 2023 Board Report

Adamson, Heather	English	10-01-23	\$2,671.20
Cruse, Laura	English	10-01-23	\$2,671.20
Davis, Chris	Accounting	10-01-23	\$3,561.60
Ellerbusch, Jenna	Nursing & Health	10-01-23	\$7,393.50
Heath, Lynn	Nursing & Health	10-01-23	\$821.50
Honey, Andrew	CIS	10-01-23	\$3,561.60
Lane, Brittany	Nursing & Health	10-01-23	\$3,286.00
Mekelburg, Erin	CIS	10-01-23	\$5,342.40
Olson, Julie	Natural Science	10-01-23	\$2,671.20
Penning, Jolene	Nursing & Health	10-01-23	\$4,929.00
Pepper, Merrel	CIS	10-01-23	\$3,561.60
Peters, Dennis	Business Administration	10-01-23	\$3,561.60
Roach, Jill	Nursing & Health	10-01-23	\$3,561.60
VanOverbeke, Jeffrey	Speech	10-01-23	\$2,671.20
Vettrus, Jill	Mathematics	10-01-23	\$2,671.20
Weihe, Kim	Marketing	10-01-23	\$2,671.20
Wellnitz, Kristin	Psychology	10-01-23	\$2,671.20
Williams, Brian	Business Administration	10-01-23	\$2,671.20
Willer, Lexie	Nursing & Health	10-01-23	\$2,464.50

The Below Individual Was On The Fall Adjunct Budget, But Should Not Have Been, Correction for October 2023 Board Report

Carlson, Rebecca	Nursing & Health	10-01-23	\$5,750.50
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Southeast Tech
Academic Affairs Update
Simulation Center
EXECUTIVE SUMMARY

Purpose:

To inform the Sioux Falls School Board of updates on construction of the STC Simulation Center, scheduled to open in January, 2024.

The STC Simulation Center is scheduled to open in January 2024. The project is the result of collaboration with the city of Sioux Falls, State of South Dakota, Avera and Sanford Health Systems, and Southeast Technical College. Expanded space for health programs will allow increase in enrollment for current programs, starting of new programs, and emphasis on interprofessional collaboration among health disciplines.

Administrative Recommendation to School Board:

To acknowledge the STC Simulation Center report.



STC Simulation Center

Kristin Possehl
Dean of Health



SOUTHEAST
Technical College

WHERE WE STARTED.....



WHERE WE ARE GOING....



UPDATES TO STAKEHOLDERS

- Tours and updates on construction have been provided to the following
 - Sioux Falls Development Foundation
 - Sioux Falls Chamber of Commerce
 - Sioux Falls School District
 - Sanford Health
 - Avera Health



HEALTH PROGRAMS IN SIMULATION CENTER

- Surgical Technology
 - Four Operating Rooms
 - Lab Space
 - Sterilization room with sterilizer
- Medical Laboratory Technician **new program spring 2024
 - Two large labs with prep room in between
- Invasive Cardiovascular Technology
 - Two large lab spaces with simulators for cardiac catheterization
 - Viewing room and control room for equipment

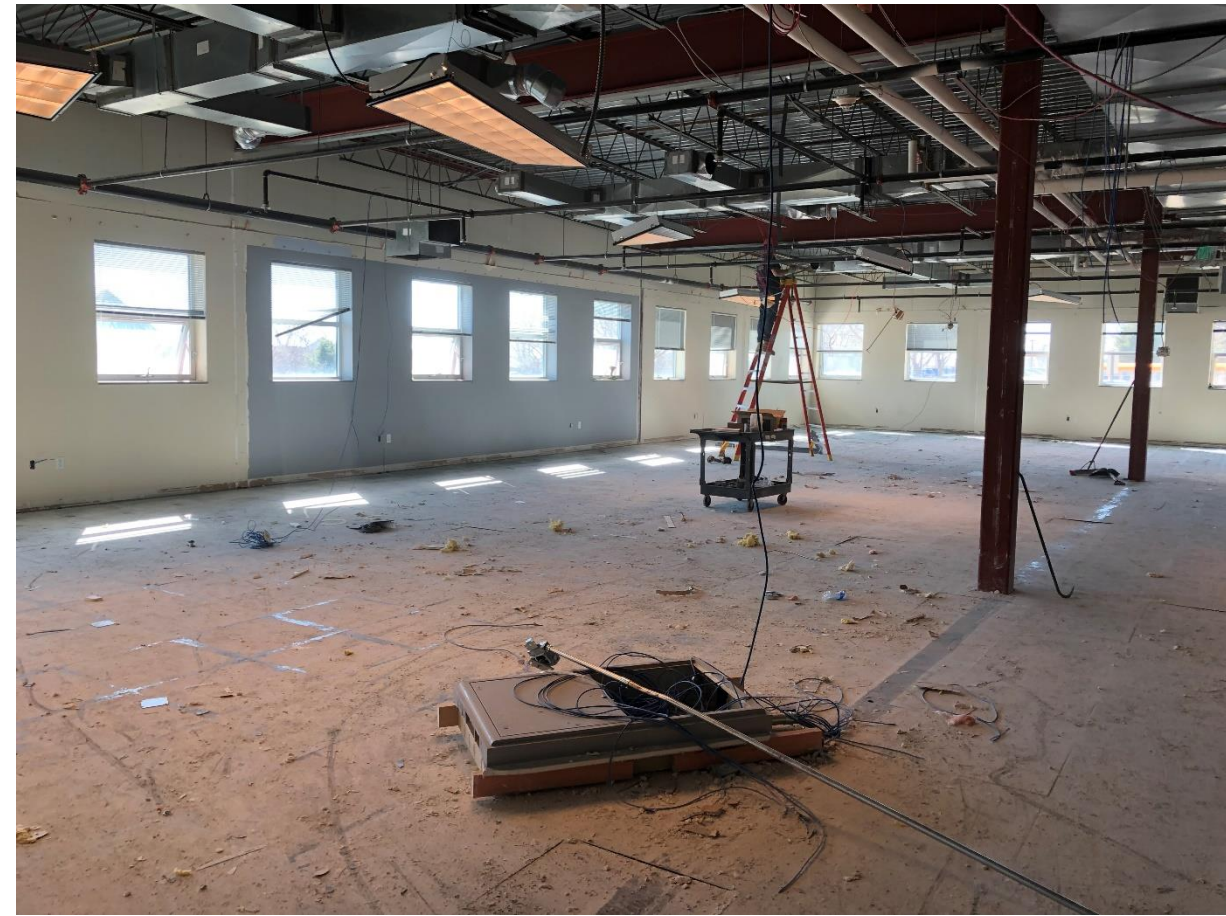


HEALTH PROGRAMS IN SIMULATION CENTER

- Nursing Labs—LPN and RN
 - Three large lab areas, shared spaces for skills
- Simulation rooms
 - Five rooms with viewing rooms
 - Large nurses' station area
 - Viewing rooms between simulation rooms
 - Four debriefing rooms for teaching and viewing
- Large Emergency Department area with Trauma Simulation Room
 - Exam bays and private consultation rooms



