

SIOUX FALLS SCHOOL BOARD
Wednesday, April 2, 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. Good News Report
- IV. Approval of Minutes of March 10, 2025.
- V. Persons Wishing to Address the School Board on Agenda items
- VI. Persons Wishing to Address the School Board on Non-Agenda Items
- VII. Approval of Agenda
- VIII. Conflicts of Interest
- IX. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval of Contracts
 2. Approval/Ratification of Purchase Orders
 3. Approval of Change to Policy Coding System
 4. Amendment of Previous School Board Action
 5. Amendment to Regular Meeting Date
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
- X. Reports of the President
 - A. Academic Program Update - Surgical Technology
 - B. Career Services Update
 - C. Legislative Update
- XI. Review/Revise Sioux Falls School District/STC Policies/Regulations
 - A. DA/STC - Fiscal Management Goals/Priority Objectives
 - B. EGAD/STC - Copyright Compliance
 - C. FF/STC - Naming Facilities, Programs, and Titled Positions
 - D. GBEG/STC - Searches of Employee Personal Property and Southeast Technical College Owned/Provided Property
 - E. IJNDB/STC - Online/Hybrid/Competency-Based Courses
 - F. JLA/STC - Student Insurance Programs - remove
 - G. KCD/STC - Public Gifts/Donations to Schools
 - H. KE/STC - Public Concerns and Complaints
 - I. KEA/STC - Concerns/Complaints about Policies
 - J. KL/STC - Relations with Other Governmental Authorities



- XII. First Read Sioux Falls School District/STC Policies/Regulations
 - A. GBGB/STC - Employees' Personal Property
- XIII. Adjournment

SCHOOL BOARD MEETING

Monday, March 10, 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 Monday, March 10, 2025, at 4:00 p.m. in the Instructional Planning Center, 201 East 38th Street. Sioux Falls, South Dakota, with the following members present: President Carly Reiter, Dawn Marie Johnson, Nan Kelly, Marc Murren, Gail Swenson. Absent: None.

* * * * *

STC Instructors Laura Cruse and Patrick Frenz shared Southeast Technical College launched its first publication of a literary magazine, *Our Story*, in Spring 2024. Faculty advisors had copies of the magazine mailed to school board members at the start of the 2024-2025 school year. To align with the strategic goal at STC of academic excellence, we sent the magazine to the REALM group of the National Council of Teachers of English for evaluation. Early in 2025 we learned that REALM gave the magazine a rating of 'excellent.' We were overjoyed to get that feedback for our inaugural issue. We are currently in the final stages of production of the 2025 edition of the literary magazine, which we plan to publish on an annual basis. We expect to send each school board member a copy of the magazine again, once the 2025 edition has been printed.

* * * * *

Action ST00894

A motion was made by Gail Swenson and seconded by Dawn Marie Johnson, five (5) votes "yes" on roll call **approving the minutes of meetings** held on February 5, 2025, and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00895

A motion was made by Marc Murren and seconded by Dawn Marie Johnson, five (5) votes "yes" on roll call, **approving the agenda as presented.**

* * * * *

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

Action ST00896

A motion was made by Dawn Marie Johnson and seconded by Marc Murren, five (5) votes "yes" on roll call, **approving Item A through C 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.	25-010, CC	EAB	EAB Navigate Software renewal agreement – 5 year contract	\$529,002

B. Approving the **Consolidated Report of Trust and Agency Funds** of February 10, 2025, and stating for the record that as of January 31, 2025, receipts total \$46,396,984.68 and disbursements total \$32,685,649.81 (MRF #ST657).

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

C1. 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		
Retterath, Anna	Horticulture	01-16-25
Rand, Aspen	Scarborough	02-18-25
Instructor, Adjunct, Part-Time		
Blegen, Michael	Nursing & Health	01-28-25
Employment Contract, Full-Time		
Valdez, Benjamin	Academic Affairs	02-13-25
Johnson, Brent	Custodian	02-13-25

C2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Student Help, Part-Time, Hourly			
Rask, Kael	IT Technician	01-29-25	\$15.00
Misar, Lorena	Housing	01-27-25	\$15.00
Whitesitt, Lilly	Housing	01-27-25	\$15.00
Williams, Emily	Scarborough	02-10-25	\$15.00
Instructor, Adjunct, Part-Time, Clinical Per Hour			
Bohnenkamp, Hanna	Nursing & Health	02-17-25	\$46.00
Employment Contract, Full-Time, Hourly			
Hamer, Debra	Custodian 12-Month, 1.0 FTE	02-17-25	\$20.27

Level 1, Step 1

C3. Instructor, Adjunct, Spring Semester Stipend

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Adamson, Heather	English	02-28-25	\$2,671.20
Albers, Diana	Nursing & Health	02-28-25	\$3,561.60
Allenstein, Keith	Law Enforcement	02-28-25	\$2,671.20
Atkins, Melissa	Early Childhood	02-28-25	\$2,671.20
Baker, Shelly	Business Administration	02-28-25	\$5,660.40
Barrow, Nathan	English	02-28-25	\$2,671.20
Becker, Luke	Business Administration	02-28-25	\$10,684.80
Blok, Kelly	Computer Applications	02-28-25	\$2,671.20
Borgen, Cory	Sports Turf Management	02-28-25	\$1,643.00
Brandt, Nicole	Nursing & Health	02-28-25	\$4,929.00
Bursheim, Erica	Nursing & Health	02-28-25	\$2,464.50
Byall, Jennifer	Mathematics	02-28-25	\$2,671.20
Carlson, Rebecca	Nursing & Health	02-28-25	\$1,643.00
Castello-Pagan, Jennifer	Spanish	02-28-25	\$2,671.20
Cavin, Georgina	Business Administration	02-28-25	\$3,561.60
Conrad, Anthony	Media Design	02-28-25	\$821.50
Cox, Bryan	Mechatronics	02-28-25	\$2,176.00
Cruse, Laura	English	02-28-25	\$2,671.20
Davis, Chris	Accounting	02-28-25	\$3,561.60
Ekstrum, Jacqueline	Nursing & Health	02-28-25	\$7,547.20
Ellerbusch, Jenna	Nursing & Health	02-28-25	\$2,464.50
Erdman, Corliss	Nursing & Health	02-28-25	\$4,929.00
Frohwein, Jeffrey	Business Administration	02-28-25	\$8,013.60
Gacke, Bridgett	Nursing & Health	02-28-25	\$890.40
Gertsma, Leann	English	02-28-25	\$5,342.40
Hakeman, Bradley	Mechanical Engineering	02-28-25	\$2,671.20
Halfpop, Emily	Natural Science	02-28-25	\$3,561.60
Hansen, Blair	Nursing & Health	02-28-25	\$12,322.50
Heckenlaible, Justin	Computer Applications	02-28-25	\$2,671.20
Heppler, Jeffrey	Horticulture	02-28-25	\$3,956.80
Hogan, Stephanie	Environmental Science	02-28-25	\$5,342.40
Honey, Andrew	Computer Programming	02-28-25	\$1,780.80
Horan, Steven	Accounting	02-28-25	\$8,904.00
Ivarsen, McCade	Media	02-28-25	\$5,342.40
Jensen, Marcia	Nursing & Health	02-28-25	\$3,286.00
Jones, Suzanne	Early Childhood	02-28-25	\$8,013.60
Judeh, Huda	Computer Information Systems	02-28-25	\$8,013.60
Klinger, Brittany	Nursing & Health	02-28-25	\$2,464.50
Larsen, Kristin	Mathematics	02-28-25	\$2,671.20
Lemke, Sean	General Education	02-28-25	\$7,393.50
Letsche, Paul	Land Survey Science	02-28-25	\$2,464.50
Lindell, Mark	Speech	02-28-25	\$8,013.60
Livermont, Derek	Computer Information Systems	02-28-25	\$3,286.00
Lothrop, LeAnn	General Education	02-28-25	\$5,342.40
McGee, Patricia	Business Administration	02-28-25	\$5,660.40
McManus, Stacy	Business Administration	02-28-25	\$8,013.60

C3. Instructor, Adjunct, Spring Semester Stipend, continued

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Mehlhaf, Samantha	Veterinary Technician	02-28-25	\$2,830.20
Mekelburg, Erin	Introduction to Computers	02-28-25	\$2,671.20
Melroe, Shelby	Sociology	02-28-25	\$10,684.80
Mills, Ann	Chemistry	02-28-25	\$7,123.20
Morris, Brandon	Computer Information Systems	02-28-25	\$2,671.20
Morris, Roger	Computer Information Systems	02-28-25	\$5,342.40
Nowell, Koree	Nursing & Health	02-28-25	\$6,816.50
Nussbaum, Sarah	Nursing & Health	02-28-25	\$3,561.60
Oelkers, Kayla	Law Enforcement	02-28-25	\$2,176.00
Olson, Margaret	Nursing & Health	02-28-25	\$821.50
Osborn, Michelle	Nursing & Health	02-28-25	\$2,671.20
Otto, Josette	Nursing & Health	02-28-25	\$2,464.50
Penning, Jolene	Nursing & Health	02-28-25	\$4,107.50
Pepper, Merrell	System Network Security	02-28-25	\$3,561.60
Perkins-Hicks, Debra	Natural Science	02-28-25	\$11,320.80
Peters, Dennis	Business Administration	02-28-25	\$2,671.20
Pierce, Steven	Media	02-28-25	\$3,561.60
Price Lee, Julia	Psychology	02-28-25	\$8,490.60
Regan, Kelly	English	02-28-25	\$2,671.20
Reimnitz, Laura	Veterinary Technician	02-28-25	\$4,929.00
Rieck, Matthew	Mathematics	02-28-25	\$10,684.80
Ringling, Benjamin	Horticulture	02-28-25	\$1,780.80
Rose, Jean	Business Administration	02-28-25	\$8,490.60
Saeger, Amanda	Nursing & Health	02-28-25	\$2,830.20
Schnider, Nicole	Nursing & Health	02-28-25	\$5,462.00
Schoenfelder, Nicholas	Agribusiness	02-28-25	\$2,464.50
Schoenfelder, Tonya	Law Enforcement	02-28-25	\$5,440.00
Schwebach, Greg	Architectural Engineering	02-28-25	\$3,286.00
Stacey, Taylor	Mathematics	02-28-25	\$5,342.40
Stoltenburg, Nathan	Construction Management	02-28-25	\$2,464.50
Strouth, Gerard	Information Technology	02-28-25	\$3,561.60
Stueven, Rebecca	Nursing & Health	02-28-25	\$4,107.50
Talcott, Roberta	Marketing	02-28-25	\$2,830.20
Traylor, Michael	Computer Information Systems	02-28-25	\$3,286.00
Tschetter, Lisa	Nursing & Health	02-28-25	\$7,393.50
VanOverbeke, Jeffrey	Speech	02-28-25	\$2,671.20
Vettrus, Jill	Mathematics	02-28-25	\$3,561.60
Vockrodt, Mary	Nursing & Health	02-28-25	\$5,342.40
Wadhwa, Anju	Computer Information Systems	02-28-25	\$8,013.60
Walker, Allison	Nursing & Health	02-28-25	\$821.50
Walton, Evan	English	02-28-25	\$5,342.40
Walton, Tarah	Law Enforcement	02-28-25	\$1,780.80
Weber, Jessica	Accounting	02-28-25	\$3,561.60
Weihe, Kimberly	Marketing	02-28-25	\$2,671.20
Wellnitz, Kristin	Psychology	02-28-25	\$5,342.40
Wendell, John	Collision	02-28-25	\$890.40
Williams, Brian	Marketing	02-28-25	\$5,342.40
Wolff, Dana	Business Administration	02-28-25	\$6,603.80

C4. Instructor Spring Semester Stipends

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Stelley, Lynard	AWS Certifications	02-28-25	\$1,000.00
Haynes, Matthew	Habitat for Humanity	02-28-25	\$2,000.00
Vettrus, Jill	Mileage Payment	02-28-25	\$500.00

C5. Employee Lump Sum Payment

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Stephens, Michael	Accounting	01-31-25	\$4,849.09

Action ST00897

STC Instructors Greg Schwebach, Elizabeth Kassing and Paul Letsche provided the Academic Update – Engineering Program Report (MRF #ST658). The Engineering Division consists of Architectural Engineering Technology, Civil Engineering Technology, Land Surveying Technology, Mechanical Engineering Technology and Mechatronics Technology. The academic programs in the Engineering Division focus on the foundational skills required to produce construction documents from sketches and computations, helping to plan and design infrastructure projects or playing a key role in evolving and refining tools and manufacturing processes. The presentation focused on Architectural Engineering Technology, Civil Engineering Technology and Land Surveying Science.

Following general discussion, a motion was made by Marc Murren and seconded by Gail Swenson, five (5) votes “yes” on roll call **acknowledging the Academic Program Update – Engineering Program Report.**

Action ST00898

Accessibility Services Coordinator and Student Success Advisor Elizabeth Harder provided the Accessibility Services Update Report (MRF #659). In Fall 2024, the Accessibility Services Office saw an increased number of students when comparing numbers from fall to fall. The Accessibility Services Office provided college-wide training on ADA and Accessibility to the new faculty. The Accessibility Services Office provided qualifying individuals equal access to academic and co-curricular activities and increased community outreach events to educate and encourage students to sign up for, renew, and utilize services. Goals for 2024-2025 include: Create and foster community partnerships, communicate processes and procedures to students (and their families via FERPA releases), and employees, and to provide holistic coordinated support across campus through a collaborative network, which is all integral components of the Accessibility Services Assessment Plan.

Following general discussion, a motion was made by Dawn Marie Johnson and seconded by Gail Swenson, five (5) votes “yes” on roll call **acknowledging the Accessibility Services Update Report.**

continued

Monday, March 10, 2025

Action ST00899

On motion by Marc Murren and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call, the School Board **adjourned** at 4:45 p.m.

CARLY REITER

Presiding Officer

TODD VIK

Business Manager

SIOUX FALLS SCHOOL BOARD
Wednesday, April 2, 2025 4:00 p.m.

