

SIOUX FALLS SCHOOL BOARD
Wednesday, February 5, 2025 4:00 PM

Carly Reiter
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Cory Clasemann
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. Approval of Minutes of January 8, 2025
- IV. Persons Wishing to Address the School Board on Non-Agenda Items
- V. Persons Wishing to Address the School Board on Agenda Items
- VI. Approval of Agenda
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
 - A. Authorizations and Ratifications
Exhibit reposed at 2:55 pm on 02.04.25
 1. Approval of Contracts
 2. Approval/Ratification of Purchase Orders
 3. Acknowledgement of New Housing Foundation Board of Directors Member
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
- IX. Reports of the President
 - A. Academic Program Update - Horticulture and Sports Turf Management
 - B. Student Engagement Report
 - C. Access & Workforce Opportunity Report
 - D. Facilities Master Plan
- X. Review/Revise Sioux Falls School District / STC Policies/Regulations
 - A. DJ/STC Expenditures
 - B. ECE/STC Seat Belt Use
 - C. JIH/STC Student Interrogations Searches and Arrest
- XI. Adjournment

SCHOOL BOARD MEETING

Wednesday, January 8, 2025

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, January 8, 2025, at 4:02 p.m. in the Instructional Planning Center, 201 East 38th Street. Sioux Falls, South Dakota, with the following members present: President Carly Reiter, Nan Kelly, Marc Murren, Gail Swenson. Absent: Dawn Marie Johnson.

* * * * *

This fall Southeast Technical College's Director of Financial Aid Micah Hansen was named Most Valuable Professional (MVP) by the National Association of Student Financial Aid Administrators (NAFSAA). With 16 years of financial aid experience, Micah started his career at South Dakota State University and has worked at Globe University and Killian Community College. For six years he's led STC's financial aid department. Micah has extensive volunteer experience at the state and regional level. He's served the South Dakota Association of Student Financial Aid Administrators (SDASFAA) Executive Council as president. He's volunteered for multiple years with the Rocky Mountain Association of Student Financial Aid (RMASFAA) Summer Institute, and he's developed and maintained the organization's website for many years. This past October, Micah also spearheaded and hosted the RMASFAA annual conference that took place in Rapid City. This included scheduling details from booking the hotel and catering, securing quality speakers and exhibitors, scheduling entertainment, bussing attendees to Mount Rushmore for a field trip and a lot more.

* * * * *

Action ST00877

A motion was made by Marc Murren and seconded by Gail Swenson, four (4) votes "yes" on roll call **approving the minutes of meetings** held on December 4, 2024, and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00878

A motion was made by Nan Kelly and seconded by Marc Murren, four (4) votes "yes" on roll call, amending the agenda to reflect removal of Policy Review/Revise 11.C ECE/STC and 11.E JIH/STC and **approving the agenda as amended**.

* * * * *

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

Action ST00879

A motion was made by Gail Swenson and seconded by Nan Kelly, four (4) 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 No.	Contract Number	Contractor	Project	Cost
a.	25-008, BV	Ortho-Clinical Diagnostics, Inc.	Med Lab Tech Equipment – 2 year agreement	\$29,000

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.	S2503703	Dell Marketing	Poweredge R360 Server	\$87,316.58
b.	S2503702	Marco Inc.	Eaton 9PXM 12 Slot Chassis	\$23,267.00
c.	S2503694	Snap-On Industrial	5 Diesel Lab Tool Boxes	\$66,384.50
d.	S2503686	Jenzabar Inc.	Annual Subscription Renewal	\$110,460.00
e.	S2503825	Hyland LLC	Onbase Subscription	\$35,999.99
f.	S2503827	MBS Textbook Inc.	Used Textbooks for Resale	\$15,000.00

B. Approving the **Consolidated Report of Trust and Agency Funds** of January 8, 2025, and stating for the record that as of November 30, 2024, receipts total \$21,871,770.13 and disbursements total \$19,320,487.95 (MRF #ST645).

C. Approving the **Vice President of Finance and Operation’s Report** of January 8, 2025, in accordance with the SDCL §13-8-35 (MRF #ST646) and directing that detailed statement of receipts and balances on hand as of October 31, 2024, 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>
Student Help, Part-Time		
Vander Plaats, Alexis	Scarborough	11-26-24
Frantzen, Callie	Tutor	11-26-24
Block, Kaylee	Scarborough	12-13-24
Larson, Keeley	Scarborough	12-13-24
Kruger, Shaelyn	Scarborough	12-13-24
Faul, Phoebe	Student Success	12-13-24
Tigert, Trevor	Admissions	12-13-24
Kanzenbach, Emmaline	Tutor	11-07-24
Larson, Kylan	Tutor	11-22-24
Nelson, Devynn	Scarborough	12-19-24
Employment Contract, Full-Time		
Buxton, Craig**	Custodial	11-27-24
Sanford, Emily	Academic Affairs	11-27-24
Letcher, Maria	Housing	12-05-24
Instructor, Adjunct, Part-Time		
Herbek, Rebecca	Nursing & Health	12-02-24
Garrison, Kaitylyn	Nursing & Health	12-05-24
Aamold, Rachel	Nursing & Health	12-05-24
Kluin, Emily	English	12-20-24
Agron, Michael	Agribusiness	12-20-24
Other Help, Part-Time		
Anderson, Staci	Food Service	11-21-24
Marsh, Amy	Tutor	12-12-24

**Retirement

D2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Student Help, Part-Time, Hourly			
Jenson, Olivia	Bookstore	12-02-24	\$15.00
Instructor, Adjunct, Part-Time, Clinical Per Hour			
Brantl, Amanda	Nursing & Health	12-02-24	\$46.00
Schuelke, Makenna	Nursing & Health	12-02-24	\$46.00
Employment Contract, Full-Time, Annual			
Horner, Lindsey	Scarborough Childcare Teacher 184-Day, 1.0 FTE Level 3, Step 2	12-09-24	\$20.76

D3. Change of Status

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Woessner, Connor	Lead Scarbrough Teacher 184-Day, 1.0 FTE Level 3, Step 8 \$21.97/hour	Scarbrough Program Coordinator 12-Month, 1.0 FTE Level 6, Step 8 \$31,094.64/annual 146 days prorated	11-18-24
Rowbotham, Aaron	Student Life Coordinator- Housing 12-Month, 1.0 FTE Level 7, Step 3 \$58,091.00/annual	Housing Director 12-Month, 1.0 FTE Level 9, Step 3 \$40,144.00/annual 147 days prorated	12-6-24
Halfpop, Emily	Adjunct Natural Science Instructor Part-Time \$890.40/credit hour	Natural Science Instructor 186-Days, 1.0 FTE Level 6, Step 10 \$37,291/annual 93 days prorated	01-02-25
De Zuviria Padlock, Maria	Adjunct Computer Programming Instructor Part-Time \$821.50/credit hour	Computer Programming Instructor 186-Day, 1.0 FTE Level 5, Step 6 \$31,791/annual 93 days prorated	01-02-25
Sjogren, Rogin	Scarbrough Program Coordinator 220-Day, 1.0 FTE Level 5, Step 16 \$49,277.00/annual	Scarbrough Program Director 220-Day, 1.0 FTE Level 9, Step 14 \$45,610.88/annual 138 days prorated	11-18-24

Action ST00880

STC Instructors Marcia Jensen and Rebecca Carlson provided the Academic Update – Dental Assisting Report (MRF #ST647). STC provides a comprehensive program in the Dental Assisting profession and grants a diploma degree. Program graduates are eligible to apply for licensure as a Registered Dental Assistant, and in Dental Radiography and Nitrous Oxide Administration, to boards of dentistry. Graduates are eligible to take the Dental Assisting National Board (DANB).

A full-time program director and a full-time instructor along with six adjunct faculty support students in their career progression. The dental assisting staff work with students to increase their

Action ST00880, continued

Wednesday, January 8, 2025

knowledge and achieve competency in skills such as taking impressions making dental models and appliances, exposing radiographs, and working as a chairside assistant. The one-year program enrolls up to 36 students and provides dynamic and rigorous learning. The program was accredited in 2023 and has celebrated a retention rate of over 85% the past three years. Student placement consistently achieves 100% at tri-state clinical sites. The STC Dental Assisting program is Build Dakota scholarship eligible and enjoys an active and supportive advisory board committee that is comprised of clinical dentists and support staff.

Following general discussion, a motion was made by Marc Murren and seconded by Nan Kelly, four (4) votes “yes” on roll call **acknowledging the Academic Program Update – Dental Assisting Report.**

Action ST00881

Nicole McMillin and Megan Rothenberger provided the Counseling Services and Wellbeing Initiatives Report (MRF #648). Highlights of the report included the number of students seeking and engaging in counseling modalities July 1, 2024 to current and the Wellbeing Committee capacity building initiatives and preliminary offerings to students.

Following general discussion, a motion was made by Nan Kelly and seconded by Gail Swenson, four (4) votes “yes” on roll call **acknowledging the Counseling Services and Wellbeing Initiatives Report.**

Action ST00882

President Cory Clasemann provided the Legislative Update Report (MRF #ST649). On December 3, 2024, SD Governor Kristi Noem presented the FY2026 Budget Address. The budget recommendation includes an increase in per student allocation, a decrease in maintenance and rehabilitation, a decrease in dual credit, and no one-time funding.

Following general discussion, a motion was made by Marc Murren and seconded by Gail Swenson, four (4) votes “yes” on roll call **acknowledging the Legislative Update Report.**

Action ST00883

A motion was made by Gail Swenson and seconded by Nan Kelly, four (4) votes “yes” on roll call, approving the review of and/or revision of policies and the accompanying regulations (see MRF #ST650), as follows:

- BE/STC – School Board Meetings**
- ECA/STC – Video Surveillance**
- GBEAA/STC – Conflict of Interest**
- KLC/STC KLC-R/STC – Relations with Social Services**
- KLG/STC KLG-R/STC – Relations with Law Enforcement Authorities – School Resource Officers**

continued

Wednesday, January 8, 2025

Action ST00884

On motion by Nan Kelly and seconded by Marc Murren, four (4) votes “yes” on roll call, the School Board **adjourned** at 4:58 p.m.

CARLY REITER

Presiding Officer

TODD VIK

Business Manager

SIOUX FALLS SCHOOL BOARD
Wednesday, February 5, 2025 4:00 p.m.