SIMULATION SUITES IN PROGRESS



NURSES' STATION



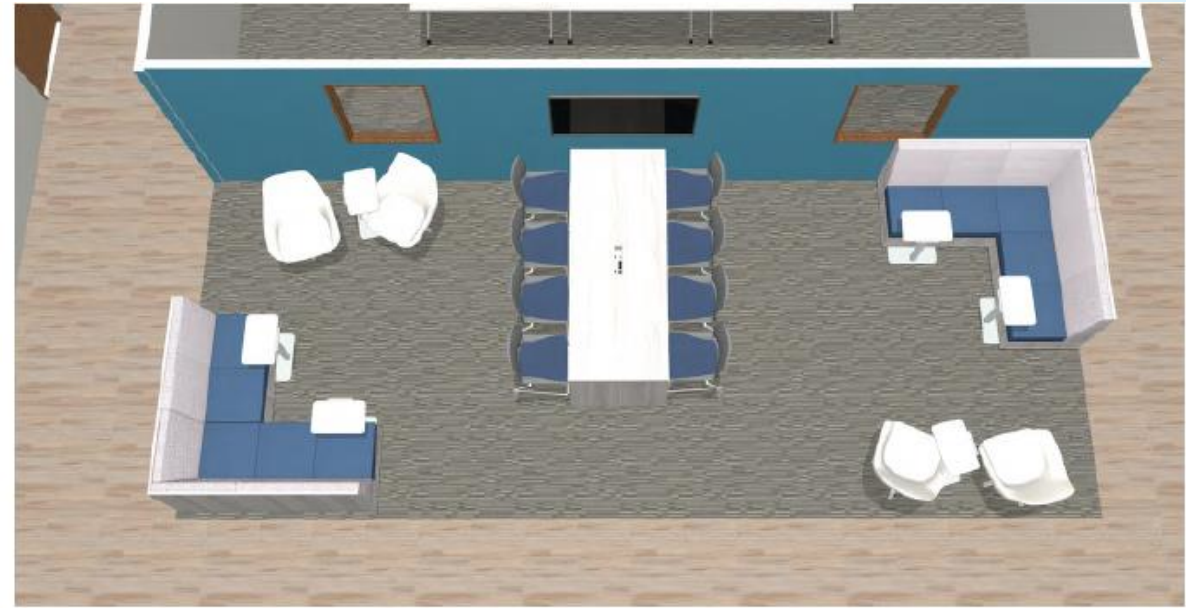
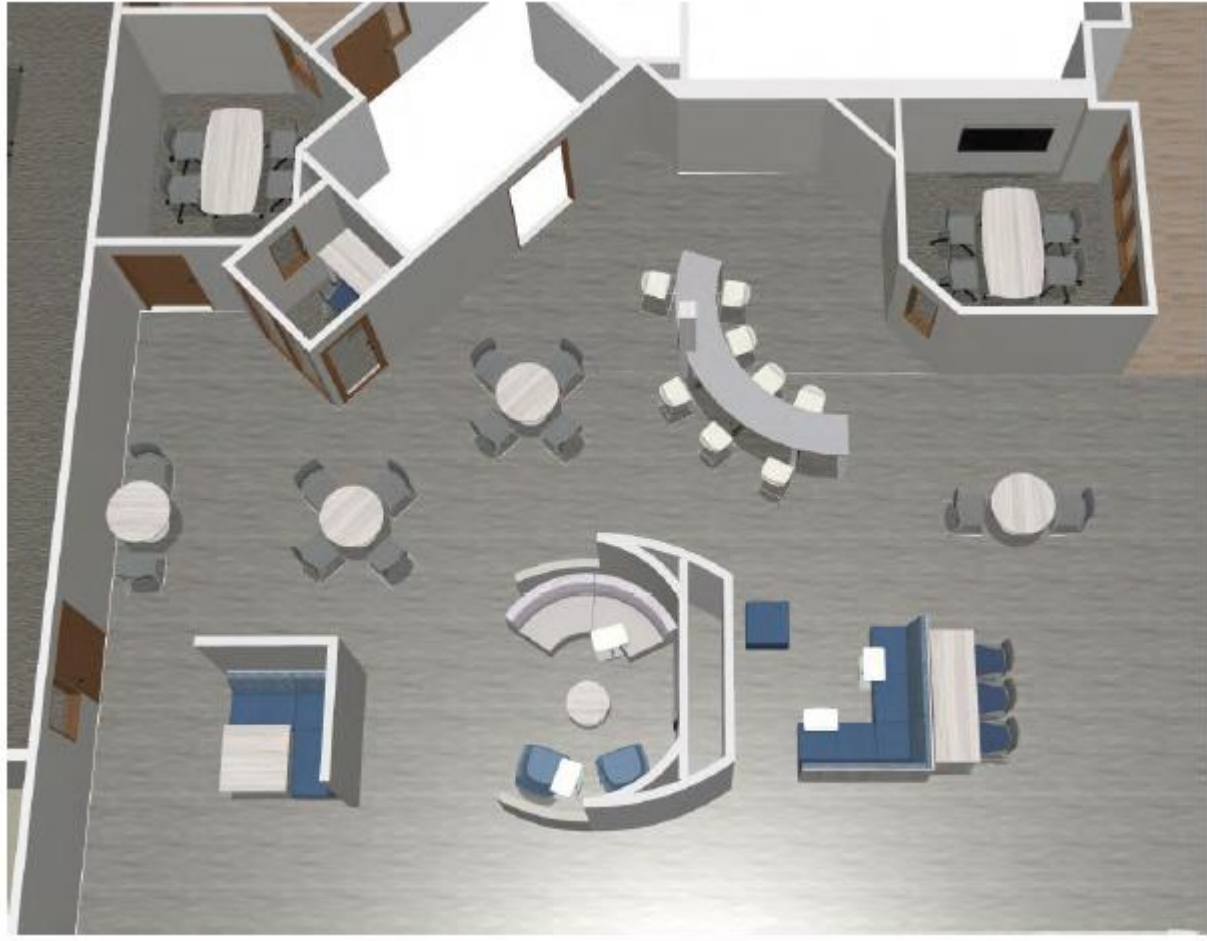
EMERGENCY DEPARTMENT



COMMONS AREAS



SNEAK PREVIEW



STC SUPERVISORS AT WORK



HEALTH PROGRAMS IN SULLIVAN CENTER

- Medical Coding and Billing
 - Respiratory Therapy **new program spring 2024
 - Diagnostic Medical Sonography
 - Vascular Sonography
 - Cardiac Sonography
 - Community Health Worker
 - Behavioral Mental Health Technician **new program spring 2024
-

HEALTH PROGRAMS IN SULLIVAN CENTER

- Dental Assisting
- Nursing
 - Certified Nursing Assistant Course
 - Simulation
- Phlebotomy
- Medical Assistant
- Allied Health Certificate and Health Core
- Paramedic Science—at Sanford Stevens Center
- Neurodiagnostic Technician **starting fall 2024





Questions and acknowledgment of
the report

Thank You for this opportunity and
your attention!!





SOUTHEAST
Technical College

Southeast Technical College
Academic Resource Center Report
EXECUTIVE SUMMARY

Purpose:

Provide the School Board with an update on the Southeast Tech Academic Resource Center (ARC).

Fall Semester 2023:

ARC highlights:

- Improved student usage through:
 - Increased tutoring in the Academic Resource Center, Tech Center, Room TC 103
 - Increased hours to five days a week
 - Added access to a diverse group of tutors.
 - Increased quality and quantity of tutors and tutoring subjects
 - Professional tutors (4)
 - Retired SFSD teachers (2)
 - Alumni (3)
 - Peer Tutors (3)
 - TEAMS online tutoring (5)
 - Individualized Tutoring: Study Rooms Around Campus
 - Wood Center, Room WC 403
 - Mickelson Center, MC 129
 - Sullivan Center, HC 124
- Strengthen the quality of tutoring:
 - Developed a tutoring handbook for tutoring orientation.
 - Weekly tutoring updates based on automated sign-in and tutoring log data.
 - Created Professional Development twice a semester with a focus on best practices and English language learner supports.
 - Increased access to the ARC Working group for more faculty dialogue.
- Strengthen the Quality of Academic Supports:
 - Supporting ELs with a proposed initiative for Pre-English for Academic Courses
 - Collaborating with faculty for Lunch & Learn workshops based on student challenges.
 - Building professional tutoring access for specialized programming
- Advancing Campus Awareness of English Learners
 - Supporting ELs with a proposed initiative for Pre-English for Academic Courses
 - Collaboration with the Office of Access and Workforce Readiness for more resources for students.

Administrative Recommendation to School Board:

To acknowledge the Southeast Tech Academic Resource Center update.

Report Prepared and Presented by:

Dr. Susanne J Huizing, Coordinator, Academic Resource Center

November 1, 2023

Academic Resource Center Fall 2023 Highlights

Dr. Susanne Huizing , ARC Coordinator

November 2023



SOUTHEAST
Technical College

ARC Success Outcomes for 2023 – 2024



Improve	Improve Student Usage
Strengthen	Strengthen Quality of Tutors
Strengthen	Strengthen Quality of Academic Support
Advance	Advance Awareness of English Language Learners

WHO DO WE SUPPORT?

We support a diverse group of learner at STC.

- *1st Gen*
- *English Language Learners*
- *Cognitive Divergent*
- *Differently Abled*
- *Non-Traditional*
- *Dual Credit*

Hard Working BUSY People !



STUDENTS COME TO THE ARC IF THEY ARE LOOKING FOR A PLACE TO STUDY OR IF THEY WOULD LIKE ASSISTANCE WITH:

Course content tutoring: to understand better the concepts from the courses they are taking.

Study skills support: to improve test taking, test anxiety, and note taking skills by increased study strategies.

Technology assistance: with setting up e-mail, printers, Wi-Fi access, formatting, and course platforms (Cengage and Hawks).

Documents, and navigating Microsoft 365.

English Language Learning.

