

SIOUX FALLS SCHOOL BOARD
Wednesday, August 6, 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. Persons Wishing to Address the School Board on Non-Agenda Items
- V. Persons Wishing to Address the School Board on Agenda Items
- VI. Approval of Minutes of July 16, 2025.
- VII. Approval of Agenda
- VIII. Conflicts of Interest
- IX. Approval of Consent Agenda
 - A. Authorizations and Ratifications
Exhibit reposted at 1:25 p.m. on 08.06.25
 - 1. Amending Prior Board Action
 - 2. Approval/Ratification of Purchase Orders
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
- X. Reports of the President
 - A. Summer 2025 Campus Events Report
 - B. M & R Report
Exhibit reposted at 4:30 pm on 08.05.25
 - C. Vision 2025 Update
- XI. Review/Revise Sioux Falls School District/STC Policies/Regulations
 - A. STC 713 Alcohol Free Workplace - withdrawal (merged with STC 711)
- XII. Second Read Sioux Falls School District/STC Policies/Regulations
 - A. STC 504 Weapons on Campus
 - B. STC 711 Drug-Free Workplace
- XIII. Adjournment

SCHOOL BOARD MEETING

Wednesday, July 16, 2025

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, July 16, 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 Nan Kelly, Elizabeth Duffy, Dawn Marie Johnson, Marc Murren, Gail Swenson. Absent: None.

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Megan, Fischer, Vice President for Enrollment and Student Affairs, reported that Southeast Technical College's marketing efforts have been recognized on a national level with two "Silver" – level recognitions in the 40th Annual Educational Advertising Awards (EduAD), the largest educational advertising awards competition in the country. STC's awards were for the 24-25 Viewbook and its Integrated Marketing Campaign. The awards are beneficial because they validate STC's marketing strategy and strengthen the STC brand, while building trust with students and their families and supporting enrollment goals.

The marketing department, consisting of director Jen Lambley and graphic designer Carmen Landhuis, were also present to discuss the awards.

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Action ST00925

A motion was made by Dawn Marie Johnson and seconded by Gail Swenson, five (5) votes "yes" on roll call **approving the minutes of meetings** held on June 18, 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 ST00926

A motion was made by Gail Swenson and seconded by Elizabeth Duffy, five (5) votes "yes" on roll call, **approving the agenda, with the removal of 12.C STC 714 Tobacco-Free College First Read, as presented.**

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

Action ST00927

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

- A. Acknowledging the administration’s report of the study of bids which have been received during the prior 30 days and were opened, read and tabulated in the Central Services Center – Purchasing Department and approving the bids of the lowest responsible bidders in accordance with the tabulated lists of contract awards that have been placed on file for reference purposes, as follows:

A1. Haber Truck and Trailer Sales, LLC for Used Class 8 Semi Tractors (see PD#3505 and SFSD FY25 Legal Publication #84) be awarded to Haber Truck and Trailer Sales for their lowest responsible bid in the amount of \$74,800.00 and authorizing the Business Manager to issue a contract to be executed by Haber Truck and Trailer Sales (see MRF#ST678 and Contract 26-001) and

A2. Linde for Welders (see PD#3508 and SFSD FY25 Legal Publication #88) to be awarded to Linde for their lowest responsible bid in the amount of \$63,700 and authorizing the Business Manager to issue a contract to be executed by Linde (see MRF#ST679) and Contract 26-002).

Upon execution, the contract(s) will be entered into and executed for, and on behalf of the District by the Business Manager and the President of the School Board, and thereupon, the bid security, if any, now on deposit with the Purchasing Supervisor of the District, be surrendered, all in accordance with Policy/Regulation STC 440.

- B. **Approving the Authorizations and Ratifications**, as follows:

B1. 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.	S2600878	Elevate Healthcare Inc	Patient Simulator with Attachments and Training	\$99,974.62
b.	S2600879	Elevate Healthcare Inc	Patient Simulator with Accessories	\$47,230.37
c.	S2600880	Elevate Healthcare Inc	Patient Simulators with Accessories	\$181,020.21
d.	S2601025	Johnstone Supply	HVAC, Plumbing and Electricians Took Kits for Resale	\$75,000
e.	S2601028	Cengage Learning	New Textbooks for Resale	\$300,000
f.	S2601029	McGraw-Hill Education	New Textbooks for Resale	\$150,000
g.	S2601030	Pearson Education, Inc	New Textbooks for Resale	\$150,000
h.	S2601031	Matthews Book Company	New Textbooks for Resale	\$100,000
i.	S2601036	GT Marketplace LLC	Used Textbooks for Resale	\$100,000
j.	S2601037	Texas Book Company	Used Textbooks for Resale	\$75,000
k.	S2601038	Innovative Office Solutions	Uniforms for Resale	\$50,000
l.	S2601055	Elsevier, Health Science Div	New Textbooks for Resale	\$100,000
m.	S2601056	Snap-On Industrial	Transportation Tool Kits – BD	\$150,000
n.	S2601063	ATI Assessment Technologies Inst	RN ATI Access Code/Textbook Bundle for Resale	\$73,600
o.	S2601064	ATI Assessment Technologies Inst LL	ATI Access Code/Textbook Bundle for Resale	\$210,000
p.	S2601067	Hawks Learning Systems	New Access Codes and Textbooks for Resale	\$100,000
q.	S2601115	GE Medical Systems	Ultrasound and Accessories - Voluson Expert 18 BT25 USA	\$224,320
r.	S2601116	Elevate Healthcare Inc	Aria Patient Simulator and Accessories	\$159,524.27
s.	S2601183	Elevate Healthcare Inc	Aria Patient Simulator and Accessories	\$148,979.05
t.	S2601184	Elevate Healthcare Inc	Apollo Patient Simulator and Accessories	\$136,888.47

B2. Amendment of Previous School Board Action

Typos corrected for 1% raise. Amending Action ST00919D. FY26 Southeast Tech Salary Schedule – Instructor 186 Day, Employment Contract 210 day, Employment Contract 220 day, Custodial Hourly Shift Differential, dated 06.18.25, to the following:

Instructor 186 - Day	1	2	3	4	5	6	7	8
1	49,428	51,405	53,383	55,359	57,336	59,314	61,291	63,267
2	50,910	52,948	54,984	57,021	59,058	61,092	63,131	65,166
3	52,395	54,492	56,585	58,682	60,777	62,874	64,970	67,062
4	53,877	56,032	58,186	60,342	62,497	64,651	66,807	68,961
5	55,359	57,575	59,786	62,003	64,218	66,432	68,648	70,860
6	56,842	59,117	61,390	63,665	65,936	68,210	70,485	72,758
7	58,325	60,657	62,992	65,324	67,658	69,989	72,325	74,654
8	59,809	62,200	64,594	66,984	69,376	71,768	74,162	76,554
9	61,291	63,743	66,193	68,648	71,097	73,547	76,000	78,450
10	62,773	65,286	67,795	70,306	72,819	75,328	77,839	80,351

Employment Contract 210 - Day	A	B	C	D	E	F	G	H	I	J
1	25,091	28,604	32,157	36,363	40,821	45,448	50,033	54,953	61,388	66,206
2	25,365	28,915	32,508	36,760	41,268	45,944	50,580	55,553	62,060	66,928
3	25,639	29,227	32,859	37,158	41,712	46,441	51,124	56,153	62,729	67,650
4	25,913	29,539	33,210	37,555	42,158	46,937	51,673	56,754	63,399	68,373
5	26,187	29,853	33,563	37,952	42,605	47,434	52,218	57,355	64,069	69,096
6	26,460	30,165	33,914	38,349	43,051	47,930	52,764	57,953	64,741	69,819
7	26,736	30,478	34,263	38,747	43,496	48,425	53,311	58,553	65,411	70,542
8	27,010	30,789	34,616	39,143	43,941	48,920	53,857	59,155	66,080	71,266
9	27,282	31,103	34,965	39,539	44,388	49,417	54,403	59,754	66,751	71,988
10	27,557	31,413	35,317	39,937	44,834	49,914	54,950	60,354	67,423	72,710
11	27,831	31,726	35,668	40,334	45,278	50,410	55,495	60,955	68,091	73,434
12	28,106	32,039	36,020	40,731	45,724	50,907	56,043	61,552	68,762	74,155
13	28,379	32,350	36,372	41,128	46,171	51,403	56,588	62,153	69,433	74,878
14	28,653	32,662	36,723	41,526	46,617	51,899	57,135	62,754	70,103	75,603
15	28,926	32,975	37,073	41,922	47,063	52,396	57,681	63,353	70,774	76,325
16	29,200	33,288	37,424	42,319	47,507	52,893	58,228	63,954	71,442	77,049

Employment Contract 220 - Day	A	B	C	D	E	F	G	H	I	J
1	26,285	29,967	33,689	38,095	42,765	47,612	52,414	57,571	64,313	69,357
2	26,572	30,292	34,057	38,511	43,232	48,131	52,988	58,198	65,015	70,114
3	26,859	30,618	34,423	38,927	43,700	48,653	53,559	58,827	65,716	70,871
4	27,147	30,947	34,791	39,343	44,165	49,173	54,133	59,457	66,418	71,629
5	27,434	31,273	35,159	39,758	44,633	49,691	54,704	60,085	67,121	72,387
6	27,721	31,602	35,528	40,175	45,100	50,212	55,276	60,713	67,824	73,144
7	28,008	31,927	35,894	40,590	45,566	50,731	55,849	61,341	68,525	73,901
8	28,295	32,255	36,263	41,006	46,036	51,250	56,421	61,970	69,228	74,657
9	28,582	32,583	36,631	41,422	46,500	51,772	56,994	62,599	69,929	75,414
10	28,868	32,910	36,999	41,837	46,969	52,292	57,567	63,227	70,632	76,174
11	29,156	33,236	37,366	42,252	47,435	52,812	58,138	63,857	71,333	76,931
12	29,443	33,565	37,735	42,669	47,903	53,330	58,710	64,485	72,037	77,688
13	29,730	33,891	38,101	43,086	48,368	53,850	59,283	65,114	72,739	78,445
14	30,017	34,220	38,470	43,502	48,836	54,371	59,856	65,742	73,440	79,202
15	30,304	34,546	38,838	43,918	49,302	54,890	60,428	66,371	74,143	79,958
16	30,591	34,872	39,205	44,334	49,770	55,411	61,001	66,999	74,846	80,718

Matrix below includes \$0.60 shift differential							
Custodial Hourly	Ix	Jx	Kx	Lx	Mx	Nx	Ox
1	21.08	22.81	23.86	26.62	29.53	32.45	35.59
2	21.3	23.05	24.11	26.91	29.85	32.79	35.97
3	21.53	23.29	24.36	27.19	30.16	33.14	36.36
4	21.76	23.53	24.61	27.47	30.47	33.49	36.73
5	21.98	23.78	24.88	27.75	30.78	33.84	37.11
6	22.2	24.02	25.13	28.04	31.11	34.18	37.5
7	22.43	24.26	25.38	28.32	31.42	34.54	37.88
8	22.64	24.5	25.63	28.6	31.73	34.89	38.27
9	22.87	24.75	25.89	28.89	32.06	35.23	38.64
10	23.1	24.99	26.14	29.17	32.37	35.58	39.03
11	23.32	25.23	26.4	29.45	32.69	35.93	39.41
12	23.54	25.47	26.65	29.73	33.01	36.27	39.79
13	23.77	25.71	26.91	30.02	33.32	36.62	40.17
14	24	25.96	27.16	30.31	33.63	36.97	40.56
15	24.21	26.2	27.41	30.6	33.95	37.31	40.94
16	24.43	26.44	27.65	30.89	34.27	37.66	41.31

C. Approving the **Consolidated Report of Trust and Agency Funds** of July 16, 2025, and stating for the record that as of May 31, 2025, receipts total \$59,033,581.41 and disbursements total \$52,800,694.49 (MRF #ST680).