Carly Reiter
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Cory Clasemann
Southeast Tech President

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9. Reports of the President
 - A. Academic Program Update – Horticulture and Sports Turf
 - B. Student Engagement Update
 - C. Access & Workforce Opportunity Update
 - D. Facilities Master Plan
10. Review/Revise Sioux Falls School District/STC Policies/Regulations
 - A. DJ/STC – Expenditures
 - B. ECE/STC – Seat Belt Use
 - C. JIH/STC – Student Interrogations, Searches and Arrest
11. Adjournment

1. Approval of Contracts**Cory Clasemann 367-8355**

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

Item No.	Contract Number	Contractor	Project	Cost
a.	25-009, CC	Minnehaha County Sheriff	Campus Security Services	\$100,000+/-

2. Approval/Ratification of Purchase Orders**Cory Clasemann 367-8355**

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.	S2503656	Frontier Precision Inc.	11 Survey Drones	\$134,778.00
b.	S2503658	Elevate Healthcare Inc.	Nursing Apollo Simulator	\$59,354.61
c.	S2503870	Vrsin, Inc.	Paint Spray Simulator	\$36,770.00
d.	S2503871	Midwest Veterinary Supply Inc.	Companion Therapy Laser System	\$26,200.00
e.	S2503951	Canon Medical Systems	Ultrasound System	\$128,650.00
f.	S2504111	Philips Health Care	Epiq Elite Ultrasound	\$109,999.82
g.	S2504186	Transact Campus Inc	Transact Annual Renewal	\$59,386.00

3. Acknowledgment of New Housing Foundation Board of Directors Member**Cory Clasemann 367-8355**

Acknowledging the appointment of Mike Gray to the Southeast Technical College Housing Foundation Board of Directors filling a vacant position.

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

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/2024	Received to date	Disbursed to date	Balance 12/31/2024
STC Bookstore	\$ 34,241.55	\$ 887.48	\$ -	\$ 35,129.03
STC EFT	\$ 711,543.15	\$ 7,221,778.55	\$ -	\$ 7,933,321.70
STC Tuition & Fees	\$ 1,814,579.07	\$ 21,677,184.21	\$ 20,283,271.21	\$ 3,208,492.07
STC T & A	\$ 105,673.19	\$ 25,228.12	\$ 13,947.89	\$ 116,953.42
STC ACH	\$ 4,850.45	\$ 90,937.99	\$ -	\$ 95,788.44
STC Blue Bucks	\$ 23,135.54	\$ 13,428.48	\$ 1,484.60	\$ 35,079.42
TOTALS	<u>\$ 2,694,022.95</u>	<u>\$ 29,029,444.83</u>	<u>\$ 20,298,703.70</u>	<u>\$ 11,424,764.08</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>
Student Help, Part-Time		
Dawson, Grace	Scarborough	01-10-25
Other Help, Part-Time		
Miller, Amy	Foundation	01-23-25

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Student Help, Part-Time, Hourly			
Tonge, Jessica	Tutor	01-09-25	\$15.00
Radke-Kiesz, Alexandra	Tutor	01-09-25	\$15.00
Pieretti, Chantasia	Tutor	01-09-25	\$15.00
Hartz, Kyler	Scarborough	01-13-25	\$15.00
Ananayo, Aguiraya	Scarborough	01-20-25	\$15.00
Olsen, Mackenzie	Scarborough	01-14-25	\$15.00
Instructor, Adjunct, Part-Time, Per Credit Hour			
Castello-Pagan, Jennifer	Spanish	01-02-25	\$890.40
Oelkers, Kayla	Law Enforcement	01-08-25	\$821.50
Hakeman, Brad	Mechanical Engineering	01-08-25	\$821.50
Instructor, Adjunct, Part-Time, Clinical Per Hour			
Blegen, Michael	Nursing & Health	01-20-25	\$46.00
Koch, Sarah	Nursing & Health	01-27-25	\$46.00
Instructor, Full-Time, Annual			
Lalley, Aaron	Engineering Instructor 206-Day, 1.0 FTE Level 8, Step 10 103 days prorated	01-06-25	\$44,054.50
Other Help, Part-Time, Hourly			
Pinkert-Wirt, Melissa	Tutor	01-09-25	\$25.00
Trautwein, Laurel	Tutor	01-09-25	\$25.00
Employment Contract, Full-Time, Annual			
Timm, Douglas	Student Life Coordinator: Housing 12-Month, 1.0 FTE Level 7, Step 3 128 days prorated	01-02-25	\$28,489.07

3. Spring 2025 Wage Rates

Employee Student Club Advisors, Stipend

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Vis, Ashley	Basketball	02-01-25	\$1,598.50
Rogotzke, Kelli	Basketball	02-01-25	\$1,598.50
Andersen, Alex	Cocurricular	02-01-25	\$1,400.00
Landhuis, Carmen	Cocurricular	02-01-25	\$1,400.00

Southeast Technical College
Horticulture and Sports Turf Program Report
Executive Summary

Purpose of Report: To inform the School Board about the Horticulture and Sports Turf programs at Southeast Technical College.

Horticulture Technology

The Horticulture Technology program at Southeast Tech offers a comprehensive and dynamic path for individuals interested in a career in horticulture, preparing graduates for various specialized roles within the industry. This program provides students with a deep understanding of plant identification, pest/disease management, plant propagation, greenhouse operations, tree care, landscape design/construction, and even managing a horticultural business.

Through hands-on learning and faculty support, students in the Horticulture Technology program are trained to critically analyze and solve problems that may arise in horticultural settings. The curriculum emphasizes the importance of collaborative problem solving and applying corrective measures when necessary. In addition to technical skills, students also develop strong communication abilities, preparing them to professionally interact with customers and other professionals within the horticulture industry.

Graduates of the program can pursue careers in parks and recreation, grounds maintenance, landscape design/construction, plant nurseries, garden centers, greenhouse production, or even establish their own horticultural business.

Sports Turf Management

The Sports Turf Management program at Southeast Technical College equips students with the knowledge and hands-on experience necessary for a successful career in grounds maintenance and turf management. Over the course of two years, students are trained in the operation of specialized grounds maintenance equipment and gain in-depth understanding in key areas such as soils, irrigation, fertilization, landscape construction, plant identification, pest management, and arboriculture.

The program prepares graduates for a variety of career opportunities in industries including school grounds, city parks and recreation departments, golf courses, sports fields, lawn care, and landscaping. As a Sports Turf Management Technician, you get to combine your love for the outdoors with maintaining sports facilities.

Administrative Recommendation to School Board: Acknowledge the Horticulture and Sports Turf Program reports.



Horticulture & Sports Turf Management Programs

Benjamin Ringling—Horticulture Technology Instructor

Cory Borgen—Sports Turf Management Instructor

February 5, 2025



SOUTHEAST
Technical College

Horticulture Technology

Benjamin Ringling

- B.S.—Horticulture Production (SDSU)
- M. Ed.—Teaching (USF)
- Longwood Gardens—Outdoor Display Intern (Kennett Square, PA)
- Property Manager—Boundary Breaks Vineyard (Lodi, NY)
- Lead Horticulturist—Valparaiso Dept. of Parks & Rec (Valparaiso, IN)
- Head Horticulturist—Minnehaha Country Club (Sioux Falls, SD)



SOUTHEAST
Technical College

Sports Turf Management

Instructor Bio:

From Hartford, South Dakota

Horticulture / Turf B.S. Degree-SDSU

Assistant Superintendent - Central Valley G.C. Hartford

Assistant and Superintendent - Prairie Green G.G. Sioux Falls

32 Yrs of turf experience

Sports Turf Instructor Southeast Tech 21 years

Cory Borgen



SOUTHEAST
Technical College

Curriculum: Both Programs

First Semester

- SSS 100 - Student Success Seminar 2 Credit Hours
- HT 111 - Horticulture Science 2 Credit Hours
- HT 111L - Horticulture Science Lab 1 Credit Hours
- HT 113 - Turf Management 3 Credit Hours
- HT 226 - Equipment Operations & Maintenance 3 Credit Hours
- HT 234 - Pest Management 3 Credit Hours



SOUTHEAST
Technical College

SECOND SEMESTER

- [GEN ED REQ - Horticulture Technology Computer Requirement](#) 3 Credit Hours
- [GEN ED REQ - Horticulture Technology Mathematics Requirement](#) 3-5 Credit Hours
- [HT 121 - Herbaceous Landscape Plants](#) 3 Credit Hours
- [HT 123 - Soils & Nutrition](#) 2 Credit Hours
- [HT 123L - Soils & Nutrition Lab](#) 1 Credit Hours
- [HT 125 - Greenhouse Production](#) 2 Credit Hours
- [HT 125L - Greenhouse Production Lab](#) 1 Credit Hours
- [HT 131 - Internship](#) 2 Credit Hours

SECOND SEMESTER

- [GEN ED REQ - Sport Turf Management Computer Requirement](#) 3 Credit Hours
- [GEN ED REQ - Sport Turf Management Mathematics Requirement](#) 3-5 Credit Hours
- [HT 121 - Herbaceous Landscape Plants](#) 3 Credit Hours
- [HT 123 - Soils & Nutrition](#) 2 Credit Hours
- [HT 123L - Soils & Nutrition Lab](#) 1 Credit Hours
- [HT 127 - TurfGrass Chemicals](#) 2 Credit Hours
- [HT 127L - TurfGrass Chemicals Lab](#) 1 Credit Hours
- [HT 141 - Turf Management Internship I](#) 2 Credit Hours

Horticulture

Sports Turf



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Technical College

THIRD SEMESTER

- [GEN ED REQ - Horticulture Technology Communications Requirement](#) 3 Credit Hours
- [HT 112 - Woody Plants](#) 2 Credit Hours
- [HT 112L - Woody Plants Lab](#) 2 Credit Hours
- [HT 211 - Landscape Construction](#) 2 Credit Hours
- [HT 211L - Landscape Construction Lab](#) 2 Credit Hours
- [HT 213 - Greenhouse Operations & Maintenance](#) 3 Credit Hours
- [HT 219 - Sustainable Horticulture](#) 3 Credit Hours

Horticulture

THIRD SEMESTER

- [GEN ED REQ - Sports Turf Management Communications Requirement](#) 3 Credit Hours
- [HT 112 - Woody Plants](#) 2 Credit Hours
- [HT 112L - Woody Plants Lab](#) 2 Credit Hours
- [HT 126 - Irrigation Principles & Practices](#) 3 Credit Hours
- [HT 142 - Turf Management Internship II](#) 2 Credit Hours
- [HT 211 - Landscape Construction](#) 2 Credit Hours
- [HT 211L - Landscape Construction Lab](#) 2 Credit Hours

Sports Turf



SOUTHEAST
Technical College

FOURTH SEMESTER

- [GEN ED REQ - Horticulture Technology Additional Gen-Ed Requirement](#) 3 Credit Hours
- [GEN ED REQ - Horticulture Technology Humanities/Natural Sciences/Social Sciences Requirement](#) 3 or 4 Credit Hours
- [HT 124 - Landscape Design I](#) 2 Credit Hours
- [HT 124L - Landscape Design I Lab](#) 2 Credit Hours
- [HT 223 - Garden Center Management](#) 3 Credit Hours
- [HT 228 - Fruits & Vegetables](#) 2 Credit Hours
- [HT 231 - Arboriculture](#) 3 Credit Hours

