

SIOUX FALLS SCHOOL BOARD
Wednesday, December 6, 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 November 1, 2023.
- VI. Approval of Agenda
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
 - A. Approval of Bid Awards
 1. Vendors for Two Used Cars or Sport Utility Vehicles
 - B. Authorizations and Ratifications
Exhibit posted 12.06.23 10:37 am
 1. Approval of Contracts
 2. Approval/Ratification of Purchase Orders
 3. Disposal of School District Property
 - 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. Adult Education and Literacy Program Update Report
 - B. Eat Well Sioux Falls Mobile Market
 - C. Department of Corrections Welding Cohort Update
 - D. Fall 2023 Retention Report
- X. Second Reading of STC Policy
 - A. Policy JK/STC - Student Conduct/Discipline
- XI. Adjournment

SCHOOL BOARD MEETING

Wednesday, November 1, 2023

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, November 1, 2023, at 4:03 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 ST00757

A motion was made by Kate Serenbetz and seconded by Nan Baker, five (5) votes “yes” on roll call **approving the minutes of a meetings** held on October 4, 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 ST00758

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

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

Action ST00759

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

- A. Acknowledging the administration’s report of the **study of bids** which have been received during the prior 30 days and were opened, read, and tabulated in the Central Services Center – Purchasing Department and approving the bids of the lowest responsible bidders in accordance with the tabulated lists of contract awards that have been placed on file for reference purposes, as follows:
 - 1. Vern Eide for 2023 **Hybrid Sport Sedan Vehicles**, see PD #3422 and FY24 Legal Publication SFSD #12) be awarded to Vern Eide for their lowest responsible bid for a total amount of \$65,118.00 and authorizing the Business Manager to issue a contract to be executed by Vern Eide (see MRF #ST565 and Contract 24-010, BV)
 - 2. Lift Pro Equipment Co. for **Forklift**, see PD #3424 and FY24 Legal Publication SFSD #22) be awarded to Lift Pro Equipment Co. for their lowest responsible bid for a total amount of \$45,315.00 and authorizing the Business Manager to issue a contract to be issued by Lift Pro Equipment Co. (see MRF #ST566 and Contract 24-011, BV).

i. Rejection of Bids for Forklift (see MRF #ST567)

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

B. Approving the Authorizations and Ratifications, as follows:

B.1. Approval/Ratification of Purchase Orders

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

Item	PO No.	Vendor	Description	Total Cost
a.	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

B.2. Disposal of School District Property

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

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

B.3. Approval of Grant Application

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.

- C. Approving the **Consolidated Report of Trust and Agency Funds** of November 1, 2023, and stating for the record that as of September 30, 2023, receipts total \$13,289,595.35 and disbursements total \$7,415,778.12 (MRF #ST568).
- D. Approving the **Vice President of Finance and Operation's Report** of November 1, 2023, in accordance with the SDCL §13-8-35 (MRF #ST569) and directing that detailed statement of receipts and balances on hand, as of September 30, 2023, be published as part of these minutes, in accordance with SDCL §13-8-3.
- E. Accepting the **Southeast Tech Personnel Report**, as follows:

E1. Resignations

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

<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

E2. 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

E2. **Employment Recommendations, continued**

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

E3. **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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Action ST00760

Dean of Curriculum and Instructor Kristin Possehl provided the Academic Affairs Health Simulation Center Update Report (MRF #ST570). 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.

Following general discussion, a motion was made by Kate Serenbetz and seconded by Nan Baker, five (5) votes "yes" on roll call **acknowledging the Academic Affairs Health Simulation Center Update Report.**

Action ST00761

Academic Resource Center Coordinator Dr. Susanne Huizing provided the Academic Resource Center Report (MRF #ST571). The Fall Semester 2023 Academic Resource Center (ARC) report highlighted steps implemented to improve student usage and to strengthen the quality of tutoring. The update included methods to strengthen the quality of Academic Supports and advancing the campus awareness of English Learners.

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

Action ST00762

STC Instructor Kristin Wellnitz provided the Service To Community Days Report (MRF #ST572). An overview of the community service events completed by Southeast Tech students and employees for “Service To Community” STC Days held October 23-26, 2023 was provided. 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.

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

Action ST00763

President Bob Griggs provided the STC Attainment Projections Report (MRF #ST573). 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 included a summary of the analysis recently completed by Southeast Tech as to how it might achieve the objective of 959 credential completers by 2030.

Following general discussion, a motion was made by Kate Serenbetz and seconded by Nan Baker, five (5) votes “yes” on roll call **acknowledging the STC Attainment Projections Report.**

Action ST00764

A motion was made by Kate Serenbetz and seconded by Marc Murren five (5) votes “yes” on roll call, approving the review of policies and/or regulations (see MRF #ST574) as follows: **GBEA/STC Nepotism.**

continued

Wednesday, November 1, 2023

Action ST00765

A motion was made by Kate Serenbetz and seconded by Nan Baker five (5) votes “yes” on roll call, **acknowledging the first reading of Policy JK/STC Student Conduct/Discipline**, as presented (see MRF #ST575).

Action ST00766

On motion by Marc Murren and seconded by Kate Serenbetz, five (5) votes “yes” on roll call, the School Board **adjourned** at 5:02 p.m.

CARLY REITER

Presiding Officer

TODD VIK

Business Manager

SIOUX FALLS SCHOOL BOARD
Wednesday, December 6, 2023 4:00 p.m.

Carly Reiter
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Robert Griggs
Southeast Tech President

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10. Second Reading of STC Policy
11. Adjournment

Bid Tabulation
Two Used Cars or Sport Utility Vehicles (STC)
November 6, 2023
Advertised Dates: 10/26 and 11/2
PD #3426

VENDOR	TOTAL BID
Vern Eide	\$30,000.00

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.	ST24-013	McKesson Medical	Laboratory Equipment - Analyzer	\$25,000.00

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.	S2403166	Pocket Nurse Enterprises	Sim Center Equipment – Respiratory Therapy	\$16,610.00
b.	S2403273	CAE Health Care	Sim Center Equipment - RN	\$48,150.00
c.	S2403296	Hamilton Medical, Inc.	Sim Center Equipment – Respiratory Therapy	\$28,667.00
d.	S2403372	Advanced Respiratory, Inc.	Sim Center Equipment – Medical Lab Tech	\$18,050.00
e.	S2403373	Laerdal Medical Corp	Sim Center Equipment – Respiratory Therapy	\$85,374.00
f.	S2403434	Farner Bocken	Food Service – Resale Items	\$50,000.00
g.	S2403577	McKesson Medical	Sim Center Equipment – Medical Lab Tech	\$75,214.11
h.	S2403584	McKesson Medical	Sim Center Equipment – Medical Lab Tech	\$25,000.00
i.	S2403585	IS Restaurant Design	Sim Center Equipment – Health Core	\$18,960.00
j.	S2403631	McKesson Medical	Sim Center Equipment – Respiratory Therapy	\$36,099.07