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

D1. Resignations

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

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Student Help, Part-Time		
Schumacher, Matthew	Information Technology	07-03-25
Instructor, Adjunct, Part-Time		
Kaufmann, Molly	Nursing & Health	06-06-25
Instructor, Full-Time		
Stubbe, Scott	Interim Engineering Instructor	06-11-25
Stoltenburg, Nathan	Construction	07-10-25

D2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Hourly			
Downs, Alizabeth	Nursing & Health	07-01-25	\$46.00
Kannegieter, Tawni	Nursing & Health	07-01-25	\$46.00
Instructor, Adjunct, Per Credit Hour			
McMackin, Kayla	Agribusiness	07-07-25	\$890.40
Student Help, Part-Time, Hourly			
Kramer, Autumn	Student Success	06-17-25	\$15.00
Davis, Kenzie	Scarborough	06-16-25	\$15.00
Other Help, Part-Time, Hourly			
Perez-Chenge, Sydney	Tutor	06-17-25	\$25.00
VanLaecken, Tate	Groundskeeping	06-09-25	\$17.00
Employment Contract, Full-Time, Hourly			
Polechshuk, Kristina	Campus Visit Coordinator 12-Month, 1.0 FTE Lane 9, Step 8 1 day prorated	06-30-25	\$25.99
Instructor, Full-Time, Salaried			
Smidt, Marie	Nursing Instructor 226-Day, 1.0 FTE Lane 6, Step 10 6 days prorated	06-23-25	\$2,405.87
Barse, Caasha	Nursing Instructor 226-Day, 1.0 FTE Lane 4, Step 9	07-01-25	\$85,427.00
Instructor, Adjunct Spring Semester Stipend			
Adamson, Heather	English	02-28-25	\$2,671.20

D2. **Employment Recommendations, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct Spring Semester Stipend, continued			
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 Info. Systems	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	Dental Assisting	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	Business Administration	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
Harding, Kimberly	Business Administration	02-28-25	\$2,671.20
Heckenlaible, Justin	Computer Info. Systems	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 Info. Systems	02-28-25	\$1,780.80
Horan, Steven	Business Administration	02-28-25	\$8,904.00
Ivarsen, McCade	Business Administration	02-28-25	\$5,342.40
Jensen, Marcia	Dental Assisting	02-28-25	\$3,286.00
Jones, Suzanne	Early Childhood	02-28-25	\$8,013.60
Judeh, Huda	Computer Info. 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	Psychology	02-28-25	\$7,393.50
Letsche, Paul	Land Survey	02-28-25	\$2,464.50
Lindell, Mark	Speech	02-28-25	\$8,013.60
Livermont, Derek	Computer Info. Systems	02-28-25	\$3,286.00
Lothrop, LeAnn	Computer Info. Systems	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
Mehlhaf, Samantha	Veterinary Technology	02-28-25	\$2,830.20

D2. **Employment Recommendations, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct Spring Semester Stipend, continued			
Mekelburg, Erin	Computer Info. Systems	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 Info. Systems	02-28-25	\$2,671.20
Morris, Roger	Computer Info. 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	Dental Assisting	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, Merrel	Computer Info. Systems	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
Reagan, Kelly	English	02-28-25	\$2,671.20
Reimnitz, Laura	Veterinary Technology	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	Business Administration	02-28-25	\$2,464.50
Schoenfelder, Tonya	Law Enforcement	02-28-25	\$5,440.00
Schwebach, Gregory	Architectural Engineering	02-28-25	\$3,286.00
Stacey, Taylor	Mathematics	02-28-25	\$5,342.40
Stoltenburg, Nathan	Construction	02-28-25	\$2,464.50
Strouth, Gerard	Computer Info. Systems	02-28-25	\$3,561.60
Stueven, Rebecca	Nursing & Health	02-28-25	\$4,107.50
Talcott, Roberta	Business Administration	02-28-25	\$2,830.20
Traylor, Michael	Computer Info. 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 Info. Systems	02-28-25	\$8,013.60
Walker, Allison	Dental Assisting	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	Business Administration	02-28-25	\$3,561.60
Wellnitz, Kristin	Psychology	02-28-25	\$5,342.40
Wendell, John	Automotive	02-28-25	\$890.40
Williams, Brian	Business Administration	02-28-25	\$5,342.40
Wolff, Dana	Business Administration	02-28-25	\$6,603.80

D2. **Employment Recommendations, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Summer Semester Stipend			
Adamson, Heather	English	07-31-25	\$2,671.20
Anderson, Sarah	Nursing & Health	07-31-25	\$821.50
Bursheim, Erica	Nursing & Health	07-31-25	\$2,464.50
Byall, Jennifer	Mathematics	07-31-25	\$7,123.20
Cruse, Laura	English	07-31-25	\$5,342.40
Davis, Chris	Business Administration	07-31-25	\$10,684.80
Devorak, Lisha	Nursing & Health	07-31-25	\$5,342.40
Ebbing, Michael	Business Administration	07-31-25	\$2,671.20
Ehresmann, Hanna	Nursing & Health	07-31-25	\$2,671.20
Ekstrum, Jacqueline	Nursing & Health	07-31-25	\$7,836.40
Ellerbusch, Jenna	Nursing & Health	07-31-25	\$3,264.00
Erdmann, Corliss	Nursing & Health	07-31-25	\$2,464.50
Gacke, Bridgett	Nursing & Health	07-31-25	\$2,671.20
Gertsma, Leann	English	07-31-25	\$2,671.20
Halfpop, Emily	Natural Science	07-31-25	\$3,561.60
Harding, Kimberly	Business Administration	07-31-25	\$5,342.40
Honey, Andrew	Computer Info. Systems	07-31-25	\$8,013.60
Ivarsen, McCade	Business Administration	07-31-25	\$2,671.20
Klinger, Brittany	Nursing & Health	07-31-25	\$2,464.50
Landeen, Angela	Nursing & Health	07-31-25	\$2,830.20
Larsen, Kristin	Mathematics	07-31-25	\$2,671.20
Lindell, Mark	Speech	07-31-25	\$2,671.20
Livermont, Derek	Computer Info. Systems	07-31-25	\$3,286.00
Lothrop, LeAnn	Computer Info. Systems	07-31-25	\$2,671.20
McManus, Stacy	Business Administration	07-31-25	\$2,671.20
Mekelburg, Erin	Computer Info. Systems	07-31-25	\$2,671.20
Melroe, Shelby	Sociology	07-31-25	\$5,342.40
Mills, Ann	Chemistry	07-31-25	\$7,518.40
Nussbaum, Sarah	Nursing & Health	07-31-25	\$890.40
Osborn, Michelle	Nursing & Health	07-31-25	\$2,671.20
Perkins-Hicks, Debra	Natural Science	07-31-25	\$7,547.20
Peters, Dennis	Business Administration	07-31-25	\$5,342.40
Price Lee, Julia	Psychology	07-31-25	\$2,830.20
Ringling, Benjamin	Horticulture	07-31-25	\$2,868.80
Rieck, Matthew	Mathematics	07-31-25	\$5,342.40
Rose, Jean	Business Administration	07-31-25	\$5,660.40
Schnider, Nicole	Nursing & Health	07-31-25	\$1,909.50
Stacey, Taylor	Mathematics	07-31-25	\$2,671.20
Stahl, Emily	Veterinary Technology	07-31-25	\$5,660.40
Stueven, Rebecca	Nursing & Health	07-31-25	\$2,464.50
Tschetter, Lisa	Nursing & Health	07-31-25	\$2,464.50
VanOverbeke, Jeffrey	Speech	07-31-25	\$5,342.40
Vettrus, Jill	Mathematics	07-31-25	\$2,671.20
Vockrodt, Mary	Nursing & Health	07-31-25	\$5,342.40
Wadhwa, Anju	Computer Info. Systems	07-31-25	\$2,671.20
Wellnitz, Kristin	Psychology	07-31-25	\$5,342.40
Williams, Brian	Business Administration	07-31-25	\$5,342.40

D2. Employment Recommendations, continued
Instructor, Adjunct, Summer Semester Stipend

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Wolff, Dana	Business Administration	07-31-25	\$2,830.20
Wynia, Derek	Construction	07-31-25	\$4,847.20
de Zuviria Padlock, Maria	Computer Info. Systems	07-31-25	\$2,464.50

D3. Employee Lump Sum Payment/Stipend

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Kramer, Jaclyn	Interim VP Academic Affairs	05-30-25	\$3,612.83
Stelley, Lynard	AWS Certifications	02-28-25	\$1,000.00
Haynes, Matthew	Habitat for Humanity	02-28-25	\$2,000.00
McGuire, Annie	Over Workload	02-28-25	\$3,943.00
Vettrus, Jill	Out of District Mileage	02-28-25	\$500.00
Livermont, Derek	Lab Stipend	02-28-25	\$225.00
Dyke, Amy	Lead Custodian	06-30-25	\$500.00
Chabala, Stephen	Groundskeeper	06-30-25	\$500.00
Johnson, Troy	Maintenance	06-30-25	\$1,000.00
Kramer-Hermanson, M.	Custodial Manager	06-30-25	\$1,000.00
Woessner, Conner	Scarborough Center	06-30-25	\$500.00
Sjogren, Robin	Scarborough Center	06-30-25	\$500.00
Menholt, Jade	Bookstore	06-30-25	\$500.00
Skiff, Jason	Bookstore Manager	06-30-25	\$500.00
Friesz, Ethan	Information Technology	06-30-25	\$500.00
Albrecht, Jennifer	Information Technology	06-30-25	\$500.00
Noble, Caleb	Information Technology	06-30-25	\$500.00
Oorlog, Lori	Information Technology	06-30-25	\$500.00
Hout, Lori	Information Technology	06-30-25	\$500.00
Dose, Thomas	Information Technology	06-30-25	\$500.00
Strouth, Gerard	Information Technology	06-30-25	\$1,000.00
Borman, Amanda	Information Technology	06-30-25	\$1,000.00
Kassing, Elizabeth	Engineering Camp	07-31-25	\$500.00
Schwebach, Greg	Engineering Camp	07-31-25	\$500.00
Letsche, Paul	Engineering Camp	07-31-25	\$500.00
Lalley, Aaron	Engineering Camp	07-31-25	\$500.00
Cox, Bryan	Engineering Camp	07-31-25	\$500.00
Stubbe, Scott	Engineering Camp	07-31-25	\$500.00
Haynes, Matthew	HS Student Mentoring	07-31-25	\$500.00
Borgen, Cory	Groundskeeping	07-31-25	\$2,000.00
Stelley, Lynard	AWS Accreditation	07-31-25	\$2,000.00
Bird, Tracy	Conference Coordination	07-31-25	\$943.40
Carlson, Rebecca	Practicum Site Visits	07-31-25	\$7,485.00
Jensen, Marcia	Practicum Site Visits	07-31-25	\$9,356.25
Hansen, Blair	Accreditation	07-31-25	\$9,302.64
McGuire, Annie	Practicum Site Visits	07-31-25	\$6,950.60
Otto, Josette	Practicum Site Visits	07-31-25	\$9,356.25
Penning, Jolene	Practicum Site Visits	07-31-25	\$6,900.60
Jordahl, Lindsay	Practicum Site Visits	07-31-25	\$328.60
Willer, Lexie	Practicum Site Visits	07-31-25	\$1,971.60
Rau, Brooklyn	CPR Coordination	07-31-25	\$600.00

D3.Employee Lump Sum Payment/Stipend

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
LeLoux, Loretta	VPAA Search Committee	07-31-25	\$500.00
Strouth, Gerard	Network Support	07-31-25	\$440.00

Action ST00928

Kelli Rogotzke provided the Build Dakota Update Report (MRF #ST681). Build Dakota Updates and Future Goals included: Build Dakota applicants saw an increase from previous years, All Build Dakota recipients have an industry partner, The Build Dakota cycle for employers, and Holistic support Build Dakota scholars receive. Goals for 2025-2026 focus around continuing to build strong relationships with employers for both Build Dakota and student scholars.