Horticulture

FOURTH SEMESTER

- [GEN ED REQ - Sports Turf Management Humanities/Natural Sciences/Social Sciences Requirement](#) 3 or 4 Credit Hours
- [GEN ED REQ - Sports Turf Management Additional Gen-Ed Requirement](#) 3 Credit Hours
- [HT 215 - Foremanship Training](#) 3 Credit Hours
- [HT 224 - Turf Management in Sports](#) 3 Credit Hours
- [HT 231 - Arboriculture](#) 3 Credit Hours
- [HT 240 - Turf Equipment Operations & Maintenance](#) 2 Credit Hours
- [HT 240L - Turf Equipment Operations & Maintenance Lab](#) 1 Credit Hours

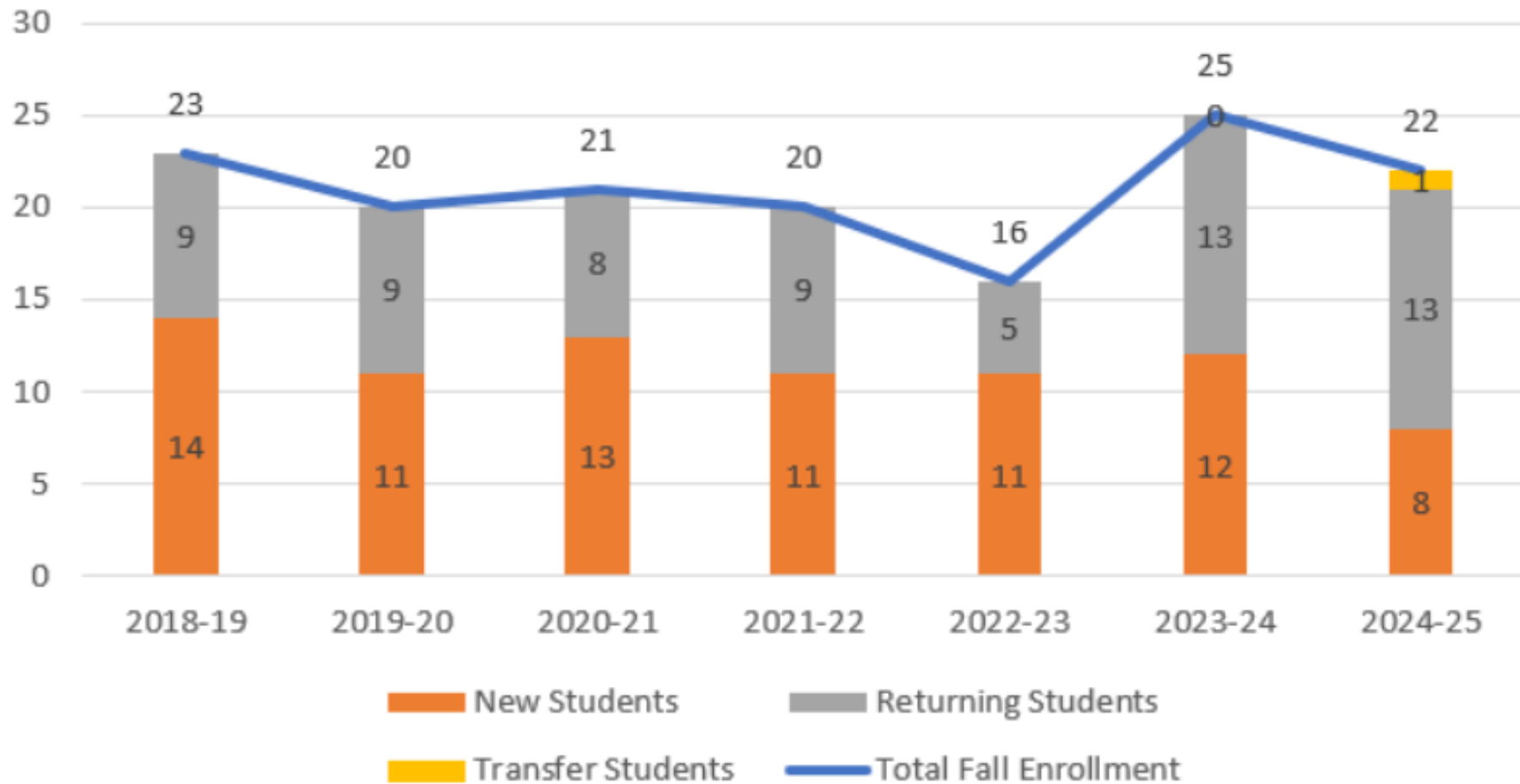
Sports Turf



SOUTHEAST
Technical College

Enrollment Trends

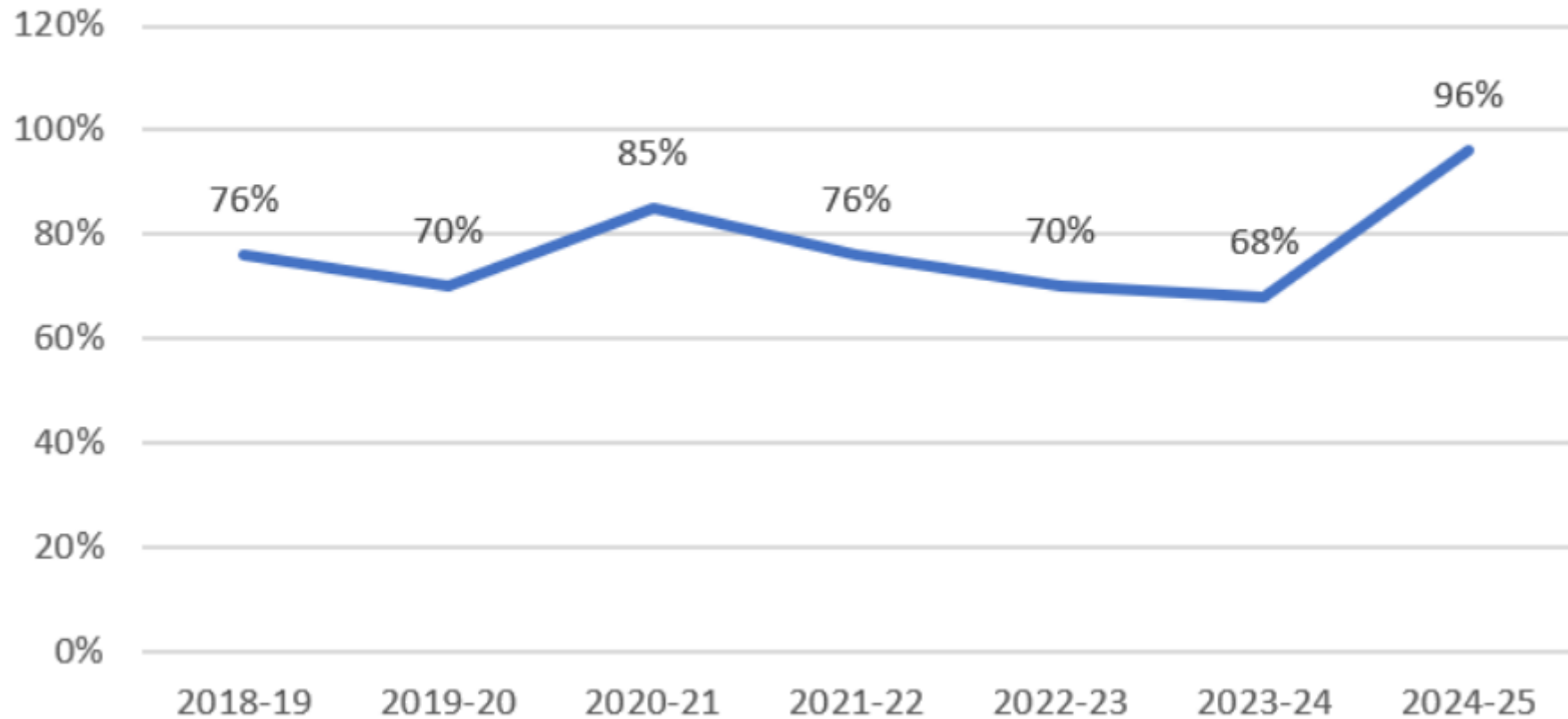
Horticulture Fall Enrollment



SOUTHEAST
Technical College

Enrollment Trends

Fall to Fall Horticulture Retention Rate
as Reported to BOTE



SOUTHEAST
Technical College



Goals & Objectives

- Safety
- Integrated Pest Management
- Professional communication
- Technical skills
- Collaboration & problem solving
- Plant classification & identification
- Conservation & best management practices





SUMMER 2025 HORTICULTURE CAREER ACADEMY CREDITS + CASH

High school students 16 and older can earn high school credit, college credit and paid work experience with local professionals in horticulture and sports turf management skills.

▲ WHAT YOU'LL LEARN

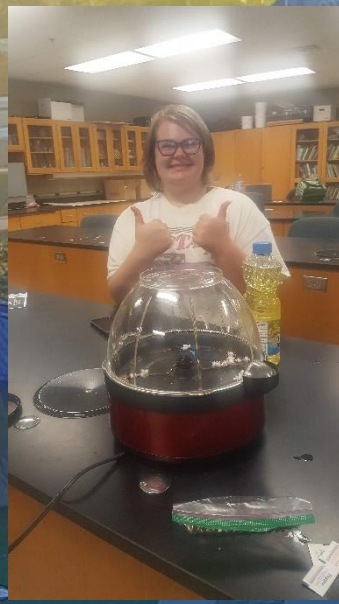
Through a blend of classroom instruction, laboratory experience and on-the-job training, you will learn:

- Plant Biology
- Plant Physiology
- Pests
- Soft Skills Essential to Job Success
- Career Awareness

▲ THREE COLLEGE CREDITS

- HT 111 Horticulture Science – 2 credits
- HT 111L Horticulture Science Lab – 1 credit





Program Highlights

- Curriculum improvements
- Sustainability
- Outdoor labs
- Community partnerships
- Industry partnerships
- Annual plant sales



Program overview



Southeast Tech Plant Sale Sees Record Turnout

APR 24, 2024 09:45 PM

Horticulture students at Southeast Tech have been working non-stop since 8 a.m. for the first day of their annual plant sale. Students say they've sold more plants in half a day than they did all of last year.



Horticulture, Construction Career Academies Planned for Summer 2024

DEC 01, 2023 02:10 PM

Southeast Technical College is planning two Career Academy programs for Summer 2024 - one in Horticulture and one in Construction Management. Both options provide high school students paid work experience, college credits and on-the-job training with industry professionals.