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

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

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Single Point Truck Hoist (Asset: F4344)	STC	Kevin Shotkoski Daniel EisenVos Marcus Hunter	\$1,500.00	2024-ST006
b.	Single Point Truck Hoist (Asset: F4343)	STC	Kevin Shotkoski Daniel EisenVos Marcus Hunter	\$1,500.00	2024-ST006

c.	Single Point Truck Hoist (Asset: F4311)	STC	Kevin Shotkoski Daniel EisenVos Marcus Hunter	\$1,500.00	2024-ST006
d.	Single Point Truck Hoist (Asset: F4345)	STC	Kevin Shotkoski Daniel EisenVos Marcus Hunter	\$1,500.00	2024-ST006
e.	18 - Microsoft Surface Docking Stations	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
f.	23 – View Sonic Flat Panel Monitor	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
g.	55 – HP Zero Client	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
h.	25 – Dell Monitors	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
i.	2 – HP Elite Display Monitor	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
j.	13 – HP Zbooks (Assets: 42528, 42365, 42525, 42571, 42585, 42178, 42366)	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
k.	IBM AS400	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
l.	2 - Pioneer Plasma Displays (Assets: F3503, F3666)	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
m.	3 – Epson Projectors (Assets: 42574, 7145)	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
n.	3 – HP Probook 450 G2 (Assets: F4765, F4745, F4746)	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
o.	5 – HP Elitebooks (Assets: 42226, 42156)	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
p.	Dell Sonicwall (Asset: 42377)	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
q.	HP EliteDesk	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
r.	HP UltraSlim Dock	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007
s.	3 – Cisco Meraki	STC	Gerard Strouth Lori Hout Matt Schumacker	\$0	2024-ST007

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 10/31/2023
STC Bookstore	\$ 34,250.81	\$ 642.52	\$ -	\$ 34,893.33
STC EFT	\$ 39,847.60	\$ 1,860,017.14	\$ 2,588.00	\$ 1,897,276.74
STC Tuition & Fees	\$ 3,266,903.09	\$ 16,063,124.64	\$ 14,673,362.34	\$ 4,656,665.39
STC T & A	\$ 126,101.61	\$ 9,981.39	\$ 27,216.17	\$ 108,866.83
STC ACH	\$ 0.01	\$ 20,361.37	\$ -	\$ 20,361.38
STC Blue Bucks	\$ 10,799.96	\$ 8,698.59	\$ 1,591.34	\$ 17,907.21
TOTALS	<u>\$ 3,477,903.08</u>	<u>\$ 17,962,825.65</u>	<u>\$ 14,704,757.85</u>	<u>\$ 6,735,970.88</u>

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

TO: School Board
Southeast Tech Funds on hand October 31, 2023:

POST-SECONDARY VOCATIONAL FUND #23

STC T & A Cash - 06.30.23	\$ 2,394,827.14	
First Interstate, Checking, #3047444	(3,847,299.67)	
First Interstate, Savings, #5035221	4,200.63	
Payroll	(1,658,862.75)	
Total Post-Secondary Vocational Fund		<u>\$ (3,107,134.65)</u>

POST-SECONDARY VOCATIONAL BOOKSTORE FUND #52

STC T & A Cash - 06.30.23	\$ 65,888.73	
First Interstate, Checking, #3047444	562,148.54	
Payroll	(22,843.30)	
Total Post-Secondary Bookstore Fund		<u>\$ 605,193.97</u>

POST-SECONDARY VOCATIONAL FOOD SERVICE #53

STC T & A Cash - 06.30.23	\$ 1,371.37	
First Interstate, Checking, #3047444	(65,847.44)	
Payroll	(22,783.12)	
Total Post-Secondary Food Service Fund		<u>\$ (87,259.19)</u>

POST-SECONDARY VOCATIONAL CHILD CARE #54

STC T & A Cash - 06.30.23	\$ 11,340.78	
First Interstate, Checking, #3047444	103,056.68	
Payroll	(37,839.38)	
Total Post-Secondary Childcare Fund		<u>\$ 76,558.08</u>

Total All Funds		<u><u>\$ (2,512,641.79)</u></u>
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POST SECONDARY - VOCATIONAL FUND

	FY24 BUDGET	OCTOBER '23 YTD	OCTOBER '23 PERCENT	OCTOBER '22 YTD	OCTOBER '22 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ 6,993,865	\$ 3,551,762	50.78%	\$ 3,700,847	53.80%
Fees	6,826,057	3,371,813	49.40%	3,131,485	48.06%
Corporate Education	357,000	49,060	13.74%	142,700	56.59%
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	(230,297)	-26.34%	(219,199)	-26.10%
ABE	154,625	(56,741)	-36.70%	-	0.00%
Other Federal	1,279,784	(70,307)	-5.49%	7,908	0.29%
LOCAL SUPPORT:					
Grants/Donations	4,689,402	2,020,016	43.08%	59,258	1.25%
Other Local	1,314,824	729,092	55.45%	669,679	55.67%
TOTAL REVENUES:	\$ 39,430,898	9,287,095	23.55%	\$ 9,281,781	24.58%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ 1,177,673	\$ 392,558	33.33%	\$ 366,730	33.33%
Instructional	7,045,367	2,219,815	31.51%	1,981,063	31.77%
Support	5,996,971	1,856,176	30.95%	1,650,453	31.16%
WAGES - OTHER:					
Early Retirement	-	-	#DIV/0!	-	#DIV/0!
Instructional - Other	1,112,971	335,640	30.16%	340,306	31.33%
Support - Other	363,850	78,290	21.52%	66,754	26.03%
BENEFITS:					
Insurance - Dental	137,877	42,468	30.80%	39,913	30.60%
Insurance - Medical	2,307,981	649,258	28.13%	655,281	29.42%
Insurance - Other	68,381	29,176	42.67%	27,608	45.55%
Retirement	2,000,896	623,575	31.16%	559,274	30.53%
SERVICES:					
Advertising	373,200	61,099	16.37%	84,805	22.26%
Legal	54,900	7,712	14.05%	15,931	31.86%
Maintenance/Repair	195,200	106,166	54.39%	81,820	39.27%
Postage	130,100	32,544	25.01%	26,874	22.01%
Printing/Publishing	139,200	41,205	29.60%	43,821	36.69%
Professional/Technical	833,100	139,390	16.73%	198,404	15.63%
Property	262,600	232,637	88.59%	210,277	106.74%
Rentals	263,100	80,217	30.49%	72,090	105.75%
Software Upgrades	662,400	426,268	64.35%	371,055	46.81%
Travel	154,000	26,957	17.50%	53,285	36.45%
Utilities	672,500	182,561	27.15%	187,792	26.39%
SUPPLIES:					
Equipment - Noncapital	155,069	52,736	34.01%	274,988	131.74%
Food	109,660	25,525	23.28%	38,803	46.43%
Instructional Supplies	541,700	148,966	27.50%	162,626	27.67%
Other	381,625	80,314	21.05%	125,903	33.96%
Resale	620,900	421,407	67.87%	477,108	83.91%
Software	287,794	177,000	61.50%	106,172	86.09%
OTHER:					
Bad Debt	175,000	(15,911)	-9.09%	1,251	0.93%
Dues/Fees	435,100	121,221	27.86%	101,978	23.39%
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	\$ 8,703,637	32.34%	\$ 8,443,383	33.70%
EQUIPMENT:					
Building Improvements	\$ 4,781,640	\$ 991,529	20.74%	\$ 43,111	0.78%
Equipment	7,111,696	1,661,876	23.37%	623,319	8.27%
Information Technology	88,000	57,451	65.29%	28,056	31.88%
Land Improvements	709,117	97,207	13.71%	3,876	1.29%
SUBTOTAL - CAPITAL:	\$ 12,690,453	\$ 2,808,063	22.13%	\$ 698,361	5.20%
TOTAL EXPENDITURES:	\$ 39,603,968	11,511,701	29.07%	\$ 9,141,744	23.76%
REVENUE OVER (UNDER) EXPENSE:	\$ (173,070)	\$ (2,224,606)		\$ 140,037	