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

1. Call to Order
2. Pledge of Allegiance
3. Good News report
4. Approval of Minutes of Meeting Held on March 10, 2025
5. Persons Wishing to Address the School Board on Non-Agenda Items
6. Persons Wishing to Address the School Board on Agenda Items
7. Approval of Agenda
8. Conflicts of Interest
9. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval/Ratification of Purchase Orders
 2. Approval of Change to Policy Coding System
 3. Amendment of Previous School Board Action
 4. Amendment to Regular Meeting Date
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
10. Reports of the President
 - A. Academic Program Update – Surgical Technology
 - B. Career Services Update
 - C. Legislative Update
11. Review/Revise Sioux Falls School District/STC Policies/Regulations
 - A. DA/STC – Fiscal Management Goals/Priority Objectives
 - B. EGAD/STC – Copyright Compliance
 - C. FF/STC – Naming Facilities, Programs, and Titled Positions
 - D. GBEG/STC – Searches of Employee Personal Property and Southeast Technical College Owned/Provided Property
 - E. IJNDB/STC – Online/Hybrid/Competency-Based Courses
 - F. JLA/STC – Student Insurance Programs – remove
 - G. KCD/STC – Public Gifts/Donations to Schools
 - H. KE/STC – Public Concerns and Complaints
 - I. KEA/STC – Concerns/complaints about Policies
 - J. KL/STC – Relations with Other Governmental Authorities



12. First Read Sioux Falls School District/STC Policies/Regulations
 - A. GBGB/STC – Employees' Personal Property
13. Adjournment

1. Approval/Ratification of Purchase Orders**Christine Goldsmith 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.	S2504816	Philips Health Care	EPIQ Elite Ultrasound Circular Edition	\$107,964.88

2. Approval of Change to Policy Coding System**Cory Clasemann 367.8355**

Authorizing the STC President to change the STC Policy Classification System from the National Education Policy Network (NEPN) format to a numerical classification code (MRF #ST660. This change will take effect on July 1, 2025. The reclassification will not alter the content of individual policies, apart from updating the references to the new numerical codes where necessary.

3. Amendment of Previous School Board Action**Cory Clasemann 367.8355**

Amending Action ST00896, adopted 03.10.25, by including 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.	S2504602	Cengage Learning Inc	New Textbooks for Resale	\$100,000.00

4. Amendment to Regular Meeting Date**Cory Clasemann 367-8355**

Amending Action ST00838.A.13, adopted 07.08.24 Establishment of 1st Wednesday of Each Month as Regular Meetings, to reflect the regular meeting date of the School Board for the fiscal year scheduled to be held at 4:00 pm on Wednesday, June 4, 2025 moved to 4:00 pm on Wednesday, June 18, 2025 and scheduled meeting to be held on at 4:00 pm on Wednesday, July 2, 2025 moved to 4:00 pm on Wednesday, July 16, 2025.

STC POLICY CLASSIFICATION CONVERSION

NEW POLICY CODE	OLD NEPN CODE	TITLE
100		Foundations and Basic Commitments
105	<u>AC/STC</u>	Nondiscrimination/Equal Opportunity
110	<u>AD/STC</u>	Educational Vision/Southeast Technical College Mission/Core Values
200		School Board Governance and Operations
201	<u>BA/STC</u>	School Board Operational Goals
210	<u>BB/STC</u>	School Board Legal Status
211	<u>BBAA/STC</u>	Board Member Authority and Responsibilities
212	<u>BBB/STC</u>	Board Membership - Elections/Appointments
213	<u>BBBE/STC</u>	Unexpired Term Fulfillment/Vacancies
220	<u>BCB/STC</u>	Board Member Conflict of Interest
230	<u>BDB/STC</u>	Organization of the School Board - Board Officers
231	<u>BDC/STC</u>	Appointed Board Officials
232	<u>BDD/STC</u>	Board-Superintendent Relationship
233	<u>BDE/STC</u>	Board Committees
234	<u>BDG/STC</u>	School Attorney/Legal Services
240	<u>BE/STC</u>	School Board Meetings
241	<u>BEDB/STC</u>	Agenda
242	<u>BEDC/STC</u>	Quorum
243	<u>BEDD/STC</u>	School Board Meetings - Order of Business - Rules of Order
244	<u>BEDG/STC</u>	Minutes of School Board Meetings
245	<u>BEDH/STC</u>	Public Participation at Board Meetings
246	<u>BEDI/STC</u>	News Media Services at Board Meetings
250	<u>BG/STC</u>	School Board Policy Process
260	<u>BI/STC</u>	School Board Memberships - Member Services
261	<u>BIA/STC</u>	New Board Member Orientation/Handbook
262	<u>BIB/STC</u>	Board Member Development Opportunities
263	<u>BIBA/STC</u>	Board Member Conferences, Conventions and Workshops
264	<u>BID/STC</u>	Board Member Compensation and Expenses

STC POLICY CLASSIFICATION CONVERSION

300		General School Administration
310	CHD/STC	Administration in Absence of Policy
400		Fiscal management
401	<u>DA/STC</u>	Fiscal Management Goals/Priority Objectives
402	<u>DAA/STC</u>	Evaluation of Fiscal Management and Budget Transfers
402.1	<u>DAA-R/STC</u>	Evaluation of Fiscal Management and Budget Transfers
405	<u>DB/STC</u>	Annual Budget
406	<u>DBJ/STC</u>	Budget Transfer
410	<u>DCA/STC</u>	Taxing and Borrowing
415	<u>DEC/STC</u>	Funds from Federal Tax Sources
420	<u>DFA/STC</u>	Investing
421	<u>DFAB/STC</u>	Fund Balance and Carryover Funds
422	<u>DFE/STC</u>	Sales and Disposal of Real Property, Books, Equipment, Supplies, and Materials
422.1	<u>DFE-R/STC</u>	Sales and Disposal of Real Property, Books, Equipment, Supplies, and Materials
423	<u>DFGA/STC</u>	Revenues from Non-Tax Sources - Tuition - Collection and Refund
425	<u>DGA/STC</u>	Depository
426	<u>DGD/STC</u>	Credit Cards
426.1	<u>DGD-R/STC</u>	Credit Cards
430	<u>DIA/STC</u>	Accounting System - Trust and Agency Funds
430.1	<u>DIA-R/STC</u>	Accounting System - Trust and Agency Funds
431	<u>DIBA/STC</u>	Uncollected Accounts Receivable
432	<u>DID/STC</u>	Inventories
433	<u>DIE/STC</u>	Annual Examination of Financial Records - Audits/Financial Monitoring
433.1	<u>DIE-R/STC</u>	Annual Examination of Financial Records - Audits/Financial Monitoring
440	<u>DJ/STC</u>	Expenditures
441	<u>DJBA/STC</u>	Quantity Purchasing
442	<u>DJE/STC</u>	Bidding Procedures
443	<u>DJEA/STC</u>	Deposit and Performance Bond
444	<u>DJF/STC</u>	Local/Competitive Purchasing
445	<u>DJG/STC</u>	Vendor Relations

STC POLICY CLASSIFICATION CONVERSION

450	<u>DK/STC</u>	Payment Procedures
450.1	<u>DK-R/STC</u>	Payment Procedures
451	<u>DKB/STC</u>	Salary Deductions
452	<u>DKC/STC</u>	Expense Authorization/Reimbursement
452.1	<u>DKC-R/STC</u>	Expense Authorization/Reimbursement
455	<u>DLA/STC</u>	Employee Benefits Administration
456	<u>DLB/STC</u>	Tax-Sheltered Annuities
460	<u>DM/STC</u>	Cash in School Buildings
460.1	<u>DM-R/STC</u>	Cash in School Buildings
500		Support Services
505	<u>EB/STC</u>	Safe and Secure Environment
506	<u>EBCA/STC</u>	STC Emergency Management Program
506.1	<u>EBCA-R/STC</u>	STC Emergency Management Program
507	<u>EBCE/STC</u>	STC Closings and Cancellations
507.1	<u>EBCE-R/STC</u>	STC Closings and Cancellations
510	<u>EC/STC</u>	Building Maintenance
510.1	<u>EC-R/STC</u>	Building Maintenance
511	<u>ECA/STC</u>	Video Surveillance
512	<u>ECAB/STC</u>	Key Control/Access to Buildings
512.1	<u>ECAB-R/STC</u>	Key Control/Access to Buildings
513	<u>ECAE/STC</u>	Campus Security Authority Identification
514	<u>ECE/STC</u>	Seat Belt Use
520	<u>EEAG/STC</u>	Use of Private Vehicles for School Purposes
521	<u>EEBB/STC</u>	Use of Private Vehicles on School Business
522	<u>EEBC/STC</u>	Business and Personnel Transportation
530	<u>EGA/STC</u>	Communication Services
531	<u>EGAD/STC</u>	Copyright Compliance
531.1	<u>EGAD-R/STI</u>	Copyright Compliance
540	<u>EI/STC</u>	Insurance Program/Risk Management
540.1	<u>EI-R/STC</u>	Insurance Program/Risk Management

STC POLICY CLASSIFICATION CONVERSION

600		Facilities Planning and Development
601	<u>FA/STC</u>	Facilities Development Goals/Priority Objectives
602	<u>FAA/STC</u>	Evaluation of Facilities Planning and Development
620	<u>FEA/STC</u>	Educational Specifications for Construction
621	<u>FEB/STC</u>	Architect/Engineer/Construction Manager
622	<u>FED/STC</u>	Construction Plans and Specifications
623	<u>FEF/STC</u>	Construction Cost Estimates
624	<u>FEG/STC</u>	Construction Contracts Bidding and Awards
624.1	<u>FEG-R/STC</u>	Construction Contracts Bidding and Awards
625	<u>FEH/STC</u>	Supervision of Construction
625.1	<u>FEH-R/STC</u>	Supervision of Construction
626	<u>FEJ/STC</u>	Construction Records and Reports
630	<u>FF/STC</u>	Naming Facilities
630.1	<u>FF-R/STC</u>	Naming Facilities
700		Personnel
701	<u>GA/STC</u>	Personnel Goals/Priority Objectives
705	<u>GB/STC</u>	Employee Handbook
706	<u>GBAA/STC</u>	Harassment
706.1	<u>GBAA-R/STC</u>	Harassment
707	<u>GBEA/STC</u>	Nepotism
708	<u>GBEAA/STC</u>	Conflict of Interest -Conflict of Interest Analysis Statement
709	<u>GBEB/STC</u>	Code of Conduct
710	<u>GBEBC/STC</u>	Staff Gifts and Solicitation
711	<u>GBEC/STC</u>	Drug-Free Workplace
711.1	<u>GBEC-R/STC</u>	Drug-Free Workplace
712	<u>GBECA/STC</u>	Drug and Alcohol Testing for Commercial Drivers/Students
712.1	<u>GBECA-R/STC</u>	Drug and Alcohol Testing for Commercial Drivers/Students
713	<u>GBECB/STC</u>	Alcohol Free Workplace
713.1	<u>GBECB-R/STC</u>	Alcohol Free Workplace
714	<u>GBED/STC</u>	Tobacco Free Institute
715	<u>GBEG/STC</u>	Searches of Employee Personal Property and STC Owned/Provided Property

STC POLICY CLASSIFICATION CONVERSION

716	<u>GBG/STC</u>	Staff Health
717	<u>GBGA/STC</u>	Communicable Diseases/Staff Welfare/Protection
717.1	<u>GBGA-R/STC</u>	Communicable Diseases/Staff Welfare/Protection
718	<u>GBGB/STC</u>	Employees' Personal Property
719	<u>GBI/STC</u>	Staff Participation in Political Activities
720	<u>GBJ/STC</u>	Personnel Records and Files
721	<u>GBM/STC</u>	Permanent Employees
730	<u>GCCAC/STC</u>	Family and Medical Leave
730.1	<u>GCCAC-R/STC</u>	Family and Medical Leave
731	<u>GCS/STC</u>	Royalties - Professional Research and Publishing
800		Instruction
805	<u>IB/STC</u>	Academic Freedom
805.1	<u>IB-R/STC</u>	Academic Freedom
835	<u>IHDA/STC</u>	Adult Basic Education
836	<u>IHDB/STC</u>	Adult High School/GED Programs
837	<u>IHDC/STC</u>	Adult Vocational/Career Education
840	<u>IJNDB/STC</u>	Virtual/Online Courses
840.1	<u>IJNDB-R/STC</u>	Virtual/Online Courses
841	<u>IJNDC/STC</u>	Acceptable and Ethical Use of Technology Resources
841.1	<u>IJNDC-R/STC</u>	Acceptable and Ethical Use of Technology Resources
842	<u>IJOB/STC</u>	Community Resource People
855	<u>IMDB/STC</u>	Flag Displays
855.1	<u>IMDB-R/STC</u>	Flag Displays
900		Students
905	<u>JH/STC</u>	Student Absences
910	<u>JIAA/STC</u>	Harassment
910.1	<u>JIAA-R/STC</u>	Harassment
911	<u>JICA/STC</u>	Student Personal Property
912	<u>JICFA/STC</u>	Hazing
912.1	<u>JICFA-R/STC</u>	Hazing

STC POLICY CLASSIFICATION CONVERSION

913	<u>JICG/STC</u>	Tobacco Free Institute
914	<u>JICK/STC</u>	StudentSex/Gender Harassment, Discrimination and Misconduct
914.1	<u>JICK-R/STC</u>	StudentSex/Gender Harassment, Discrimination and Misconduct
915	<u>JIH/STC</u>	Student Interrogations, Searches and Arrests
920	<u>JJA/STC</u>	Student Organizations
921	<u>JJAA/STC</u>	School Activity Rules
921.1	<u>JJAA-R/STC</u>	School Activity Rules
922	<u>JJE/STC</u>	Student Fundraising Activities
922.1	<u>JJE-R/STC</u>	Student Fundraising Activities
923	<u>JJG/STC</u>	Contests for Students
924	<u>JJH/STC</u>	Student Travel
924.1	<u>JJH-R/STC</u>	Student Travel
930	<u>JK/STC</u>	Student Discipline
931	<u>JKA/STC</u>	Corporal Punishment
935	<u>JLA/STC</u>	Student Insurance Programs
936	<u>JLCC/STC</u>	Communicable/Infectious Diseases
936.1	<u>JLCC-R/STC</u>	Communicable/Infectious Diseases
937	<u>JLF/STC</u>	Reporting Child Abuse/Child Protection
937.1	<u>JLF-R/STC</u>	Reporting Child Abuse/Child Protection
950	<u>JP/STC</u>	Student Donations and Gifts
955	<u>JRA/STC</u>	Student Records
1000		School/Community/Home Relations
1005	<u>KCD/STC</u>	Public Gifts/Donations to Schools
1010	<u>KDD/STC</u>	Media Relations
1010.1	<u>KDD-R/STC</u>	Media Relations
1015	<u>KE/STC</u>	Public Concerns and Complaints
1016	<u>KEA/STC</u>	Public Concerns/Complaints about Policy
1017	<u>KEB/STC</u>	Public Concerns/Complaints about Personnel
1017.1	<u>KEB-R/STC</u>	Public Concerns/Complaints about Personnel
1025	<u>KHBA/STC</u>	Commercial Activities
1035	<u>KL/STC</u>	Relations with Other Government Authorities

STC POLICY CLASSIFICATION CONVERSION

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 2/28/2025
STC Bookstore	\$ 34,241.55	\$ 1,140.68	\$ -	\$ 35,382.23
STC EFT	\$ 711,543.15	\$ 11,076,913.93	\$ 8,498,883.00	\$ 3,289,574.08
STC Tuition & Fees	\$ 1,814,579.07	\$ 39,318,606.95	\$ 39,161,025.24	\$ 1,972,160.78
STC T & A	\$ 105,673.19	\$ 49,010.29	\$ 30,692.85	\$ 123,990.63
STC ACH	\$ 4,850.45	\$ 154,995.68	\$ -	\$ 159,846.13
STC Blue Bucks	\$ 23,135.54	\$ 16,780.09	\$ 2,232.14	\$ 37,683.49
TOTALS	<u>\$ 2,694,022.95</u>	<u>\$ 50,617,447.62</u>	<u>\$ 47,692,833.23</u>	<u>\$ 5,618,637.34</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		
Rask, Kael	Information Technology	03-21-25
Instructor, Adjunct, Part-Time		
Scotting, Jackie	Nursing & Health	03-01-25
Mertes, Jodi	Nursing & Health	03-22-25
Employment Contract, Full-Time		
Sundquist, Allison	Admissions	03-28-25

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Student Help, Part-Time, Hourly			
Miller, Corbyn	IT Technician	03-05-25	\$15.00
Instructor, Full-Time, Salaried			
Galvin-Siebenaler, Teka	Respiratory Therapy Instructor/Clinical Coordinator 206-Day, 1.0 FTE Level 6, Step 9 67 days prorated	03-17-25	\$26,865.37

3. **Employee Lump Sum Payment**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Stephens, Michael	Accounting	02-28-25	\$4,849.09
Kramer, Jaclyn	Nursing & Health	03-31-25	\$3,612.83
Kramer, Jaclyn	Nursing & Health	02-28-25	\$1,661.10

4. **Spring 2025 Wage Rates**

Student Help, Part-Time, Hourly			
<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Schumacher, Matthew	Information Technology	02-01-25	\$16.00
Big Eagle, Silas	Information Technology	02-01-25	\$16.00
Other Help, Part-Time, Hourly			
Lingen, Peter	Testing Center	03-09-25	\$17.00

Southeast Tech
Surgical Technology
Executive Summary

Purpose of Report: To inform the Sioux Falls School Board about the Surgical Technology Program at Southeast Technical College.