An aerial photograph of a large, modern building with a blue roof and a central entrance, surrounded by a parking lot and greenery. The image is overlaid with a blue gradient and a yellow triangle in the top left corner.

Sports Turf Management

Cory Borgen



SOUTHEAST
Technical College

PROGRAM GOALS AND OBJECTIVES

Hands on Technical Education: 2 yr AAS Degree



CAREER OPPORTUNITIES HIGHLIGHTS AND SUCCESS

- Sports Fields

- 2023 STC Grad Accepted full time position with the Denver Broncos

Sports Turf Management Internship Lands STC Student with Atlanta Falcons

A life-changing experience for Jesse Tschetter



Turf student returns to SD in 2024 to fill local golf course superintendent position Freeman SD

HIGHLIGHTS AND SUCCESS CAREER OPPORTUNITIES

2023 Turf grad returns from Pebble Beach Golf Club CA to accept superintendent position at Brookings C.C.



SUCCESS STORIES

Southeast Tech Grad



RYAN WOODLEY

Milwaukee Brewers Baseball Club

Director - Grounds

Ryan.Woodley@brewers.com • 605-940-8770

American Family Field • One Brewers Way • Milwaukee, WI 53214

BREWERS.COM

TICKETS

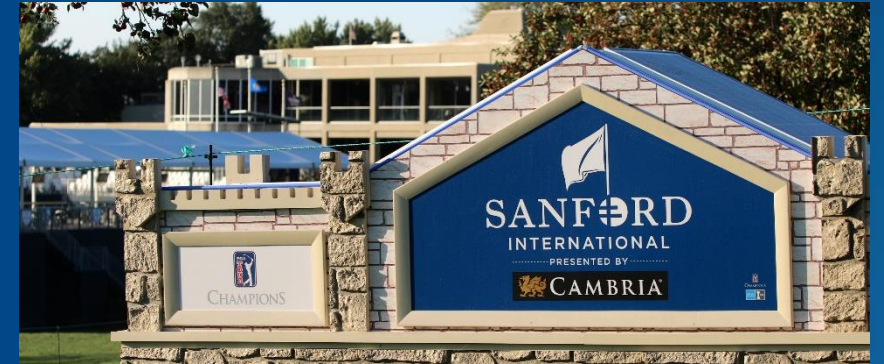
Ryan has hired several STC students as Interns



INDUSTRY PARTNERSHIPS

Co-Curricular Student Organization Dakota Turf/GCSAA

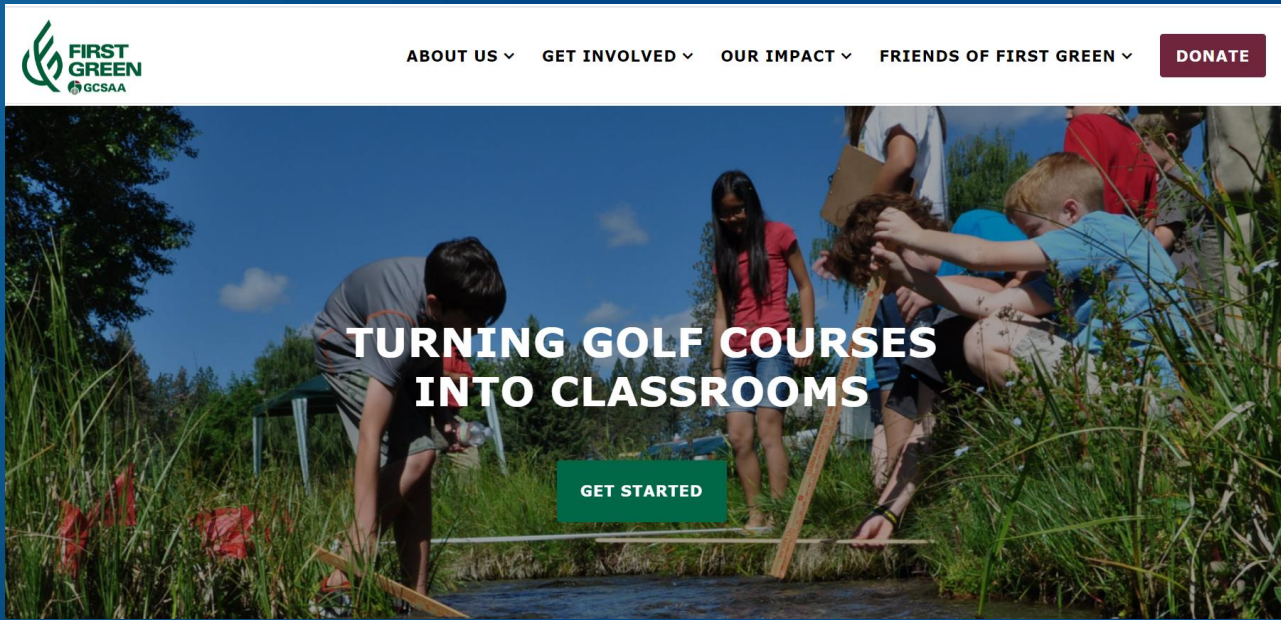
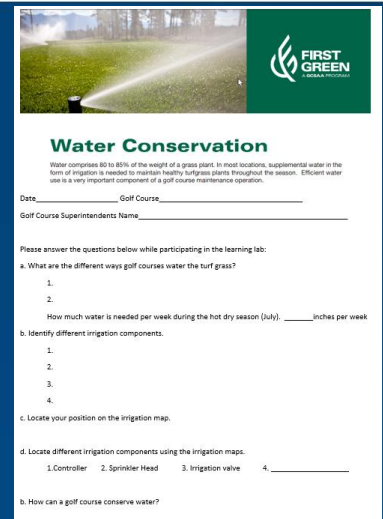
Preparing students for **Sanford International PGA event**



COMMUNITY PARTNERSHIPS

Co-Curricular Student Organization Dakota Turf/GCSAA

THANK YOU: ELMWOOD, TOOD ZOERINK / NORM PARSONS BAKKER CROSSING, MICHAEL MCBEAN



INDUSTRY SUPPORT!!! \$8,000 IN DONATIONS

- Minnehaha C.C.
- Sanford International
- South Dakota Golf Course Superintendents Assoc.
- Tessman Seed Tea, SD



\$8,000 in donations to help 12 students attend the 2025 show in San Diego CA



SOUTHEAST
Technical College

Southeast Technical College

Student Engagement Highlights

EXECUTIVE SUMMARY

Purpose:

Provide the School Board with an update on student engagement at Southeast Technical College.

Highlights are as follows:

- Fall Student Engagement Survey results and how we are using these results to make decisions and implement programming.
 - Introduce student engagement opportunities including intramurals, academic organizations, clubs and events for students as well as attendance numbers.
 - The spring semester will continue to include programming that focuses on the STC Wellness Wheel, and the results seen in the Fall Student Engagement Survey.
 - Areas we will continue to evaluate and assess as our students' needs and interests change.
-

Administrative Recommendation to School Board:

To acknowledge the Student Engagement report.



Student Engagement

Kally Jorgensen, Student Success Advisor & Student Engagement Coordinator

Trinity Soto, Second Year Student, Early Childhood Specialist

Angel Palacios, First Year Student, Mechanical Engineering Technology



SOUTHEAST
Technical College

BACKGROUND

Bachelor of Arts in Communication & International Studies from University of North Dakota (2013)

Master of Education, Educational Leadership – Higher Education from Southern Methodist University in Dallas, Texas (2014-2016)

- Community Engagement and Leadership Center & Student Activities

University of North Texas (2016-2019)

- Student Activities Center, Coordinator of Student Organizations

Augustana University (2019-2024)

- Student Engagement, Assistant Director of Student Engagement
- Hall Director (2020-2021)
- Catering Manager, Sodexo (2022-2024)

Passion for helping students connect and feel engaged through co-curricular experiences while they also are learning valuable transferable skills.



WHERE WE STARTED

Student Engagement Survey Summary Fall 2024

639 current Southeast Technical College (STC) students completed a survey about engagement on campus the week of September 16. 82 reported living on campus. 80% of respondents were between 18-22 years of age. The survey was built around the STC Wellness Wheel.

Of the 639 respondents:

Academic:

- 44% are interested in a Study Skills & Time Management workshop
- 41% indicated interest in a workshop on Test Taking & Anxiety
- 50% indicated an in-person workshop would be the best format

Career:

- 58% would attend a resume help session
- 50% indicated assistance with their LinkedIn profile would be helpful

Emotional:

- 86% are aware of STC's on-campus counselor
- 51% would participate in a 30-minute activity between classes

Financial:

- 52% would attend a Personal Finances 101 session
- 69% would attend a session about how to buy a home

Social:

- 21% indicated interest in esports
- The number of students who said they were involved in intramurals, academic organizations, and/or students clubs were low.
- Many respondents shared they are not interested in engaging and/or have limited time to engage.

Physical:

- 39% indicated they would participate in a group fitness class at STC
- *STC Should Provide the following intramurals:*

Sport	Number
Flag football/football	49
Pickleball	30
Softball	27
Tennis	17
Baseball	16
Golf	15
Track/running	14



FALL INTRAMURALS

- Bowling
- Disc Golf
- Soccer
- Trap Shooting
- Volleyball
- 175 students participated



ACADEMIC ORGANIZATIONS

- Civil Engineering Tech/Land Survey Science Academic Org.
- Home Builder's Association
- Sonography Student Organization
- Nursing/LPN
- Skills USA
- Sports Turf Academic Org.
- Landscape/Horticulture Academic Org.
- Media Communications
- Computer Programming
- Early Childhood



CLUBS

- Student Government Association
- Southeast Pride Club
- Gaming Club
- Campus Crusade for Christ (CRU)
- Turning Point USA
- Veteran's Club
- STC Literary Magazine
- ROOTS Multicultural Club



FALL EVENTS

- Welcome Picnic & Activities Fair (partnership with Career Services)
 - Over 1,200 STC Community Members participated
- Community Blood Bank
 - Total of 31 units donated, which will help 93 local patients
- ABC (Adding Back to Community) Drive
 - Collected 1 Ton of non-perishable food items, toiletries and winter gear for Campus Cupboard as part of STC Days
- Great Shots
 - 100 students participated
- De-Stress Fest (partnership with Wellbeing)
 - 174 students participated
 - Event was rated a 4.06 out of 5 stars by 54 students who completed our post event survey



SPRING INTRAMURALS

- Basketball
 - 4 Coed and 9 Men's Teams
- Bowling
- Skiing & Snowboarding (NEW!)
 - 19 students



SPRING ACADEMIC ORGANIZATION HAPPENINGS



February 25 – 27, 2025
Las Vegas, NV

NURSING STUDENT ORG SPRING 2025

Why participate?