POST SECONDARY - BOOKSTORE

	FY24 BUDGET	OCTOBER '23 YTD	OCTOBER '23 PERCENT	OCTOBER '22 YTD	OCTOBER '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	1,041,397	64.68%	1,095,156	68.19%
TOTAL REVENUES:	\$ 1,610,000	\$ 1,041,397	64.68%	\$ 1,095,156	68.19%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	168,832	57,855	34.27%	52,768	33.91%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	14,645	58.58%	12,789	51.15%
BENEFITS:					
Insurance - Dental	1,516	505	33.34%	481	25.75%
Insurance - Medical	28,000	9,053	32.33%	8,772	28.32%
Insurance - Other	918	325	35.44%	579	67.48%
Retirement	22,710	8,099	35.66%	7,509	35.85%
SERVICES:					
Advertising	-	351	100.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	16,000	10,253	64.08%	9,990	45.41%
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	71	35.59%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	4,500	11,933	265.18%	2,481	100.00%
Resale	1,227,800	780,846	63.60%	752,830	60.23%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	400	-	0.00%	(342)	100.00%
Dues/Fees	88,300	29,995	33.97%	31,164	38.95%
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	\$ 926,633	57.90%	\$ 879,021	54.81%
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	\$ 926,633	57.90%	\$ 879,021	54.81%
REVENUE OVER (UNDER) EXPENSE:	\$ 9,724	\$ 114,763		\$ 216,135	

POST SECONDARY - FOOD SERVICE

	FY24 BUDGET	OCTOBER '23 YTD	OCTOBER '23 PERCENT	OCTOBER '22 YTD	OCTOBER '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	395,300	29,123	7.37%	68,982	17.46%
TOTAL REVENUES:	\$ 395,300	\$ 29,123	7.37%	\$ 68,982	17.46%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	109,713	36,538	33.30%	30,601	33.33%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	57,000	21,371	37.49%	16,429	35.30%
BENEFITS:					
Insurance - Dental	1,070	357	33.33%	340	33.33%
Insurance - Medical	14,000	4,667	33.33%	6,195	33.32%
Insurance - Other	932	390	41.81%	1,923	246.84%
Retirement	19,320	6,507	33.68%	5,316	33.73%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	7,900	262	3.31%	6,196	103.26%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	200	-	0.00%	-	0.00%
Professional/Technical	600	150	25.00%	200	13.33%
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	6,713	28.81%	4,832	32.21%
Resale	149,900	37,461	24.99%	57,606	32.92%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	2,300	167	7.24%	413	8.25%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	6,600	-	0.00%	-	0.00%
Depreciation	19,000	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 412,935	\$ 114,581	27.75%	\$ 130,050	32.54%
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	\$ 114,581	27.75%	\$ 130,050	32.54%
REVENUE OVER (UNDER) EXPENSE:	\$ (17,635)	\$ (85,458)		\$ (61,068)	

POST SECONDARY - CHILDCARE

	<u>FY24 BUDGET</u>	<u>OCTOBER '23 YTD</u>	<u>OCTOBER '23 PERCENT</u>	<u>OCTOBER '22 YTD</u>	<u>OCTOBER '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	291,000	37,140	12.76%	117,458	40.64%
TOTAL REVENUES:	\$ 291,000	\$ 37,140	12.76%	\$ 117,458	32.50%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	238,806	65,630	27.48%	59,177	29.57%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	12,000	19,754	164.62%	13,943	64.64%
BENEFITS:					
Insurance - Dental	5,796	1,066	18.39%	868	25.25%
Insurance - Medical	97,783	15,561	15.91%	17,054	23.04%
Insurance - Other	2,580	1,031	39.97%	704	32.00%
Retirement	31,257	9,758	31.22%	8,450	32.43%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	400	5,114	1278.50%	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	370	11.56%	650	20.31%
Food	600	70	11.62%	15	3.00%
Instructional Supplies	5,000	456	9.11%	585	#DIV/0!
Other	100	47	46.99%	50	0.83%
Resale	-	-	0.00%	-	0.00%
Software	1,100	300	27.27%	300	66.67%
OTHER:					
Bad Debt	2,500	(182)	-7.29%	1,322	26.45%
Dues/Fees	500	-	0.00%	165	33.00%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	5,000	-	0.00%	-	0.00%
Depreciation	400	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 407,022	\$ 121,028	29.73%	\$ 103,341	29.71%
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	\$ 121,028	29.73%	\$ 103,341	29.71%
REVENUE OVER (UNDER) EXPENSE:	\$ (116,022)	\$ (83,888)		\$ 14,117	

**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 September 30, 2023	<u>\$ (2,422,770.31)</u>	<u>\$ 239,960.89</u>	<u>\$ (92,326.53)</u>	<u>\$ 88,350.28</u>
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	6,583,923.96	-	-	-
Sales of Goods/Services	624,830.00	1,037,273.35	30,443.04	36,907.52
Other Sources	2,178,954.99	3,071.27	-	154.88
State Sources:	-	-	-	-
Federal Sources:	280,297.66	-	-	-
Expenditures:				
Personnel	(1,668,981.67)	(22,903.10)	(22,856.15)	(38,039.65)
Services	(174,908.46)	(868.70)	-	(57.00)
Supplies	(186,368.66)	(104,097.40)	(2,381.06)	(814.96)
Capital	(1,042,095.38)	-	-	-
Other	(9,665.90)	(7,332.91)	(138.49)	182.34
Transfers	-	-	-	-
GASB 84 Reversal	-	-	-	-
(Increase)/Decrease in Assets	(7,270,350.88)	(539,909.43)	-	(10,125.33)
Increase/(Decrease) in Liabilities	-	-	-	-
Net Cash Provided By (Used In) Operating Activities:	<u>\$ (684,364.34)</u>	<u>\$ 365,233.08</u>	<u>\$ 5,067.34</u>	<u>\$ (11,792.20)</u>
Cash Balance October 31, 2023	<u>\$ (3,107,134.65)</u>	<u>\$ 605,193.97</u>	<u>\$ (87,259.19)</u>	<u>\$ 76,558.08</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>
Instructor, Adjunct, Part-Time		
Klinger, Darla	Nursing & Health	11-06-23
Thorin, Todd	Trades	11-06-23
Nankivil, Ashley	Nursing & Health	11-06-23
Baumberger, Kylie	Nursing & Health	11-06-23
Bennett, Tekla	Nursing & Health	11-06-23
Hauglid, Wade	Nursing & Health	11-06-23
Heinemann, Leslie	Nursing & Health	11-06-23
Johnson, Colleen	Nursing & Health	11-06-23
Knudson, Alisa	Nursing & Health	11-06-23
McKibben, Alisha	Nursing & Health	11-06-23
Melber, Olivia	Nursing & Health	11-06-23
Rahm, Becky	Mathematics	11-06-23
Sharif, Mohamed	CIS	11-06-23
Zdrilic, Pamela	Nursing & Health	11-06-23
Kreider, Edward	Vet Tech	05-31-23
Hunt, Kenneth	Law Enforcement	11-20-23
Sutter, Julie	Food Service	11-22-23