The Surgical Technology Program at Southeast Technical College (STC) is a comprehensive, two-year Associate of Applied Science (AAS) degree designed to prepare students for careers as Certified Surgical Technologists (CST). This program aims to develop competent entry-level professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains essential to surgical technology.

Program Overview:

The program offers extensive clinical opportunities, rigorous academic coursework, and simulation-based training to align with the latest standards set by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). With a 65-credit curriculum and hands-on experience in clinical sites up to six hours away, students meet the 120-surgical case requirement and accumulate 656 completed clinical hours before eligibility for the National Certification Exam.

Faculty and Staff:

The program is led by experienced educators, including Program Director Josette Otto, Instructor Annie McGuire, and Lab Specialist Ginger Petersen, along with 8 dedicated adjunct faculty who are Certified Surgical Technologists (CSTs).

Program Highlights and Achievements:

- Increased Enrollment: Approved to increase enrollment from 35 to 48 students.
- Partnerships: Collaboration with Avera Academy, Sanford's Classrooms to Careers, and Build Dakota to provide scholarship opportunities and pathways from classroom learning to careers.
- Simulation Center: A cutting-edge facility that enhances practical learning experiences.
- Community Engagement: Partnerships with organizations like the Sioux Falls Lions Club foster community involvement and volunteerism.
- Special Events: Participation in the Mike Rowe Event for Build Dakota's 10th Anniversary Celebration.

Impact on the Community and Students:

This program is critical to addressing the workforce needs of healthcare institutions in the region by training highly skilled surgical technologists. Students graduate with industry-relevant skills, eligibility for national certification, and valuable real-world experience. By maintaining high academic and clinical standards, engaging with the community, and fostering key partnerships, STC's Surgical Technology Program continues to prepare graduates who are well-positioned to contribute meaningfully to the healthcare field. We look forward to sharing our progress, achievements, and future goals as we expand the program's impact on students and the broader community.

Administrative Recommendation to School Board: Acknowledge the Surgical Technology Program report.



Surgical Technology, AAS Program

Josette Otto & Annie McGuire

Mission Statement:

“To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”



SOUTHEAST
Technical College

THE SURGICAL TECHNOLOGY PROFESSION

Description of the Profession

- Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.
 - The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.
 - A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.
-

FACULTY & STAFF



Josette Otto
Program Director
BS, AAS, CST



Annie McGuire
Instructor
AAS, CST



Ginger Petersen
Lab Specialist
AAS, CST

ADJUNCT FACULTY



Alyssa Petersen, CST



Elizabeth Belmontes, CST



Jessica Richter, CST



Elizabeth Elkaifi, CST



Andrew Huwe, CST



Lynette Deutsch, CST



Justin Freese, CST



Molly Kaufmann, CST

PROGRAM OVERVIEW

- **Surgical Technology Program – Associate of Applied Science (AAS) (2 Years)**
 - **Eligibility for the National Certification Exam (NBSTSA)** to earn the Certified Surgical Technologist (CST) credential upon passing
 - **Extensive Clinical Opportunities** at multiple sites within a 6-hour radius
 - **Total Completed Clinical Hours = 656**
 - **120 Surgical Case Requirement** for program completion and eligibility to sit for the National Certification Exam
 - **Updated Curriculum** aligned with the new CCST 7E Programmatic Accreditation Standards (ARC/STSA & CAAHEP)
 - **Total Program Credits: 65**
-

PROGRAM CURRICULUM

FIRST SEMESTER

- [GEN ED REQ - Surgical Technology Communications Requirement](#)
- [GEN ED REQ - Surgical Technology Natural Sciences Requirement](#)
- [SSS 100 - Student Success Seminar](#)
- [HC 117 - Medical Language](#)
- [ST 110 - Surgical Asepsis Lab](#)
- [ST 121 - Surgical Asepsis](#)

SECOND SEMESTER

- [GEN ED REQ - Surgical Technology Natural Sciences Requirement](#)
- [HC 106 - Certified Nursing Assistant \(CNA\)](#)
- [ST 100 - Surgical Techniques](#)
- [ST 120 - Principles & Practice of Surgical Tech](#)
- [ST 120L - Principles & Practice of Surgical Tech Lab](#)

THIRD SEMESTER

- [GEN ED REQ - Surgical Technology Social Sciences Requirement](#)
- [GEN ED REQ - Surgical Technology Mathematics Requirement](#)
- [ST 111 - Perioperative Management](#)
- [ST 111S - Perioperative Management Clinical Experience](#)
- [ST 112 - Surgical Procedures I](#)
- [ST 122L - Surgical Procedures Lab](#)

FOURTH SEMESTER

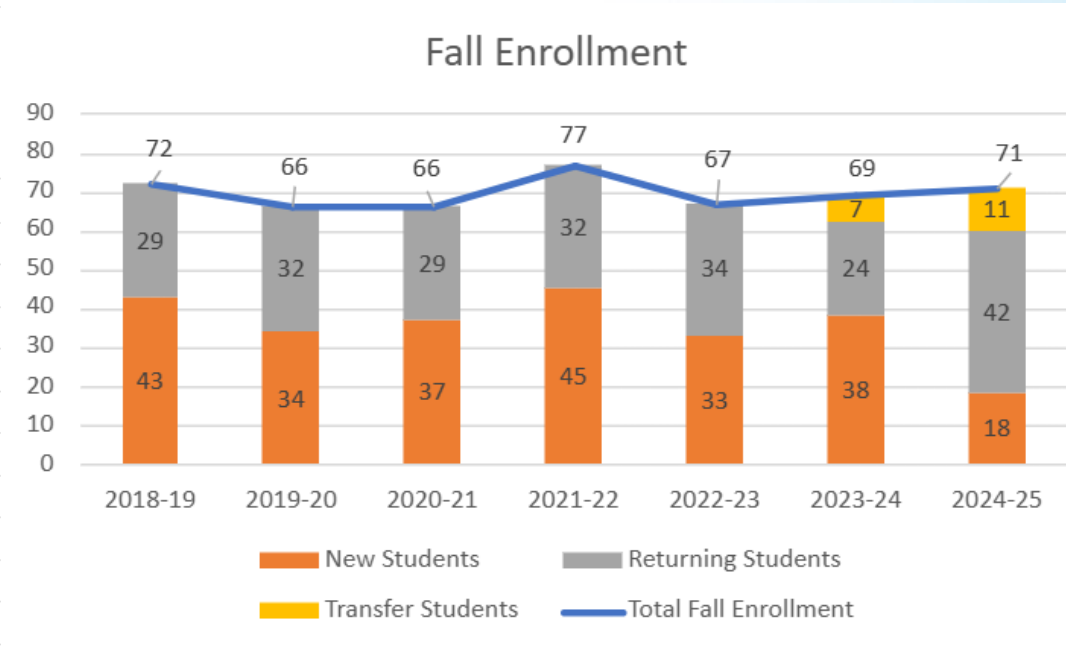
- [HC 103 - Interprofessional Health Care](#)
- [ST 114S - Clinical Practice I](#)
- [ST 123 - Surgical Pharmacology](#)
- [ST 212 - Surgical Procedures II](#)
- [MICR 231 - Microbiology w/Lab](#)

FIFTH SEMESTER

- [ST 124S - Clinical Practice II](#)
- 

PROGRAM DATA

PROGRAM	Surgical Technology							Capacity to Grow in Fall 2023
Program Capacity for Incoming Cohort								48
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	
Total Fall Enrollment	72	66	66	77	67	69	71	6%
New Students	43	34	37	45	33	38	18	
Returning Students	29	32	29	32	34	24	42	
Transfer Students						7	11	
Program Retention Rate	85%	81%	92%	88%	80%	85%		
<i>SDBOTE Fall to Fall = Completion + Returning</i>								
# of Graduates	23	28	24	25	28	20		
<i>Fall, Spring, Summer combined</i>								
In-Field Placement Rate	100%	100%	96%	100%	100%	100%		
<i>SDBOTF Prior Academic Year</i>								



PROGRAM DATA

Demographics							2023-2024	2024-2025
Status								
	Full Time						34	23
	Part Time						35	48
Age								
	18-23						62	59
	24+						7	12
Gender								
	Female						61	66
	Male						8	5
	Unknown/Other						0	0
	Outside SD						9	9
	Known Non-White						12	17
	First Generation						15	11
Graduate Demographics								

PROGRAM HIGHLIGHTS & ACHIEVEMENTS

Highlights

- Enrollment Increase from 35 to 48 approved by ARC/STSA
- Build Dakota Eligible
- Avera Academy Partnership
- Classrooms to Careers Partnership

Achievements

- Simulation Center- 1 year
 - Mike Rowe Event- BD 10th Anniversary Event
 - Partnership with the Sioux Falls Lions Club for volunteer work in the community
-

SIMULATION CENTER



SURG TECH STUDENTS



Class of 2022



Class of 2023



Class of 2024



SOUTHEAST
Technical College

Southeast Technical College

Career Services

EXECUTIVE SUMMARY

Purpose:

Provide the School Board with an update on Career Services at Southeast Technical College.

Highlights are as follows:

- Overview of STC Career Services and the services provided to students and alumni.
 - Provide updates on the job board and career fairs that are held throughout the year.
 - The Career Resource Library and Forage improve access to career service materials and improve career education and skills.
 - Review the graduate outcome report from the Class of 2023. The graduate outcome report for the Class of 2024 will be published in May and is trending in the same direction as the previous year.
-

Administrative Recommendation to School Board:

To acknowledge the Career Services report.



Career Services

Alex Andersen

Student Success Advisor and Career Services Coordinator



SOUTHEAST
Technical College

ABOUT ME

- Alex Andersen – Student Success Advisor and Career Services Coordinator
 - Started at STC in June 2023
 - South Dakota State University
 - Master of Education – Administration of Student Affairs with Academic Advising Certificate
 - Bachelor of Science – Human Development and Family Studies
- Previous Employment
 - STC – Activities Coordinator
 - SDSU – Career Education Coordinator and Institutional Assessment Coordinator



CAREER SERVICES

- Services provided to current students and alumni:
 - Resume writing
 - Cover letters
 - Interview preparation
 - Mock interviews
 - Career Connections – online job board
 - Industry-specific career fairs
 - Career resource library

CAREER CONNECTIONS

The screenshot shows the Southeast Technical College Career Connections website. At the top is a dark blue navigation bar with the college logo, a search bar, and links for Jobs, Events, Employers, Resources, and a user profile icon labeled 'AK'. Below the navigation bar are five white cards with icons and text: 'Career Explorer' (learn about careers), 'Career Finder' (take a quiz), 'Document Library' (read, watch, download), 'Public Profile' (showcase achievements), and 'Add a Resume' (upload resume). A section titled 'Because you viewed Certified Nursing Assistant - CNA at Sunset Manor' displays four job listings from Huron Regional Medical, DakotAbilities, and Prairie Lakes Healthcare. Below this is a 'Latest Jobs' section with four listings from Sunset Manor, First Class Dental Care, Sherwin Williams, and Dickey County Sheriff's Office.

- Online Job Board

- 3,500+ Employer Accounts
- 4,400+ Student/Alumni Accounts
- 875+ Positions

CAREER FAIRS

- 12 industry-specific career fairs
- 281 employer registrations and counting
- 900+ students attended



Fall 2024	Spring 2025
Part-Time Job Fair	Engineering, Mechatronics, & Mechanical Engineering Career Fair
Industrial Technology/Construction Career Fair	LPN Career Fair
Transportation Technology Career Fair	Veterinary Technician Career Fair
Fall Health Career Fair	Information Technology Career Fair
Horticulture Technology/Sports Turf Career Fair	Spring Health Career Fair
DOC Welding Career Fair	B.I.G & Teacher Career Fair



CAREER FAIRS EMPLOYER SATISFACTION

- 98% Employer Satisfaction
- Employer Feedback
 - “Everything was so well-organized, and you do an incredible job ensuring we have everything we need from a vendor perspective. The students were highly engaged and eager to learn more about our offerings, which made the experience even more rewarding. This event truly stands out from others we attend – in the best way possible! Thank you again for your efforts and for creating such a positive and impactful experience. We look forward to future opportunities to participate” – Sanford Health Representative
 - “Lots of students that wanted to engage with every booth, not a lot of students that walked by our booth without wanting to engage with us. Excited to attend this career fair and other STC events in the future!” – First Bank & Trust Representative

CAREER RESOURCE LIBRARY

- Central location for all career resource materials
 - Improve student access to career services materials
 - Help students meet their career goals
 - Increase student career readiness
 - Lives in MyTech and will continue to build
- Resources will include:
 - Professional document templates
 - Professional document examples
 - Interviewing tips/strategies
 - Job search strategies
 - Career Fair Preparation
 - Elevator Pitch
 - Professionalism in the workplace

FORAGE

- Online resource that offers virtual day-in-the-life job simulations designed by leading companies such as Lululemon, Bank of America, and PepsiCo
- Self-paced virtual job simulations allow students to gain knowledge, complete real-world tasks, and earn certificates to boost their resume and LinkedIn page
- Provides career education and skills building
- Links directly to the Career Services website
- Plan to use in Student Success Seminar Class
- Resources that help improve the Career Resource Library

OTHER EVENTS



Get Job Ready!