- attendance = extra credit
- professional development
- community involvement
- resume builder
- lasting friendships

**Spring
kick-off**  January 27th
5:30-6:30 pm
HC 257
snacks provided

- Meet & greet
- Overview of goals
- Discuss student reps
- Semester events



We are looking for students to join the **leadership team!**



FOR MORE INFORMATION
CONTACT MRS. POTTRATZ Jennifer.Pottratz@southeasttech.edu

 "Like" Southeast Tech Nursing on Facebook  



SkillsUSA®

2025 State Leadership & Skills Conference
April 10 – 11, 2025
Mitchell Technical College

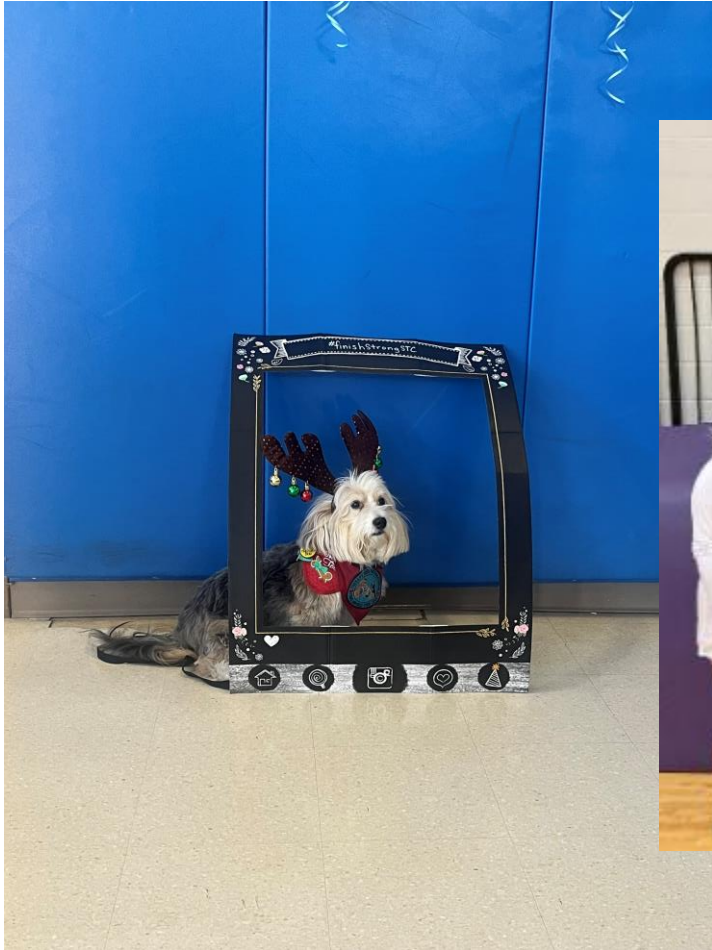
SPRING EVENTS

- Community Blood Bank (January and April)
- Stampede Night
 - 25 students attending
- Sodas & Smiles
- Talent Show
- Homebuying & Mortgage Presentations by Berkshire Hathaway HomeServices Midwest Realty
- Professional Photos & LinkedIn/Resume Reviews (partnership with Career Services and Marketing)
- Student Leader Celebration
- STC Days - Service
- De-Stress Fest (partnership with Wellbeing)

WHERE WE ARE GOING

- Intramurals
 - Evaluate participation numbers and offerings each semester
- Explore moving from a student government model to a student programming model
 - Benchmarking other technical colleges
 - Input from survey and student leaders
- Pulse of campus and adapt to needs of students

ANY QUESTIONS?





SOUTHEAST
Technical College

Access and Workforce Opportunity Update Executive Summary

Purpose of Report: To update the School Board regarding Access Coach programming developed by the Office of Access and Workforce Opportunity at Southeast Technical College.

The English Language Access Coach program is in its second year of assisting multilingual students as they prepare to enter STC and the workforce. The Indigenous Access Coach program began in the Fall 2024 semester. This update highlights the work that's been done to help high school students learn about career pathways and training at STC as well as goals for the Spring 2025 semester.

Administrative Recommendation to School Board: Acknowledge the Access and Workforce Opportunity Update Report.



SOUTHEAST
Technical College

Access and Workforce Opportunity Board Report

February 5, 2025



EL ACCESS PROGRAM

- Assist multilingual HS seniors prep for college throughout their senior year
 - Time-intensive, on-going 1-1 relationships
- Survey of college knowledge, budget, career interest, workforce pathways. Etc.
- Presented to 178 multilingual students to share about the opportunity
- Jacki regularly worked 1-1 with 30 seniors
 - Working with 28 now
- 6 worked intently on scholarships, all 6 received scholarships
- 8 worked with Jacki over the summer
- 12 enrolled in higher ed
- 6 ended their fall semester at STC with As and Bs
 - These are the students who did summer school with her & continue to work with her
 - 4 who did not do summer school and are at STC are persisting.
 - 9 of the 30 who didn't enroll are working and saving money, Jacki still in contact with them.



INDIGENOUS ACCESS PROGRAM

- Coach began at STC in August '24 - coaches don't enter HS until mid-September (November at LHS, consent forms)
- **WINS**
 - 28 students receiving 1-1 coaching
 - Attendance increases (ex: English class)
 - GPA increases (ex: from 1 to 2.875)
 - Language revitalization
 - Accountability and goal setting in personal and academic life

INDIGENOUS ACCESS PROGRAM, CONTINUED

- Surveyed roughly 150 families regarding college and career pathways at December solstice meal
 - (did not receive 150 responses)
 - We learned there is a lack of scholarship/funding knowledge among families with children of all ages
- Working on 8th grade event in March (161 8th graders in SFSD)
 - Would survey 8th graders and families to understand career and college pathway knowledge, what supports are needed, how we can help students get from 8th through 12 grade and then through college
 - Currently hearing the MS to HS transition is overwhelming
 - Hope to learn from survey how we can better address that/prepare for college during HS
- While Jacki works with 8th graders only through the McGovern, Whittier and Ben Reifel visits, to pilot Indigenous Access program we included more intentional 8th grade work in the grant overview.

▲ SPRING 2025 GOALS

- Continue building relationships with Native students/spread the word across the buildings
- Continue EL summer program in partnership with SFSD EL team
- Explore whether we can expand summer programming to include Native students

- **Upcoming workshops:**
 - Build Dakota workshop for local families
 - Scholarship application workshop
 - FAFSA workshop

Southeast Technical College
Campus Master Plan
EXECUTIVE SUMMARY

Purpose of Report: To ask the School Board for approval of the 20-year Campus Master Plan.

A team from Southeast Technical College (STC) has been working with ISG to create a campus master plan to guide campus development and redevelopment over the next twenty years. The plan focuses on growth, walkability and accessibility, connecting with neighborhood development, wayfinding, and keeping open space.

This proposal includes building renovations, space for additional student housing, and space for new development should it be needed as the College's enrollment increases. Finally, the plan includes ideas for how to continue smooth traffic flow along Career Ave. while simultaneously increasing safety for pedestrians.

Administrative Recommendation to School Board: Approve the Campus Master Plan.



Campus Master Plan

Feb. 5, 2025



SOUTHEAST
Technical College



OVERVIEW

- 20-year facilities and campus master plan
- Focus
 - Growth and development
 - How to expand facilities (if needed)
 - Student housing
 - Walkability and accessibility
 - Connecting with current and upcoming neighborhood development
 - Branding and Wayfinding
 - Open space