ADDED ACCESS TO A DIVERSE GROUP OF NEW INDIVIDUALIZED TUTORS

Tutor Name	Tyler Ferguson	Rose Toering	Sheila Fox	Dr. Susanne Huizing	Adeline Smidt	Andy Van Surksun
	Professional Tutor	Professional Tutor	Professional Tutor	ARC Coordinator	Professional Tutor	Professional Tutor
Expertise	Psychology Neurobiology/Biology Engineering Physics / Chemistry Math (through Differential Equations) Anatomy/Physiology Medical and Technical Terminology Intro to Computers Computer Programming / Networking	Math Fractions Algebra 1-2 Geometry Math 100 & 101 Accounting 1 & 2 Writing basic Skills	Health Care / Med Tech Mathematics (Basic Math, College Algebra, Trigonometry) Intro to Computers (PowerPoint, Excel, Word, Access, In Design) Writing & Editing	English Language Specialist Intro to MS 365 (PowerPoint, Excel, Word, Access, In Design) Writing & Editing Reading Comprehension	Accounting 1 & 2 Fractions Algebra 1-2 Geometry Math 100 & 101 Writing / Editing	Principles of Accounting 1 Principles of Accounting 2 Payroll and QuickBooks Principles of Microeconomics
Hours / Location						
Monday	X	8:00 - 12:00 p.m. / ARC TC103	10:00 - 4:00 p.m. / MC 129	7:30 - 4:30 p.m. / ARC TC103	X	2:00 - 4:00 p.m. / MC 129
Tuesday	9:00 - 4:00 p.m. / ARC TC103	8:00 - 12:00 p.m. / ARC TC103	12:00 - 4:00 p.m. / MC 129	7:30 - 4:30 p.m. / ARC TC103	X	1:00 - 4:00 p.m. / MC 129
Wednesday	9:00 - 4:00 p.m. / ARC TC103	8:00 - 12:00 p.m. / ARC TC103	10:00 - 4:00 p.m. / MC 129	7:30 - 4:30 p.m. / ARC TC103	6:00 - 8:00 p.m. / Online	2:00 - 4:00 p.m. / MC 129
Thursday	9:00 - 4:00 p.m. / ARC TC103	8:00 - 12:00 p.m. / ARC TC103	12:00 - 4:00 p.m. / MC 129	7:30 - 4:30 p.m. / ARC TC103	6:00 - 8:00 p.m. / Online	1:00 - 4:00 p.m. / MC 129
Friday	9:00 - 4:00 p.m. / TC 119	8:00 - 12:00 p.m. / ARC TC103	X	7:30 - 4:30 p.m. / ARC TC103	6:00 - 8:00 p.m. / Online	9:00 - 12:00 p.m. / MC 129
By Appointment: Email	tyler.ferguson@southeasttech.edu	Rosalee.Toering@Southeasttech.edu	Sheila.Fox@southeasttech.edu	Susanne.huizing@southeasttech.edu	Adeline.smidt@southeasttech.edu	Andrew.VanSurksun@southeasttech.edu

IMPROVED STUDENT USAGE

ACADEMIC RESOURCE CENTER FALL HOURS



Academic Resource Center Room TC103

- Monday – Friday: 7:30 a.m.– 4:30 p.m.

Health / Med Tech Study Tables Room HC 124

- Mon – Thursday 9:00 a.m. – 4:30 p.m. / Friday 9:00 a.m. – 12:00 noon.

System and Network Security/ Computer Tech Study Table Room TC 119

- Friday: 9:00 a.m.– 4:00 p.m.

Vet Tech Study Table Wood Center Room WC 410

- Weds – Thurs. 4:30 p.m. – 5:30 p.m.

General Tutoring & Accounting Support Mickelson Study Tables Room MC 129

- Mon. – Friday. 12:00 – 4:00 p.m. / Fri. 9:00 a.m. – 12:00 p.m.

Online TEAMS Tutoring

- Monday – Friday 8:00 a.m. – 8:00p.m. by appointment

STRENGTHEN THE QUALITY OF TUTORING

Academic Resource Center ARC
Sign-In Sheet



The ARC Student Consultation Log



2 TYPES OF SUPPORT IN THE ARC

Academic
Support
Events

Less than 5 minutes long

Clarify

Assist with Tech

Quick Review

Check In / Encourage

Tutoring 10 - 60 minutes long

Deep dive with foundational
knowledge

Student skills

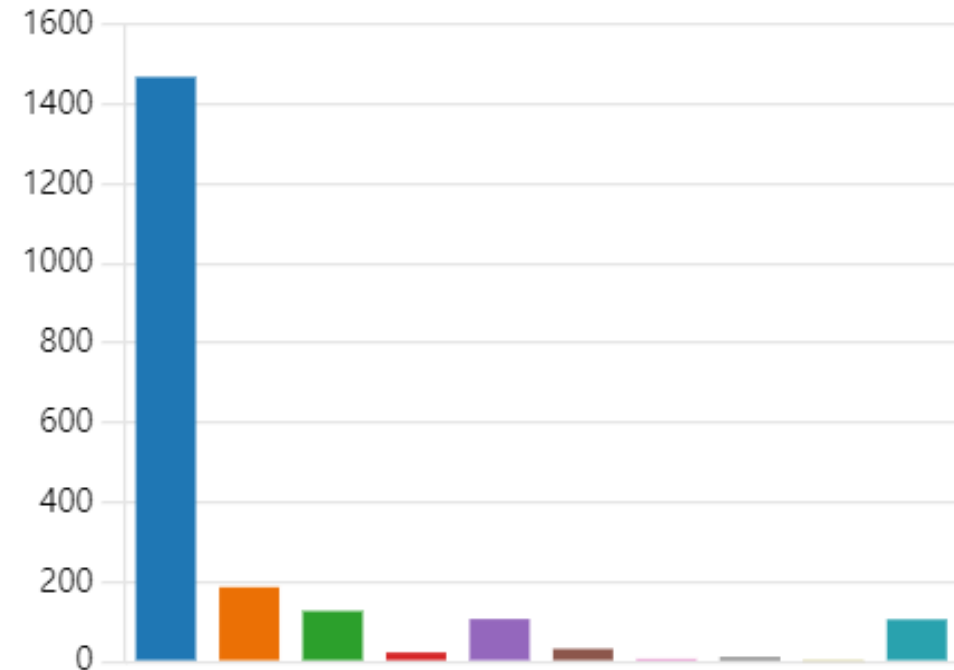
Content clarification

Long Review

Application / Practice

ARC SUPPORT YEAR TO DATE 2069 STUDENTS

ARC Room TC 103	1468
Sullivan Room HC 124	187
MC 129	127
Computer Lab TC 119	23
Wood Center Room 410	107
Online / TEAMS Sessions	32
TC 107 Server Room	6
TC 120 Windows Server Room	11
TC 123 Mechatronics	2
Other	106



COURSES USING THE ARC SERVICES IN SEPT.