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Non-Clinical, Per Credit Hour			
Holeton, John	Electrician	11-01-23	\$821.50
Welsh, Garrett	Law Enforcement	11-28-23	\$821.50
Student Help, Part-Time, Per Hour			
Jared, Benjamin	Tutor	10-24-23	\$15.00
Russell, Marissa	Admissions	11-13-23	\$15.00
Instructor, Exempt, Full-Time, Annual			
Bird, Tracy	Behavior and Mental Health Instructor 186-Day, 1.0 FTE Lane 7, Step 10 Prorated 159 days	11-13-23	\$63,345.60

3. **CHANGE OF STATUS**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Keyes, Jennifer	Adult Education and Literacy Director 206-Day, 1.0 FTE Level 4, Step 10 \$74,130.00	Adult Education and Literacy Director 210-Day, 1.0 FTE Level 10, Step 16 \$50,400 140 days prorated	11-05-23

Southeast Technical College
Adult Education and Literacy Program Report
EXECUTIVE SUMMARY

Purpose:

Provide the school board with a broad overview of services provided by Southeast Technical College's Adult Education and Literacy program.

The Adult Education and Literacy Program, located on the Southeast Tech campus in the Hovland Learning Center, is a government-funded program providing GED preparation, basic skill development (mathematics, reading and writing), and English as a Second Language (ESL) instruction for adult learners. The programs are provided at no cost to the participants.

Highlights

- Programs
 - GED Preparation
 - Basic Skill Development
 - ESL Instruction
 - Distance Education
 - Demographics & Performance Statistics
 - Partnerships
 - Funding
 - Staff
-

Administrative Recommendation to School Board:

Acknowledge the Adult Education and Literacy Program Report.



Adult Education and Literacy Program Update

Jennifer Keyes

AEL Program Director



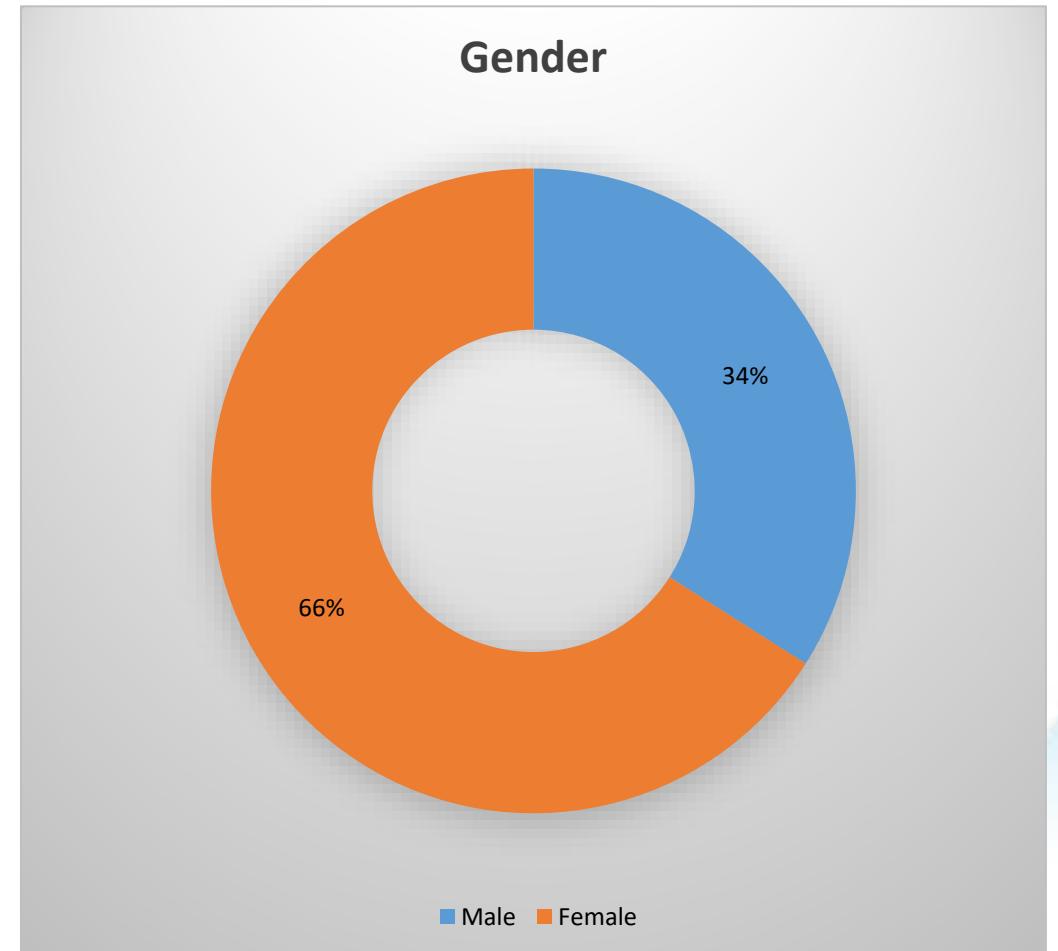
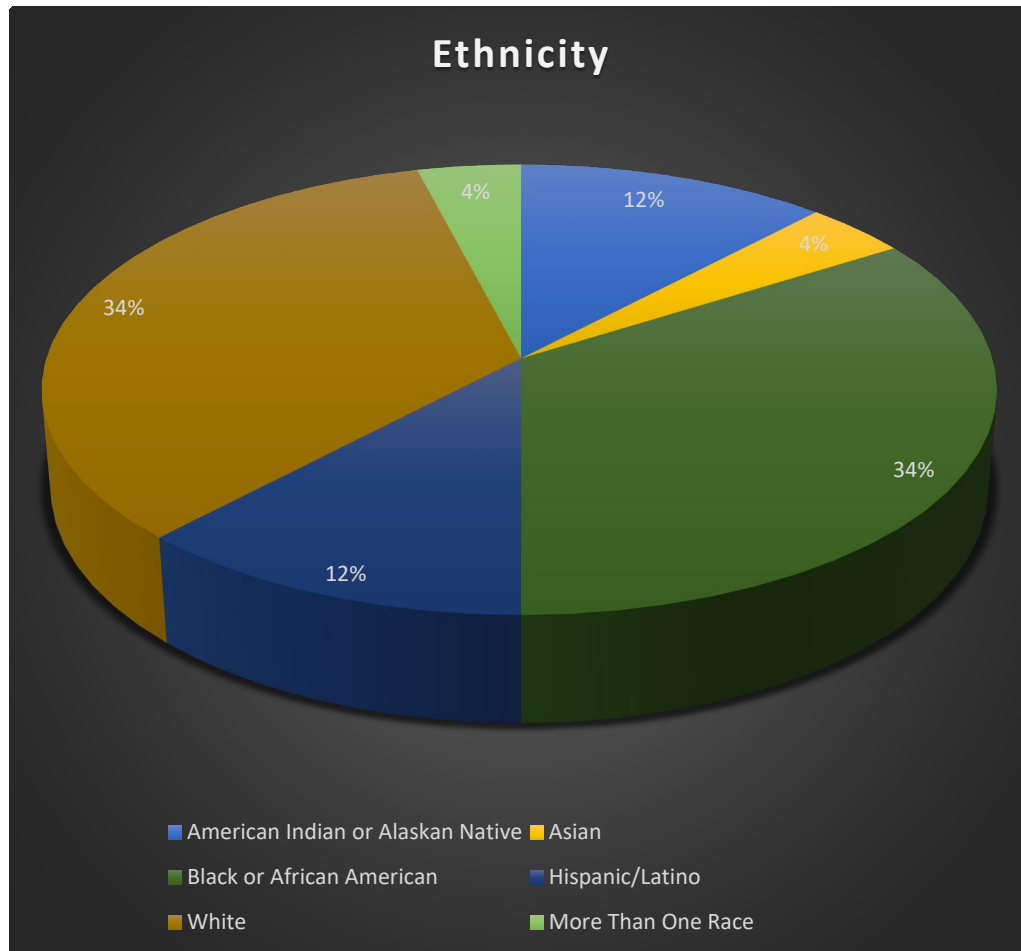
SOUTHEAST
Technical College