Project Kickoff

May 2024

Stakeholder Interviews

September 2024

Steering Committee 3

December 2024

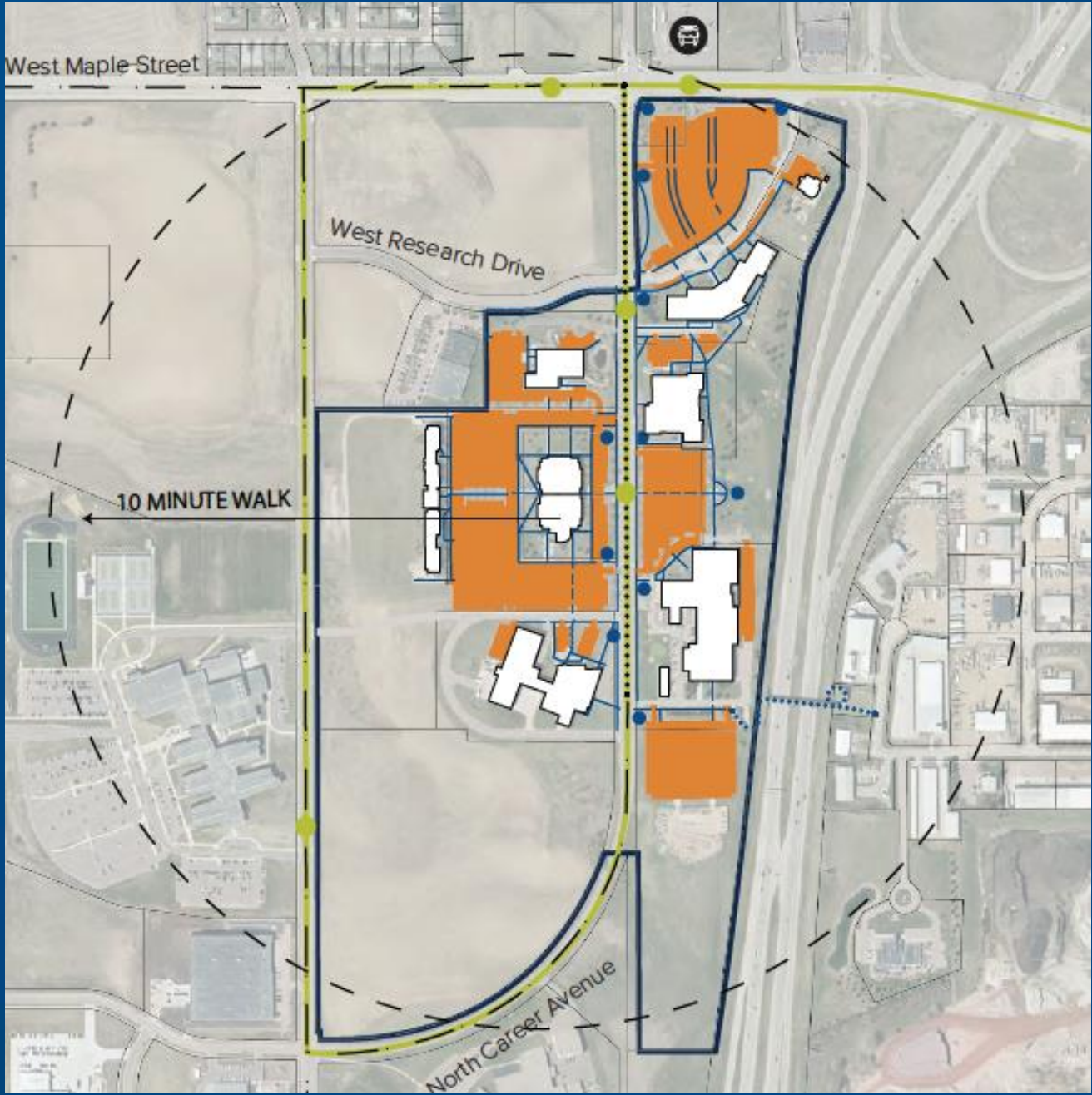
ENGAGEMENT TIMELINE

Steering Committee 1

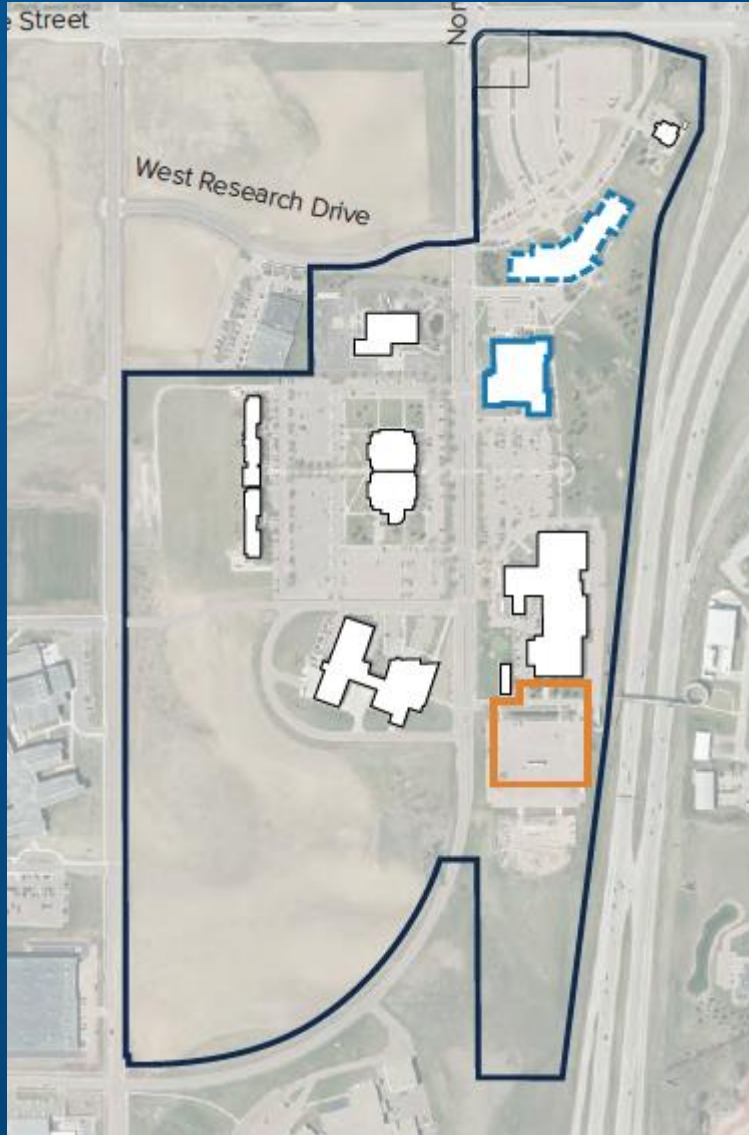
August 2024

Steering Committee 2

October 2024



PLANNED IMPROVEMENTS

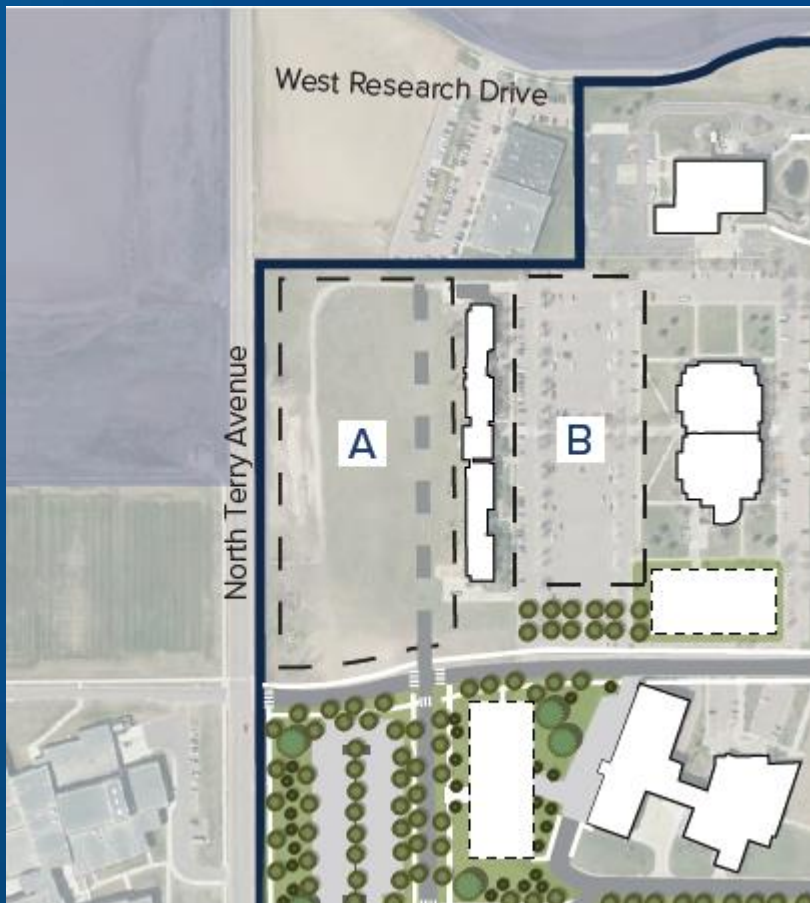


- Ed Wood expansion and renovation
- Tech Center
- Sullivan Health Center renovation
- Mickelson Center

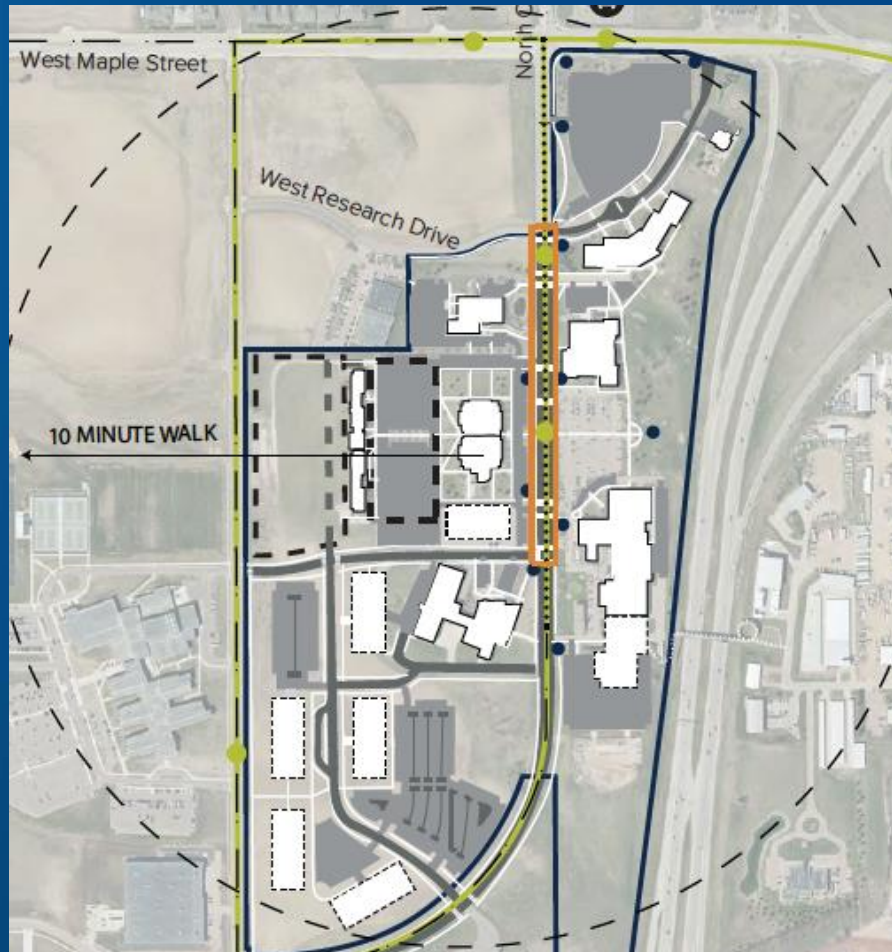
FUTURE IMPROVEMENTS

- Additional student housing
- Space for new development on south end of campus





CAREER AVENUE



- Bike lanes
- Widen sidewalks
- Windbreaks
- Mini roundabouts



SOUTHEAST
Technical College

Policy/Regulation Revisions

DJ/STC – Expenditures

ECE/STC – Seat Belt Use

JIH/STC – Student Interrogations, Searches, and Arrests

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 Technical College (STC) 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 STC Administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned with the existing policies. Additional review included:

DJ/STC - Expenditures– Revise and Updating language to meet state law

ECE/STC - Seat Belt Use – Revise and update language

JIH/STC - Student Interrogations, Searches and Arrest – Revise and update language

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 policies.



SOUTHEAST
Technical College

EXPENDITURES

Southeast Technical College Policy DJ/STC

1. Purpose

It is the policy of the ~~Sioux Falls School Board~~ Southeast Technical College (STC) that not only the letter, but the spirit of all laws and regulations relating to purchases by the ~~school system~~ college and the control of its finances and property, be abided by strictly and without exception.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program in instruction.

The Board holds the ~~Superintendent~~ President directly responsible for carrying out this policy, and toward that end, the ~~Superintendent~~ President shall detail the procedures for executing this policy in written administrative directives.

2. General Statement of Policy

Purchasing Procedures

A system will be maintained by the ~~P~~urchasing ~~S~~upervisor for the purpose of combining orders, avoiding duplications of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on orders of delivery which have been unduly delayed, and to reconcile deliveries to orders before payment is made. This delivery control will apply to all purchases, regardless of point of delivery.

Unless specifically permitted by a ~~School District~~ STC policy, ~~or~~ regulation, or the annual STC Authorizations/Ratification, no person, other than the Sioux Falls School District Business Manager, or designee, shall make purchases, enter into contracts of any nature whatsoever, or make commitments in the name of, or on behalf of the ~~Board or the District~~ STC. In all cases, no person other than the Sioux Falls School District Business Manager, or designee, shall obligate or bind the ~~District~~ college to current or future expenditures, terms or conditions, included in any purchase or contract.