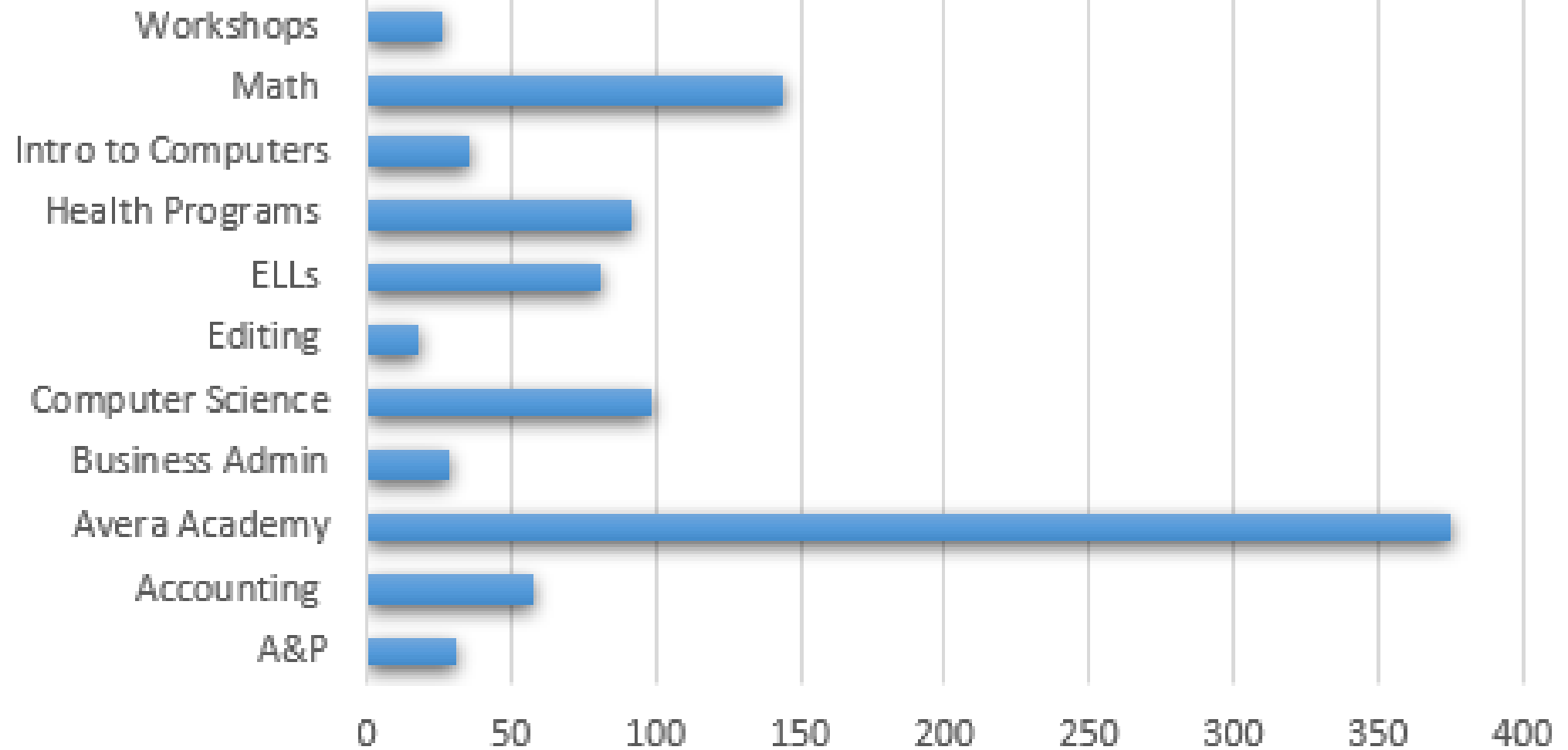
Accounting
Agribusiness
ARN
Auto
Avera Academy
Business Admin
Computer Programing
Computer Technician
Cybersecurity
Diagnostic Medical
Sonography
Digital Media Production
DMS
Dual Credit
Early childhood education
Electrician

InDesign
Intro Computers
Invasive cardiovascular
technology
IT programs
IT security
Invasive Cardiac
JAVA
Law Enforcement
LPN
LPN (PRE-REQ)
LPN to RN
Mechatronics
Med Coding
Med Tech
Med. C & B
Media Production
Medical Assistant

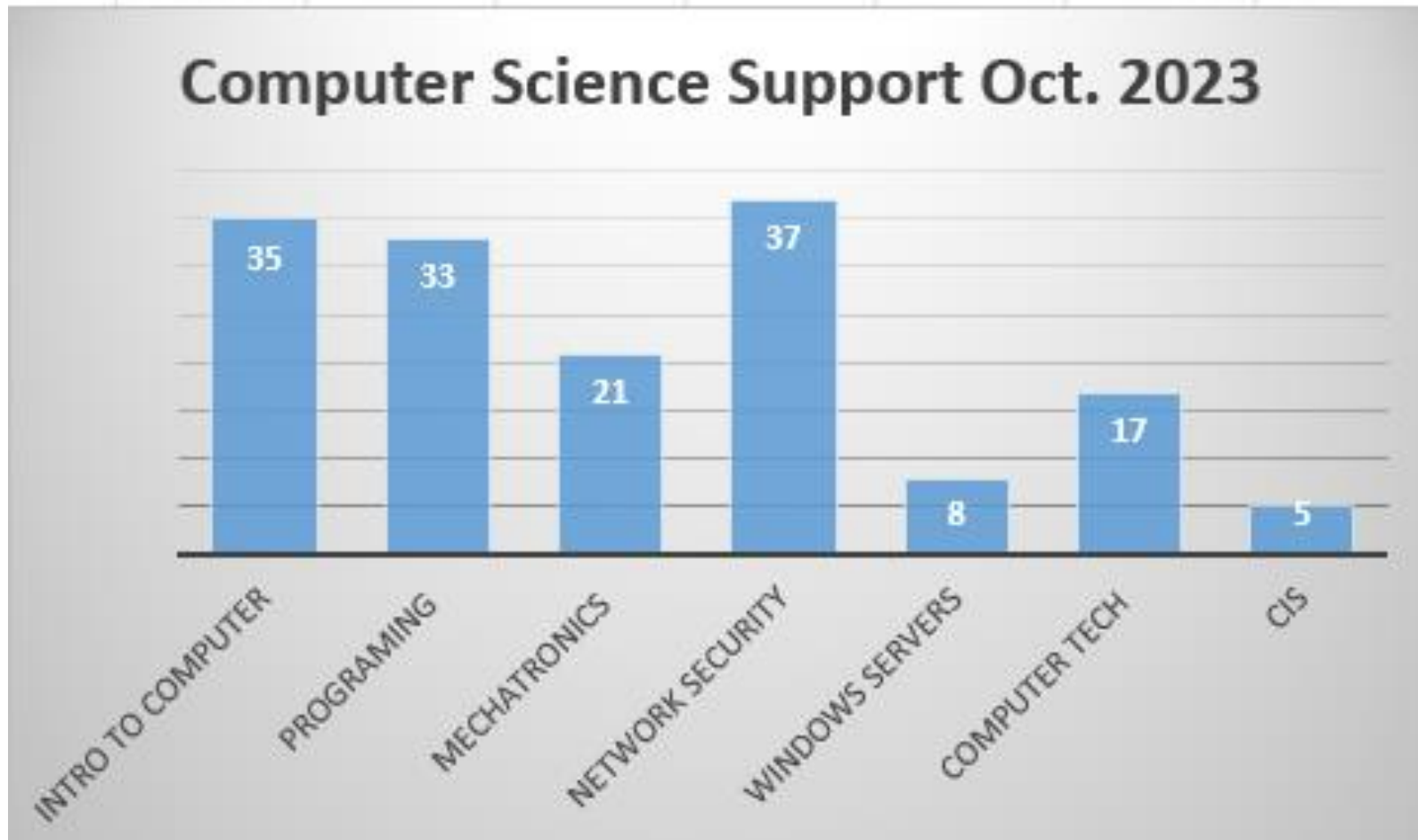
Multicultural
Network administration
Network and system
Network electronics
Network Security
OS Windows
Personal finance
Pharmacology
Programming
Psychology
Registered Nurse
Psychology
SNS
Software Developer
STRIVE

Programming
Psychology
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SNS
Software Developer
STRIVE
Surgical technology
System and Network
Security
Vascular Ultrasound
Vet Tech
Welding
Windows OS