ADULT EDUCATION PROGRAM OVERVIEW

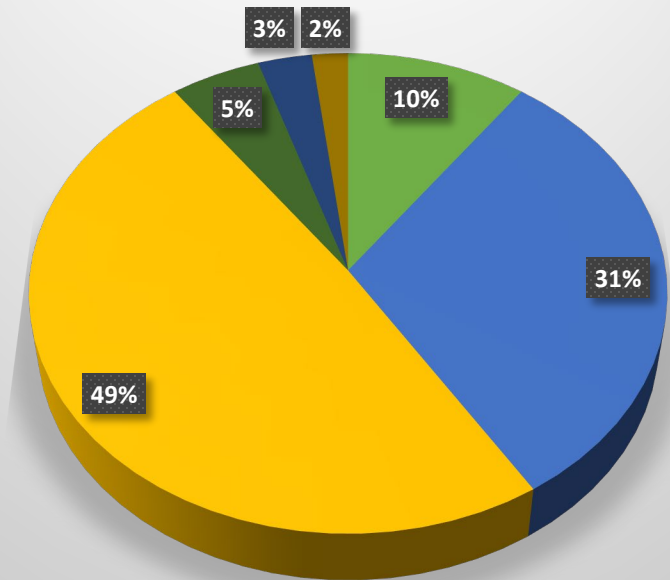
- GED Preparation
 - All subject areas
 - Mathematical Reasoning, Science, Social Studies, Reasoning through Language Arts
 - GED Ready
 - GED Testing on site
- Adult Basic Education
 - All levels
 - Reading, Math and Writing
 - Teacher led class and independent group teacher facilitated instruction
 - Prep for entrance into post secondary instruction and the workforce
- English as a Second Language Instruction
 - All Levels
 - Teacher led class and independent group teacher facilitated instruction

DEMOGRAPHICS



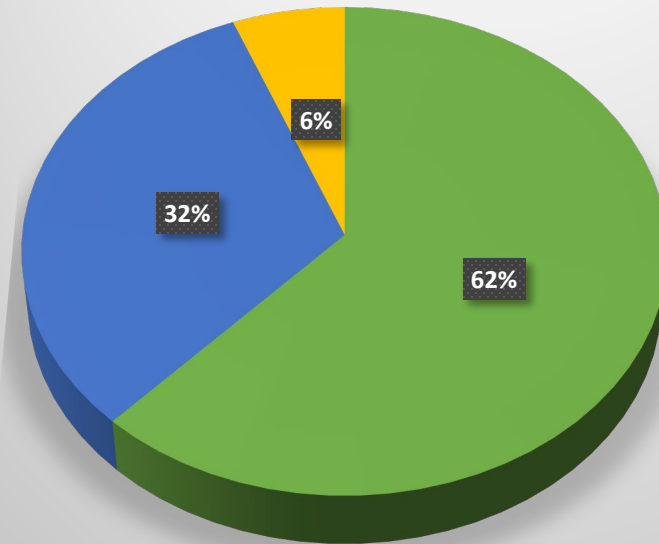
DEMOGRAPHICS

Age Breakdown



■ 16-18 ■ 19-24 ■ 25-44 ■ 45-54 ■ 55-59 ■ 60+

Employment Status



■ Employed
■ Unemployed
■ Not in the Labor Force

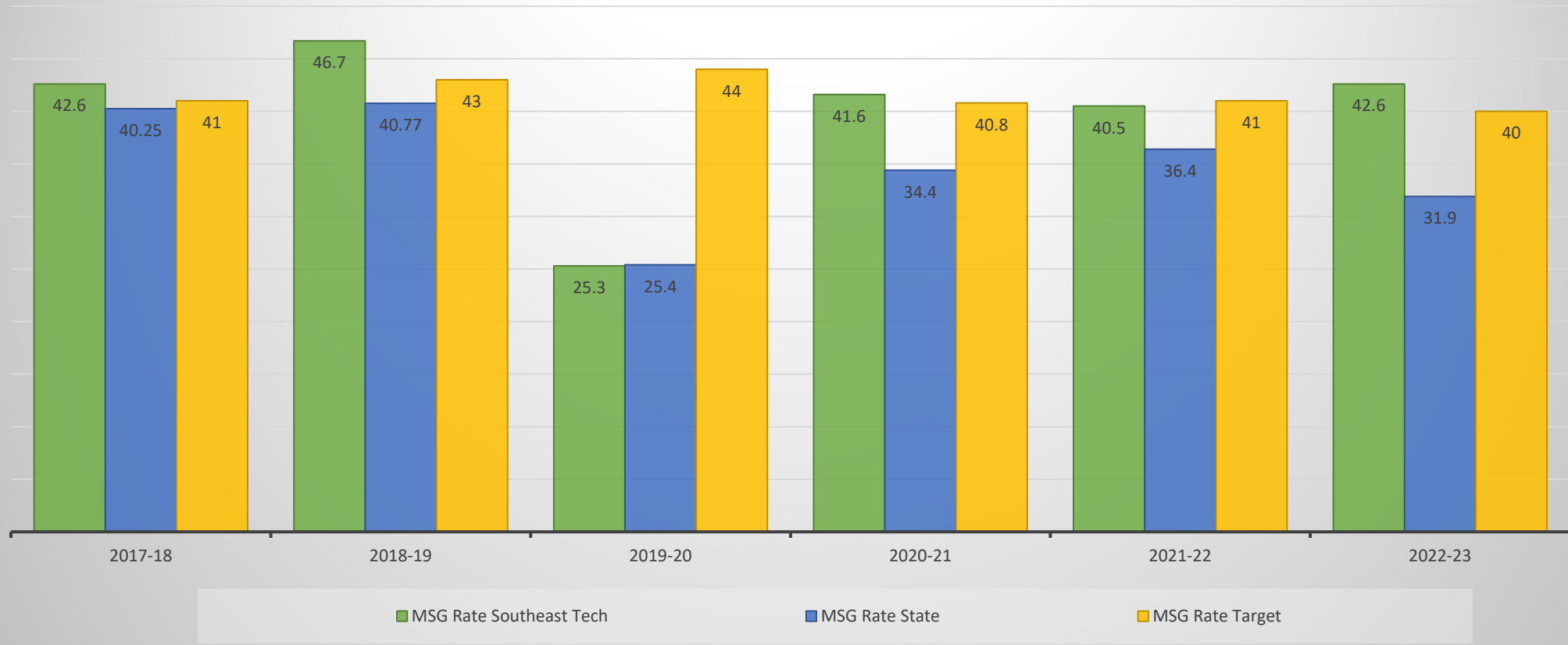


COUNTRIES REPRESENTED

- Eritrea
- Iraq
- United States
- Ethiopia
- Congo
- Thailand
- Russia
- St. Lucia
- Kosovo
- El Salvador
- Mexico
- Laos
- Peru
- Brazil
- Honduras
- Bhutan
- Sudan
- Nigeria
- Guatemala
- Kenya
- Burundi
- Nepal
- Vietnam
- Cambodia
- Jamaica
- Algeria
- Somalia
- Liberia
- Germany
- China
- Ukraine
- Ecuador
- Columbia
- Kazakhstan
- South Sudan