If the contract involves the expenditure of ~~\$1550,000~~ or more, then it is necessary for the contract to be approved by the Board. After Board approval, the contracts for ~~\$1550,000~~ or more shall be entered into by the Board President and Business Manager. Any contract less than ~~\$1550,000~~ shall be entered into by the Business Manager or designee.

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Vice President of Finance ~~and Operations~~ shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and ~~approved, or approved or~~ disapproved for purchasing.

Ordering Goods and Services (Purchase Orders)

No employee of ~~the school system~~STC may obligate the Board ~~for to make~~ a purchase without its having gone through the ~~regular, regular~~ approval procedure.

The Vice President of Finance ~~and Operations~~ may recommend incidental accounts, petty cash funds, and open purchase orders for the various departments to allow for the timely purchase of goods, subject to Board authorization.

Incidental Accounts

The School Board shall authorize the transfer of up to \$30,000 each for incidental accounts on an imprest basis to be maintained by ~~Southeast Technical College~~STC. Incidental accounts are advanced by STC to enable programs to efficiently carry out the work of STC. An incidental account shall be established for all departments for payment of most expenses under \$1,000 each, travel advances and registration fees, contest or field-trip entry fees, criminal background check fees, or urgent payments authorized by the STC Finance Office. Urgent payments are defined as those for services that will not be performed unless payment is in advance or immediately after services have been performed, or for ordering materials or supplies that will not be filled unless payment is made in advance or upon delivery.

An appropriate financial software program prescribed by the Sioux Falls School District Business Manager shall be used to maintain a record of the financial transactions for the incidental account. These records shall be kept in a secure place. Each incidental account is to be set up and administered according to the following procedures.

1. The Board shall appoint an Administrator or designee as treasurer of the incidental account. An assistant treasurer may be appointed to carry on business in the absence of the treasurer. All references to the treasurer are binding upon the assistant treasurer. The treasurer shall be responsible for the proper care, handling and accounting for the fund, as required by law.
2. The treasurer shall be bonded by the District as required by law.
3. The Board shall authorize a depository for the fund, and the treasurer shall be authorized to establish a checking account in the authorized depository.
4. The treasurer shall issue pre-numbered checks in payment of approved vouchers.
5. The treasurer shall deposit advances and reimbursements in the authorized depository.

6. No payments for services or items that are required to be inventoried under Policy DID may be made from the incidental account.
7. The Board shall authorize the Business Manager to establish the accounting procedures and forms that shall be used in conjunction with the operation of the account.
8. The overall fiscal policy shall be as follows:
 - a) An Administrator shall be responsible for the approval of all purchases. A voucher to which invoices and statements have been attached shall support payment. Payments by the treasurer are contingent upon the receipt of a voucher that has been signed by a faculty member and approved by the Vice President of Finance ~~and Operations~~ or designee.
 - b) All purchases of items greater than \$1,000 each shall be submitted by the Vice President of Finance ~~and Operations~~ or designee to the Sioux Falls School District Business Manager for prior authorization. All purchases of \$~~1550~~1,000 or more shall be submitted to the Board for prior authorization.
 - c) All obligations shall be submitted to the treasurer for payment by the end of the fiscal year in which the obligations were incurred.
 - d) A petty cash fund, not to exceed \$1,000 per building or department, which includes no more than \$200 per individual cash box, may be established to take care of small or emergency payments of \$100 or less. An administrator shall retain receipts to cover such payments and shall attach the receipts to a voucher indicating the accounts to be charged and shall submit the voucher to the treasurer for reimbursement.
 - e) With authorization from the President, the treasurer may make loans from the account to agency funds on a short-term basis. All loans shall be reimbursed prior to the end of the fiscal year.
 - f) A detailed account of the expenditures from the account shall be presented at regular intervals not to exceed one month with verified vouchers, itemized and supported by receipted bills or other information as general evidence of payment.
 - g) All expenditures from the account shall be listed with other bills in the regular Board proceedings.
 - h) The administrator, or any other person who controls the expenditures of an incidental account, must have written approval from the Vice President of Finance ~~and Operations~~ to receive any payments from that account.
 - i) A detailed audit shall be made at the close of each fiscal year by the auditor employed by the Board or by District personnel. Major findings of such audits will be reported to the Board.

Open Purchase Orders

In limited cases, open purchase orders will be allowed for multiple purchases from local vendors. An open purchase order is an incomplete contract with a given vendor to purchase certain items from that vendor. Open purchase orders should be utilized to reduce paperwork for those items purchased repetitively and decentralize the act of purchasing similar items on a regular basis. Examples include the purchase of grocery items for use in family and consumer sciences classes, advertising, and automotive repair parts. Maximum benefits are achieved when open purchase orders are issued to eliminate a large number of rush and routine small-dollar value transactions.

Open purchase orders will be issued only through the School Falls School District Finance Office. Such purchase orders will remain active no later than a date specified by the Sioux Falls School District Finance Office each fiscal year in order to give the Sioux Falls School District Finance Office adequate time to liquidate the obligations prior to the following year. If practicable, the open purchase order should contain a list of individuals eligible to use it. Any individual purchasing items using an open purchase order must provide the vendor with the proper purchase order number, present the vendor with ~~his or her~~their STC staff identification badge or a school-supplied voucher authorizing the individual to utilize the open purchase order, and must legibly print ~~his or her~~their name on and sign an invoice to be presented to the Sioux Falls School District Finance Office for payment.

3. Related Policies

DID/STC - Inventories

4. Dissemination of Policy and Training

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

Legal References:

SDCL	
13-18-16	Petty Cash Accounts
13-18-17	Incidental Accounts

Board Approved:

Policy		Board Action	(formerly 3300, 3320, 3321 & 3324)
adopted:	05-28-68		
amended:	05-10-76		
amended:	08-14-95	28225	
amended:	06-28-04	33860	
amended:	01-09-06	34304	
reviewed:	10-27-08	35196	
reviewed:	09-12-11	36165	

Regulation		Board Action
approved:	06-28-04	33860
revised:	01-09-06	34304
revised:	10-27-08	35196
revised:	09-12-11	36165

~~Policies and Regulations~~

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

~~Fiscal Management~~

~~Expenditures~~

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NEPN Code: DJ-R/STI

Page 2 of 3

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

~~Page 3 of 3~~

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~~Legal References: SDCL
13-18-16 Petty Cash Accounts
13-18-17 Incidental Accounts~~

~~RELATED POLICIES~~

~~DID/STI Inventories~~

Regulation Board Action
approved: 06-28-04 33860
revised: 01-09-06 34304
revised: 10-27-08 35196
revised: 09-12-11 36165



SOUTHEAST
Technical College

SEAT BELT USE

Southeast Technical College Policy ECE/STC

1. Purpose

~~Seat belts are safety equipment proven to have saved lives and to have significantly decreased the possibility of serious injury. Public employees must show leadership by setting an example of a safe working environment.~~

~~The use of seat belts is required by all persons when driving or riding as a passenger in any Southeast Technical College owned, rented, or leased vehicle equipped with seat belts. Students and staff are required to wear seat belts when traveling in private vehicles in accordance to South Dakota statute.~~

~~All employees are covered by the policy—both temporary and permanent. Seat belts are essential for safety, significantly reducing the risk of severe injury or death in an accident. They keep occupants securely in place, preventing ejection or being thrown around inside the vehicle. Public employees must lead by example in maintaining a safe working environment.~~

2. General Statement of Policy

~~During Southeast Technical College related activities, the use of seat belts is required for students and staff, whether in private or Southeast Tech owned vehicles.~~

~~All children under the age of 18 must be in the proper safety system at all times. Children under five years of age and under 40 pounds must be in a child passenger restraint system (car seat). Children under five years of age and over 40 pounds may be secured in a seat belt in lieu of a car seat. All vehicle passengers five years of age and older must wear seat belts.~~

~~All Southeast Tech employees (temporary and permanent) and their passengers are required to use seat belts while driving any Southeast Tech owned, rented, or leased vehicle. Vehicle(s) for the purpose of this policy means all vehicles equipped with seat belts and also applies to all types of motorized equipment used in construction and maintenance activities carried out by Southeast Tech employees. This includes such units as rubber tired front-end loaders, mowing tractors, and any of the pieces of equipment in which federal safety regulations require the manufacturer to install seat belts at the factory.~~

~~This policy applies with equal force and effect to employees riding with passengers in Southeast Tech owned, rented, or leased vehicles. The vehicle operator should not drive a vehicle if any passenger refuses to use a seat belt. Southeast Tech may take disciplinary action against any Southeast Tech employee who does not use a seat belt when installed on a Southeast Tech owned, rented, or leased vehicle.~~

~~It is the responsibility of the operator of any Southeast Tech owned vehicle to ensure that there are seat belts present in the vehicle and that they are usable. Unusable seat belts are to be reported to the immediate supervisor or designee immediately and prior to operating the vehicle.~~

~~Southeast Tech reserves the right to make exceptions to this policy on a case-by-case basis when requested in writing by a physician. The request shall be made to the Vice President of Finance and Operations or designee.~~

- ~~a. Mandatory Use: All employees and students must use seat belts when operating or riding in any Southeast Technical College (STC) owned, rented, or leased vehicle equipped with seat belts. This also applies to private vehicles in accordance with South Dakota statute.~~
- ~~b. Children's Safety: Children under 18 must use appropriate safety systems. Those under five years and 40 pounds must be in a car seat. Children over 40 pounds may use a seat belt.~~
- ~~c. Employee Responsibility: All STC employees and their passengers must use seat belts in STC vehicles. This includes all motorized equipment with seat belts.~~
- ~~d. Enforcement: Vehicle operators must ensure seat belts are present and usable. Unusable seat belts must be reported immediately. Operators should not drive if any passenger refuses to use a seat belt. Disciplinary action may be taken against non-compliant employees.~~
- ~~e. Exceptions: Exceptions may be granted on a case-by-case basis with a physician's statement of medical necessity, requested through the Office of the President or their designee.~~

3. Definitions

~~Insert Text Here~~

- ~~a. Operator: The individual responsible for driving or controlling a vehicle.~~
- ~~b. STC Employee: A person employed by or volunteering for STC.~~
- ~~c. Vehicle: Motorized vehicles or equipment with seat belts, as required by federal safety regulations.~~

4. Reporting Procedures

~~Insert Text Here~~

5.4. _____ Dissemination of Policy and Training

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

Legal References:

SDCL

32-37 – Child passenger restraint system

32-38 – Safety belt system usage in passenger vehicles

Board Approved:

Policy		Board Action	(formerly 4159.2 & 5140.4)
adopted:	05-13-91	26143P	
amended:	09-27-93	27432.3f	
amended:	03-11-02	33101	
amended:	09-22-08	35168	
reviewed:	11-22-10	35891	
reviewed:	05.13.19	ST00387	

Regulation		Board Action	(formerly 4159.2 & 5140.4)
approved:	05-13-91	26143P	
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revised:	03-11-02	33101	
revised:	09-22-08	35168	
revised:	11-22-10	35891	
revised:	05.13.19	ST00387	



~~Policies and Regulations~~

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

~~Support Services~~

~~Seat Belt Use~~

~~During Southeast Technical College-related activities, the use of seat belts is required for students and staff, whether in private or Southeast Tech owned vehicles.~~

~~All children under the age of 18 must be in the proper safety system at all times. Children under five years of age and under 40 pounds must be in a child passenger restraint system (car seat).~~

~~Children under five years of age and over 40 pounds may be secured in a seat belt in lieu of a car seat. All vehicle passengers five years of age and older must wear seat belts.~~

~~All Southeast Tech employees (temporary and permanent) and their passengers are required to use seat belts while driving any Southeast Tech owned, rented, or leased vehicle. Vehicle(s) for the purpose of this policy means all vehicles equipped with seat belts and also applies to all types of motorized equipment used in construction and maintenance activities carried out by Southeast Tech employees. This includes such units as rubber tired front-end loaders, mowing tractors, and any of the pieces of equipment in which federal safety regulations require the manufacturer to install seat belts at the factory.~~

~~This policy applies with equal force and effect to employees riding with passengers in Southeast Tech owned, rented, or leased vehicles. The vehicle operator should not drive a vehicle if any passenger refuses to use a seat belt. Southeast Tech may take disciplinary action against any Southeast Tech employee who does not use a seat belt when installed on a Southeast Tech owned, rented, or leased vehicle.~~

~~It is the responsibility of the operator of any Southeast Tech owned vehicle to ensure that there are seat belts present in the vehicle and that they are usable. Unusable seat belts are to be reported to the immediate supervisor or designee immediately and prior to operating the vehicle.~~

~~Southeast Tech reserves the right to make exceptions to this policy on a case by case basis when requested in writing by a physician. The request shall be made to the Vice President of Finance and Operations or designee.~~

~~Legal Reference: SDCL 32-37—Child passenger restraint system
32-38—Safety belt system usage in passenger vehicles~~

NEPN Code: ECE-R/STI
Page 2 of 2

Regulation	Board Action	(formerly 4159.2 & 5140.4)
approved:	05-13-91	26143P
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SOUTHEAST
Technical College

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Southeast Technical College Policy JIH/STC

1. Purpose

Southeast Technical College (STC) administrators are authorized to make searches of persons' personal property and vehicles and Southeast TechSTC owned/provided property under the conditions outlined below.

2. General Statement of Policy

Student and Student Property Searches

A student and/or a student's personal property (e.g., purse, back pack, book bag, cell phone, electronic devices, luggage taken on institute college sponsored trips, etc.) may be searched when an administrator has reasonable suspicion to believe that the a student is in possession of items that are unauthorized, illegal, or contraband or the search will produce evidence of the violation of an a institute college rule or potential harm to self or others.

Searches of a student's garments while being worn (such as jackets, socks, pockets, etc.) will be conducted in private. Two school employees, one of whom is an administrator, must be present during the search. The employee who conducts the search must be the same gender as the student. A more intrusive search of the student's person is permissible in emergency situations when the health of safety of students, employees or visitors on the school premises are threatened. Such a search may only be conducted in private by an administrator of the same gender, with an adult of the same gender present, unless the health or safety of students will be endangered by the delay caused by following these procedures.

If a personal search of a minor has been conducted, the administration will inform the parent/guardian by the end of the day. If circumstances do not allow for verbal notification on the same day, a letter will be sent.

Student property may also be screened for the presence of weapons or prohibited items (e.g. drugs) by Southeast Tech administration or law enforcement using appropriate detection devices and may be screened in conjunction with law enforcement by using animals trained to locate and/or detect weapons and prohibited items.

Searches of Student Property at Events

Student property, including but not limited to backpacks, book bags, athletic bags, and purses may be searched for weapons, drugs, contraband or prohibited items, as a condition of admittance to or

participation in any Southeast Tech sponsored public event such as graduation ceremonies or other institute programs.

Searches of Southeast Tech Owned/Provided Property

Southeast Tech owned/provided property is temporarily assigned to individual students, but remains the property of Southeast Tech at all times. Students have no expectation of privacy or confidentiality when using Southeast Tech owned/provided property.

However, students are expected to assume full responsibility for the security of Southeast Tech owned/provided property. Students are not to share Southeast Tech owned/provided property unless assigned by the administration or designee (e.g. Students should not share private locker combinations with other students).

Maintenance Searches

Southeast Tech has a reasonable and valid interest in ensuring that the Southeast Tech owned/provided property is properly maintained. For this reason, periodic inspection of Southeast Tech owned/provided property is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by Southeast Tech's staff if instructed by a Southeast Tech administrator, or designee, at any time without notice, without the student's consent and without a search warrant.

Any contraband discovered during such searches will be confiscated by the administration. The administration may refer a student to outside agencies for assistance or to law enforcement officers, depending upon the severity of the situation.

Non-maintenance Searches

Southeast Tech owned/provided property and its contents may be searched by a Southeast Tech administrator or designee when a reasonable suspicion exists that the property contains items that are unauthorized, illegal, or contraband. Whenever possible the student should be aware of and be involved in a search of such property. Emergency situations may necessitate a search with or without the student's knowledge. Such searches should be conducted in the presence of another adult witness.

Vehicle Searches

Students are permitted to park on Southeast Tech premises as a matter of privilege, not a right. Southeast Tech retains authority to conduct routine patrols of the student parking lots and inspections of the exterior of vehicles. The interior of a student's vehicle on the Southeast Tech premises may be searched by a Southeast Tech administrator or designee if the administration has reasonable suspicion to believe items that are unauthorized, illegal, or contraband are contained inside. Whenever possible the student should be aware of and be involved in a search of the vehicle. Emergency situations may necessitate a search with or without the student's knowledge or consent. Such searches must always involve two adults.

Scope of any Search

Administration will consider the intrusiveness of the search in light of the age, gender, and the nature of the alleged violation. The scope of any search will be limited to only what is necessary due to the

~~policy/rule violation under investigation. If the search discovers items not related to the policy/rule violation under investigation, but items are found that are in violation of the law or another school policy/rule, the student may be subject to additional discipline for that additional violation.~~

Law Enforcement Involvement

~~Any search and/or seizure by law enforcement officials will occur only when law enforcement officials properly advise school personnel that they have lawful authority to conduct the search and/or seizure.~~

Student and Student Property Searches

A student and/or a student's personal property (e.g., purse, backpack, book bag, cell phone, electronic devices, luggage taken on college-sponsored trips, etc.) may be searched with the student's permission or when an administrator has reasonable suspicion to believe that the student (i) is in possession of unauthorized items, (ii) that the search will produce evidence of a violation of a college rule, or (iii) when there is a potential harm to self or others.

Searches of Student Property at Events

Student property, including but not limited to backpacks, book bags, athletic bags, and purses, may be searched for weapons, drugs, contraband, or prohibited items as a condition of admittance to or participation in any STC sponsored public event, such as graduation ceremonies or other college programs.

Searches of STC Owned/Provided Property

STC owned/provided property is temporarily assigned to individual students but remains the property of STC at all times. Students have no expectation of privacy or confidentiality when using STC owned/provided property.

However, students are expected to assume full responsibility for the security of STC owned/provided property. Students are not to share STC owned/provided property unless assigned by the administration or designee (e.g., students should not share private locker combinations with other students).

Maintenance Searches

STC has a reasonable and valid interest in ensuring that STC owned/provided property is properly maintained. For this reason, periodic inspections of STC owned/provided property are permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by STC staff if instructed by an STC administrator or designee, at any time without notice, without the student's consent, and without a search warrant.

Any contraband discovered during such searches will be confiscated by the administration. The administration may refer a student to outside agencies for assistance or to law enforcement officers, depending upon the severity of the situation.

Non-maintenance Searches

STC owned/provided property and its contents may be searched by an STC administrator or _____ designee when reasonable suspicion exists that the property contains unauthorized, illegal, or contraband items. Whenever possible, the student should be aware of and involved in a search of such property. Emergency situations may necessitate a search with or without the student's knowledge. Such searches should be conducted in the presence of another adult witness.

Vehicle Searches

Students are permitted to park on STC premises as a matter of privilege, not a right. STC retains authority to conduct routine patrols of the STC parking lots and inspections of the exterior of vehicles. Entry, search of the interior, or seizure of a student vehicle shall be governed by warrant requirements generally applicable to law enforcement agencies and will have one STC administrator and another STC employee present.

Scope of any Search

Before any search is conducted, the administration will consider the intrusiveness of the search considering the age, gender, and nature of the alleged violation. The scope of any search will be limited to only what is necessary due to the policy/rule violation under investigation. If the search discovers items not related to the policy/rule violation under investigation, but items are found that are in violation of the law or another school policy/rule, the student may be subject to additional discipline for that additional violation.

Law Enforcement Involvement

Any search and/or seizure on/of STC owned/provided property by law enforcement officials will occur only when law enforcement officials properly advise school personnel that they have lawful authority to conduct the search and/or seizure.

Housing

- STC housing staff will follow Southeast Technical Housing Foundations policy.

3. Definitions

Southeast TechSTC owned/provided property includes, but is not limited to buildings, parking lots, desks, instruments, electronic devices, storage containers, storage areas, lockers, computer systems and equipment, voicemail, and vehicles. This property is intended for use for educational purposes and **Southeast TechSTC business only.**

4. Reporting Procedures

Insert Text HereAny search of STC owned/provided property will be documented with the following information:

- _____ Date
- _____ Name of person(s) doing the search
- _____ What was searched and name of owner of property searched
- _____ Why was the search conducted
- _____ Where did the search happen

How was the search conducted (electronic, physical, other)
This document will be forwarded to the President's Office of STC.

5. Related Policies

- INJDC-R/~~STH~~STC– Acceptable and Ethical Use of Technology Resources
- GBEB/~~STH~~STC– Code of Conduct

6. Dissemination of Policy and Training

Informing Students and Parents

~~Southeast Tech~~STC shall inform students and parents/guardians of minors of this policy regarding searches through the ~~Southeast Tech~~STC Handbook/Catalog and provide written copies on request.

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

Legal References:

- ~~SDCL 13-5-1~~ 39A-1
- ~~SDCL 13-8-39~~39A-11
- SDCL 13-39A-14

Board Approved:

Policy		Board Action
adopted:	03-22-04	33778
reviewed:	03-22-10	35655
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