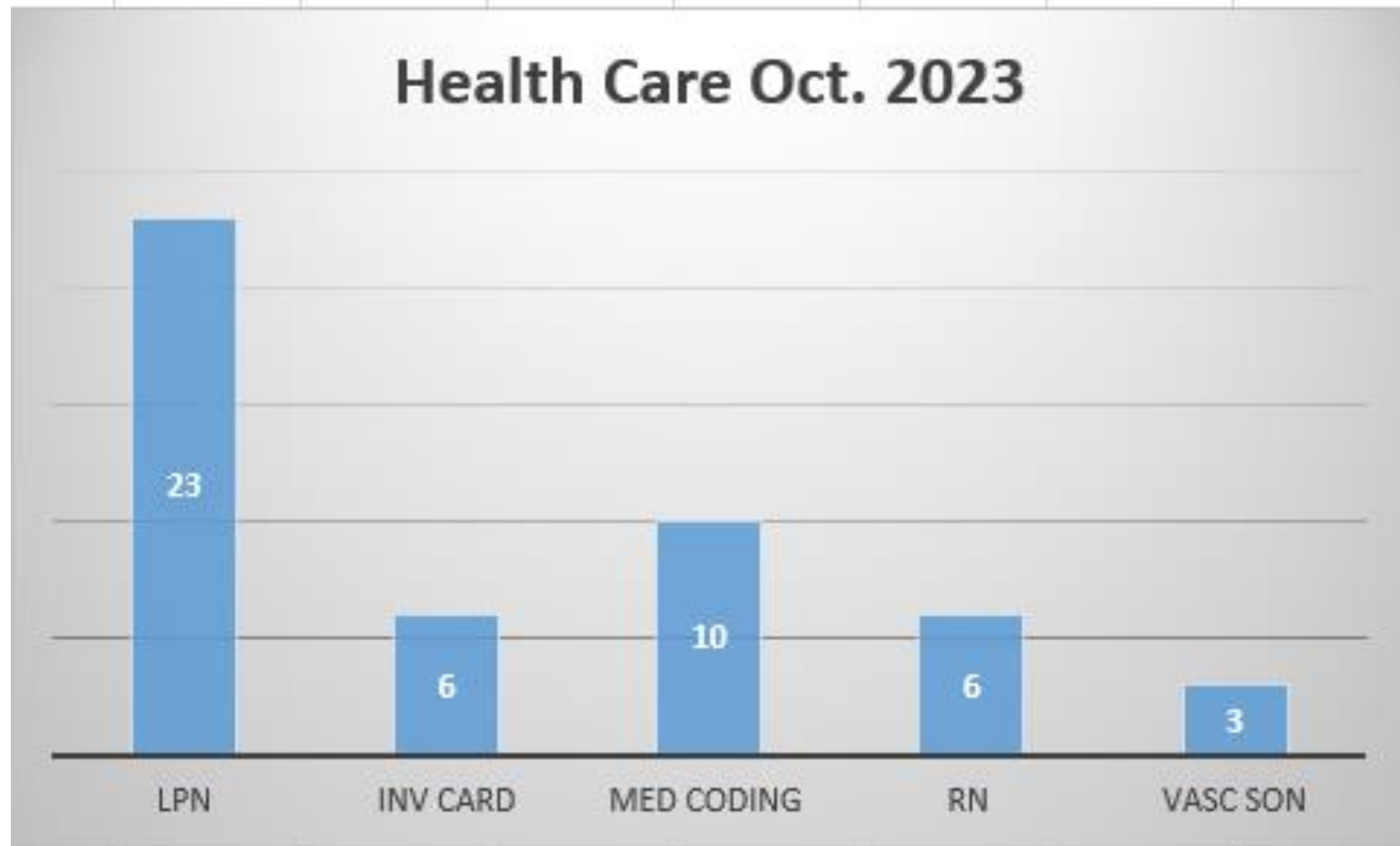
Oct. 2023 Top Ten Support Services



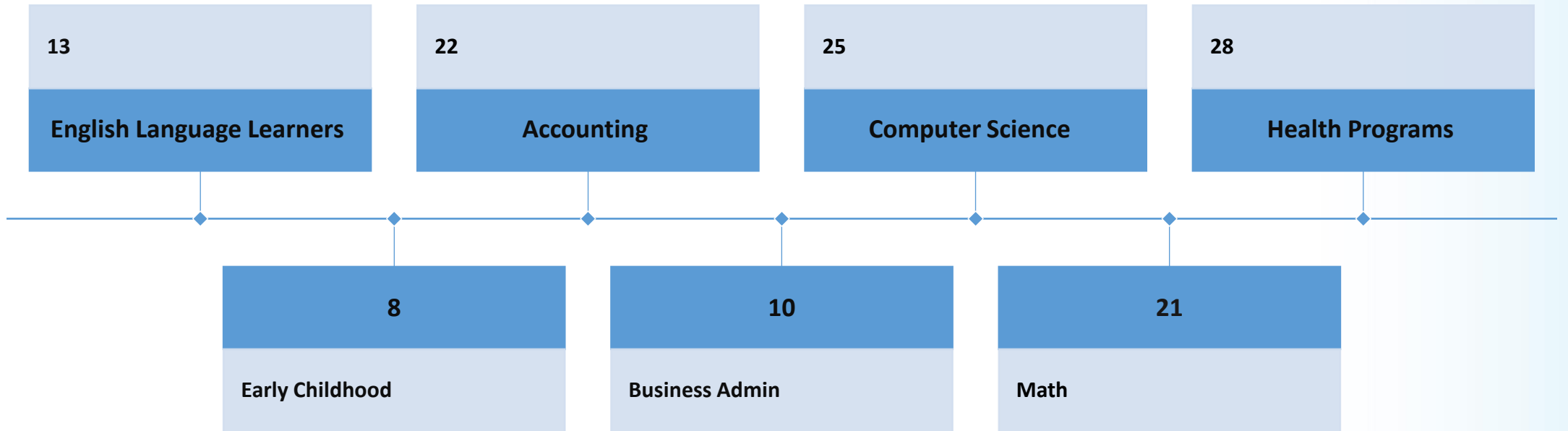
TOP PROGRAM USE



TOP PROGRAM USE



REOCCURRING SUPPORT STUDENT NUMBERS



FACULTY COLLABORATIVE SUPPORT



Intentional Study Tables

Participation grades
Test review with resources



Data Information

Patterns of students needs for
student support



Workshops for Support

Gaps in Foundation
Refreshers





ALL NEW...



ELLs	Survival Language
	myTech 101
	Conversational English
Math	Fraction Refresher
	Calculator 101
	Geometry 101
Basics	MS 365
	myTech 101
	Notetaking
New Too	Breakfast Club
	Brain Breaks for Exams
	New Study Rooms





BUILDING AWARENESS OF ENGLISH LANGUAGE SUPPORT

English
Language
Support

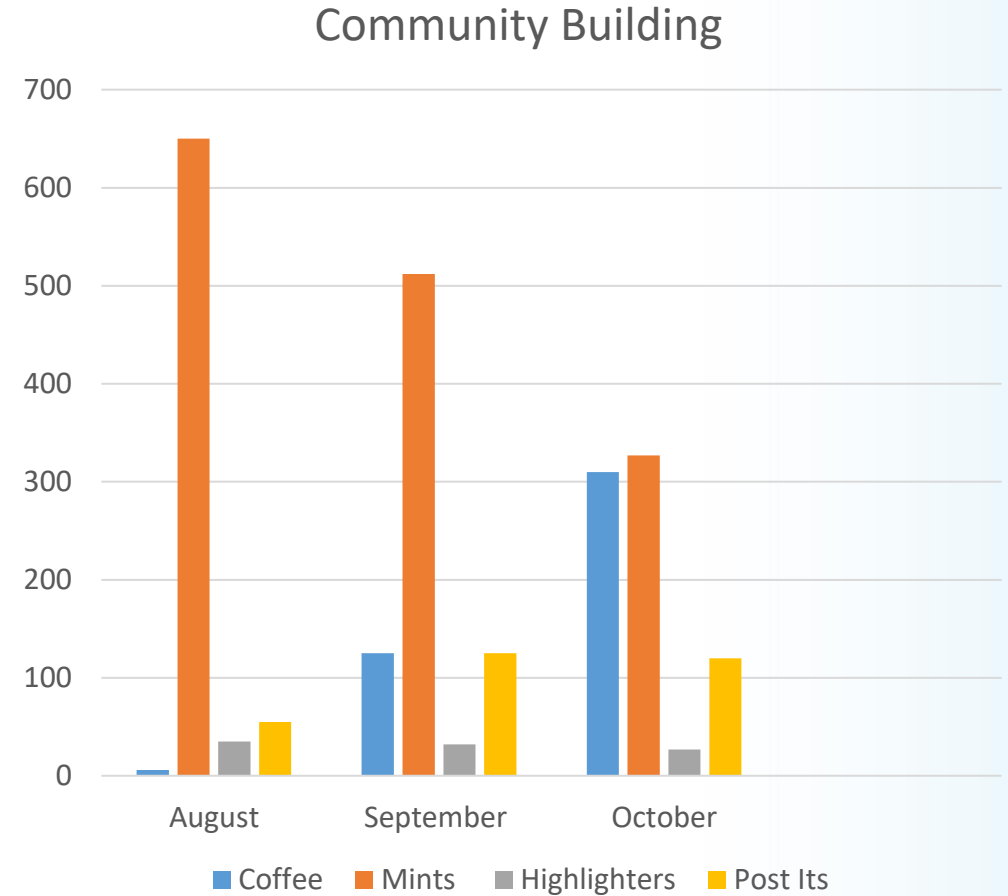
Pre-English for Academic Courses Pilot

Lunch & Learn targeted Support for
ELs

Workshops and wordlists for
challenging material



MOST IMPORTANT STATISTICS





SOUTHEAST
Technical College

Questions?
Thank you.

Southeast Tech
Fall 2023 STC Days
EXECUTIVE SUMMARY

Purpose:

To inform the Board of the recent Service To Community (STC) Days.