**STC Student Activities and Career Services Sponsoring
Free Headshot and Résumé Review Event**

Get ready to land that job! Come take a complimentary, professional headshot you can use on your LinkedIn profile and bring your résumé for a free review.

Tuesday, March 25

10 a.m.-12 p.m. | Technology Center

Wednesday, March 26

10 a.m.-12 p.m. | Sullivan Health Center

Questions?

Contact Kally Jorgensen, STC's Student Engagement Coordinator
at studentactivities@southeasttech.edu.

GRADUATE OUTCOME REPORT

- Class of 2023
 - 98% job placement rate
 - 41 STC programs with 100% placement
 - 86.3% of graduates stayed in South Dakota
 - Average Starting Salary was \$45,760
 - Cardiovascular Sonography had the highest starting salary average at \$65,104



SOUTHEAST
Technical College

2025 Legislative Update

SFSD STC School Board Meeting

April 2, 2025



SOUTHEAST
Technical College

OVERVIEW

- Our image and brand is strong among legislators
- Increase in Per Student Allocation (PSA)
- Decrease in Maintenance & Repair (M&R)
- Decrease in Dual Credit support
- Mixed results for one-time funding requests

- Concealed carry





PER STUDENT ALLOCATION

1.25% INCREASE TO THE PER STUDENT ALLOCATION

2024-25 Projected Distribution	Governor's Recommendation	2025-26 as Passed (Projected Distribution)	Difference
\$11,331,844	\$11,473,492	\$11,473,492	\$141,648





M&R CUT IMPACT

PERMANENT 45% REDUCTION IN M&R FUNDING.

2024-25 Projected	Governor's Recommendation	2025-26 as Passed (Proj.)	Difference	One-time Funding	Total in 2025-26	Difference
\$590,250.38	\$321,409.03	\$321,409.03	-\$270,841.35	\$210,838.97	\$532,248	-\$60,002



DUAL CREDIT

	2024-25 Actual	Governor's Recommended	2025-26 as Passed
State's share	66.7%	50%	50%
Student's share	33.3%	50%	50%
Student credit hour rate	\$50.85/credit	\$76.27/credit	\$76.27/credit



ONE-TIME FUNDING

- EQUIPMENT

Institution	Local (67%)	Local (33%)	Total
LATC	\$1,329,160	\$654,661	\$1,983,821
MTC	\$795,610	\$391,868	\$1,187,478
STC	\$1,221,624	\$601,695	\$1,823,319
WDTC	\$653,606	\$321,925	\$975,531
TOTAL	\$4,000,000	\$1,970,149	\$5,970,149

- Health Simulation Center

- We did not receive funding to pay off health simulation center

SB 100 – CONCEALED CARRY

- BOR and BOTE institutions can't limit ability to carry concealed pistol to anyone with enhanced permit, stun gun, mace, pepper spray or other chemical irritant on campus
- Exceptions for rooms with some flammable liquids, hazardous materials, and MRI equipment, along with a few other exceptions
- Working with legal counsel to develop policy and training points for faculty and staff





SOUTHEAST
Technical College

Policy/Regulation Revisions

DA/STC – Fiscal Management Goals/Priority Objectives
EGAD/STC – Copyright Compliance
FF/STC – Naming Facilities, Programs, and Titled Positions
GBEG/STC – Searches of Employee Personal Property and Southeast Technical
College Owned/Provided Property
IJNDB/STC – Online/Hybrid/Competency-Based Courses
JICFA/STC – Hazing
JLA/STC – Student Insurance Programs
KCD/STC – Public Gifts/Donations to Schools
KE/STC – Public Concerns and Complaints
KEA/STC – Concerns/complaints about Policies
KL/STC – Relations with Other Governmental Authorities

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:

DA/STC – Fiscal Management Goals/Priority Objectives – Review and clarify language
EGAD/STC – Copyright Compliance - Review and clarify language
FF/STC – Naming Facilities, Programs, and Titled Positions – Review, clarify language and include STC Foundation
GBEG/STC – Searches of Employee Personal Property and Southeast Technical College Owned/Provided Property – Review and clarify language to remove reference to Association
IJNDB/STC – Online/Hybrid/Competency-Based Courses - Review and clarifying language to current STC language
JICFA/STC – Hazing - Review and update language to match new Federal guidelines
JLA/STC – Student Insurance Programs – Withdrawn as STC does not offer Insurance to students
KCD/STC – Public Gifts/Donations to Schools - Review and clarify language to include STC Foundation
KE/STC – Public Concerns and Complaints - Review and clarify language on how to make a complaint

Report prepared by: President's Office

Presented by: School Board Member on Policy Review Committee

04-02-25

KEA/STC – Concerns/complaints about Policies - Review and specify for policies only
KL/STC – Relations with Other Governmental Authorities - Review and clarify language

Second readings are not necessary. (See Policy BG/STC – School Board Policy Process),

Policy Review Recommendation to School Board:

Approve review/revision or withdrawal of the above referenced policies.



FISCAL MANAGEMENT GOALS/PRIORITY OBJECTIVES

Southeast Technical College Policy DA/STC

1. Purpose

The ~~Southeast Technical College (STC) School Board~~ recognizes that money and money management comprise the foundational support of ~~the Southeast Technical College~~STC ~~program.~~

2. General Statement of Policy

To make that support as effective as possible, ~~STC: the Board:~~

- encourages advance planning through the best possible budget procedures
- will explore all practical sources of ~~dollar~~ income
- will guide the expenditure of funds to extract the greatest educational returns
- expects top-quality accounting and reporting procedures
- will maintain ~~the highest level of unit~~ expenditure levels needed to provide high quality education within the constraints of the budget. ~~ability of the community to pay.~~

3. Dissemination of Policy and Training

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

Board Approved:

Policy		Board Action	(formerly 3000)
adopted:	05-28-68	13052	
amended:	11-24-75	17643	
amended:	04-08-85	22039	
amended:	06-18-85	22168	
reviewed:	02-22-99	29272	
amended:	01-09-06	34304	
reviewed:	04-14-11	36027	



COPYRIGHT COMPLIANCE

Southeast Technical College Policy EGAD/STC

1. Purpose

It is the intent of Southeast Technical College ([STC](#)) to adhere to current copyright law. Employees and students of STC are expected to follow copyright law and the copyright procedures established by the President or designee. Any willful violation by students or employees may be subject to disciplinary action. Students or staff who purposefully infringe upon copyright law may be reported to the appropriate authorities and may be subject to criminal or civil penalties.

2. General Statement of Policy

Employees and students are to comply with copyright law (Title 17 of the United States Code, titled "Copyrights") and related legislation. The following guidelines summarize the key provisions of Title 17 of the United States Code and other federal [legislation](#), and guidelines related to the duplication, retention, and use of copyrighted materials.

- Unlawful copies of copyrighted materials may not be produced on STC-owned equipment.
- Unlawful copies of copyrighted material may not be used with STC-owned equipment, within STC-owned facilities, or at STC-sponsored functions.
- Employees who make or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide, upon request, the justification under sections 107, 108 or 110 of USC 17 for materials that have been used or copied. Sections 107, 108 and 110 of the Copyright Act deal with the exemptions from copyright commonly known as "fair use." Under the fair use doctrine, reproducing materials for such purposes as criticism, comment, news reporting, teaching, scholarship or research is permissible without formal authorization from the copyright holder. For duplicating or changing a work to fall within the bounds of "fair use," all four of these standards must be met:
 - **The purpose and character of the use.** The use must be for such purposes as instruction or scholarship.
 - **The nature of the copyrighted work.** Published factual or nonfiction materials that are important to the educational objectives are more acceptable to be copied than unpublished works or highly creative works such as art, music, novels or other fiction works, films or plays.

- **The amount and substantiality of the portion used.** Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if following the guidelines for Books and Periodicals, Printed Music, Television, and/or Multimedia as outlined herein.
- **The effect of the use upon the potential market or value of the copyrighted work.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

As technology changes the way creative works are published and distributed, the courts have worked to keep up with interpreting the law to establish a fair balance between the rights of creators, publishers, and consumers. The following guidelines for works in a variety of formats have been established by agreements between authors, publishers, and the general public and help to clarify what constitutes fair use. Instructors and students should obtain permission from the copyright holder or from a clearinghouse such as the Copyright Clearance Center for any use of copyrighted material that does not fall clearly within these fair use guidelines.

Books and periodicals

1. Single copying for Instructors

A single copy may be made of any of the following by or for an Instructor at ~~his or her~~their individual request for ~~his or her~~their scholarly research or use in instruction or preparation to teach a class:

- a) A chapter from a book;
- b) An article from a periodical or newspaper;
- c) A short story, short essay or short poem, whether or not from a collective work;
- d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

2. Multiple Copies for Classroom Use

Multiple copies (not to exceed one copy per ~~pupil~~student in a course) may be made by or for the person teaching the course for classroom use or discussion provided that:

- a) the copying meets the tests of brevity and spontaneity as defined below: and,
- b) the copying meets the cumulative effect test as defined below; and
- c) each copy includes a notice of copyright

Brevity

- 1) Poetry: a complete poem if less than 250 words OR an excerpt of not more than 250 words if from a longer poem.
- 2) Prose: a complete article, story or essay if less than 2500 words or, if longer, an excerpt of not more than 1000 words or 10% of the work, whichever is less. The allowable section may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph.
- 3) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

- 4) "Special" works: For shorter works, such as children's picture books, that are less than 2500 words in their entirety an excerpt of two pages and containing not more than 10% of the text may be reproduced.

Spontaneity

- 1) The copying must be at the request of the individual Instructor.
- 2) The decision to use the work and the time it needs to be used for maximum teaching effectiveness are so close in time it is unreasonable to expect a timely reply to a request for permission to copy.

Cumulative Effect

- 1) The material is copied for only one course in the school.
- 2) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than 3 from the same collective work or periodical during one semester.
- 3) No more than 9 instances of multiple copying for one course during one semester.

Limitations in items 1 and 3 do not apply to current news periodicals and newspapers.

- d) Copying to create or replace or substitute for anthologies, compilations, or collective works is prohibited.
- e) Copying works intended to be "consumable" in the course of study or instruction, including workbooks, exercises, standardized tests and test booklets and answer sheets is prohibited.
- f) Copying shall not:
 - substitute for the purchase of books, publishers' reprints, or periodicals
 - be directed by a higher authority
 - be repeated for the same item by the same Instructor from semester to semester.The student may not be charged more than the actual cost of the photocopying.
- g) The student may not be charged more than the actual cost of the photocopying.

Printed Music

1. Permissible Uses

- a) Emergency copying to replace purchased copies that are not available for an imminent performance is permissible providing replacement copies are purchased as soon as possible.
- b) Copying for academic purposes other than performance is acceptable as long as the copied excerpts do not comprise a part of the whole that would constitute a performable unit such as a section, movement, or aria. In no case can more than 10% of the whole work be copied. The number of copies shall not exceed one per student.
- c) Printed copies which have been purchased may be edited or simplified as long as the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
- d) A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the school or individual Instructor.

- e) A single copy of a recording of copyrighted music may be made from a recording that is owned by the school or Instructor for the purpose of constructing listening exercises or examinations and may be retained by the school or Instructor.

2. Prohibitions

- a) Copying to create or replace or substitute for anthologies, compilations or collective works is prohibited.
- b) Copying of or from works intended to be “consumable” such as workbooks, exercises, standardized tests and answer sheets, etc. is prohibited.
- c) Copying for the purpose of performance is prohibited (except as in 1a above).
- d) Copying to avoid purchasing the music is prohibited, except as in 1a and 1b above.
- e) Copying without including the copyright notice that appears on the printed copy is prohibited.

Television

1. Recording from broadcast networks (e.g. ABC, NBC, CBS, PBS)

Unless otherwise specified by the individual network, the following limitations apply:

- a) The recording may be retained for no more than 45 consecutive calendar days after the date it was recorded.
- b) The recorded program must be used in ~~face-to-face~~face-to-face teaching within the first ~~consecutive 10~~10 consecutive school days following the date it was recorded.
- c) Programs may only be recorded at the request of, and used by, individual Instructors. No broadcast program may be recorded more than once at the request of the same Instructor, regardless of the number of times the program is broadcast.
- d) A limited number of copies may be reproduced to meet the legitimate needs of Instructors under these guidelines. Each additional copy is subject to the provisions regarding the original recording.
- e) After the first 10 consecutive school days, the recordings may be used up to the end of the 45 calendar day retention period only for Instruction evaluation purposes, i.e., to determine if the program should be purchased for use in the regular curriculum.
- f) Recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be combined or merged to create Instructional anthologies or compilations.
- g) All copies of off-air recordings must include the copyright notice on the broadcast program.

2. Recording from cable networks

Cable networks often allow recordings to be kept for a longer period of time. Consult the Cable in the Classroom website for the retention period for programs recorded from cable networks.

3. Commercial video recordings

Commercial video recordings sold or distributed for home use must be used for instructional purposes to qualify for the “fair use” exemption. For use to be considered instructional, video recordings

- a) must be presented by Instructors or students and
- b) must be part of face-to-face Instruction and an integral part of the unit being taught and
- c) must be shown in a classroom, library, or similar place of instruction in a nonprofit educational institution.

Any other display of a copyrighted video recording in “a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances is gathered” is considered a public performance and requires public performance rights. Public performance rights may be purchased through sources such as Movie Licensing USA.

Multimedia

Portions of lawfully acquired copyrighted works (obtained through lawful means such as purchase, gift or license) may be incorporated into educational multimedia projects for curriculum-based instruction and student projects for a specific course, subject to certain restrictions.

1. Permitted Uses

Educators may perform and display their educational multimedia projects, in the course for which they were created, in curriculum-based instruction to students:

- a) for face-to-face instruction;
- b) for students’ directed self-study; and
- c) so long as the technology limits access and prevents the making of copies of copyrighted material, over the educational ~~institution’s-college’s~~ secure electronic network for instruction to students at remote sites enrolled in curriculum-based courses (in real time or for after class review or directed self-study).

Students must be advised that they may not copy the educational multimedia project.

Instructors may perform or display the projects in presentations to peers at workshops and conferences. Students may perform or display their educational multimedia projects for educational uses in the course for which they were ~~created, and~~ created and may use them in their portfolios as examples of their academic work.

2. Time Limits

Instructors may use their educational multimedia projects for instructing courses, for a period of up to two years after the first instructional use with a class. Thereafter, permission is required for each copyrighted portion incorporated in the project. Student’s use of ~~his or her~~ their own project is limited to the course for which it was created and to later portfolio use.