Following general discussion, a motion was made by Elizabeth Duffy and seconded by Gail Swenson, five (5) votes “yes” on roll call **acknowledging the Build Dakota Update Report.**

Action ST00929

Vice President of Finance Christine Goldsmith provided the Financial Update Report. (MRF #682). Highlights of the Financial report included an overview of high-level year-to-date revenues and expenses, an overview of 4-year comparison of combined fund balances and an overview of historical LC financial ratios.

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

Action ST00930

A motion was made by Gail Swenson and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call, approving the review of and/or revision of policies and accompanying regulations (see MRF #683), as follows:

STC 264 School Board Member Compensation and Expenses
 STC 410 Taxing and Borrowing
 STC 415 Funds from Federal Tax Sources
 STC 420 Investing – withdrawal
 STC 507 Southeast Tech Closing and Cancellation
 STC 842 Community Resource People

Action ST00931

A motion was made by Gail Swenson and seconded by Elizabeth Duffy, five (5) votes “yes” on roll call, approving the first reading of Policy STC504 Weapons on Campus, as presented (see MRF #ST684).

continued

Wednesday, July 16, 2025

Action ST00932

A motion was made by Marc Murren and seconded by Gail Swenson, five (5) votes, "yes" on roll call, approving the first reading of Policy STC711 Drug-Free Workplace, as presented (see MRF #ST684).

Action ST00933

On motion by Dawn Marie Johnson and seconded by Elizabeth Duffy, five (5) votes "yes" on roll call, the School Board **adjourned** at 4:46 p.m.

NAN KELLY

Presiding Officer

TODD VIK

Business Manager



SIOUX FALLS SCHOOL BOARD
Wednesday, August 6, 2025 4:00 p.m.

Nan Kelly
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 July 16, 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. Amendment of Previous School Board Action
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
10. Reports of the President
 - A. Summer 2025 Campus Events Report
 - B. M & R Update
 - C. Vision 2025 Update
11. Review/Revise Sioux Falls School District/STC Policies/Regulations
 - A. STC 713 Alcohol Free Workplace – withdrawal (merged into STC 711)
12. Second Read Sioux Falls School District/STC Policies/Regulations
 - A. STC 504 Weapons on Campus
 - B. STC 711 Drug-Free Workplace
13. Adjournment

1. Amendment of Previous School Board Action**Christine Goldsmith 367-5692**

The 12-month Employment Schedule was unintentionally omitted from the June 18, 2025 Board autos under Action ST00919D. The schedule was included in the June 18, 2025 Board minutes.

Employment Contract 12 Month	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	28,795	32,825	36,904	41,732	46,847	52,157	57,419	63,065	70,450	75,977	81,938	88,365	95,298	101,290	107,279
2	29,108	33,184	37,307	42,187	47,358	52,725	58,045	63,753	71,220	76,806	82,831	89,329	96,339	102,395	108,450
3	29,423	33,543	37,709	42,641	47,870	53,295	58,672	64,442	71,989	77,636	83,726	90,295	97,379	103,489	109,621
4	29,738	33,901	38,112	43,099	48,382	53,864	59,299	65,132	72,758	78,465	84,621	91,260	98,419	104,608	110,794
5	30,053	34,259	38,515	43,553	48,894	54,434	59,924	65,821	73,527	79,295	85,517	92,224	99,460	105,712	111,965
6	30,368	34,618	38,917	44,008	49,405	55,005	60,553	66,509	74,298	80,125	86,411	93,190	100,501	106,819	113,136
7	30,682	34,976	39,321	44,466	49,915	55,574	61,180	67,197	75,066	80,954	87,305	94,153	101,541	107,925	114,308
8	30,995	35,334	39,725	44,921	50,427	56,143	61,806	67,885	75,835	81,785	88,200	95,121	102,582	109,030	115,479
9	31,310	35,692	40,127	45,376	50,939	56,714	62,434	68,574	76,603	82,614	89,094	96,083	103,622	110,137	116,651
10	31,625	36,051	40,531	45,833	51,451	57,282	63,060	69,263	77,373	83,443	89,988	97,049	104,662	111,243	117,823
11	31,939	36,409	40,933	46,287	51,962	57,853	63,688	69,952	78,143	84,274	90,884	98,015	105,705	112,349	118,994
12	32,253	36,767	41,336	46,742	52,475	58,421	64,315	70,639	78,913	85,103	91,781	98,979	106,744	113,455	120,164
13	32,569	37,126	41,740	47,198	52,987	58,990	64,941	71,329	79,681	85,932	92,675	99,944	107,785	114,560	121,335
14	32,882	37,484	42,142	47,653	53,497	59,562	65,568	72,017	80,451	86,762	93,569	100,908	108,825	115,666	122,507
15	33,197	37,844	42,546	48,110	54,008	60,129	66,195	72,706	81,220	87,592	94,464	101,874	109,866	116,772	123,679
16	33,512	38,201	42,947	48,566	54,520	60,699	66,823	73,396	81,991	88,421	95,359	102,839	110,907	117,878	124,850

2. 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.	S2601503	VITAL SOURCE TECHNOLOGIES	EBOOK, DIGITAL COURSE CODES, AND IA PRODUCT	\$300,000.00
b.	S2601504	SHI INTERNATIONAL CORP	MICROSOFT CAMPUS AGREEMENT STUDENTS AND EMPLOYEES	\$70,139.29
c.	S2601548	LAWRENCE & SCHILLER	FY26 PROFESSIONAL SERVICES	\$50,000.00
d.	S2601547	LAWRENCE & SCHILLER	FY26 ADVERTISING BUY	\$250,000.00
e.	S2601560	JENZABAR INC	JENZABAR RECRUITMENT MANAGER YEAR 5/5	\$55,000.00

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 6/30/2025
STC Bookstore	\$ 34,241.55	\$ 1,677.04	\$ -	\$ 35,918.59
STC EFT	\$ 711,543.15	\$ 15,746,757.29	\$ 16,285,274.26	\$ 173,026.18
STC Tuition & Fees	\$ 1,814,579.07	\$ 53,887,826.54	\$ 53,087,200.53	\$ 2,615,205.08
STC T & A	\$ 105,673.19	\$ 77,470.24	\$ 79,020.88	\$ 104,122.55
STC ACH	\$ 4,850.45	\$ 176,169.06	\$ -	\$ 181,019.51
STC Blue Bucks	\$ 23,135.54	\$ 21,226.53	\$ 3,160.36	\$ 41,201.71
TOTALS	<u>\$ 2,694,022.95</u>	<u>\$ 69,911,126.70</u>	<u>\$ 69,454,656.03</u>	<u>\$ 3,150,493.62</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>
Employment Contract, Full-Time		
Horner, Lindsey	Scarborough	07-22-25
Weeldreyer, Bill	Custodial	07-31-25
Entringer, Stephanie	Nursing & Health	07-31-25
Administrator, Full-Time		
Possehl, Kristin***	Nursing & Health	07-29-25

***Retirement

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Hourly			
Vercruysse, Brett	Nursing & Health	07-10-25	\$34.00
Instructor, Adjunct, Per Credit Hour			
Thompson, Brennan	Sociology	07-01-25	\$890.40
Lawrenson, Chris	Land Survey	07-28-25	\$821.50
Kastein, Shari	General Education	07-28-25	\$890.40
Edberg, Joey	English	07-29-25	\$890.40
Bechtold, Angela	American Sign Language	07-29-25	\$890.40
Administrator, Full-Time, Salaried			
Homan, Fenecia	Vice President of Academic Affairs 12-Month, 1.0 FTE Level 2, Step 4 242 days prorated	07-28-05	\$150,627.85
Instructor, Full-Time, Salaried			
Virchow, Lanny	Nursing Instructor 226-Day, 1.0 FTE Lane 4, Step 10	07-16-25	\$85,427.00
Adamson, Thomas	English Instructor 186-Day, 1.0 FTE Lane 6, Step 8	07-24-25	\$71,768.00

3. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Anderson, Sarah	Medical Coding & Billing Instructor 226-Day, 1.0 FTE	Medical Coding & Billing Instructor 226-Day, 1.0 FTE	07-01-25

SOUTHEAST TECH PERSONNEL REPORT**Wednesday, August 6th, 2025**

	Level 4, Step 10 \$84,581/annual	Level 5, Step 10 \$88,476/annual	
Hansen, Blair	Medical Lab Technician Instructor & Program Director 226-Day, 1.0 FTE Level 5, Step 10 \$87,600/annual	Medical Lab Tech Instructor & Program Director 226-Day, 1.0 FTE Level 6, Step 10 \$91,527/annual	07-01-25
Vanden Bosch, Raquel	Diagnostic Medical Sonography Instructor & Program Director 226-Day, 1.0 FTE Level 5, Step 10 \$87,600/annual	Diagnostic Medical Sonography Instructor & Program Director 226-Day, 1.0 FTE Level 6, Step 10 \$91,527/annual	07-01-25
Zillgitt, Emily	Director of Admissions 12-Month, 1.0 FTE Level 11, Step 5 \$84,670/annual	Director of Admissions 12-Month, 1.0 FTE Level 11, Step 9 \$88,212/annual	07-01-25
Goldsmith, Christine	Vice President of Finance 12-Month, 1.0 FTE Level 3, Step 5 \$160,010/annual	VP of Finance 12-Month, 1.0 FTE Level 2, Step 4 \$162,454/annual	07-01-25
VanLaecken, Erik	Vice President of Technology & Operations 12-Month, 1.0 FTE Level 3, Step 5 \$160,010/annual	Vice President of Technology & Ops 12-Month, 1.0 FTE Level 2, Step 4 \$162,454/annual	07-01-25
Kramer, Jaclyn	Associate Dean of Curriculum & Instruction Employment Contract 12-Month, 1.0 FTE Level 15, Step 10 \$116,656/annual	Dean of Curriculum & Instructor Administrator 12-Month, 1.0 FTE Level 7, Step 5 \$134,340/annual	07-01-25
Letcher, Deborah	Associate Dean of Curriculum & Instruction Employment Contract 12-Month, 1.0 FTE Level 15, Step 16 \$123,614/annual	Dean of Curriculum & Instructor Administrator 12-Month, 1.0 FTE Level 7, Step 5 \$134,340/annual	07-01-25
Williamson, Stephen	Foundation Director	Associate VP of External Relations &	07-01-25