Kristin Wellnitz, a General Education faculty member for STC, will provide an overview of the community service events completed by Southeast Tech students and employees for “Service To Community” STC Days, held last week, October 23-26, 2023. Volunteer activities completed for this semester’s STC Days included service to Feeding South Dakota, the Ronald McDonald House, assisting with the organization and fulfillment of Keeping Keloland Warm winter weather donations at the St. Francis House, meal preparation/serving at the Bishop Dudley Hospitality House, as well as outdoor clean-up around that facility, and Rake the Town. Overall, over 200 students and STC employees had a role in the community service efforts of Southeast Tech.

Administrative Recommendation to School Board:

To acknowledge the STC Day report.

Service To Community Days

Fall 2023



SOUTHEAST
Technical College

STC DAYS – FALL 2023

- **Campus-Wide Initiatives the Week of October 23rd -27th**

- Feeding South Dakota
- St. Francis House
- Bishop Dudley Hospitality House
- Rake the Town

- **Program Activities Held Throughout Semester**



MONDAY – FEEDING SOUTH DAKOTA

- 30 Students
- 16 Employees
- 69 Volunteer Hours

- 838 Senior Boxes filled (26,816 lbs. of food)
- 1020 lbs. Peanuts Packed



TUESDAY – ST. FRANCIS HOUSE

- 30 Students
- 3 Employees
- 50 Volunteer Hours

- Organized Donations for Keep KELOLAND Warm Winter Weather Wear Drive & Pulled Orders



WEDNESDAY – BISHOP DUDLEY HOSPITALITY

- 24 Students
- 11 Employees
- 53 Volunteer Hours

- 125 Meals Served
- Community Clean-Up Around Facility



THURSDAY- RAKE THE TOWN

- 103 Students
- 6 Employees
- 168 Volunteer Hours

- 94 bags of wet leaves collected
- 3 trailer loads dumped at SF Leaf Drop-Offs
- 9 residences cleaned (6 assigned + 3 extra due to high volunteer numbers)



TOTALS FROM STC WEEK/CAMPUS-WIDE EVENTS:

- 223 Total Volunteers
 - 16% Employees (36)
 - 84% Students (187)
- 340+ Volunteer Hours



SOUTHEAST
Technical College
—  —
SERVICE TO COMMUNITY



COURSE/PROGRAM-AREA INITIATIVES: GREAT PLAINS ZOO

- Pumpkin Prep Party for Zoo Boo
 - Nursing Faculty
 - 12 Service Hours
- Painted pumpkins that were set around the Zoo for Zoo Boo



COURSE/PROGRAM-AREA INITIATIVES: LUNCH IS SERVED

- Messages of Encouragement written for packed lunches
- 6 ENG Classes Participated
 - 75 Students & 1 Employee
- 27 Service Hours

- Lunch is Served
- ENG Class
- 200+ Lunches Packed
- 8 Service Hours



COURSE/PROGRAM-AREA INITIATIVES: RONALD MCDONALD HOUSE

- 6 Students (PSYC)
- 1 Employee
- 11 Volunteer Hours
- Inventoried Pantry
- Packed Snack Boxes
- Mopped/Cleaned Floors



COURSE/PROGRAM-AREA INITIATIVES: ST. FRANCIS HOUSE

- 60 Students (BUS & HRM)
- 1 Employee
- 63 Volunteer Hours

- Made Lunches
- Packed Halloween Candy
- Worked on Halloween Items



COURSE/PROGRAM-AREA INITIATIVES: SIOUX FALLS HUMANE SOCIETY

- 10 Students (BUS)
- 1 Employee
- 33 Volunteer Hours

- Cleaned the Facility
- Filled Halloween Treat Bags
- 8 Tie-Blankets Made/Donated



COURSE/PROGRAM-AREA INITIATIVES:

- Blood Pressure Screenings
 - Nursing Students
 - Medical Assistant Students
 - 32 Service Hours
- Bugapalooza @ Butterfly House
 - Horticulture Students
 - 4 Service Hours



- Health Connect Fair
 - Medical Assistant Students
 - 675 Service Hours



IN PROGRESS:

- **Adding Back to Community Drive**
- SGA is partnering with STC Days to host the ABC Drive. All items collected will be donated to our own STC students, Sioux Falls Area Humane Society and Bundle Up Sioux Falls.
- **When:**
- **Oct. 3–Nov. 7**
- **Where:**
- HUB - Business Office
- Mickelson - Student Success Center
- Tech Building - Main Office
- Health Center - Main Office
- Ed Wood - Main Office

ABC Drive

Adding Back to Community

Oct. 3–Nov. 7

DROP-OFF LOCATIONS

The HUB – Business Office

Mickelson Center – Student Success Center

Tech Center – Main Office

Health Center – Main Office

Ed Wood – Main Office



SGA LAUNDRY BASKET DRIVE

Accepted Items:

- Toiletry Items
- Non-perishable canned goods or boxed items
- Everyday household cleaning supplies (paper towels, laundry detergent, dish soap, etc.)

BUNDLE UP, SIOUX FALLS

Accepted Items:

- Winter Hats
- Gloves
- Mittens
- Scarves
- Socks

SIOUX FALLS HUMANE SOCIETY

Accepted Items:

- Pet Food
 - For dogs, cats, puppies, kittens, domestic birds, guinea pigs and hamsters
- Collars
- Leashes
- Pooper Scoopers
- Blankets

For more information, contact Student Activities Coordinator Alex Andersen at alexander.andersen@southeasttech.edu.

FALL 2023 SEMESTER TO DATE...

1205 Total Service Hours

&

Countless lives positively impacted





SOUTHEAST
Technical College

Southeast Tech
STC Attainment Projections Report

EXECUTIVE SUMMARY

Purpose:

To inform the Sioux Falls School Board of the STC Attainment Projections.

The South Dakota Board of Technical Education is considering establishing a strategic priority for the system to increase the number of South Dakotans who attain high-quality post-secondary credentials to 3,000 credential completers per year by 2030. In order to accomplish this goal, each of the state's four technical colleges will need to increase their graduate attainment rates by 3% each year from 2024 to 2030. Historically, Southeast Tech produces approximately 32% of the graduates of the technical college system. The report to the Sioux Falls School Board will include a summary of the analysis recently completed by Southeast Tech as to how it might achieve the objective of 959 credential completers by 2030.

Administrative Recommendation to School Board:

To acknowledge the STC Attainment Projections Report.

Pathway to 3,000 Completers

Robert J. Griggs,
President



SOUTHEAST
Technical College

ATTAINMENT ANALYSIS

- Individual Program Review
- Identify Opportunity Populations
- New Programs & Partnerships
- Increase Student Retention
- Additional Resources Needed
- Pathway to 3000 - Enrollment Projections



PROGRAM REVIEW & ANALYSIS


- STC Data Team providing program enrollment, student retention, number of graduates, program capacity, and student demographics

PROGRAM		Surgical Technology					Capacity to Grow in Fall 2023	Total Fall Enrollment Demographics	
Program Capacity for Incoming Cohort		2018-19	2019-20	2020-21	2021-22	2022-23		2023-24	Status
								Full Time	34
								Part Time	35
Total Fall Enrollment		72	66	66	77	66	69	Age	
New Students		43	34	37	45	33	38	18-23	62
Returning Students		29	32	29	32	33	24	24+	7
Transfer Students							7	Gender	
Program Retention Rate		85%	81%	92%	88%	79%		Female	61
<i>SDBOTE Fall to Fall = Completion + Returning</i>								Male	8
# of Graduates		23	28	24	25	28		Unknown/Other	0
<i>Fall, Spring, Summer combined</i>								Outside SD	9
In-Field Placement Rate		100%	100%	96%	100%	100%		Known Non-White	12
<i>SDBOTE Prior Academic Year</i>								First Generation	15