3. Portion Limits

These limits, “in the aggregate” (i.e., on the amount that may be copied from a single copyrighted work), apply cumulatively to each educator’s or student’s multimedia project for the same academic semester, cycle or term.

Motion media: Up to 10% or 3 minutes, whichever is less, in the aggregate.

Text: Up to 10% or 1000 words, whichever is less, in the aggregate. An entire poem of less than 250 words may be used, but not more than three poems by one poet, or five poems by different poets from any anthology may be used. For poems of greater length, 250 words may be used, but no more than three excerpts by a poet, or five excerpts by different poets from a single anthology.

Music, lyrics, and music video: Up to 10%, but in no event more than 30 seconds, of the music and lyrics from an individual musical work (or in the aggregate of extracts from an individual work), whether the music is embodied in copies, or audio or audiovisual works. Any alterations to a music work shall not change the basic melody or fundamental character of the work.

Photographs and illustrations: An entire work may be used but no more than 5 images by an artist or photographer, and no more than 10% or 15 images, whichever is less, from a published collective work.

Copyrighted database or data table: Up to 10% or 2500 field entries (items of information in a record of a database, such as name or social security number) or cell entries (intersections where a row and column meet on a spreadsheet), whichever is less.

4. Limits on Copying and Distribution

For educator and student uses, only two “use copies” may be made, only one of which may be placed on reserve (see paragraph 1 above). An additional copy may be made for preservation purposes, but purposes but may be used or copied only to replace a lost, stolen or damaged use copy. Each principal creator of a jointly created project may retain one copy, for the uses permitted educators and students. Further use requires permission for all copyrighted works incorporated in the project. Educators and students who anticipate their work may be more broadly disseminated are advised to seek permissions during the development process.

5. Notices of Attribution, Acknowledgement and Use Restrictions

Instructors and students should credit sources (identify the work’s source, including where available the author, title, publisher, and date and place of publication) display copyright information (copyright notice, year of first publication, and name of copyright holder) if shown in the original source, for all works incorporated into an educational multimedia project. Such information may be combined and shown in a separate section of the project, except that for images incorporated into the project for permissible remote instruction, credit and copyright information must be attached to the image file and appear on the screen when the image is viewed. If displaying credit and copyright information would conflict with instructional objectives (e.g., would provide answers to examination questions), the information may be linked to the image in a manner compatible with the instructional objectives. Alterations to incorporated portions of copyrighted works may be made only to support specific instructional objectives, and Instructors and students are advised to note if any such alterations have been made. Instructors and students must include on the opening screen of their multimedia project and on any accompanying print material a notice that certain materials

are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the educational multimedia fair use [guidelines](#), and [guidelines](#) and are restricted from further use.

Online Video Sharing

The Center for Social Media at the American University School of Communication published the Code of Best Practices in Fair Use for Online Video guidelines in May 2009. These Best Practices are intended to help creators, online providers, copyright holders, and others interested in the making, sharing, and posting of online video interpret the copyright doctrine of fair use.

STC recommends that Instructors and students posting and sharing video online observe the six uses of licensed video that the Center for Social Media believes fall under fair use.

- 1. Commenting on or critiquing copyrighted material**

As long as the use is not so extensive that it ceases to function as critique but instead becomes a substitute for the work itself, segments of copyrighted material can be “quoted” in new video recordings.

- 2. Using copyrighted material for illustration or example**

For instance, clips from Hollywood films might be used to demonstrate changing American attitudes toward race or a news clip of a politician speaking may reinforce an assertion.

- 3. Capturing copyrighted material incidentally or accidentally**

For instance, when recording a video, songs playing on the radio or television shows playing in the background may inadvertently be recorded. The video maker should be sure that the use is not so extensive that it becomes the primary focus of interest and that, where possible, the material is properly attributed.

- 4. Reproducing, reposting, or quoting in order to memorialize, preserve, or rescue an experience, an event, or a cultural phenomenon**

For instance, someone may record their favorite performance or document their own presence at a rock concert. Someone may post a controversial or notorious moment from broadcast television or a public event. Fair use reaches its limit when the content is reproduced in amounts that are disproportionate for purposes of documentation, or in the case of archiving, when the material is readily available from authorized sources.

- 5. Copying, reposting, and recirculating a work or part of a work for purposes of launching a discussion**

The purpose of copying and posting the video needs to be clear so that the viewer knows that the intent of the poster is to spur discussion.

- 6. Quoting in order to recombine elements to make a new work whose meaning comes from the relationships between the elements**

Mashups (combining different materials to compose a new work), remixes (reediting an existing work), and music videos all use this technique of recombining existing material. This kind of activity is covered by fair use to the extent that the reuse of copyrighted works creates new meaning by juxtaposition. Fair use will not apply when a copyrighted song is used in its entirety for a newly created video simply because the music evokes the desired mood.

Licenses and Contracts

Instructors and students should determine whether specific works or data used are subject to licenses or contracts, which are not superseded by fair use principles.

- Liability for willful infringement rests with the person initiating the duplication of copyrighted materials.
- Employees who use copyrighted materials that do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:
 - The materials have been purchased from an authorized vendor by the individual or STC and a record of the purchase exists.
 - The materials are copies covered by a licensing agreement between the copyright owner and STC or the individual employee.
 - The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.

3. Dissemination of Policy and Training

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

Legal References:

USC Title 17 – Copyrights

Board Approved:

Policy		Board Action	(formerly 6161.1a)
adopted:	02-14-05	34029	
reviewed:	12-14-09		
reviewed:	04-14-11	36027	

Regulation		Board Action	(formerly 6161.1a)
approved:	02-11-85	21930	
revised:	04-08-85	22039	
revised:	02-14-05	34028	
revised:	12-14-09		
revised:	04-14-11	36027	

~~Policies and Regulations~~

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

~~Support Services~~

~~Copyright Compliance~~

~~Employees and students are to comply with copyright law (Title 17 of the United States Code, titled "Copyrights") and related legislation. The following guidelines summarize the key provisions of Title 17 of the United States Code and other federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.~~

- ~~● Unlawful copies of copyrighted materials may not be produced on STC-owned equipment.~~
- ~~● Unlawful copies of copyrighted material may not be used with STC-owned equipment, within STC-owned facilities, or at STC-sponsored functions.~~
- ~~● Employees who make or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide, upon request, the justification under sections 107, 108 or 110 of USC 17 for materials that have been used or copied. Sections 107, 108 and 110 of the Copyright Act deal with the exemptions from copyright commonly known as "fair use." Under the fair use doctrine, reproducing materials for such purposes as criticism, comment, news reporting, teaching, scholarship or research is permissible without formal authorization from the copyright holder. For duplicating or changing a work to fall within the bounds of "fair use", all four of these standards must be met:~~
 - ~~○ **The purpose and character of the use.** The use must be for such purposes as instruction or scholarship.~~
 - ~~○ **The nature of the copyrighted work.** Published factual or nonfiction materials that are important to the educational objectives are more acceptable to be copied than unpublished works or highly creative works such as art, music, novels or other fiction works, films or plays.~~
 - ~~○ **The amount and substantiality of the portion used.** Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if~~

following the guidelines for Books and Periodicals, Printed Music, Television, and/or Multimedia as outlined herein.

- ~~The effect of the use upon the potential market or value of the copyrighted work. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.~~

NEPN Code: EGAD-R

Page 2 of 8

As technology changes the way creative works are published and distributed, the courts have worked to keep up with interpreting the law to establish a fair balance between the rights of creators, publishers, and consumers. The following guidelines for works in a variety of formats have been established by agreements between authors, publishers, and the general public and help to clarify what constitutes fair use. Instructors and students should obtain permission from the copyright holder or from a clearinghouse such as the Copyright Clearance Center for any use of copyrighted material that does not fall clearly within these fair use guidelines.

Books and periodicals

1. Single copying for Instructors

A single copy may be made of any of the following by or for an Instructor at his or her individual request for his or her scholarly research or use in instruction or preparation to teach a class:

- a) A chapter from a book;
- b) An article from a periodical or newspaper;
- c) A short story, short essay or short poem, whether or not from a collective work;
- d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

2. Multiple Copies for Classroom Use

Multiple copies (not to exceed one copy per pupil in a course) may be made by or for the person teaching the course for classroom use or discussion provided that:

- a) the copying meets the tests of brevity and spontaneity as defined below; and,
- b) the copying meets the cumulative effect test as defined below; and
- c) each copy includes a notice of copyright

Brevity

- 1) Poetry: a complete poem if less than 250 words OR an excerpt of not more than 250 words if from a longer poem.
- 2) Prose: a complete article, story or essay if less than 2500 words or, if longer, an excerpt of not more than 1000 words or 10% of the work, whichever is less. The allowable section may be expanded to permit the completion of an unfinished line of a poem or an unfinished

prose paragraph.

- 3) ~~Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.~~
- 4) ~~“Special” works: For shorter works, such as children’s picture books, that are less than 2500 words in their entirety an excerpt of two pages and containing not more than 10% of the text may be reproduced.~~

Spontaneity

- 1) ~~The copying must be at the request of the individual Instructor.~~
- 2) ~~The decision to use the work and the time it needs to be used for maximum teaching effectiveness are so close in time it is unreasonable to expect a timely reply to a request for permission to copy.~~

NEPN Code: EGAD-R

Page 3 of 8

Cumulative Effect

- 1) ~~The material is copied for only one course in the school.~~
- 2) ~~Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than 3 from the same collective work or periodical during one semester.~~
- 3) ~~No more than 9 instances of multiple copying for one course during one semester.~~

~~Limitations in items 1 and 3 do not apply to current news periodicals and newspapers.~~

- d) ~~Copying to create or replace or substitute for anthologies, compilations, or collective works is prohibited.~~
- e) ~~Copying works intended to be “consumable” in the course of study or instruction, including workbooks, exercises, standardized tests and test booklets and answer sheets is prohibited.~~
- f) ~~Copying shall not:~~
 - ~~substitute for the purchase of books, publishers’ reprints, or periodicals~~
 - ~~be directed by a higher authority~~
 - ~~be repeated for the same item by the same Instructor from semester to semester.~~
- g) ~~The student may not be charged more than the actual cost of the photocopying.~~

Printed Music

1. Permissible Uses

- a) ~~Emergency copying to replace purchased copies that are not available for an imminent performance is permissible providing replacement copies are purchased as soon as possible.~~
- b) ~~Copying for academic purposes other than performance is acceptable as long as the copied excerpts do not comprise a part of the whole that would constitute a performable unit such as a section, movement, or aria. In no case can more than 10% of the whole work be copied. The number of copies shall not exceed one per student.~~
- c) ~~Printed copies which have been purchased may be edited or simplified as long as the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.~~
- d) ~~A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the school or individual instructor.~~
- e) ~~A single copy of a recording of copyrighted music may be made from a recording that is owned by the school or instructor for the purpose of constructing listening exercises or examinations and may be retained by the school or instructor.~~

2. ~~Prohibitions~~

NEPN Code: EGAD-R

Page 4 of 8

- a) ~~Copying to create or replace or substitute for anthologies, compilations or collective works is prohibited.~~
- b) ~~Copying of or from works intended to be “consumable” such as workbooks, exercises, standardized tests and answer sheets, etc. is prohibited.~~
- c) ~~Copying for the purpose of performance is prohibited (except as in 1a above).~~
- d) ~~Copying to avoid purchasing the music is prohibited, except as in 1a and 1b above.~~
- e) ~~Copying without including the copyright notice that appears on the printed copy is prohibited.~~

Television

1. ~~Recording from broadcast networks (e.g. ABC, NBC, CBS, PBS)~~

~~Unless otherwise specified by the individual network, the following limitations apply:~~

- a) ~~The recording may be retained for no more than 45 consecutive calendar days after the date it was recorded.~~
- b) ~~The recorded program must be used in face to face teaching within the first consecutive 10 school days following the date it was recorded.~~
- c) ~~Programs may only be recorded at the request of, and used by, individual~~

Instructors. No broadcast program may be recorded more than once at the request of the same Instructor, regardless of the number of times the program is broadcast.

- d) A limited number of copies may be reproduced to meet the legitimate needs of Instructors under these guidelines. Each additional copy is subject to the provisions regarding the original recording.
- e) After the first 10 consecutive schools days, the recordings may be used up to the end of the 45 calendar day retention period only for Instruction evaluation purposes, i.e., to determine if the program should be purchased for use in the regular curriculum.
- f) Recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be combined or merged to create Instructional anthologies or compilations.
- g) All copies of off-air recordings must include the copyright notice on the broadcast program.

2. Recording from cable networks

Cable networks often allow recordings to be kept for a longer period of time. Consult the Cable in the Classroom website for the retention period for programs recorded from cable networks.

3. Commercial video recordings

Commercial video recordings sold or distributed for home use must be used for instructional purposes to qualify for the "fair use" exemption. For use to be considered instructional, video recordings

- d) must be presented by Instructors or students and
- e) must be part of face-to-face Instruction and an integral part of the unit being taught and

NEPN Code: EGAD-R

Page 5 of 8

- f) must be shown in a classroom, library, or similar place of instruction in a nonprofit educational institution.

Any other display of a copyrighted video recording in "a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances is gathered" is considered a public performance and requires public performance rights. Public performance rights may be purchased through sources such as Movie Licensing USA.

Multimedia

Portions of lawfully acquired copyrighted works (obtained through lawful means such as

purchase, gift or license) may be incorporated into educational multimedia projects for curriculum-based instruction and student projects for a specific course, subject to certain restrictions.

1. Permitted Uses

Educators may perform and display their educational multimedia projects, in the course for which they were created, in curriculum-based instruction to students:

- a) for face-to-face instruction;
- b) for students' directed self-study; and
- c) so long as the technology limits access and prevents the making of copies of copyrighted material, over the educational institution's secure electronic network for instruction to students at remote sites enrolled in curriculum-based courses (in real time or for after-class review or directed self-study).

Students must be advised that they may not copy the educational multimedia project.

Instructors may perform or display the projects in presentations to peers at workshops and conferences. Students may perform or display their educational multimedia projects for educational uses in the course for which they were created, and may use them in their portfolios as examples of their academic work.

2. Time Limits

Instructors may use their educational multimedia projects for instructing courses, for a period of up to two years after the first instructional use with a class. Thereafter, permission is required for each copyrighted portion incorporated in the project. Student's use of his or her own project is limited to the course for which it was created and to later portfolio use.

3. Portion Limits

These limits, "in the aggregate" (i.e., on the amount that may be copied from a single copyrighted work), apply cumulatively to each educator's or student's multimedia project for the same academic semester, cycle or term.

Motion media: Up to 10% or 3 minutes, whichever is less, in the aggregate.