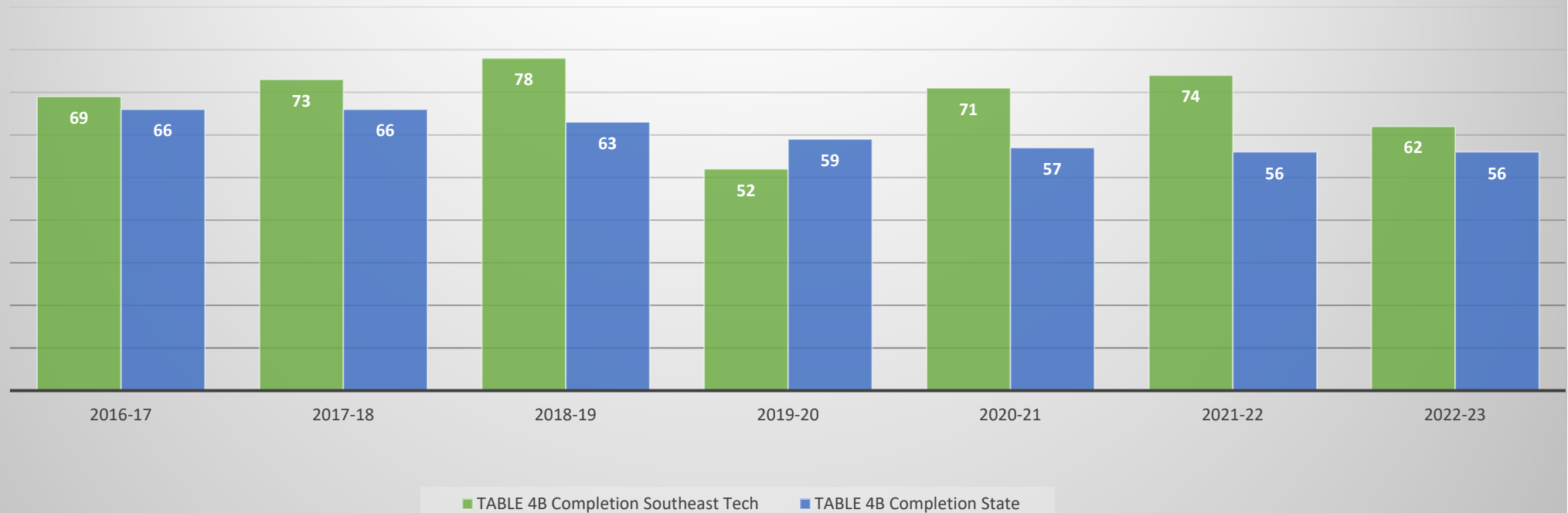
MEASURABLE SKILL GAIN RATE ALL STUDENTS 12+ HOURS

Measurable Skills Gain Rate - All Students



MEASURABLE SKILL GAIN RATE AFTER 40 TO 60 HOURS OF INSTRUCTION

Measurable Skills Gain Rate - Post Tested Students

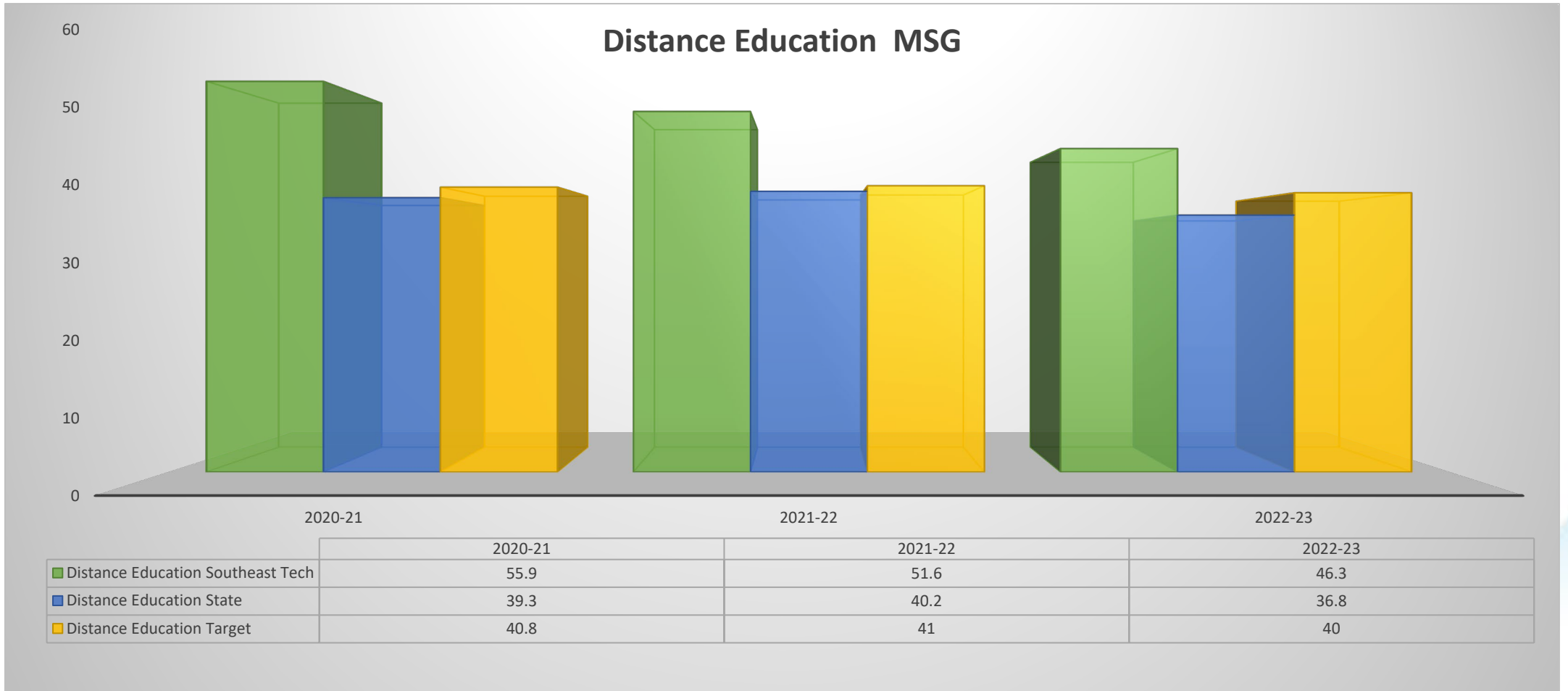




DISTANCE EDUCATION

- Burlington English
 - ESL Program
 - In-class instruction with reinforcement activities outside of class
- Essential Education
 - TABE 11/12
 - Brush up on math, reading and language
 - GED Academy
 - Study all GED subjects
 - ESL and GED students enrolled
 - Most popular programs
- KET Fast Forward
 - GED Instruction – all subject areas
 - Skill development for entrance into post-secondary education.