6%

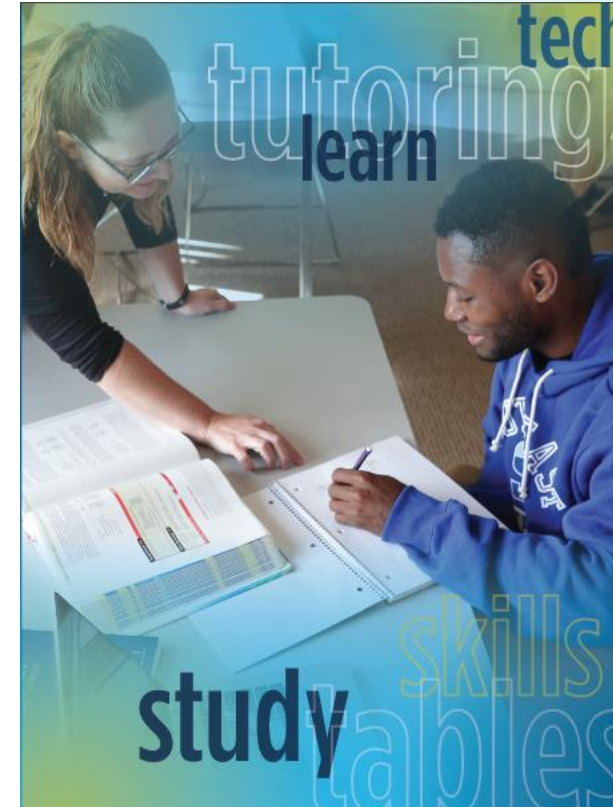


OPPORTUNITY POPULATIONS & NEW PROGRAMS

- Identify Opportunity Populations
 - Expand access and workforce opportunity for first-generation, low-income, minority – underrepresented students.
 - Created Office of Access & Workforce Opportunity, Student Mentoring Pilot, Student Access Grant through SF United Way, Avera Academy, Sanford Classrooms to Careers
 - Growing number of part-time & non-traditional students (Some Credit, but no Degree)
 - DOL & DOC collaborations
 - Target large employers in the region to market to adult learners
 - Competency Based Education (CBE) & Online Learning
 - ELL Population
 - Working with Hovland Learning Center on ELL training opportunities, summer bridge programs
 - Dual Credit
 - Expand dual credit options at area high schools (Jefferson High School)
- New Programs
 - Jan. 2024 - Medical Lab Technician, Respiratory Technician, Behavioral and Mental Health
 - Continue with Sector Breakfast Conversations and opportunities to partner with industry
 -  Lightcast

STUDENT RETENTION & ADDITIONAL RESOURCES

- Increase Student Retention
 - 75% fall-to-fall retention rate
 - Hired a full-time Director of Student Success
 - Restructured Academic Resource Center (ARC)
 - Hired a new ARC Director
 - Holistic coordinated care – Navigate Student Success Management System
- Additional Resources Needed
 - Additional full-time faculty positions
 - Academic & Environmental Support (Student Success, Counseling, Information Technology)
 - Expand Existing Facilities
 - Development of a new Simulation Center for healthcare programs
 - Explore expansion of facilities to accommodate the growth of trades programs (Manufacturing, Electrician, Welding)



STC PROJECTIONS 2024-2030

STC WILL MEET THE GOAL TRAJECTORY OF 3% ANNUAL GROWTH IN CREDENTIAL COMPLETERS

2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
803	828	852	878	904	931	959
<ul style="list-style-type: none"> • RN Fall 2023 Increase Become Completers • SIM Center Fully Equipped • Enhance Online and Alternative Delivery Programming • Exploring Facility Expansion for Trades, Mfg 	<ul style="list-style-type: none"> • MKT, ST, CODE, PROG Fall 2023 Increase Become Completers • Launch of CBE and more flexible delivery options • Opportunity Population Expansion 	<ul style="list-style-type: none"> • New AAS Program Students Graduate • SIM Center Health Programs' Become Completers • Opportunity Population Expansion • Increased Support and Marketing for Existing Online and Alternative Delivery Programs (Ex: CBE, Online, Hyflex) 	<ul style="list-style-type: none"> • SIM Center Health Expansion • Continued Focus on Retention, Enrollment, Student Support • Dual credit growth • Opportunity Population Expansion • Exploration of New Academic Programs to meet area workforce needs 			

Retention and Enrollment growth are sustained with Holistic Care, Advising and Counseling Staff Support

Policy/Regulation Revisions

GBEA/STC Nepotism

EXECUTIVE SUMMARY

Purpose:

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

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

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

GBEA/STC Nepotism – minor change to clarify language

Given the minimal revisions to the policy, second readings are not necessary.
(See Policy BG/STC – School Board Policy Process)

Policy Review Recommendation to School Board:

Approve review/revision of the above referenced policy.



NEPOTISM

Southeast Technical College Policy GBEA/STC

1. Purpose

All applicants will be considered for employment on the basis of their qualifications. However, no person will be employed in a full-time position where he/she/they would be related to their/his or her immediate supervisor. A person who is related to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate, or determine the salary of that person.

2. General Statement of Policy

Should a marriage/cohabitation, the hiring of a supervisor, or Southeast Technical College (STC) reorganization create a situation in violation of this policy, the violation will be remedied by the transfer of one immediate family member as soon as practical to a vacancy for which he or she is/they are qualified with no loss in pay.

The Southeast Tech President shall be recused from any personnel actions directly regarding a related person.

3. Definitions

Related persons include: spouse, parent, sibling, child, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or member of the same household. These relationships include step, half, and/or in-law relationships.

4. Reporting Procedures

Any employee who believes a violation of this policy has occurred should follow the procedures outlined in Policy KEB/STC - KEB-R/STC and report his or her/their observation to the Southeast Tech President. The Southeast Tech President will investigate the allegations and take appropriate action.

The President may also investigate complaints of undue influence, favoritism, or other conflicts of interest involving Southeast Tech employees who are immediate family members but who are not involved in any supervisory relationship.

5. Related Policies

KEB/STC KEB-R/STC – Public Concerns/ Complaints about Personnel

6. Dissemination of Policy and Training

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

Board Approved:

Policy		Board Action
adopted:	11-27-00	29734
amended:	04-10-02	33117
amended:	02-28-05	34047
amended:	01-12-09	35261
amended:	11-08-10	35879
amended:	07.08.19	ST00400

Policy/Regulation Revisions

JK/STC Student Conduct/Discipline

EXECUTIVE SUMMARY

Purpose:

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

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

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

JK/STC Student Conduct/Discipline - changes necessary to clarify current practice

This policy will require a second reading. It will be posted for public review on the School District and Southeast Tech website and return to the board on December 6, 2023.

Policy Review Recommendation to School Board:

Acknowledge first reading of JK/STC with the understanding that it will return for a second reading on December 6, 2023.



STUDENT CONDUCT/DISCIPLINE

Southeast Technical College Policy JK/STC

1. Purpose

Southeast Technical College ([STC](#)) will develop reasonable and necessary rules and regulations governing student conduct which are approved by the School Board and communicated to all students through the STC Student Catalog/Handbook. All students will be under the jurisdiction of these rules. STC has a responsibility to establish rules which will assist in (1) avoiding disruption of the school program; (2) preventing the invasion of the rights of others; (3) protecting school property; and (4) alleviating any clear and present danger to the health safety and welfare of the student body and ~~the staff~~[employees](#).

STC has the responsibility to maintain a suitable environment for learning, and the responsibility for maintaining and facilitating the educational program. The President or President's designee is authorized by the Board to impose discipline, including suspension or termination of a student.

2. General Statement of Policy

Students attending [Southeast Technical College](#)[STC](#) are required to conduct themselves with respect for self and others through their actions and language. Student behavior will reflect favorably on the individual and on STC, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with STC policies, rules and regulations.

Students attending STC are expected to comply with all federal, local and state laws and STC policies, rules and regulations. Students are expected to take personal responsibility for their conduct. Disciplinary measures will be imposed when student conduct violates STC policies, rules or regulations or threatens disorder, causes public disturbances, damages property, presents a danger to themselves or others, is of such a nature that continuation of the student at STC would be detrimental or contrary to STC's mission or detrimental to the educational environment, welfare, or safety of the student or other students.

APPLYING THE DISCIPLINARY RULES

1. Disciplinary action will be fair, firm, and consistent, and most appropriate to the situation for all students at STC.
2. Discipline may include anything from:
 - A reprimand
 - Removal from classes

- ~~Short-term suspension (not to exceed five (5) school days)~~
- Long-term suspension
- Termination of enrollment
- ~~Fines~~
- ~~Community service~~
- Grade of "F" on either an assignment or for the entire course
- Referral to STC support services
- Referral to law enforcement or other agencies

3. It is not possible to list every action that may result in discipline and STC reserves the right to respond to conduct or behavior not specifically listed in this regulation when such conduct threatens disorder, causes public disturbances, damages property, presents a danger to the student or others, is of such a nature that continuation of the student at STC would be detrimental or contrary to STC's mission or detrimental to the educational environment, welfare, or safety of the student or other students.

STC shall include a section within the STC Student Catalog/Handbook advising students of student conduct/disciplinary rules and procedures. Copies of the catalog are available in Admissions, the Student Success Center, the STC Library and online.