NEPN Code: EGAD-R

Page 6 of 8

Text: Up to 10% or 1000 words, whichever is less, in the aggregate. An entire poem of less than 250 words may be used, but not more than three poems by one poet, or five poems by different poets from any anthology may be used. For poems of greater length, 250 words may be used, but no more than three excerpts by a poet, or five excerpts by different poets from a single anthology.

Music, lyrics, and music video: Up to 10%, but in no event more than 30

seconds, of the music and lyrics from an individual musical work (or in the aggregate of extracts from an individual work), whether the music is embodied in copies, or audio or audiovisual works. Any alterations to a music work shall not change the basic melody or fundamental character of the work.

Photographs and illustrations: An entire work may be used but no more than 5 images by an artist or photographer, and no more than 10% or 15 images, whichever is less, from a published collective work.

Copyrighted database or data table: Up to 10% or 2500 field entries (items of information in a record of a database, such as name or social security number) or cell entries (intersections where a row and column meet on a spreadsheet), whichever is less.

4. ~~Limits on Copying and Distribution~~

~~For educator and student uses, only two “use copies” may be made, only one of which may be placed on reserve (see paragraph 1 above). An additional copy may be made for preservation purposes, but may be used or copied only to replace a lost, stolen or damaged use copy. Each principal creator of a jointly created project may retain one copy, for the uses permitted educators and students. Further use requires permission for all copyrighted works incorporated in the project. Educators and students who anticipate their work may be more broadly disseminated are advised to seek permissions during the development process.~~

5. ~~Notices of Attribution, Acknowledgement and Use Restrictions~~

~~Instructors and students should credit sources (identify the work’s source, including where available the author, title, publisher, and date and place of publication) display copyright information (copyright notice, year of first publication, and name of copyright holder) if shown in the original source, for all works incorporated into an educational multimedia project. Such information may be combined and shown in a separate section of the project, except that for images incorporated into the project for permissible remote instruction, credit and copyright information must be attached to the image file and appear on the screen when the image is viewed. If displaying credit and copyright information would conflict with instructional objectives (e.g., would provide answers to examination questions), the information may be linked to the image in a manner compatible with the instructional objectives. Alterations to incorporated portions of copyrighted works may be made only to support specific instructional objectives, and Instructors and students are advised to note if any such alterations have been made. Instructors and students must include on the opening screen of their multimedia project and on any accompanying print~~

material a notice that certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the educational multimedia fair use guidelines, and are restricted from further use.

Online Video Sharing

The Center for Social Media at the American University School of Communication published the Code of Best Practices in Fair Use for Online Video guidelines in May 2009. These Best Practices are intended to help creators, online providers, copyright holders, and others interested in the making, sharing, and posting of online video interpret the copyright doctrine of fair use.

STC recommends that instructors and students posting and sharing video online observe the six uses of licensed video that the Center for Social Media believes fall under fair use.

1. Commenting on or critiquing copyrighted material

—As long as the use is not so extensive that it ceases to function as critique but instead becomes a substitute for the work itself, segments of copyrighted material can be “quoted” in new video recordings.

2. Using copyrighted material for illustration or example

—For instance, clips from Hollywood films might be used to demonstrate changing American attitudes toward race or a news clip of a politician speaking may reinforce an assertion.

3. Capturing copyrighted material incidentally or accidentally

—For instance, when recording a video, songs playing on the radio or television shows playing in the background may inadvertently be recorded. The video maker should be sure that the use is not so extensive that it becomes the primary focus of interest and that, where possible, the material is properly attributed.

4. Reproducing, reposting, or quoting in order to memorialize, preserve, or rescue an experience, an event, or a cultural phenomenon

—For instance, someone may record their favorite performance or document their own presence at a rock concert. Someone may post a controversial or notorious moment from broadcast television or a public event. Fair use reaches its limit when the content is reproduced in amounts that are disproportionate for purposes of documentation, or in the case of archiving, when the material is readily available from authorized sources.

5. Copying, reposting, and recirculating a work or part of a work for purposes of launching a discussion

—The purpose of copying and posting the video needs to be clear so that the viewer knows that the intent of the poster is to spur discussion.

6. Quoting in order to recombine elements to make a new work whose meaning comes

~~from the relationships between the elements~~

NEPN Code: EGAD-R

Page 8 of 8

~~Mashups (combining different materials to compose a new work), remixes (reediting an existing work), and music videos all use this technique of recombining existing material. This kind of activity is covered by fair use to the extent that the reuse of copyrighted works creates new meaning by juxtaposition. Fair use will not apply when a copyrighted song is used in its entirety for a newly created video simply because the music evokes the desired mood.~~

Licenses and Contracts

~~Instructors and students should determine whether specific works or data used are subject to licenses or contracts, which are not superseded by fair use principles.~~

- ~~• Liability for willful infringement rests with the person initiating the duplication of copyrighted materials.~~
- ~~• Employees who use copyrighted materials that do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:~~
 - ~~○ The materials have been purchased from an authorized vendor by the individual or STC and a record of the purchase exists.~~
 - ~~○ The materials are copies covered by a licensing agreement between the copyright owner and STC or the individual employee.~~
 - ~~○ The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.~~

Legal References

~~USC Title 17 – Copyrights~~

Regulation	Board Action	(formerly
6161.1a)		
approved: 02-11-85	21930	
revised: 04-08-85	22039	
revised: 02-14-05	34028	
revised: 12-14-09		
revised: 04-14-11	36027	



SOUTHEAST
Technical College

NAMING FACILITIES, PROGRAMS, AND TITLED POSITIONS

Southeast Technical College Policy FF/STC

1. Purpose

Southeast Technical College (STC) seeks private funds to enhance ~~STC's~~the College's ability to meet the higher education needs of its community, particularly toward a level of excellence that would otherwise not be possible given the state funding levels and restraints on student tuition and fees. To that end, STC seeks to provide appropriate recognition to donors for their generosity. This policy establishes guidelines for the naming of facilities, ~~property~~property, ~~programs and titled positions.~~ and property on the STC campus. The policy has been established to assure consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with facilities, ~~of property,~~ programs and titled positions on the campus of STC. It serves as a guideline for the STC Tech Council, President, the Directors of the STC Foundation and other staff, volunteers or outside advisors who assist in the solicitation of gifts.

2. General Statement of Policy

Process

The ~~Southeast Technical College~~STC President and STC Tech Council will consider and make recommendations of a proposed naming opportunity to the Sioux Falls School Board, following guidance and recommendation from the STC Foundation and STC Foundation Board. Prior to a recommendation, due diligence will take place to avoid any appearance of a conflict of interest in relation to the naming of a facility. The President shall have reasonable assurance that:

- the proposed name will bring additional honor and distinction to STC,
- the recognition is appropriate for the behavior exhibited by the individual, family, organization, business, ~~corporation~~corporation, or foundation, and
- any philanthropic commitments connected with the naming can be realized.

A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition. The length of time for completion of the pledge will be determined by the President ~~and the STC Council~~ in coordination with the STC Foundation.

The recommendation along with the views of the President and STC Tech Council shall be submitted to the Sioux Falls School Board for consideration. The Board will consider any objections to the proposed name and will act on the recommendation.

Naming Tributes Guidelines

~~Two circumstances give rise to a naming tribute:~~

1. Financial contribution of an individual, family, organization, business, ~~corporation~~corporation, or foundation to STC of a monetary value appropriate to the facility or property being named. Such contributions ~~should~~ must comprise a substantial portion of the cost. ~~If a mixture of public and private funding occurs, T~~he contribution should constitute 40% or more of the cost of the building or property. the private funding amount. This contribution, while not the majority, is integral to project completion. When a philanthropic donation does not meet the full cost of the project, naming is subject to completion of satisfactory funding arrangements from all sources, and the naming will become official only after that is achieved. Any deviation from the "40% policy" "40% standard" requires agreement between STC President, STC Tech Council and School Board with input from the STC Foundation.

2. Naming in Recognition of Distinguished Services may honor a gift of time or talent that has had a significant positive impact on STC over an extended period of years or to the State of South Dakota. ~~This honor will typically be recommended no sooner than three years after the end of the individual's service to STC.~~ The President, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the STC Tech Council and on to the the Sioux Falls School Board for approval.

3. Naming recognition for a faculty or titled position requires the creation of an endowed fund where the annual dividends should pay 50% of the salary and benefits of the position. The final naming recognition agreement shall have the signatures of the STC President and Donor Entity in consultation with the STC Foundation after approval from the Sioux Falls School Board and STC Tech Council.
4. Naming recognition for a specific program, club, or academic area of study requires creation of an endowed fund where the annual dividends will pay 35% of the annual expenses of the program, club or academic area of study. The final naming recognition agreement shall have the signatures of the STC President and Donor entity in consultation with the STC Foundation and after approval from the Sioux Falls Sioux Falls School Board and STC Tech Council.
5. All other campus naming opportunities such as classrooms, labs, large interior and exterior spaces will be on a case-by-case basis and consistent with this policy.

~~2.~~

Physical Property

Sponsorship of physical property on campus through monetary gifts may occur:

- to pay for all or part of a new campus facility or improvement; or
- in conjunction with fundraising efforts on the part of STC or the STC Foundation.

Rights and Responsibilities

The President, in consultation with the donor, STC Foundation or other appropriate parties shall make decisions related to naming, including but not limited to the following:

- Public announcements: the right to determine content, timing, ~~location~~location, and frequency of any announcements associated with the gift.
- Physical and electronic markers: ~~the right to approve color, design and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor. A donor's input shall be taken into consideration in a naming opportunity; however, all naming should meet STC branding specifications. Any deviation requires approval of relevant STC leadership with input from the STC Foundation.~~
- Care and maintenance: the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any physical markers.
-

Permanency of Names

No naming will be approved or continued (once approved) that will call into serious question the public respect of STC or the Sioux Falls School District. No naming will be approved that would imply STC's endorsement of any political or ideological position. This does not, however, preclude naming property for an individual who has at one time held public office or with the name of an individual or a business/corporation. A naming will generally be in effect for the useful life of the facility. Board action is required to discontinue, change, or alter the name of a previously named facility. Circumstances that may lead to this action may include, but are not limited to:

- Significant renovation or addition to a facility.
 - Action by the named individual, group or company that brings discredit to STC or that ~~compromise~~compromises the public trust.
 - Failure by the named individual, ~~group~~group, or company to fulfill agreed upon obligations.
 - The demolition of a facility.
 - A request by the named group or company to change the name due to a business merger or acquisition.
 - The dissolution of a named group or company.
 - ~~An~~Following the permanent closure of an endowed position or program, STC consult with the donor or heirs on a new mission. If none are available, the STC President in consultation with the Foundation Director shall redirect the endowment to a new STC opportunity that is similar to its original charter.
3. An endowed fund can be liquidated to serve the institution in a dire financial emergency. The STC President can liquidate an endowed fund in consultation with the Foundation Director and two thirds vote of the STC Tech Council. Note: endowed funds held at the Sioux Falls Area Community Foundation are not a liquid asset and cannot be liquidated.

All provisions in this policy also extend to the naming of property for a benefactor at the wish of a third party benefactor.

Authority and Approvals

The final authority for any naming, memorial or tribute decision rests with the President and STC Tech Council, with approval by the Sioux Falls School Board. STC reserves the right to consider any and all

factors regarding the privilege of name association with STC as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of STC. The President or designee will maintain and update an inventory of named property.

All named property is property of STC.

3. Definitions

Property may include, but is not limited to, buildings, portions of buildings, rooms, fixed furniture, equipment, streets and grounds.

4. Reporting Procedures

Insert Text Here

5. Dissemination of Policy and Training

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

Board Approved:

Policy		Board Action	(formerly 7551)
adopted:	05-28-68		
amended:	08-26-02	33319	
amended:	10-13-09	35178	
amended:	09-14-09	35490	
reviewed:	09-12-11	36165	

Regulation		Board Action
approved:	09-14-09	35490
reviewed:	09-12-11	36165



~~Policies and Regulations~~

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

Facilities Planning and Development

Naming Facilities

Process

The Southeast Technical College President and STC Council will consider and make recommendations of a proposed naming opportunity to the Sioux Falls School Board. Prior to a recommendation, due diligence will take place to avoid any appearance of a conflict of interest in relation to the naming of a facility. The President shall have reasonable assurance that:

- the proposed name will bring additional honor and distinction to STC,
- the recognition is appropriate for the behavior exhibited by the individual, family, organization, business, corporation or foundation, and
- any philanthropic commitments connected with the naming can be realized.

A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition. The length of time for completion of the pledge will be determined by the President and the STC Council.

The recommendation along with the views of the President and STC Council shall be submitted to the Board for consideration. The Board will consider any objections to the proposed name and will act on the recommendation.

Naming Tributes

Two circumstances give rise to a naming tribute:

1. Financial contribution of an individual, family, organization, business, corporation or foundation to STC of a monetary value appropriate to the facility or property being named. Such contributions must comprise a substantial portion of the cost. If a mixture of public and private funding occurs, the contribution should constitute 40% or more of the cost of the private funding amount. This contribution, while not the majority, is integral to project completion. When a philanthropic donation does not meet the full cost of the project, naming is subject to completion of satisfactory funding arrangements from all sources, and the naming will become official only after that is achieved.
2. Naming in Recognition of Distinguished Services may honor a gift of time or talent that has had a significant positive impact on STC over an extended period of years. This honor will typically be recommended no sooner than three years after the end of the individual's service to STC. The President or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the STC Council and on to the Board for approval.

NEPN Code: FF-R/STI

Page 2 of 3

Physical Property

Sponsorship of physical property on campus through monetary gifts may occur:

- to pay for all or part of a new campus facility or improvement; or
- in conjunction with fundraising efforts on the part of STC or the STC Foundation.

“Property” may include, but is not limited to, buildings, portions of buildings, rooms, fixed furniture, equipment, streets and grounds.

Rights and Responsibilities

The President, in consultation with the donor, STC Foundation or other appropriate parties shall make decisions related to naming, including but not limited to the following:

- Public announcements: the right to determine content, timing, location and frequency of any announcements associated with the gift.
- Physical markers: the right to approve color, design and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
- Care and maintenance: the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any physical markers.

Permanency of Names

No naming will be approved or continued (once approved) that will call into serious question the public respect of STC or the Sioux Falls School District. No naming will be approved that would imply STC’s endorsement of any political or ideological position. This does not, however, preclude naming property for an individual who has at one time held public office or with the name of an individual or a business/corporation. A naming will generally be in effect for the useful life of the facility. Board action is required to discontinue, change, or alter the name of a previously named facility. Circumstances that may lead to this action may include, but are not limited to:

- Significant renovation or addition to a facility.
- Action by the named individual, group or company that brings discredit to STC or that compromise the public trust.
- Failure by the named individual, group or company to fulfill agreed upon obligations.
- The demolition of a facility.
- A request by the named group or company to change the name due to a business merger or acquisition.
- The dissolution of a named group or company.