DISTANCE EDUCATION MSG RATE TABLE 4C





PARTNERSHIPS

- Department of Labor and Regulation – Local Office (MOU)
 - Provide WIOA Title II services to customers enrolled in WIOA Title I and III.
 - Refer WIOA Title II participants to the local office for WIOA Title I and III.
 - Local office meets with students twice a month on campus.
 - STC staffs a booth twice a month at DLR Local Office’s Stroll Sioux Falls event.
- Southeast Technical College
 - Refer WIOA Title II participants to STC for enrollment into credit bearing programs.
 - Teach ELA 092/093 class to students who do not qualify for a credit bearing English class.
 - STC refers individuals who do not meet entrance requirements to Title II for skill development.
 - The STC Foundation supports GED students through the purchase of official GED test vouchers.



PARTNERSHIPS

- St. Francis House (MOU)
 - St. Francis House refers guests to the Title II program.
 - St. Francis House added a computer lab and tutors to assist guests with lessons.
 - Title II provides on site orientation/testing. (Guests are also welcome to come to campus.)
 - Guests can choose in person or distance education.
- Smithfield
 - Smithfield refers employees to Title II for ESL classes.
 - Title II provides a multi-level ESL class at Smithfield two afternoons a week.
- EmBe and Dismas Charities
 - Potential to offer GED classes on site.



FUNDING

- Federal Funds through the Adult Education and Family Literacy Act
- State General Funds
- SD Department of Labor and Regulation is the granting agency
- 100% grant funded



STAFFING

- Full Time Staff
 - Jennifer Keyes
 - Program Director
 - Robyn Chabala
 - Instructional Coach
 - Off-Site Classes
 - Hovland Learning Center
 - Anne Eklund
 - Lead Instructional Coach
 - Distance Education Facilitator
 - Hovland Learning Center
 - Elena Carlson
 - Instructional Coach
 - ESL Class at Southeast Tech
 - Hovland Learning Center
- Part Time Staff
 - Judy Machacek
 - Instructional Coach
 - Hovland Learning Center Sub
 - Sheila Fossell
 - Instructional Coach
 - Develop Online Math Lessons
 - Hovland Learning Center Sub



SOUTHEAST
Technical College

Southeast Tech
Eat Well Mobile Market
EXECUTIVE SUMMARY

Purpose:

To inform the Board of proposed visits of the Eat Well Sioux Falls mobile market trailer to the STC campus.

Jason Merritt, Dean of Trades programs, and Marcella Prokup, Director of Access and Workforce Opportunity will provide an overview of Eat Well Mobile Market and the proposed schedule of campus visits. The Eat Well Mobile Market is a nonprofit, subsidized mobile grocery market which is part of the Sioux Falls Thrive initiative. Thrive began in 2017 as a community-based cradle to career workforce development initiative, with a specific focus on action based solutions that inhibit student success. One such issue that certainly can inhibit student success is having food insecurity or not having access to groceries nearby. The Eat Well Mobile Market was developed to bring affordable grocery items to areas with food insecurity and/or access needs. Southeast Tech has students who are affected by one or both of these issues. The Eat Well Mobile Market can come to STC campus weekly for a 1 hour stop beginning in January. The trailer would be parked in a STC parking lot with access for both students and the local public. Having access to the mobile food market means our students will have a regular, reliable source of staple items like bread, milk and eggs, but also nutritionally-rich items such as leafy greens, whole grains, legumes and proteins.

Administrative Recommendation to School Board:

To acknowledge the Eat Well Mobile Market Report.



Eat Well Sioux Falls Mobile Market

Jason Merritt Dean of Trades

Marcella Prokup Director of Access and Workforce Opportunity



SOUTHEAST
Technical College

ABOUT EAT WELL SIOUX FALLS MOBILE MARKET

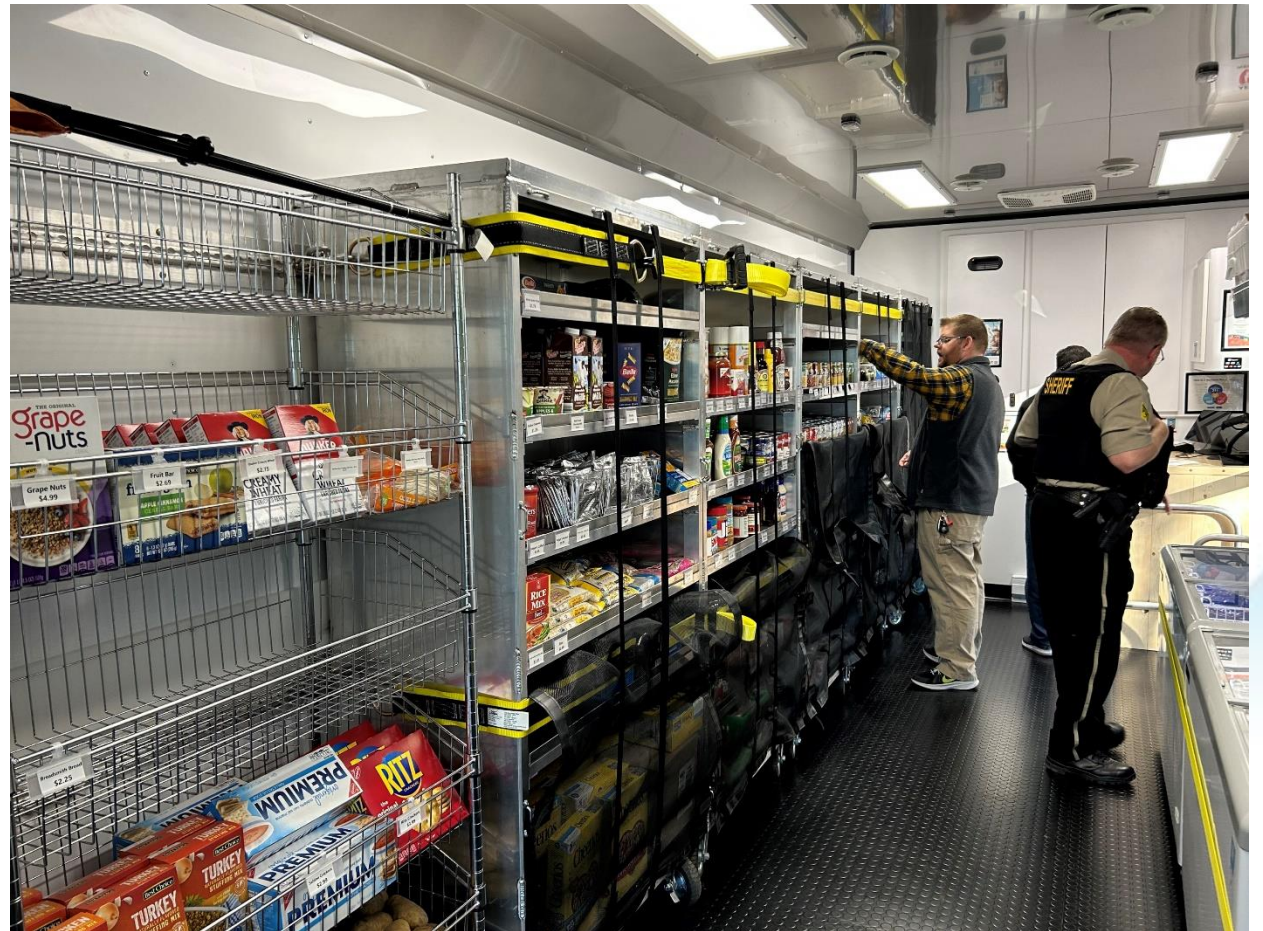
- Part of Sioux Falls Thrive during pilot phase
- Initiative Goal: To ensure equitable access to regular, reliable, healthy, affordable retail grocery options for low-income, low-access neighborhoods in Sioux Falls
- Mobile grocery option will serve two purposes:
 - Address a critical transportation barrier to food access for basic grocery items
 - Serve as an advance scout for locations to establish potential permanent neighborhood stores