The following student misconduct shall constitute grounds for student discipline, including suspension, or termination when such activity occurs on school grounds or during participation in a school-sponsored activity or is such a nature that continuation of the student at STC would be detrimental or contrary to STC's mission or detrimental to the educational environment, or the welfare, or safety of the student or other students.

- Use of violence, force, coercion, threat, intimidation, harassment, hazing or similar conduct;
- Use of disrespectful or obscene language;
- Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property;
- Tampering with equipment;
- Causing or attempting to cause physical injury to an STC employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this rule;
- Threatening or intimidating any student or STC employee;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on campus or at an STC function;
- Bomb threats, or false fire alarms involving STC property or personnel;
- Coming to campus or an STC function under the influence of, or using, dispensing, or possessing on campus or at an STC function a controlled or mood altering substance, such as steroids, marijuana, inhalants, alcohol or other drugs;
- Use of or possession of tobacco on campus by a minor or smoking in undesignated areas;
- Insubordination or being found to be habitually disobedient;

- Participation in outside organizations or activities detrimental or contrary to STC's educational environment and mission or detrimental to the education, welfare, or safety of the student or other students;
- Possession of pornographic materials;
- Engaging in any activity forbidden by federal law, the laws of the State of South Dakota or the ordinances of the City of Sioux Falls;
- Acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement;
- Forgery or misrepresentation or misuse of any document, record, or instrument of identification;
- Wearing clothing that may be disruptive or distracting to the educational process;
- Reckless or exhibition driving on campus parking lots or streets serving the campus;
- Sexual or other harassment of an STC employee or student;
- Failure to adhere to STC's computer usage policy as outlined in the STC Catalog/Handbook and the STC website. (www.southeasttech.edu);
- Students, both residents and non-residents, breaking STC on-campus housing rules or regulations.

3. Reporting Procedures

Students shall be afforded a fair procedure in regard to imposition of discipline which includes the right to (1) be informed of conduct which could result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; and (5) a penalty that is appropriate to the violation.

Discipline – Other Than Suspension or Termination:

Discipline, other than suspension or termination, may be imposed by an STC administrator or designee after investigating the alleged conduct or violation. The administrator or designee shall inform the student either orally or in writing as soon as possible after discovery of the alleged misconduct. The student shall be informed of the rule, regulation, policy or law that has allegedly been violated. The student will be given an opportunity to answer the charges and present evidence in his/her behalf. The Administrator or designee shall inform the student of the discipline to be imposed. The student may appeal the decision of the administrator or designee to the Vice President [of Student Affairs for Enrollment Management](#) or the Vice President of Academics by submitting a written request within ten (10) calendar days after receiving the decision of the administrator or designee. The student shall be given an opportunity to answer the charges and present evidence either orally or in writing to the Vice President [of Student Affairs for Enrollment Management](#) or the Vice President of Academics within ten (10) calendar days of submitting the written appeal. The Vice President [of Student Affairs for Enrollment Management](#) or Vice President of Academics shall render a written decision within ten (10) calendar days of meeting with the student or from receiving the student's written statement. The decision of the Vice President [of Student Affairs for Enrollment Management](#) or the Vice President of Academics is final.

Suspension or Termination

Pursuant to Policy JK/STC~~1~~, the President designates the authority to suspend or terminate students to the ~~Vice President of Student Affairs~~Vice President for Enrollment Management and the Vice President of Academics. If the administrator recommends suspension or termination of the student, the administrator must prepare a written report of the alleged misconduct and the conclusions of any investigation within ten (10) calendar days of the conclusion of the investigation and provide a copy of the recommendation to the student. The ~~Vice President of Student Affairs~~Vice President for Enrollment Management or the Vice President of Academics, after reviewing the administrator's recommendation may exclude a student from STC classes, organizations or activities pending further investigation into the student's conduct. If suspension or termination is anticipated, the ~~Vice President of Student Affairs~~Vice President for Enrollment Management or the Vice President of Academics shall inform the student in writing within five (5) calendar days after receiving the Program Administrator's report. Prior to suspension or termination, the student shall be informed of the rule, regulation, policy or law that has been allegedly violated and given an opportunity to answer the charges and present evidence. The ~~Vice President of Student Affairs~~Vice President for Enrollment Management or Vice President of Academics shall render a decision within five (5) calendar days after reviewing the student's submission and completing any investigation.

The President shall be informed of the decision by the ~~Vice President of Student Affairs~~Vice President for Enrollment Management or Vice President of Academics. The student may appeal the decision of the ~~Vice President of Student Affairs~~Vice President for Enrollment Management or the Vice President of Academics to the President by submitting a written request within ten (10) calendar days of receiving the decision. The President shall review the decision and conduct any further investigation deemed necessary. The student shall be given an opportunity to answer the charges and present evidence either orally or in writing within ten (10) calendar days of receiving the student's written appeal. The President shall render a written decision within ten (10) calendar days of the meeting with the student or receiving the student's written statement. The decision of the President is final.

4. Dissemination of Policy and Training

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

~~Legal References: ###, ###, ###~~

Board Approved:

Policy		Board Action:
adopted:	2/23/98	28997
amended:	8/14/06	34504
amended:	6/14/10	35730
reviewed:	3/26/12	36326

Regulation		Board Action:
approved:	02/23/98	28997
revised:	03/08/04	33769

revised: 08/14/06 34504
revised: 06/14/10 35730
revised: 03/26/12 36326



~~Policies and Regulations~~

~~NEPN Code: JK R/STI~~

~~Students~~

~~Student Conduct/Discipline~~

~~Rules of Student Conduct and Discipline~~

~~Students attending Southeast Technical College are required to conduct themselves with respect for self and others through their actions and language. Student behavior will reflect favorably on the individual and on STC, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with STC policies, rules and regulations.~~

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- ~~Use of disrespectful or obscene language;~~
- ~~Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property;~~
- ~~Tampering with equipment;~~
- ~~Causing or attempting to cause physical injury to an STC employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this rule;~~
- ~~Threatening or intimidating any student or STC employee;~~
- ~~Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on campus or at an STC function;~~
- ~~Bomb threats, or false fire alarms involving STC property or personnel;~~

- ~~Coming to campus or an STC function under the influence of, or using, dispensing, or possessing on campus or at an STC function a controlled or mood-altering substance, such as steroids, marijuana, inhalants, alcohol or other drugs;~~
- ~~Use of or possession of tobacco on campus by a minor or smoking in undesignated areas;~~
- ~~Insubordination or being found to be habitually disobedient;~~
- ~~Participation in outside organizations or activities detrimental or contrary to STC's educational environment and mission or detrimental to the education, welfare, or safety of the student or other students;~~
- ~~Possession of pornographic materials;~~
- ~~Engaging in any activity forbidden by federal law, the laws of the State of South Dakota or the ordinances of the City of Sioux Falls;~~
- ~~Acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement;~~
- ~~Forgery or misrepresentation or misuse of any document, record, or instrument of identification;~~
- ~~Wearing clothing that may be disruptive or distracting to the educational process;~~
- ~~Reckless or exhibition driving on campus parking lots or streets serving the campus;~~

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- ~~Sexual or other harassment of an STC employee or student;~~
- ~~Failure to adhere to STC's computer usage policy as outlined in the STC Catalog/Handbook and the STC website. (www.southeasttech.edu);~~
- ~~Students, both residents and non-residents, breaking STC on-campus housing rules or regulations.~~

Procedure

~~Discipline—Other Than Suspension or Termination:~~

~~Discipline, other than suspension or termination, may be imposed by an STC administrator or designee after investigating the alleged conduct or violation. The administrator or designee shall inform the student either orally or in writing as soon as possible after discovery of the alleged misconduct. The student shall be informed of the rule, regulation, policy or law that has allegedly been violated. The student will be given an opportunity to answer the charges and present evidence in his/her behalf. The Administrator or designee shall inform the student of the discipline~~

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~~The President shall be informed of the decision by the Vice President of Student Affairs or Vice President of Academics. The student may appeal the decision of the Vice President of Student Affairs or the Vice President of Academics to the President by submitting a written request within ten (10) calendar days of receiving the decision. The President shall review the decision and conduct any further investigation deemed necessary. The student shall be given an opportunity to answer the charges and present evidence either orally or in writing within ten (10) calendar days of receiving the student's written appeal. The President shall render a written decision within ten (10) calendar days of the meeting with the student or receiving the student's written statement. The decision of the President is final.~~

~~STC Regulation Board Action:~~

~~approved: 02/23/98 28997~~

~~revised: 03/08/04 33769~~

~~revised: 08/14/06 34504~~

~~revised: 06/14/10 35730~~

~~revised: 03/26/12 36326~~