SOUTHEAST TECH PERSONNEL REPORT
Wednesday, August 6th, 2025

	12-Month, 1.0 FTE Level 12, Step 14 \$99,909/annual	The STC Foundation 12-Month, 1.0 FTE Level 14, Step 12 \$113,455/annual	
Pommer, Jacqueline	Director of IE & Associate VP of Faculty Development 12-Month, 1.0 FTE Level 15, Step 9 \$115,496/annual	Dean of Academic Excellence 12-Month, 1.0 FTE Level 15, Step 16 \$124,850/annual	07-01-25
Huizing, Susanne	Director of Student Success 12-Month, 1.0 FTE Level 11, Step 9 \$88,212/annual	Director of Student & Co-Curricular Assessment 12-Month, 1.0 FTE Level 12, Step 8 \$95,121/annual	07-01-25
Oswald, Vicki	Executive Assistant to the President 12-Month, 1.0 FTE Level 9, Step 15 \$80,416/annual	Senior Executive Asst. to the President 12-Month, 1.0 FTE Level 10, Step 14 \$86,762/annual	07-01-25
Fischer, Megan	Vice President of Enrollment Management 12-Month, 1.0 FTE Level 3, Step 5 \$160,010/annual	VP of Enrollment Management & Student Affairs 12-Month, 1.0 FTE Level 2, Step 4 \$162,454/annual	07-01-25
Chabala, Stephen	Groundskeeper 12-Month, 1.0 FTE Level 3, Step 2 \$23.27/hour	Groundskeeper 12-Month, 1.0 FTE Level 4, Step 2 \$26.58/hour	07-01-25
Johnson, Troy	Maintenance Engineer 12-Month, 1.0 FTE Level 4, Step 14 \$29.41/hour	Maintenance Engineer 12-Month, 1.0 FTE Level 5, Step 14 \$33.03/hour	07-01-25
Sjogren, Robin	Scarborough Center Director 220-Day, 1.0 FTE Level 5, Step 16 \$49,277/annual	Scarborough Center Director 12-Month, 1.0 FTE Level 8, Step 16 \$73,396/annual	07-01-25
Menholt, Jade	Bookstore Associate	Assistant Bookstore Manager	07-01-25

SOUTHEAST TECH PERSONNEL REPORT
Wednesday, August 6th, 2025

	Clerical 12-Month, 1.0 FTE Level 8, Step 6 \$22.56/hour	Employment Contract 12-Month, 1.0 FTE Level 5, Step 3 \$47,903/annual	
Dyke, Amy	Lead Custodian 12-Month, 1.0 FTE Level 3, Step 4 \$23.77/hour	Assistant Manager of Facilities 12-Month, 1.0 FTE Level 5, Step 5 \$30.18/hour	07-01-25
Donnelli, Makenna	Scarborough Childcare Teacher Program Assistant 184-Day, 1.0 FTE Level 2, Step 12 \$21.88/hour	Scarborough Childcare Teacher Employment Contract 210-Day, 1.0 FTE Level 3, Step 10 \$22.58/hour	07-01-25
Headington, Tiffany	Scarborough Childcare Teacher Program Assistant 184-Day, 1.0 FTE Level 3, Step 7 \$21.98/hour	Scarborough Childcare Teacher Employment Contract 210-Day, 1.0 FTE Level 3, Step 11 \$22.79/hour	07-01-25
Trenary, Debra	Scarborough Childcare Teacher Program Assistant 184-Day, 1.0 FTE Level 2, Step 7 \$20.86/hour	Scarborough Childcare Teacher Employment Contract 210-Day, 1.0 FTE Level 3, Step 5 \$21.58/hour	07-01-25
Welch, Madison	Scarborough Childcare Teacher Program Assistant 184-Day, 1.0 FTE Level 2, Step 2 \$19.85/hour	Scarborough Childcare Teacher Employment Contract 210-Day, 1.0 FTE Level 3, Step 1 \$20.78/hour	07-01-25
Devorak, Lisha	Nursing Instructor 206-Day, 1.0 FTE Level 6, Step 10 \$82,601/annual	Nursing Instructor 226-Day, 1.0 FTE Level 6, Step 10 \$91,527/annual	
Ehresmann, Hanna	Adjunct Nursing Instructor Part-Time \$46.00/hour	Nursing Instructor 226-Day Level 6, Step 8 \$87,202/annual	07-01-25

SOUTHEAST TECH PERSONNEL REPORT

Wednesday, August 6th, 2025

Merritt, Jason	Dean of Curriculum & Instruction Administrator 12-Month, 1.0 FTE Level 7, Step 4 \$129,797/annual	Dean of Curriculum & Instruction Administrator 12-Month, 1.0 FTE Level 7, Step 5 \$134,340/annual	07-01-25
Stephens, Michael	Director of Accounting 12-Month, 1.0 FTE Level 12, Step 16 \$102,839/annual	Director of Accounting 12-Month, 1.0 FTE Level 13, Step 16 \$110,907/annual	08-01-25
Weerheim, Erin	Accountant I 12-Month, 1.0 FTE Level 9, Step 9 \$36.58/hour	Accountant 12-Month, 1.0 FTE Level 10, Step 9 \$39.49/hour	
Williams, Emily	Student Scarbrough Worker Part-Time Student Rate \$15.00/hour	Part-Time Childcare Teacher Part-Time Level 1, Step 1 \$18.52/hour	08-01-25
Leffring, Holly	Business Office Associate 12-Month, 1.0 FTE Level 7, Step 4 \$28.32/hour	Student Accounts Coordinator 12-Month, 1.0 FTE Level 8, Step 4 \$31.10/hour	08-01-25
VanBriesen, Tonya	Executive Finance Assistant 12-Month, 1.0 FTE Level 7, Step 4 \$28.32/hour	Finance Coordinator 12-Month, 1.0 FTE Level 8, Step 4 \$31.10/hour	08-01-25
Gefroh, Heidi	Human Resources Director 12-Month, 1.0 FTE Level 11, Step 16 \$95,359.00/annual	Director of Human Resources 12-Month, 1.0 FTE Level 12, Step 16 \$102,839.00/annual	08-01-25

4. FY2025-2026 Wage Rates

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
12-Month Employees, Full-Time, Hourly			
Albrecht, Jennifer	Information Technology	07-01-25	\$31.43
Anderson, Curtis	Custodial	07-01-25	\$23.39
Anderson, Troy	Custodial	07-01-25	\$20.47
Avdic, Darko	Custodial	07-01-25	\$22.71
Beck, Kelly	Administrative Assistant	07-01-25	\$25.16
Buseman, Nathan	Financial Aid	07-01-25	\$33.40

SOUTHEAST TECH PERSONNEL REPORT**Wednesday, August 6th, 2025**

Hamer, Debra	Custodial	07-01-25	\$20.47
Hollingshead, Kyle	Custodial	07-01-25	\$21.15
Hout, Lori	Information Technology	07-01-25	\$34.44
Johannsen, Jessica	Administrative Assistant	07-01-25	\$24.21
Kramer-Hermanson, M.	Custodial	07-01-25	\$38.04
Landhuis, Carmen	Marketing	07-01-25	\$28.93
Mayer, Eric	Custodial	07-01-25	\$23.83
Mendoza, Domingo	Custodial	07-01-25	\$20.47
Muhs, Jon	Financial Aid	07-01-25	\$33.40
Noble, Caleb	Information Technology	07-01-25	\$33.14
Oorlog, Lori	Information Technology	07-01-25	\$34.44
Polechshuk, Kristina	Administrative Assistant	07-01-25	\$25.99
Rau, Brooklyn	Administrative Assistant	07-01-25	\$23.51
Sahuric, Ferid	Custodial	07-01-25	\$23.60
Sandstede, Kevin	Custodial	07-01-25	\$30.28
Sauer, Dennis	Custodial	07-01-25	\$21.59
Schuetz, Amanda	Administrative Assistant	07-01-25	\$23.51
Simonsen, Laura	Food Service	07-01-25	\$25.08
Strouth, Erica	Student Success	07-01-25	\$28.13
Valdez, Martin	Business Office	07-01-25	\$29.22
Van Emmerik, Annette	Administrative Assistant	07-01-25	\$25.16
Weeldreyer, Bill	Custodial	07-01-25	\$20.69
Welch, John	Custodial	07-01-25	\$20.93
Weston, Shasta	Student Access Coach	07-01-25	\$24.08

12-Month Administrators, Full-Time, Annual

Possehl, Kristin	Dean of Curr. & Instruction	07-01-25	\$134,340.00
Schneider, Nicholas	Dean of Curr. & Instruction	07-01-25	\$134,340.00
Clasemann, Cory	President	07-01-25	\$185,000.00

186-Day Faculty, Full-Time, Annual

Adamson, Heather	General Education	07-01-25	\$75,328.00
Albers, Diana	Nursing & Health	07-01-25	\$75,328.00
Anderson, Adam	Diesel Technology	07-01-25	\$67,795.00
Bezdichek, Michael	Electrician	07-01-25	\$67,795.00
Byall, Jennifer	General Education	07-01-25	\$75,328.00
Carlson, Rebecca	Nursing & Health	07-01-25	\$70,306.00
Cermak, Audree	Veterinary Technology	07-01-25	\$67,795.00
Christian, Becca	Nursing & Health	07-01-25	\$73,547.00
Conrad, Anthony	Media Design	07-01-25	\$70,306.00
Cox, Bryan	Mechatronics	07-01-25	\$75,328.00
Cruse, Laura	General Education	07-01-25	\$78,450.00
Davis, Chris	Business Administration	07-01-25	\$75,328.00
Davis, Dana	Collision	07-01-25	\$67,795.00
De Zuviria-Padlock, M.	CIS	07-01-25	\$65,936.00
Ebbing, Michael	Business Administration	07-01-25	\$75,328.00
Eisenvos, Daniel	HVAC	07-01-25	\$75,328.00
Frentz, Patrick	Digital Media	07-01-25	\$61,390.00
Garcia, Joshua	Automotive	07-01-25	\$62,773.00