▲ HOW THIS WILL BENEFIT OUR STUDENTS

- Food insecurity and access have been identified as an issue effecting students on campus.
- Eat Well will supplement our current food bank with produce, fruits, and perishables
- Increase student access to affordable and healthy options

EAT WELL MOBILE MARKET

- 38-foot trailer with a wide range of groceries
 - Fresh Produce
 - Milk
 - Bread
 - Eggs
 - Meat
 - Canned Goods
 - Cereal
 - Household Items
 - All with subsidized prices



PROPOSED CAMPUS VISIT SCHEDULE

- Weekly visits to campus Wednesdays 11:30-12:30 PM
- Park in STC parking lot (designated area)
- Students and staff will primarily be served, but also available to the general public.



**Southeast Technical College
Welding Cohort Update
Executive Summary**

Purpose of Report: To inform the School Board about the STC Welding in Collaboration with Department of Corrections and Department of Labor.

DOC Collaboration –

Last year a collaboration was formed between Southeast Technical College (STC), the Department of Corrections (DOC), and the Department of Labor and Regulation (DLR) to offer a certificate program. A cohort of minimum-security inmates from Sioux Falls are selected based on rigorous predetermined criteria. Once selected, they go through ACCUPLACER testing, STC Admissions, DOL selection, and DOC agreements. The program is a semester-long certificate through STC as well as Re-Entry programming on STC Campus.

Administrative Recommendation to School Board: Acknowledge the Welding Cohort Update Report.



SOUTHEAST
Technical College

Welding DOC Program

Jason Merritt Dean of Trades



DOC COLLABORATION

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



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DOC COLLABORATION

- 27 students have graduated since beginning of the program in the fall 2022 Semester
- 22 students obtained a professional AWS certification
- 11 new students are in the current semester
- 15 new students will start Spring 2024
- 85% employed from last year in industry



DOC WELDING CLASSES

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



WELDING

CERTIFICATE COMPLETION

Celebration

DECEMBER 8, 2023

12-1 p.m. ▪ Luncheon, HUB Commons

1-2 p.m. ▪ Presentation, HUB Auditorium



SOUTHEAST
Technical College

Southeast Technical College
2001 N. Career Ave.
Sioux Falls, SD 57107

Sponsored by the Southeast Technical College Foundation

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**Southeast Technical College
Retention Update
Executive Summary**

Purpose of Report: To inform the School Board about Fall 2023 Retention for STC.

The Retention Update will report on the following areas:

- BOTE System Retention
 - STC College Retention
 - Analysis of Retention Improvement
-

Administrative Recommendation to School Board: Acknowledge the Retention Update report.



STC Fall 2023 Retention

Jackie Pommer, Institutional Effectiveness

Kristie Vortherms, Institutional Research



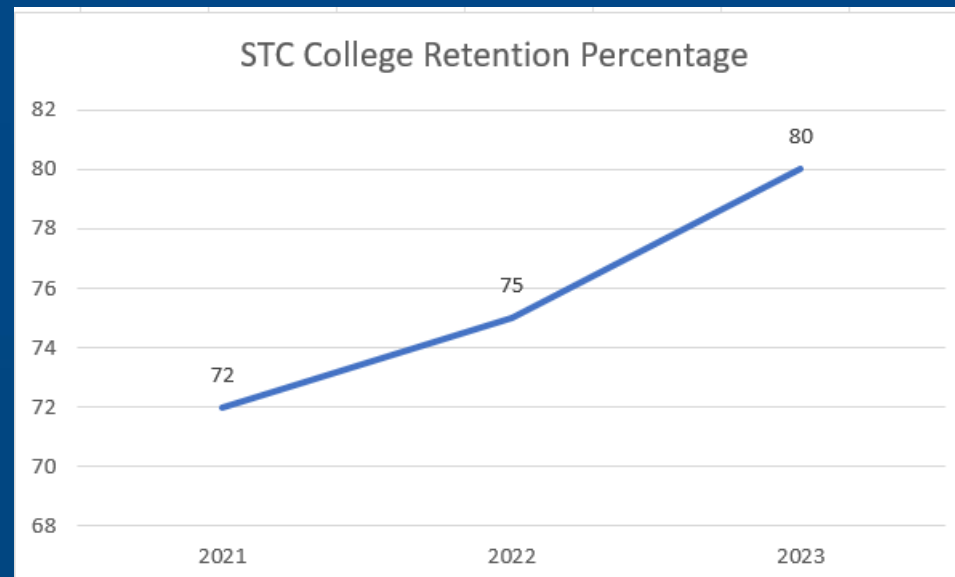
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RETENTION AS DEFINED BY BOTE

- **2023 Retention** = percentage of degree/diploma- and certificate-seeking students from the Fall 2022 who either re-enrolled or successfully completed their program **by Fall 2023**.
- Includes **full-time or part-time** students
- Does **not include high school** students
- Does **not include students** who are **not seeking a degree, diploma or certificate**

RETENTION IMPROVEMENT – BOTE SCHOOLS

- Increased **system-wide retention** from 78% in 2022 to **81% in 2023**
- STC boosted the system percentage with a 5% increase to **80% as a college retention rate**



ANALYZING THE DATA – WHY THE INCREASE?

- Fall 2020 New Attendance Policy
- **Engineering Program**
 - **New Instructor** – Intentional about Building Relationships . . . lessons learned from new teacher mentoring and training.
 - **Veteran Instructor** - Identified a core first semester course in need of a consistent FT Engineering Instructor/Advisor. Shifted courses in need of adjunct instructors to later semesters.
 - **Excellent Recruiter** who understands their programs and requirements for success.
 - **Encourage an internship** between years 1 and 2 . Students see the relevance of what they are learning at STC with their internship work.
 - **Industry involvement** is positive, as they allow interns to finish their degree before employing them.



SOUTHEAST
Technical College

Policy/Regulation Revisions

JK/STC Student Conduct/Discipline

EXECUTIVE SUMMARY

Purpose:

To bring to the School Board the above STC policy/regulations for second 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 policy/regulation has 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

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

Policy Review Recommendation to School Board:

Approve second reading of JK/STC.



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, 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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 - ~~• A reprimand~~~~

- ~~Removal from classes~~
- ~~Short-term suspension (not to exceed five (5) school days)~~
- ~~Long-term suspension~~
- ~~Termination~~
- ~~Fines~~
- ~~Community service~~
- ~~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.~~

NEPN Code: JK-R/STI

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~~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.~~

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- ~~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;~~

NEPN Code: JK-R/STI

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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:~~

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NEPN Code: JK-R/STI

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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