All provisions in this policy also extend to the naming of property for a benefactor at the wish of a third party benefactor.

NEPN Code: FF-R/STI

Page 3 of 3

Authority and Approvals

The final authority for any naming, memorial or tribute decision rests with the President and STC Council, with approval by the Board. STC reserves the right to consider any and all factors regarding the privilege of name association with STC as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of STC. The President or designee will maintain and update an inventory of named property.

All named property is property of STC.

STC Regulation	Board Action
approved: 09-14-09	35490
reviewed: 09-12-11	36165



SOUTHEAST
Technical College

SEARCHES OF EMPLOYEE PERSONAL PROPERTY AND SOUTHEAST TECHNICAL COLLEGE (STC) STC OWNED/PROVIDED PROPERTY

Southeast Technical College Policy GBEG/STC

1. Purpose

~~Insert Text Here~~ The purpose of the policy is to clarify who is responsible for personal property that is brought on campus or to a campus sponsored event and to set expectations regarding Southeast Technical College provided property.

2. General Statement of Policy

Southeast Technical College (STC) administrators are authorized to make searches of employees' personal property and vehicles located on STC premises, and Additionally, administrators are authorized to search STC owned/provided property under the conditions outlined below.

~~Employees shall have no expectation of privacy or confidentiality when using STC owned/provided property.~~

Employee Personal Property Searches

When an STC administrator has reasonable suspicion to believe that an employee is in possession of items that are, or may contain items that are, unauthorized according to STC policy ~~or state, South Dakota Codified Law,~~ or federal law related to public schools ~~(e.g. prohibition against bringing weapons on public school property),~~ the administrator may take possession of and hold an employee's personal property (e.g. purse, wallet, book bag, cell phone, electronic devices) brought onto STC premises, for processing by the appropriate entity. In emergency situations an administrator may take possession of and hold an employee's personal property without the employee's knowledge.

~~Any search, and the extent of any search, of the employee's personal property shall be determined and conducted by STC administration law enforcement unless written authorization and, witnessed by another adult, for STC to perform a search is provided by the employee prior to the search. Any authorized search by STC will be conducted in the presence of another adult witness. For any STC search of employee personal property, the employee has the right to Association representation.~~

STC Owned/Provided Property Inspections and Searches

STC owned/provided property is temporarily assigned to employees and remains the property of STC at all times. Employees are expected to assume full responsibility for the security of STC owned/provided

property. Employees have no expectation of privacy or confidentiality when using STC owned/provided property.

Maintenance Inspections – STC has a reasonable and valid interest in ensuring STC owned/property provided to employees is properly maintained. For this reason, periodic inspection of STC owned/provided property is permissible. An employee may request an inspection or STC may conduct a maintenance inspection at any time without notice and without the employee’s consent.

Any items discovered during such inspections that are or may contain items in violation of STC policy ~~or state, South Dakota Codified Law,~~ or federal law related to public schools ~~(e.g. prohibition against bringing weapons on public school property)~~ will be confiscated by administration and the employee may face disciplinary action.

Non-maintenance Searches—~~STC owned/provided property and its contents may be searched by an STC administrator when a reasonable suspicion exists that the property contains items that are or may contain items that are unauthorized according to STC policy or state or federal law related to public schools (e.g. prohibition against bringing weapons on public school property). Whenever possible the employee shall be informed of the search of STC owned/provided property. The employee has the right to Association representation. However, emergency situations may necessitate a search with or without the employee’s knowledge or representation. Searches should be conducted in the presence of another adult witness.~~

Vehicle Searches

Employees are permitted to park on STC premises as a matter of privilege, not a right. STC retains authority to conduct routine patrols of parking lots and inspections of the exterior of vehicles parked on those lots. The interior of an employee’s vehicle on STC premises may be searched by an STC administrator if administration has reasonable suspicion to believe items that are unauthorized according to STC policy ~~or state, South Dakota Codified Law,~~ or federal law related to public schools ~~(e.g. prohibition against bringing weapons on public school property)~~ are contained inside. Whenever possible, the employee shall be informed of the search. The employee has the right to ~~Association~~ representation. However, emergency situations may necessitate a search with or without the employee’s knowledge or representation. All searches shall be conducted in the presence of another adult witness.

Law Enforcement Involvement

Any search and /or seizure by law enforcement officials will occur only when law enforcement officials properly advise STC administration and provide documentation of the lawful authority to conduct the search and/or seizure.

Informing Employees

Every new employee will be provided a copy of this policy. Annually thereafter, employees will receive an overview, along with instructions to access the full policy on the STC website, and will sign an acknowledgement form indicating they have received the information. Acknowledgements will be signed electronically and kept in the Human Resources Information System. ~~Administration shall submit~~

the signed form to the STC Human Resources Department. ~~Administrators shall receive annual training related to searches resulting from reasonable suspicion. (?)~~

3. Definitions

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

Reasonable suspicion means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest there has been a violation of STC policy ~~or state~~, [South Dakota Codified Law](#), or federal law related to public schools ~~(e.g. prohibition against bringing weapons on public school property)~~.

4. Reporting Procedures

~~Insert Text Here~~ ~~You~~ **Employees may** ~~can~~ report any suspicious activity by contacting STC Security, the Human Resources Department, or by completing the ~~Whistleblower Form~~ [Concerning Behavior Form](#) online.

5. Related Policies

IJNDC/STC – IJNDC-R/STC – Acceptable and Ethical Use of Technology Resources
GBEB/STC – Code of Conduct

6. Dissemination of Policy and Training

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

Legal References:

SDCL 13-5-1 school districts defined – general corporate and proprietary powers
SDCL 13-8-39 management of schools – general powers

Board Approved:

Policy		Board Action:
Adopted:	04-23-12	36350



SOUTHEAST
Technical College

VIRTUAL/ONLINE/HYBRID/COMPETENCY-BASED COURSES

Southeast Technical College Policy IJNDB/STC

1. Purpose

Southeast Technical College (STC) believes that virtual ~~or~~ online, hybrid, or competency-based education courses can be an effective means of instruction for students. These four modalities of instruction ~~Virtual or online courses~~ will be part of STC's educational program delivery system to increase accessibility and flexibility in the delivery of instruction. Distance Education uses one or more of the following technologies to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor(s), either synchronously or asynchronously. Technologies that may be used to offer distance education: 1) The Internet, 2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communications devices, audio conference or other media used in conjunction with any of the listed technologies.

2. General Statement of Policy

All virtual, online, hybrid, or competency-based education programs and courses will be consistent with ~~Southeast Technical College~~ STC's instructional goals, curriculum frameworks and assessments, and accredited as required by the Higher Learning Commission. The STC administration is directed to will periodically review instructional materials of virtual/online courses to ensure they meet program standards. Further, such courses must provide the opportunity for rigor, and substantial, timely interactions among staff and students.

Costs for Virtual Coursework:

Additional fees related to virtual/online coursework will be established annually by the Sioux Falls School Board.

3. Definitions

Competency-Based (CBEN)

The **competency-based education (CBE)** approach allows students to advance based on their ability to master a skill or competency at their own pace regardless of environment. This method is tailored to meet different learning abilities and can lead to more efficient student outcomes.

Online Courses

Online course content, activities and assessments are completed in the asynchronous remote environment while meeting established due dates. Students will interact with the course content, instructor and other students in the online asynchronous environment. Online courses will require some assessments be live proctored by the instructor or testing center, either on campus or through remote web conferencing. Student technology and Internet connectivity will need to support online learning, and remote proctoring if student meets remote proctoring criteria.

Hybrid Courses

Hybrid courses interact and meet face-to-face with other students and the instructor during scheduled days/times per week, but the scheduled class time is less than a traditional course. Students are expected to complete activities and assignments outside of the scheduled class time to meet the same course outcomes as in traditional course delivery.

Hyflex Courses

Hyflex courses offer student choice in their participation mode for each class session as defined by the instructor: face-to-face on campus or synchronous online (remote). Some Hyflex courses offer a third option of asynchronous online participation. The availability of two or three options will be communicated by the instructor and noted in course notes at registration. Student technology and Internet connectivity will need to support online learning, and remote proctoring if student meets remote proctoring criteria.

3.

4. Reporting Procedures

None.

5. Dissemination of Policy and Training

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

Board Approved:

Policy		Board Action
Adopted:	06-11-07	34749
Reviewed:	06-28-10	35747

Regulation		Board Action
Approved:	06-11-07	34749
Reviewed:	06-28-10	35747



~~Policies and Regulations~~

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

~~Instruction~~

~~Distance Education~~

~~Virtual/Online Courses~~

~~All virtual education programs and courses will be consistent with Southeast Technical College's instructional goals, curriculum frameworks and assessments, and accredited as required by the Higher Learning Commission. The administration is directed to periodically review instructional materials of virtual/online courses to ensure they meet program standards. Further, such courses must provide the opportunity for rigor, and substantial, timely interactions among staff and students.~~

~~Costs for Virtual Coursework:~~

~~Additional fees related to virtual/online coursework will be established annually by the Sioux Falls School Board.~~

~~Regulation _____ Board Action
Approved: 06-11-07 34749
Reviewed: 06-28-10 35747~~



HAZING

Southeast Technical College Policy JICFA/STC

1. Purpose

~~It is the goal of Southeast Technical College (STC) to maintain a safe learning environment for students and staff that is free from hazing.~~ Southeast Technical College (STC) aims to maintain a safe learning environment for students and employees free from hazing. Hazing activities of any type are contrary to the educational goals of Southeast TechSTC and are ~~prohibited at all times~~ always prohibited.

2. General Statement of Policy

No student, ~~instructor, administrator, employee,~~ volunteer, or contractor, ~~or other employee~~ of Southeast TechSTC shall plan, direct, encourage, aid, or engage in hazing.

No ~~instructor, administrator, employee,~~ volunteer, volunteer, or contractor, ~~or other employee of~~ Southeast TechS of STC shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

~~This policy applies to behavior that occurs on or off Southeast TechSTC property including student housing and which takes place before, during, and after school hours.~~ This policy applies to behavior that occurs on or off STC property, including student housing and all STC college-related activities, whether in person or online, at any time before, during, or after school hours.

A person who engages in an act that violates school policy or law to be initiated into or affiliated with a "student organization" (see definition in Regulation JICFA-R/STC below) shall be subject to discipline ~~for that act~~ (see JK/STC Student Discipline Policy).

Southeast TechSTC will ~~act to~~ investigate all complaints (formal or informal, verbal or written) of hazing and will discipline or take appropriate action against any student or ~~other Southeast TechSTC staff~~ employee who is found to have violated this policy.

3. Definitions

Hazing means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that

- 1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- 2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
 - a) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - b) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - c) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - d) causing, coercing, or otherwise inducing another person to perform sexual acts;
 - e) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - f) any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
 - g) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Hazing means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a "student organization" (See Section B below) or for any other purpose. Hazing is defined as committing an act against a student, or coercing a student to commit an act, that creates a risk of harm to any person for the purpose of initiating the student into, or affiliating them with, a "student organization" (see definition below) or for any other reason. The term hazing includes, but is not limited to, the following:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activities that subject the student to a risk of harm or that adversely affect the mental or physical health or safety of the student.
3. Any activity involving the consumption of alcoholic beverages, drugs, tobacco products, or any other food, liquid, or substance that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to undue mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student and/or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of any city ordinance, state law, or federal law, or Southeast Technical College policies or regulations.

Student organization means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution

~~Student organization~~ may refer to Southeast Tech, a group, a club, or an organization having students as the primary members or participants. It may also refer to grade levels, classes, teams, activities, or particular Southeast Tech events. A “student organization” does not have to be an official, recognized Southeast Tech entity to come within the terms of this definition.

4. Reporting Procedures

I. Reporting Procedures

- A. Any person who believes ~~he or she has~~ they have been a victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately ~~to a college administrator or submit an online report:~~
~~<https://www.southeasttech.edu/consumer-information/complaint-process-and-intake-form.php>~~. Any person may also report hazing directly to the President or designee.
- B. ~~Instructors~~ Employees, ~~administrators~~, volunteers, and contractors, ~~and other employees~~ of Southeast Tech STC shall be particularly alert to ~~possible situations~~ situations, circumstances, or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately inform a college n administrator or submit an online report:
~~<https://www.southeasttech.edu/consumer-information/complaint-process-and-intake-form.php>~~. the President immediately.
- C. ~~Southeast Tech will act to investigate all complaints (formal or informal, verbal or written) of hazing.~~ A formal complaint may be submitted on the Complaint Investigation form See Something, Say Something - Concerning Behavior Report | myTech form available on myTech, Southeast Technical College - Sioux Falls - South Dakota or any Southeast Tech STC administrator. STC will act to investigate all complaints (formal or informal, verbal or written) of hazing. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, or work assignments.

II. Protection Against Retaliation

STC strictly prohibits any form of retaliation against individuals who report hazing, participate in an investigation, or oppose hazing activities. Retaliation includes, but is not limited to, intimidation, harassment, threats, or any adverse action that could discourage individuals from reporting or participating in the investigation of hazing incidents.

Any student, employee, or other individual found to have engaged in retaliation will be subject to disciplinary action, up to and including suspension, expulsion, or termination of employment. STC is committed to maintaining a safe environment where all individuals feel secure in reporting hazing concerns without fear of reprisal.

~~III.~~ School District STC Action

- A. Upon receipt of a complaint or report of hazing, the President or designee shall undertake or authorize an investigation by ~~Southeast Tech~~ STC officials or a third party designated by ~~Southeast Tech~~ STC.

- B. ~~Southeast Tech~~STC may take immediate steps to protect the complainant, reporter, students, employees, or others pending completion of a hazing investigation ~~of hazing~~.
- C. Upon completion of the investigation, ~~Southeast Tech~~STC will take appropriate action against any student or ~~staff member~~employee who is found to have violated this policy. ~~Southeast Tech~~STC action will be consistent with the requirements of ~~Southeast Tech~~STC’s policy and regulation JK/STC~~†~~ and JK-R/STC~~†~~ (Student Discipline), or in accordance with the STC Employee Handbook.