SOUTHEAST TECH PERSONNEL REPORT

Wednesday, August 6th, 2025

Gries, Keith	Law Enforcement	07-01-25	\$67,795.00
Halfpop, Emily	Natural Science	07-01-25	\$75,328.00
Harding, Kimberly	Business Administration	07-01-25	\$75,328.00
Haynes, Matthew	Construction Mngmt.	07-01-25	\$70,306.00
Honey, Andrew	CIS	07-01-25	\$66,432.00
Hunter, Marcus	Electrician	07-01-25	\$67,795.00
Johnson, Jarrod	HVAC	07-01-25	\$67,795.00
Kassing, Elizabeth	Engineering	07-01-25	\$75,328.00
Larsen, Kristin	General Education	07-01-25	\$80,351.00
LeLoux, Loretta	Early Childhood	07-01-25	\$75,328.00
Letsche, Paul	Engineering	07-01-25	\$67,795.00
McGuire, Annie	Nursing & Health	07-01-25	\$65,286.00
Mekelburg, Erin	CIS	07-01-25	\$75,328.00
Nussbaum, Sarah	Nursing & Health	07-01-25	\$75,328.00
Pepper, Merrel	CIS	07-01-25	\$80,351.00
Peters, Dennis	Business Administration	07-01-25	\$77,839.00
Saugstad, Jeanette	Nursing & Health	07-01-25	\$70,306.00
Schaffer, Kenneth	CIS	07-01-25	\$70,306.00
Schwebach, Gregory	Engineering	07-01-25	\$66,984.00
Shotkoski, Kevin	Diesel Technology	07-01-25	\$72,819.00
Solberg, Megan	Nursing & Health	07-01-25	\$75,328.00
Steinmetz, Jason	Diesel Technology	07-01-25	\$67,795.00
Stelley, Lynard	Welding	07-01-25	\$67,795.00
Unzicker, Chelsea	Nursing & Health	07-01-25	\$68,648.00
VanOverbeke, Jeffrey	General Education	07-01-25	\$77,839.00
Vettrus, Jill	General Education	07-01-25	\$80,351.00
Warkenthien, Richard	Media Design	07-01-25	\$70,306.00
Weber, Jessica	Business Administration	07-01-25	\$75,328.00
Wellnitz, Kristin	General Education	07-01-25	\$80,351.00
Wendell, John	Collision	07-01-25	\$72,819.00
Williams, Brian	Business Administration	07-01-25	\$77,839.00
Wohlwend, Bruce	CIS	07-01-25	\$77,839.00
Wolf, Tori	Nursing & Health	07-01-24	\$66,321.00

206-Day Faculty, Full-Time, Annual

Berry, Vincent	Plumbing	07-01-25	\$72,305.00
Borgen, Cory	Sports Turf Mgmt.	07-01-25	\$83,427.00
Burshiem, Erica	Nursing & Health	07-01-25	\$72,348.00
DeHaai, Sarah	Nursing & Health	07-01-25	\$83,427.00
Galvin-Siebenaler, T.	Nursing & Health	07-01-25	\$83,427.00
Howard, Dennis	Welding	07-01-25	\$77,867.00
Jensen, Marcia	Nursing & Health	07-01-25	\$77,867.00
Lalley, Aaron	Engineering	07-01-25	\$88,990.00
Miller, Richard	Law Enforcement	07-01-25	\$75,085.00
Mohamud, Doanh	Nursing & Health	07-01-25	\$74,189.00
Otto, Josette	Nursing & Health	07-01-25	\$80,646.00
Penning, Jolene	Nursing & Health	07-01-25	\$80,646.00
Pottratz, Jennifer	Nursing & Health	07-01-25	\$88,990.00
Prouty, Terry	Automotive Technology	07-01-25	\$75,085.00

SOUTHEAST TECH PERSONNEL REPORT

Wednesday, August 6th, 2025

Schwartz, Colette	Nursing & Health	07-01-25	\$83,427.00
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226-Day Faculty, Full-Time, Annual

Atkinson, Alexander	CDL	07-01-25	\$85,427.00
Bird, Tracy	Nursing & Health	07-01-25	\$97,628.00
Burns, Shannan	Nursing & Health	07-01-25	\$79,324.00
Ellerbusch, Jenna	Nursing & Health	07-01-25	\$85,427.00
Entringer, Stephanie	Nursing & Health	07-01-25	\$97,628.00
Gacke, Bridgett	Nursing & Health	07-01-25	\$91,527.00
Jordahl, Lindsay	Nursing & Health	07-01-25	\$85,427.00
Landeen, Angela	Nursing & Health	07-01-25	\$97,628.00
Landry, London	Nursing & Health	07-01-25	\$91,527.00
Osborn, Michelle	Nursing & Health	07-01-25	\$91,527.00
Pepper, Dustin	Nursing & Health	07-01-25	\$88,476.00
Ringling, Benjamin	Horticulture	07-01-25	\$91,527.00
Rivere, Brittany	Nursing & Health	07-01-25	\$91,527.00
Sparkman, Jennifer	Nursing & Health	07-01-25	\$91,527.00
Stahl, Emily	Veterinary Technology	07-01-25	\$95,322.00
Ware, Brian	CDL	07-01-25	\$79,324.00
Willer, Lexie	Nursing & Health	07-01-25	\$81,389.00

210-Day Employees, Full-Time, Annual

Fischer, Anna	Enrollment Management	07-01-25	\$71,442.00
Keyes, Jennifer	Adult Education & Lit.	07-01-25	\$77,049.00
Langbehn, Amber	Nursing & Health	07-01-25	\$68,091.00

12-Month Employees, Full-Time, Annual

Altman, Riley	Admissions	07-01-25	\$58,045.00
Anderson, Alexander	Student Success	07-01-25	\$76,603.00
Bormann, Amanda	Information Technology	07-01-25	\$115,479.00
Carruthers, Tara	Student Success	07-01-25	\$77,373.00
Dorman, Scott	Admissions	07-01-25	\$75,808.00
Dose, Thomas	Information Technology	07-01-25	\$97,049.00
Eklund, Anne	Adult Education & Lit.	07-01-25	\$72,017.00
Fiala, Hayden	Admissions	07-01-25	\$58,045.00
Fjelland, Lauren	Enrollment Management	07-01-25	\$73,527.00
Fox, Sheila	Academic Resources Coord.	07-01-25	\$54,067.69
Friesz, Ethan	Information Technology	07-01-25	\$75,835.00
Furth, Shannon	Admissions	07-01-25	\$80,451.00
Hansen, Micah	Financial Aid	07-01-25	\$93,569.00
Hartman, Jacquelyn	Student Access Coach	07-01-25	\$60,553.00
Hill, Tyler	Testing Center Manager	07-01-25	\$67,885.00
Jones, Dayna	Enrollment Management	07-01-25	\$79,295.00
Jorgensen, Kally	Student Success	07-01-25	\$76,603.00
Lambley, Jennifer	Marketing	07-01-25	\$87,592.00
Larson, James	Compliance	07-01-25	\$91,260.00
Prokop, Marcella	Dir. Of Access/Opportunity	07-01-25	\$89,094.00
Rathsachack, Ashley	Admissions	07-01-25	\$65,568.00
Rinehart, Ronda	Business Office	07-01-25	\$95,359.00

SOUTHEAST TECH PERSONNEL REPORT**Wednesday, August 6th, 2025**

Robson, Lynette	Financial Aid	07-01-25	\$88,421.00
Rogotzke, Kelli	Student Success	07-01-25	\$78,913.00
Rothenberger, Megan	Student Success	07-01-25	\$76,603.00
Rowbotham, Aaron	Student Housing	07-01-25	\$71,989.00
Shoenrock, Shelly	Food Service	07-01-25	\$64,315.00
Skiff, Jason	Bookstore	07-01-25	\$78,143.00
Strouth, Gerard	Information Technology	07-01-25	\$118,994.00
Vandekamp, Sarah	Perkins Director	07-01-25	\$78,143.00
Vis, Ashley	Student Success	07-01-25	\$76,603.00
Visconti, Michael	Student Housing	07-01-25	\$57,419.00
Vortherms, Kristie	Enrollment Management	07-01-25	\$115,666.00
Woessner, Connor	Scarbrough	07-01-25	\$56,143.00

220-Day Employees, Full-Time, Annual

Chabala, Robyn	Adult Education & Lit.	07-01-25	\$55,849.00
Harder, Elizabeth	Student Success	07-01-25	\$73,440.00
McMillin, Nicole	Student Counseling	07-01-25	\$69,228.00
Talich, Rachel	Adult Education & Lit.	07-01-25	\$55,849.00

Scarbrough Program Assistants, Full-Time, Hourly

Horner, Lindsey	Scarbrough	07-01-25	\$20.97
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Employee Student Club Advisors, Stipend

Anderson, Alexander	Bowling	07-01-25	\$2,800.00
Anderson, Sarah	Student Organization	07-01-25	\$2,800.00
Berry, Vincent	Student Organization	07-01-25	\$3,286.00
Borgen, Cory	Student Organization	07-01-25	\$3,286.00
Burns, Shannan	Student Organization	07-01-25	\$821.50
Carruthers, Tara	Volleyball	07-01-25	\$1,598.50
Cruse, Laura	Student Club	07-01-25	\$265.00
Ebbing, Michael	Student Organization	07-01-25	\$2,800.00
Frentz, Patrick	Student Organization	07-01-25	\$3,286.00
Frentz, Patrick	Student Club	07-01-25	\$265.00
Gries, Keith	Student Club	07-01-24	\$265.00
Harding, Kimberly	Student Club	07-01-25	\$530.00
Haynes, Matthew	Student Organization	07-01-25	\$1,643.00
Honey, Andrew	Student Organization	07-01-25	\$3,286.00
Huizing, Susanne	Student Organization	07-01-25	\$530.00
Jordahl, Lindsay	Student Organization	07-01-25	\$821.50
Jorgensen, Kally	Student Club	07-01-25	\$530.00
Kassing, Elizabeth	Student Organization	07-01-25	\$1,643.00
Landhuis, Carmen	Bowling	07-01-25	\$2,800.00
LeLoux, Loretta	Student Organization	07-01-25	\$3,286.00
Letsche, Paul	Student Organization	07-01-25	\$1,643.00
Osborn, Michelle	Soccer	07-01-25	\$3,389.00
Pottratz, Jennifer	Student Organization	07-01-25	\$3,286.00
Prokop, Marcella	Student Organization	07-01-25	\$530.00
Prouty, Terry	Student Organization	07-01-25	\$3,286.00
Ringling, Benjamin	Student Organization	07-01-25	\$3,286.00

SOUTHEAST TECH PERSONNEL REPORT**Wednesday, August 6th, 2025**

Rogotzke, Kelli	Basketball	07-01-25	\$1,598.50
Rogotzke, Kelli	Disc Golf	07-01-25	\$2,800.00
Schwebach, Gregory	Student Organization	07-01-25	\$1,643.00
Valdez, Martin	Student Organization	07-01-25	\$265.00
Vanden Bosch, Raquel	Student Organization	07-01-25	\$821.50
Vis, Ashley	Basketball	07-01-25	\$1,598.50
Weston, Shasta	Student Club	07-01-25	\$530.00
Willer, Lexie	Student Organization	07-01-25	\$821.50
Williams, Brian	Trap Shooting	07-01-25	\$2,800.00

Per Student Allocation (Formerly HB1182 Funds), Annual

Adamson, Heather	English Instructor	07-01-25	\$9,305.00
Anderson, Adam	Diesel Tech Instructor	07-01-25	\$9,868.00
Berry, Vincent	Plumbing Instructor	07-01-25	\$3,385.00
Bezdichek, Michael	Electrical Instructor	07-01-25	\$4,587.00
Cox, Bryan	Mechatronics Instructor	07-01-25	\$18,003.00
Cruse, Laura	English Instructor	07-01-25	\$72.00
Davis, Dana	Collision Instructor	07-01-25	\$1,117.00
Eisenvos, Daniel	HVAC Instructor	07-01-25	\$4,116.00
Garcia, Joshua	Automotive Tech Instructor	07-01-25	\$16,372.00
Haynes, Matthew	Construction Mgmt Instructor	07-01-25	\$851.00
Honey, Andrew	Computer Programming Inst.	07-01-25	\$17,289.00
Howard, Dennis	Welding Instructor	07-01-25	\$1,624.00
Hunter, Marcus	Electrical Instructor	07-01-25	\$3,291.00
Jensen, Marcia	Dental Assisting Instructor	07-01-25	\$9,852.00
Johnson, Jarrod	HVAC Instructor	07-01-25	\$9,868.00
Kassing, Elizabeth	Civil Engineering Instructor	07-01-25	\$8,095.00
Lalley, Aaron	Mechanical Engineering	07-01-25	\$2,470.00
Prouty, Terry	Automotive Tech Instructor	07-01-25	\$10,929.00
Schaffer, Kenneth	Computer Network Inst.	07-01-25	\$9,154.00
Schwebach, Gregory	Architectural Engineering Ins.	07-01-25	\$15,012.00
Shotkoski, Kevin	Diesel Tech Instructor	07-01-25	\$4,844.00
Stahl, Emily	Veterinary Technology	07-01-25	\$22,490.00
Steinmetz, Jason	Diesel Tech Instructor	07-01-25	\$9,868.00
Stelley, Lynard	Welding Instructor	07-01-25	\$671.00
Vanoverbeke, Jeffrey	Speech Instructor	07-01-25	\$1,444.00
Wellnitz, Kristin	Psychology Instructor	07-01-25	\$5,412.00
Willer, Lexie	Nursing & Health	07-01-25	\$6,498.00
Wohlwend, Bruce	CIS Instructor	07-01-25	\$1,636.00

Instructor, Full-Time, Doctoral Stipend

Lally, Aaron	Engineering	07-01-25	\$1,000.00
Stahl, Emily	Veterinary	07-01-25	\$1,000.00

Southeast Technical College
Summer 2025 Campus Events Report
EXECUTIVE SUMMARY

Purpose:

Provide the Sioux Falls School Board an update of how Southeast Technical College continued to expand summer career exploration activities and partnerships with K-12 and industry partners, with plans to build on this momentum during the 2025–2026 academic year.

Highlights of the presentation include the following:

- Southeast Tech partners with CTE, USD, Avera, Sanford, Stockwell Engineers, ACEC, AGC, and local high schools like Brandon Valley and Harrisburg to provide career and college exploration opportunities for young people.
- Southeast Tech hosted 300 students for events in June and July.
- A brief description of upcoming and ongoing events is planned for the 2025–2026 academic school year.

Administrative Recommendation to School Board:

Acknowledge the Summer 2025 Campus Events Report given by the Pre-College Program Advisor about summer programming and recruitment efforts with high schooler students and STC's plans for the 2025-2026 academic year.



Summer 2025 Campus Events



ANNA FISCHER, PRE-COLLEGE PROGRAM ADVISOR

- 20 years at Southeast Tech
- Dual and concurrent credit
- Campus career exploration events



MIDDLE SCHOOL CAMP MED

- June 2—5
- CTE Academy, Sanford Health and STC
 - 1-5 p.m. – 27 students in grades 6-9



- Days 1 and 2 at CTE Academy:
 - Sheep heart dissection
 - Heart stations – EKG, vitals, pulse, heart rate, blood pressure
 - Blood typing
 - Stop the bleed
 - Suturing
 - Tour of CTE
- Days 3 and 4 at STC/Sanford Health:
 - Toured STC Programs: Dental Assisting, Medical Lab Technology, Nursing, Surgical Technology, Sonography
 - Admissions Presentation/Campus Tour (GPA importance, HS courses, scholarships)
 - Sanford Research Center

ENGINEERING CAMP

- June 2-5
- 24 students in grades 9-12
- Stockwell Engineers and ACEC
(American Council of Engineering Companies)
- STC Tours and fieldtrips



- Day 1 - Land Surveying Science
 - Construction Staking activity with consultants assisting
- Civil Engineering Technology
 - Designing a West Side Transportation Corridor
 - Guest Speaker: Using Software in Design (Banner Assoc.)
 - Guest Speaker: SD Department of Transportation
 - Tour: Veterans Parkway (past, current and future projects) and Cliff Avenue Interchange
- Day 2 -
 - Sketching and software drawing activities
 - Popsicle stick tower building
 - Tour of recently completed building project
- Days 3 & 4 - Mechanical Engineering Technology and Mechatronics – Daktronics (Sioux Falls)

USD HIGH SCHOOL HEALTH CAMP

- June 11
 - 1-week USD camp – at STC for day
- 43 students in grades 9–12
- STC program tours:
 - Surgical Technology
 - Medical Lab Technician
 - Sonography (Cardiovascular and Diagnostic Medical)
 - Admissions Presentation
 - Sanford Health Q&A Session



AVERA HIGH SCHOOL CAMP

- Avera, CTE Academy and STC
- 27 students in grades 9—12
- June 18
- Avera Hospital
- 7 career areas – employee presentations, hands-on activities and shadow experiences (Radiology, Respiratory Therapy, Surgical Technology, ICU, Lab Tours, Behavioral Health)



ASSOCIATED GENERAL CONTRACTORS (AGC) CONSTRUCTION ACADEMY

- 5 students
- Grades 11-12
- Classroom Instruction:
 - 5 college credits paid for by industry sponsors!
 - CMT 101 – Construction Basics
 - CMT 101L – Construction Basics Lab
 - DT 102 – Print Reading for Construction
- Paid, on-the-job training with sponsor
 - Lloyd Companies, Henry Carlson, Puetz Design and Build
- May 27—July 25



HORTICULTURE ACADEMY

- 4 students
- Grades 11—12
- Classroom Instruction
 - 3 college credits
 - HT 111 Horticulture Science
 - HT 111L Horticulture Science Lab
- Paid, on-the-job training and paid tuition!
 - Landscape Garden Center (3)
 - Weller Brothers (1)
- May 27—July 19



SUMMER DUAL CREDIT PROGRAMS

- CNA
 - Hybrid format (online, lab at site and clinical)
 - SD Board of Nursing Knowledge and Skills Testing
 - Rising 12th Graders
 - Harrisburg – 15 students
 - Brandon Valley – 5 students
- SFSD College Start
 - SF Development Foundation
 - 1 student for summer
 - 2 students for fall
 - Rising 12th graders
 - Started program in Fall 2023.
 - Students continuing completion of LPN prerequisite courses.
 - These senior students will start the LPN program at STC in Spring 2025.
 - 2 successfully completed first semester of LPN Spring 2025 and will be graduating December 2025. Avera continued scholarship.

UPCOMING 2025-2026 ACADEMIC YEAR

1. Fall High School Counselors Workshop at STC
2. Counselor Connections
3. AGC Construction Awareness Day
4. SFSD Sophomore Career Days
5. CTE Academy Tours at STC
6. Career Exploration Days
7. Campus Visit Days
8. Women in Science
9. HOSA–Future Health Professionals

- **Dual and Concurrent Credit Partnerships**

- Avera Academy
- Sanford Classroom to Careers
- SFSD College Start – SF Development Foundation
- McCrossan Boys Ranch (Construction Management)
- Teachwell – Strive
- Harrisburg HS (Construction Management and CNA)
- Brandon Valley HS (CNA and MATH 100, MATH 101)
- West Central (Construction Management)
- CTE Academy (Information Technology, Accounting, Welding)
- Jefferson HS (ENGL 100, MATH 100, ENGL 101)



SOUTHEAST
Technical College

Southeast Technical College
M & R Update
EXECUTIVE SUMMARY

Purpose:

Provide the Sioux Falls School Board an update on Maintenance and Repair at STC.

Highlights of the presentation include the following:

- Summer maintenance and repair projects included: Campus landscaping, TC cold storage roof repair, classroom and office flooring and paint, sidewalk repair, updating campus signage, AC replacement, and updating fences
- Collaboration with SFSD and SD Board of Tech Ed and State Engineering office
- M & R future project planning

Administrative Recommendation to School Board:

Acknowledge the M & R Update Report.

2025 Campus Updates

SFSD STC School Board Meeting

August 6, 2025



SOUTHEAST
Technical College



OVERVIEW

- Summer Repair and Maintenance Projects
- Work with SFSD and State of SD Board of Tech Ed and State Engineering Office
- M&R Project Planning



CAMPUS LANDSCAPING

- Mickelson Entrance



CAMPUS LANDSCAPING

- Hub Entrance



CAMPUS LANDSCAPING

- Wood Center Entrance



CAMPUS LANDSCAPING

- Tech Center Entrance



TECHNOLOGY CENTER COLD STORAGE ROOF



CLASSROOM/OFFICE FLOORING AND PAINT



CAMPUS SIDEWALK REPAIR



CAMPUS SIGNAGE



CAMPUS SIGNAGE



CAMPUS SIGNAGE



CAMPUS SIGNAGE



CAMPUS SERVER ROOMS AC REPLACEMENT



ED WOOD STORAGE AREA FENCING



CAMPUS MAINTENANCE WORK ORDER SYSTEM





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Requestor * 

Erik VanLaecken



Requestor Department * 

Leadership



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Subject * 

Description of request * 

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Font

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Revise with AI





CAMPUS OUTDOOR SECURITY CAMERAS

- Completed Mickelson, Health Sim Center, Hub
- Technology Center
- Health Science and Ed Wood Possible Renovations



CAMPUS TOILET PAPER DISPENSERS



M&R POSSIBLE CUTS IMPACT

- Possible cuts to future M&R state funding
- Working hard on staying in front of projects



SOUTHEAST
Technical College

Vision 2025 Update Executive Summary

Purpose of Report: To inform the School Board about highlights and accomplishments of the Vision 2025 Strategic Plan.

The Strategic Plan Update will report on the following areas:

- Vision 2025 Six Strategic Priorities and Major Accomplishments
-

Administrative Recommendation to School Board: Acknowledge the Vision 2025 Strategic Plan Update report.

VISION 2025

HIGHLIGHTS AND ACCOMPLISHMENTS



SOUTHEAST
Technical College

PRIORITY AREA 1: PARTNERSHIPS

- Increased the number of coordinated college-wide community service events.
- Started tracking civic engagement hours for students and employees in 2024-25, logging 5,465 hours completed by 1370 individuals.
- Surpassed \$25 million Campaign NEXT goal and raised the target to \$30 million, which has also been exceeded.

PRIORITY AREA 2: ACADEMIC EXCELLENCE

- Upgraded 80% of classrooms with HyFlex capabilities.
- Participated in the HLC Assessment Academy to develop a campus-wide assessment strategy.
- Opened a state-of-the-art healthcare simulation center.

PRIORITY AREA 3: ACCESS

- Implemented a survey for new students to connect those in need with available resources.
- Launched the Access Coach program to support multilingual and Native American high school students within SFSD.
- Successfully obtained funding for six of nine submitted grant applications, with one application in progress.

PRIORITY AREA 4: ORGANIZATIONAL CULTURE

- Initiated annual staff evaluations and transitioned faculty evaluation into NeoGov.
- Established the Staff Symposium as a platform for institutional updates, recognition of achievements and cross-departmental collaboration.
- Announced Winter Break closure to support employee well-being and encourage time for rest and rejuvenation.

PRIORITY AREA 5: MARKETING AND AWARENESS

- Increased earned media through proactive storytelling and sponsored content.
- Upgraded campus signage to enhance and aesthetics and reinforce brand identity.
- Utilized ambassadors to strengthen STC's brand identity.

PRIORITY AREA 6: STUDENT SUPPORT

- Achieved a 300% increase in student engagement with tutoring services.
- Implemented the Navigate student success and engagement platform to create integrated, holistic student support.
- Reorganized the Academic Resource Center (ARC) to streamline services and improve student access.