III. — Reprisal

~~Southeast Tech~~STC will discipline or take appropriate action against any student, instructor, administrator, volunteer, contractor or other employee of ~~Southeast Tech~~STC who retaliates against any person who makes a good faith report of alleged hazing or who testifies, assists, or participates in an investigation, or who testifies, assists or participates in an investigation and/or hearing relating to hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

5. Related Policies

- JK/STC~~†~~ / JK-R/STC~~†~~ – Student Discipline
- GBEB/STC~~†~~ – Code of Conduct

6. Dissemination of Policy and Training

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

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

Board Approved:

Policy		Board Action
adopted:	03-22-04	33778
reviewed:	03-22-10	35655
reviewed:	03-26-12	36326

Regulation		Board Action
adopted:	03-22-04	33778
reviewed:	03-22-10	35655
reviewed:	03-26-12	36326
reviewed:	08.01.18	ST00322
reviewed:	05.13.19	ST00387

~~Policies and Regulations~~

~~NEPN Code: JICFA R/STI~~

Students

Hazing

~~I. Definitions~~

~~A. "Hazing" means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a "student organization" (See Section B below) or for any other purpose. The term hazing includes, but is not limited to:~~

- ~~1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.~~
- ~~2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activities that subject the student to a risk of harm or that adversely affect the mental or physical health or safety of the student.~~
- ~~3. Any activity involving the consumption of alcoholic beverages, drugs, tobacco products, or any other food, liquid, or substance that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.~~
- ~~4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to undue mental stress, embarrassment, shame, or humiliation that adversely~~

~~affects the mental health or dignity of the student and/or discourages the student from remaining in school.~~

~~5. Any activity that causes or requires the student to perform a task that involves violation of any city ordinance, state or federal law, or Southeast Technical College policies or regulations.~~

~~B. "Student organization" may refer to Southeast Tech, a group, a club, or an organization having students as the primary members or participants. It may also refer to grade levels, classes, teams, activities or particular Southeast Tech events. A "student organization" does not have to be an official, recognized Southeast Tech entity to come within the terms of this definition.~~

NEPN Code: JICFA-R/STI

Page 2 of 3

~~II. Reporting Procedures~~

~~A. Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an administrator. Any person may also report hazing directly to the President or designee.~~

~~B. Instructors, administrators, volunteers, contractors, and other employees of Southeast Tech shall be particularly alert to possible situations, circumstances, or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform an administrator or the President immediately.~~

~~C. Southeast Tech will act to investigate all complaints (formal or informal, verbal or written) of hazing. A formal complaint may be submitted on the Complaint Investigation form available on myTech or any Southeast Tech administrator. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.~~

~~III. School District Action~~

- ~~A. Upon receipt of a complaint or report of hazing, the President or designee shall undertake or authorize an investigation by Southeast Tech officials or a third party designated by Southeast Tech.~~
- ~~B. Southeast Tech may take immediate steps to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.~~
- ~~C. Upon completion of the investigation, Southeast Tech will take appropriate action against any student or staff member who is found to have violated this policy. Southeast Tech action will be consistent with the requirements of Southeast Tech's policy and regulation JK/STI and JK R/STI, or in accordance with the Employee Handbook.~~

~~IV. Reprisal~~

~~Southeast Tech will discipline or take appropriate action against any student, instructor, administrator, volunteer, contractor or other employee of Southeast Tech who retaliates against any person who makes a good faith report of alleged hazing or who testifies, assists, or participates in an investigation, or who testifies, assists or participates in an investigation and/or hearing relating to hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.~~

~~RELATED POLICIES:~~

- ~~JK/STI / JK R/STI – Student Discipline~~
- ~~GBEB/STI – Code of Conduct~~

~~NEPN Code: JICFA R/STI~~

~~Page 3 of 3~~

Regulation	Board Action
adopted: 03-22-04	33778
reviewed: 03-22-10	35655
reviewed: 03-26-12	36326
reviewed: 08.01.18	ST00322
reviewed: 05.13.19	ST00387



SOUTHEAST
Technical College

STUDENT INSURANCE PROGRAMS —Withdraw as STC does not offer medical insurance plans

Southeast Technical College Policy JLA/STC

~~1. Purpose~~

~~Insert Text Here~~

~~2. General Statement of Policy~~

~~A group plan of student health insurance shall be made available on a voluntary enrollment and purchase to students registered in programs at Southeast Technical College. Eligibility requirements and program benefits shall be determined by the plan underwriter.~~

~~The specific plan shall be approved by the President or designee.~~

~~3. Definitions~~

~~Insert Text Here~~

~~4. Reporting Procedures~~

~~Insert Text Here~~

~~5. 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: _____ 5/12/97 _____	28784
amended: _____ 11-14-05 _____	34262
reviewed: _____ 03-08-10 _____	35641



PUBLIC GIFTS/DONATIONS TO SCHOOLS

Southeast Technical College Policy KCD/STC

1. Purpose

To ensure the acceptance of gifts/donations is consistent in any situation where student organizations or Southeast Technical College (STC) constituents join with STC in the purchase of equipment or supplies, the donation will be made to STC or the STC Foundation with-in consultation with the STC President.

2. General Statement of Policy

STC, upon receipt of the donation, will proceed to purchase the equipment or supplies. All equipment and supplies purchased will become the property of STC.

Any gift/donation of an asset that is being given to STC and is received by an STC employee, STC program, or STC approved club or organization must be processed through the STC Business Office or STC Foundation.

All gifts/donations will be considered property of STC. The donor's request of a specific use or specific department to receive the gift/donation will be honored. Any changes to the gift/donation agreement will be agreed upon by both STC and the donor(s).

STC, upon receipt of the gift/donation, will proceed to purchase the equipment or supplies or develop the programming for which the gift/donation is intended. All equipment and supplies purchased will become the property of STC and must have a legitimate use to STC.

Any gift that requires, or the donor requests, a charitable gift receipt must be completed through the STC Foundation. The STC Foundation will complete these transactions using their internal procedures.

Nothing in this policy prohibits or bans an STC approved club or organization from conducting a fundraiser. Any fundraising will be done in reference to STC policy JJE-STC.

3. Definitions

Asset: Cash, Securities, real or personal property.

Donation: A voluntary contribution or gift to STC made by a person or entity with no expectation of repayment or economic benefit.

Donor: A person, entity, or business wishing to gift or donate an asset to STC.

Fundraising: The seeking of financial support for a specific STC organization or club.

Gift: A voluntary, irrevocable transfer of assets made by a donor without any expectation or receipt of direct economic benefit, property, goods, or services from the recipient that are of approximately equal value to the gift.

~~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: ###, ###, ###

Board Approved:

STC Policy		Board Action:
adopted:	5/12/97	28784
amended:	11-14-05	34262
reviewed:	06-28-10	35747



SOUTHEAST
Technical College

CONCERNS/COMPLAINTS ABOUT POLICIES

Southeast Technical College Policy KEA/STC

1. Purpose

Southeast Technical College (STC) recognizes that, from time to time, concerns regarding the development and implementation of Southeast TechSTC policies and regulations may arise. Southeast TechSTC further believes that constructive criticism can assist in improving the quality of the program, and in meeting individual student needs more effectively. Southeast TechSTC also places trust in its employees, and desires to support their actions in a manner that frees them from unnecessary or unwarranted criticism and complaints.

2. General Statement of Policy

~~A. Insert text here~~

~~Insert text here~~

This policy exists to establish a formal process for people to raise concerns or complaints directly related to policy being considered or previously approved by the School Board. Persons are expected to follow the reporting procedures outlined below.

3. Definitions

~~Insert Text Here~~ An official complaint or concern is a request for the resolution of a problem, conflict or concern regard to a STC policy.

4. Reporting Procedures

The following procedures for dealing with complaints about the content or implementation of Southeast TechSTC policies/regulations shall apply:

- Public concerns/comments about a Southeast TechSTC policy or regulation that is before the Sioux Falls School Board for review, revision, deletion, or adoption may be expressed orally in accordance with policy BEDH/STC. Written comments should be addressed to the Southeast TechSTC President for submission to the Board. ~~In order to~~To be considered by the Board, written comments must contain the name and address of the person or persons submitting them. All comments, either oral or written, will be confined to the contents of the policy or regulation.
- Concerns about a policy or regulation that is not before the Board, or ideas for a new policy/regulation shall be submitted in writing to the Southeast TechSTC President for submission to the Southeast TechSTC Policy Review Committee in accordance with Policy

BG/~~ST~~STC. Within 45 calendar days of the original submission, the ~~Southeast Tech~~STC President shall provide the individual(s) submitting the concern/idea with the administrative decision. This decision may or may not result in either creation of a new policy or change to the existing policy/regulation. Any proposed change must be submitted to the Board in accordance with Policy BG/~~ST~~STC.

- Concerns about the implementation of a policy or regulation should be dealt with by first discussing the concern with the staff person involved. If, for some reason, the concerned individual is not satisfied, ~~he/she~~they should discuss the matter with the following persons in the following order: Program/department supervisor, then the ~~Southeast Tech~~STC President’s designee. If necessary, any appeal to the ~~Southeast Tech~~STC President shall be made in accordance with policy KE/~~ST~~STC.

5. Related Policies

BEDH/~~ST~~STC – Public Participation at School Board Meetings

BG/~~ST~~STC – School Board Policy Process

KE/~~ST~~STC – Public Concerns and Complaints

6. Dissemination of Policy and Training

The policy is located on STC’s website under Consumer Information – ~~Southeast Tech~~Southeast Technical College Policies

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

Board Approved:

Policy		Board Action
adopted:	01-09-06	34305
amended:	06-14-10	35733
reviewed:	03-26-12	36325
reviewed:	01.02.19	ST00358



PUBLIC CONCERNS AND COMPLAINTS

Southeast Technical College Policy KE/STC

1. Purpose

Southeast Technical College (STC) strives to continually improve its ability to educate individuals in their pursuit of reaching their goals. The purpose of this policy is to allow the public to have an avenue to provide feedback to STC. Persons wishing to submit official complaints or concerns relating to Southeast Technical College, its policies, personnel, programs, or instructional materials should begin at the level closest to the source of the complaint. If a complaint or concern is not resolved initially, it may be referred to the next level in accordance with the appropriate Southeast Tech policy (See Related Policies/Regulations listed below). If applicable, appeals to the Southeast Tech President must be presented in writing within ten (10) calendar days of the lower level decision. After receiving an appeal, the Southeast Tech President will investigate the matter and respond in writing to the complainant within fourteen (14) calendar days. The

2. General Statement of Policy

Persons wishing to submit official complaints or concerns relating to ~~Southeast Technical College (STC)~~, its -personnel, programs, or instructional materials should begin at the level closest to the source of the complaint. If a complaint or concern is not resolved initially, it may be referred to the next level in accordance with the appropriate STC policy (See Related Policies/Regulations listed below). If applicable, appeals to the STC President must be presented in writing within ten (10) calendar days of the lower level decision. After receiving an appeal, the STC President will investigate the matter and respond in writing to the complainant within fourteen (14) calendar days. The STC President can extend the response time with notice to complainant to complete the investigation.

If the ~~Southeast Tech~~STC President is unable to satisfy the complainant, the case may be appealed to the School Board. Any appeal of the ~~Southeast Tech~~STC President's ruling must be presented in writing to the ~~Southeast Tech~~STC President within seven (7) calendar days of ~~his/her~~their decision. The ~~Southeast Tech~~STC President will present the appeal to the Board in accordance with Policy BDD/STC~~1~~. The Board will consider the appeal at the next regular Board meeting, provided the written appeal is received by 5:00 pm three working days prior to the meeting. The Board will dispose of the matter according to its best judgment.

3. Definitions

An official complaint or concern is a request for the resolution of a problem, conflict or concern that negatively impacts the student or other stakeholder. These may relate to, but are not limited to, classroom instruction, ~~college policies~~, or services offered.~~Insert Text Here~~

4. Reporting Procedures

~~Insert Text Here~~ At each level, the complaint should be submitted in writing (which includes electronically) to the administrative officer appropriate to that level of concern.

5. Related Policies

KEA/STC† – Public Concerns/Complaints about Policies

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

6. Dissemination of Policy and Training

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

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

Board Approved:

Policy		Board Action
adopted:	01-09-06	34305
amended:	09-10-07	34832
amended:	06-14-10	35732
amended:	10-27-14	37034
reviewed:	01.02.19	ST00358



SOUTHEAST
Technical College

RELATIONS WITH OTHER GOVERNMENTAL AUTHORITIES

Southeast Technical College Policy KL/STC

1. Purpose

~~Insert Text Here~~ This policy outlines the expectation of Southeast Technical College (STC) in working with other governmental authorities and units.

2. General Statement of Policy

~~A. The School Board will work with state and federal agencies as prescribed by law, and will, in addition, cooperate with all governmental units in order to provide the greatest efficiency and economy in the use of the tax dollar.~~ **Compliance with Laws:** STC will work with state and federal agencies as prescribed by law, ensuring all actions are in full compliance with applicable regulations and statutes.

~~B. Cooperation with Governmental Units:~~ In addition to legal requirements, STC will cooperate with all governmental units to maximize efficiency and tax dollars. This includes sharing resources, information, and best practices to achieve common goals.

~~3. Definitions~~

~~Insert Text Here~~ N/A

~~4. Reporting Procedures~~

~~Insert Text Here~~ N/A

~~5.3.~~ 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	(formerly 7150)
adopted:	05-28-68		
amended:	06-14-76		
amended:	11-27-01	29996	
reviewed:	12-10-07	34908	
reviewed:	06-28-10	35747	
reviewed:	05.13.19	ST00387	

Policy/Regulation Revisions

GBGB/STC – Employees’ Personal Property Executive Summary

Purpose:

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

In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast 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:

GBGB/STC – Employees’ Personal Property – Update to specify that STC is not responsible for an employee’s personal property.

This policy will require a second reading. It will be posted for public review on the School District and STC website and return to the board on May 7, 2025

Policy Review Recommendation to School Board:

Acknowledge first reading of GBGB/STC with the understanding that it will return for a second reading on May 7, 2025.



SOUTHEAST
Technical College

EMPLOYEES' PERSONAL PROPERTY

Southeast Technical College Policy GBGB/STC

1. Purpose

The purpose of this policy is to define who is responsible for the personal property of employees.

2. General Statement of Policy

~~Southeast Technical College shall provide reimbursement for personal property of any employee of STC if such property is stolen or destroyed by assault, theft, vandalism, riot or fire on STC premises or at any official function of STC. Reimbursement will be provided, however, only if proper security measures have been taken by the owner to discourage theft or vandalism and if said property was of instructional value in the classroom or was damaged in the process of controlling discipline.~~

~~Any personal property being used in the instructional program of the school must be registered with the immediate supervisor when brought to STC for said instructional purposes, and no claim for reimbursement shall be paid on unregistered property.~~

~~No claim will be considered in an amount less than five dollars (\$5.00), and in no event shall the liability of STC assumed exceed \$800.00 on any one occurrence per claimant. No claim shall be paid by STC unless the loss is not covered by valid and collectible insurance.~~

Southeast Technical College (STC) is not responsible for any loss or damage that occurs to an employee's personal property which is brought onto STC premises. Employees should take necessary precautions to protect their personal effects from theft, loss, or damage while on premises or while traveling on STC business.

3. Definitions

Insert Text Here

4. Reporting Procedures

None

5.3. Dissemination of Policy and Training

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

Board Approved:
Policy

Board Action

adopted:	05/12/97	28784
reviewed:	11-22-10	35891