Policy/Regulation Revisions

STC 713 – Alcohol Free Workplace

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:

STC 713 – Alcohol Free Workplace – Merged into STC 711 – Alcohol and Drug-Free Workplace

Second readings are not necessary. (See Policy STC 250 – School Board Policy Process).

Policy Review Recommendation to School Board:

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



ALCOHOL-FREE WORKPLACE WITHDRAWAL

Southeast Technical College Policy GBECB/STC

1. Purpose

~~Southeast Technical College requires an alcohol-free learning and working environment.~~

~~The unlawful manufacture, distribution, dispensation, possession, or use of alcohol in the work place is prohibited.~~

~~As a condition of employment with Southeast Technical College, all employees are required to comply with this policy.~~

2. General Statement of Policy

~~Southeast Tech supports rehabilitation of employees with alcohol problems except in those circumstances where alcohol use has created or could create the risk of injury or death to other employees or to students. Employees may use benefits and leave for which they regularly qualify, in order to meet rehabilitation needs except in the cases governed by Regulation GBECB-R/STC.~~

~~Employees in safety-sensitive positions or positions in which driving is an essential function of the position must notify the Southeast Tech Human Resources Department in writing no later than the start of the next work day of any arrest for an alcohol-related moving violation.~~

~~Discipline will be imposed for violations of this policy which may include a reprimand, suspension, or termination in accordance with the Southeast Tech Employee Handbook as well as a referral for prosecution, if appropriate.~~

Assistance

~~If an employee has an alcohol problem and voluntarily seeks help to overcome the problem, assistance is available to the employee either through the Sioux Falls School District insurance plan, if the employee is an enrolled participant, or the District's Employee Assistance Plan, if available. An employee's decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.~~

~~Southeast Tech has information available to all employees regarding resources available to assist with alcohol problems, including counseling or rehabilitation assistance.~~

Confidentiality

Information obtained on individuals pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to alcohol use are confidential, and access to such records shall be in accordance with Southeast Tech policy. Medical records are not kept in the personnel file.

3. Definitions

Under the influence means for the purpose of this policy that the employee is affected by an alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person's opinion.

Possession means the physical presence or presence after testing by a Medical Review Officer, of any detectable amount of alcohol.

Reasonable suspicion means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of alcohol.

Workplace includes Southeast Technical College property including motor vehicles, parking areas and sidewalks surrounding the building. Workplace also includes any site for the performance of work as a Southeast Tech employee, including but not limited to, student activities.

4. Reporting Procedures

Reasonable Suspicion

1. Southeast Tech may request a Southeast Tech employee to undergo alcohol testing if there is reasonable suspicion that the employee is under the influence of alcohol during normal business hours or during a work assignment. There shall be no random testing. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
 - A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or someone else for assistance.
 - Information provided by a reliable and credible source with personal knowledge.
 - Direct observation of alcohol use.
 - Presence of the physical symptoms of alcohol use, i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.
 - Possession of alcohol in the workplace.

- ◆ ~~Involvement in a work-related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.~~
- 2. ~~A positive result from the alcohol analysis may result in disciplinary action as identified in the negotiated agreement. Any employee refusing to submit to an alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering of any sample, container, equipment or documentation of the sampling process.~~
- 3. ~~Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching Southeast Tech property or the employee's personal property brought onto Southeast Tech property.~~

Test Procedures

~~The employee may be asked to submit to alcohol testing by a qualified medical physician or hospital at Southeast Tech expense and on Southeast Tech time. The employee can elect to have a staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to Southeast Tech.~~

~~A single occupational medicine provider has been selected (with a contract executed) to provide alcohol testing. All positive tests will be reviewed by a qualified Medical Review Officer (MRO).~~

~~Any employee refusing to submit to an alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.~~

~~An employee suspected of being under the influence will be driven to and from the testing site by a Southeast Tech representative. If the testing results are not immediately available, the employee will not be permitted to return to work, but placed on paid leave until the results are available. The employee may arrange for transportation from the testing site or transportation home shall be provided by the Southeast Tech representative.~~

~~A positive result from the alcohol test may result in disciplinary action or requirement of satisfactory participation in a rehabilitation program, in accordance with the Southeast Tech Employee Handbook, as well as a referral for prosecution, if appropriate.~~

5. Related Policies

~~GBECA/STCI — GBECA R/STCI — Drug and Alcohol Testing for Commercial Drivers~~
~~GBEB/STCI — Code of Conduct~~

6. ~~Dissemination of Policy and Training~~

~~Every new employee must review this policy and its regulation and sign an acknowledgement form indicating they have received the information. Annually thereafter, employees will receive an overview, along with instructions to access the full policy and regulation on the Southeast Tech website, and will sign an acknowledgement form indicating they have received the information. Administrators shall submit the signed form to the Southeast Tech Human Resources Department.~~

Board Approved:-

~~Policy _____ Board Action~~
~~adopted: _____ 03-26-12 _____ 36325~~
~~reviewed: _____ 09-06-17 _____ ST00239~~

~~Regulation _____ Board of Action _____ (formerly 4134)~~
~~Approved: _____ 03-26-12 _____ 36325~~
~~Revised: _____ 09-06-17 _____ ST00239~~

~~Policies and Regulations~~

~~NEPN Code: GBECB R/STI~~

~~Personnel~~

~~Alcohol Free Work Place~~

Definitions

~~“Under the influence” means for the purpose of this policy that the employee is affected by an alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person’s opinion.~~

~~“Possession” means the physical presence or presence after testing by a Medical Review Officer, of any detectable amount of alcohol.~~

~~“Reasonable suspicion” means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of alcohol.~~

~~“Work place” includes Southeast Technical College property including motor vehicles, parking areas and sidewalks surrounding the building. Work place also includes any site for the performance of work as a Southeast Tech employee, including but not limited to, student activities.~~

Assistance

~~If an employee has an alcohol problem and voluntarily seeks help to overcome the problem, assistance is available to the employee either through the Sioux Falls School District insurance plan, if the employee is an enrolled participant, or the District’s Employee Assistance Plan, if available. An employee’s decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary~~

~~action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.~~

~~Southeast Tech has information available to all employees regarding resources available to assist with alcohol problems, including counseling or rehabilitation assistance.~~

~~Reasonable Suspicion~~

- ~~1. Southeast Tech may request a Southeast Tech employee to undergo alcohol testing if there is reasonable suspicion that the employee is under the influence of alcohol during normal business hours or during a work assignment. There shall be no random testing. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:~~
 - ~~• A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or someone else for assistance.~~
 - ~~• Information provided by a reliable and credible source with personal knowledge.~~
 - ~~• Direct observation of alcohol use.~~
 - ~~• Presence of the physical symptoms of alcohol use, i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.~~
 - ~~• Possession of alcohol in the work place.~~
 - ~~• Involvement in a work-related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.~~
- ~~2. A positive result from the alcohol analysis may result in disciplinary action as identified in the negotiated agreement. Any employee refusing to submit to an alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering of any sample, container, equipment or documentation of the sampling process.~~
- ~~3. Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not~~

~~limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching Southeast Tech property or the employee's personal property brought onto Southeast Tech property.~~

Test Procedures

~~The employee may be asked to submit to alcohol testing by a qualified medical physician or hospital at Southeast Tech expense and on Southeast Tech time. The employee can elect to have a staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to Southeast Tech.~~

NEPN Code: GBECB-R/STI

Page 2 of 3

~~A single occupational medicine provider has been selected (with a contract executed) to provide alcohol testing. All positive tests will be reviewed by a qualified Medical Review Officer (MRO).~~

~~Any employee refusing to submit to an alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.~~

~~An employee suspected of being under the influence will be driven to and from the testing site by a Southeast Tech representative. If the testing results are not immediately available, the employee will not be permitted to return to work, but placed on paid leave until the results are available. The employee may arrange for transportation from the testing site or transportation home shall be provided by the Southeast Tech representative.~~

~~A positive result from the alcohol test may result in disciplinary action or requirement of satisfactory participation in a rehabilitation program, in accordance with the Southeast Tech Employee Handbook, as well as a referral for prosecution, if appropriate.~~

Confidentiality

~~Information obtained on individuals pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to alcohol use are confidential, and access to such records shall be in accordance with Southeast Tech policy. Medical records are not kept in the personnel file.~~

Special Provision for “Commercial Drivers”

The provisions of this regulation shall not apply to “commercial drivers” as defined in Policy GBECA/STI. Testing and discipline of “commercial drivers” will be governed by Policy/Regulation GBECA/STI — GBECA R/STI.

RELATED POLICIES:

GBECA/STI — GBECA R/STI — Drug and Alcohol Testing for Commercial Drivers

GBEB/STI — Code of Conduct

Regulation _____ Board of Action _____ (formerly 4134)

Approved: 03-26-12 36325

Revised: 09-06-17 ST00239

Policy/Regulation Revisions

STC 504 – Weapons on Campus

STC 711 – Alcohol and Drug-Free Workplace

Executive Summary

Purpose:

To bring to the School Board the above STC policies for second 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:

STC 504 – Weapons on Campus – Creation of policy addressing weapons on campus including South Dakota Law exceptions

STC 711 – Alcohol and Drug-Free Workplace – Update language and include alcohol

These policies have been posted for public review on the STC website. No comments have been received.

Policy Review Recommendation to School Board:

Approve second reading of STC 504 – Weapons on Campus and STC 711 – Alcohol and Drug-Free Workplace.



Weapons on Campus

Southeast Technical College Policy STC 504

1. Purpose

Subject to this policy, Deadly Weapons are prohibited on Southeast Technical College (STC) campus. Subject to some limitations, persons on the STC campus may possess Self Defense Weapons. This policy is to regulate the possession and use of Self-Defense Weapons on STC campus in compliance with South Dakota Codified Law 13-39A-43 and 13-39A-44 while prioritizing the safety and educational mission of STC.

2. General Statement of Policy

A. **General Rule: No Deadly Weapons.** Except for Self Defense Weapons possessed under this policy, all Deadly Weapons are prohibited on all areas of any STC campus.

B. Exceptions to General Rule:

- a. **Self Defense Weapons.** Subject to this policy, a person may carry, possess, store, or transport a concealed pistol and compatible ammunition (if such person has a Required Permit) and/or mace, pepper spray, or other chemical irritant.
- b. **Law Enforcement.** Law enforcement officers acting in their official capacity.
- c. **Ceremonial.** The ceremonial presence of any unloaded firearm at a color guard ceremony.
- d. **Educational Programs.** Firearms, stun guns, or other deadly weapons used as part of any campus training program.

C. **Prohibited Areas:** Although permitted above, Self Defense Weapons are always prohibited in the following areas:

- a. Portions of a building or structure marked as "No Weapons - No Exceptions"
- b. Rooms that are marked "No Weapons - No Exceptions"
- c. In a building or structure during a special event marked "No Weapons - No Exceptions," provided that metal detectors and armed security personnel are present at every public entrance to restrict the possession of all Deadly Weapons.

D. **Compliance:** Prior to closing any portion of the campus or event to Self Defense Weapons, STC shall ensure that:

- a. **Compliance.** Any posting or closure of such room or event, building or event complies with the conditions of SDCL 13-39A-44.
- b. **Prior notice.** STC shall use best efforts to notify students/attendees of any closure.

- c. **Marking.** All prohibited areas must be clearly marked at the entrance of such location.
- E. **Storage Requirements.** Any Self Defense Weapon not actively carried must be stored in a locked case or safe. The locked case and safe is at the cost and burden of the owner of the Self Defense Weapon.
- F. **Conduct Expectations:**
 - a. The goal of STC is to provide a safe learning environment, and the presence of Self Defense Weapons should enhance that environment but not detract from it.
 - b. Self Defense Weapon weapons must remain concealed and secured.
 - c. Displaying or brandishing a Self Defense Weapon, except in lawful self-defense, is prohibited and subject to disciplinary action.

Nothing in this policy modifies restrictions imposed by federal law (for example, gun free zones), or shall be construed as permitting a Deadly Weapon on STC (except for Self Defense Weapons identified above). Except as otherwise defined, definitions under South Dakota law shall apply to this policy.

3. Definitions

Campus: All property owned or controlled by STC, including buildings, grounds, and parking areas.

Deadly Weapons. Any dangerous Weapon, firearm, stun gun, knife, explosive or destructive device as defined by SDCL § 22-1-2.

Required Permit: A South Dakota enhanced permit, a restricted enhanced permit, or a reciprocal permit issued in accordance with SDCL § 23-7.

Self Defense Weapon: Any concealed pistol (as defined in SDCL § 22-1-2), and compatible ammunition, a stun gun (as defined in § 22-1-2) or mace, pepper spray, or other chemical irritant.

Weapon. Any Deadly Weapon and any Self Defense Weapon.

4. Reporting Procedures

- A. Suspected violations should be reported to Campus Security at 605-367-7847 or via See Something, Say Something - Concerning Behavior Report.
- B. Violations may result in disciplinary action, including suspension, expulsion, or termination, and referral to law enforcement.
- C. Campus Security officers are trained to enforce this policy and coordinate with other local law enforcement.
- D. Violations will be investigated promptly, with sanctions based on severity.
- E. No person may be penalized for possession of Self Defense Weapon unless the Prohibited Area was clearly marked.

- F. Holders of a Required Permit possessing a Self Defense Weapon must carry their permit at all times and present it to Campus Security upon request.

5. Dissemination of Policy and Training

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

Legal References:

SDCL

13-39A-43 – Restrictions on lawful weapons prohibited.

13-39A-44 – Restrictions on lawful weapons prohibited--Exceptions--Weapon storage requirement--Applicability.

22-1-2 - Definitions

23-7 – Firearm Control

Board Approved: ##/##/####

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ALCOHOL AND DRUG-FREE WORKPLACE

Southeast Technical College Policy ~~GBEC/STC~~ STC 711

1. Purpose

Southeast Technical College (STC) requires an alcohol and drug-free learning and working environment.

STC will comply with the Drug-Free Workplace Act. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substance, including marijuana or its derivatives, in the workplace is prohibited on campus and other work sites where employees may be assigned. In addition, the manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substances is prohibited on non-working time to the extent that it impairs an employee's ability to perform their job.

STC employees are prohibited from being under the influence of an alcoholic beverage and/or a drug, as defined below, while on campus, during the employee's working hours, and/or while representing STC.

2. General Statement of Policy

As a condition of employment with STC, all employees are required to comply with this policy.

1. While South Dakota law may permit certain actions regarding marijuana, the use and possession of marijuana, whether for medicinal or recreational purposes, is prohibited under federal law. Federal law classifies marijuana (cannabis) as a Schedule 1 controlled substance and criminalizes the growth or use of marijuana. The use of medical marijuana is also restricted by federal laws such as the Drug-Free Workplace Act and Drug-Free Schools and Communities Act.

~~1.2.~~ STC supports rehabilitation of employees with alcohol and/or drug abuse problems except in those circumstances where alcohol and/or drug use has created or could create the risk of injury or death to other employees or to students. Employees may use benefits and leave for which they regularly qualify, in order to meet rehabilitation needs except in the cases governed by ~~Regulation GBECAR/STC~~ Policy STC 712.1.

~~2.3.~~ Alcohol and dDrug-free awareness programs will be established to inform employees of this policy as well as the dangers of alcohol and/or drug abuse in the workplace and any available resources for counseling rehabilitation and employee assistance programs.

~~3.4.~~ Employees must notify the STC Human Resources Department in writing no later than five calendar days of any criminal conviction for [an alcohol and/or](#) drug statute violation ~~occurring in the workplace.~~

~~4.5.~~ STC will notify any granting agency in writing within 10 calendar days after receiving notice of a conviction for a drug statute violation occurring in the workplace from the employee or otherwise receiving actual notice of the drug conviction.

~~5.6.~~ Discipline will be imposed for violations of this policy which may include a reprimand, suspension, termination or requiring satisfactory participation in [an alcohol and/or](#) drug abuse or rehabilitation program, ~~in accordance with the respective working agreement~~ as well as a referral for prosecution, if appropriate.

~~6.7.~~ STC will make a good faith effort, on a continuing basis, to maintain [an alcohol and](#) drug-free workplace.

~~7.8.~~ Every new employee will be [provided with](#) a copy of this policy and its [regulations](#). Annually thereafter, employees will receive an overview, along with instructions to access the full policy and regulation on the STC [website and](#) will sign an acknowledgement form indicating they have received the information. Administrators or designees shall submit the signed form to the STC Human Resources Department.

Assistance

If an employee has [an alcohol and/or](#) drug problem and voluntarily seeks help to overcome the problem, assistance is available to the employee through the Sioux Falls School District insurance plan, if the employee is an enrolled participant or the District's Employee Assistance Plan if available. An employee's decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.

[STC](#) has information available to all employees regarding resources available to assist with [alcohol and/or](#) drug problems including counseling or rehabilitation assistance.

Special Provision for "Drivers"

The provisions of this regulation shall not apply to "drivers" as defined in Policy ~~GBECA/STC~~ [STC 712](#). Testing and discipline of "drivers" will be governed by ~~Regulation Policy GBECA-R/STC~~ [STC 712.1](#).

3. Definitions

Alcohol includes any beverage used for the purpose of becoming intoxicated. This usually includes distilled spirits, wine, ciders, and malt beverages. This also includes ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

Legal Drug includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

Illegal drug means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. All substances listed in the Federal Control Substance Act, so called "designer drugs" which have not been included in the Federal Control Substances Act, and the misuse of other non-drug substances, such as glue, are covered by this definition. The term also includes prescribed drugs legally obtained but not being used for prescribed purposes.

Under the influence means for the purpose of this policy that the employee is affected by a drug or alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person's opinion.

Possession ~~means the presence, after confirmation testing by a Medical Review Officer (A licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results), of any detectable amount of any drug.~~ means the state of having, owning, or controlling any amount of any drug or alcoholic beverage.

Reasonable Suspicion means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of drugs and/or alcohol.

Workplace includes all ~~Southeast Tech~~ STC property including motor vehicles, parking areas and sidewalks surrounding the buildings. Workplace also includes any site for the performance of work as a ~~Southeast Tech~~ STC employee, including but not limited to, student activities.

4. Reporting Procedures

1. **Reasonable Suspicion.** ~~Southeast Tech~~ STC may request a ~~STC~~ Southeast Tech employee to undergo drug and/or alcohol testing if there is probable cause that the employee is under the influence of drugs and/or alcohol during normal business hours or during a work assignment. There shall be no "random" testing. Circumstances which constitute a basis for determining probable cause may include, but are not limited to:

- A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or someone else for assistance.
 - Information provided by a reliable and credible source with personal knowledge.
 - Direct observation of drug or alcohol use.
 - Presence of the physical symptoms of drug and/or alcohol use, i.e., glassy or bloodshot eyes, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.
 - Possession of substances and/or alcohol as stated above. ~~in violation of Southeast Tech's policy GBEC/STC.~~
 - Involvement in a work-related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.
2. Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching Southeast TechSTC property or the employee's personal property brought onto Southeast TechSTC property.

Test Procedures

The employee may be asked to submit to ~~medical~~ alcohol and/or drug testing by a qualified medical physician or hospital at Southeast TechSTC expense and on Southeast TechSTC time. The employee can elect to have another staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to Southeast TechSTC.

A single occupational medicine provider has been selected (with a contract executed) to provide drug and/or alcohol testing. The selection of a single laboratory will ensure one standard chain of custody procedure and consistency of processing. When an operating element feels that its requirements cannot be met by this laboratory, an alternate laboratory can be selected with prior approval of the President or designee.

All positive tests will be reviewed by a qualified Medical Review Officer (MRO) (a physician trained in the detection of substance misuse). The employee will have the opportunity to review the findings with the MRO prior to a report being returned to the appropriate administrator or supervisor. Failure to interview with an MRO within 48 hours of being contacted by the MRO will result in a report to the appropriate administrator or supervisor and disciplinary procedures will be followed. After receiving notice of positive test results from the MRO, the employee has 72 hours to request, in writing, to have the original sample sent to an alternate lab to be re-tested. The costs of re-tests requested by the employee are the employee's responsibility.

An employee refusing to submit to a drug and/or alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.

An employee suspected of being under the influence will be driven to and from the testing site by a ~~Southeast Tech~~STC representative. If the testing results are not immediately available, the employee will not be permitted to return to work, but placed on paid leave until the results are available. The employee may arrange for transportation from the testing site or transportation home shall be provided by a ~~Southeast Tech~~STC representative.

A positive result from the drug and/or alcohol test may result in disciplinary action or a requirement of satisfactory participation in a drug and/or alcohol abuse or rehabilitation program, in accordance with the ~~respective working agreement~~STC Employee Handbook, as well as a referral for prosecution, if appropriate.

Confidentiality

Information obtained on individuals pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to drug and/or alcohol use are confidential, and access to such records shall be in accordance with ~~Southeast Tech~~STC policy. Medical records are not kept in the personnel file.

5. Related Policies

~~GBECA/STC~~ ~~GBECA-R/STC~~ STC 712 – STC 712.1 – Drug and Alcohol Testing for Commercial Drivers
STC 709 - Code of Conduct

6. Dissemination of Policy and Training

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

Legal References:

41 U.S.C. 702 et seq. Drug Free Workplace Act of 1988 (as amended)
21 U.S.C. 811 Controlled Substances Act of 1970 (CSA)
29 CFR Part 94 – Governmentwide Requirements for Drug-Free Workplace
SDCL 22-42-19 – Drug and Alcohol Testing for Commercial Drivers

Board Approved:

Policy		Board Action	(formerly 4134)
adopted:	07-10-89	24847K	<u>(formerly GBEC/STC 07-01-25)</u>

amended:	09-27-93	27432.3f
amended:	02-27-95	27953
amended:	03-11-96	28420
amended:	02-27-06	34355
amended:	10-25-10	35865
amended:	03-26-12	36325

Regulation		Board Action	(formerly 4134)
approved:	09-27-93	27432.3f	
revised:	03-11-96	28420	
revised:	02-27-06	34355	
revised:	10-25-10	35865	
amended:	03-26-12	36325	
reviewed:	09-06-17	ST00239	



~~Policies and Regulations~~

~~NEPN Code: GBEC R/STI~~

Personnel

Drug Free Work Place

Definitions

~~"Legal drug" includes prescribed drugs and over the counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.~~

~~"Illegal drug" means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. All substances listed in the Federal Control Substance Act, so called "designer drugs" which have not been included in the Federal Control Substances Act, and the misuse of other non-drug substances, such as glue, are covered by this definition. The term also includes prescribed drugs legally obtained but not being used for prescribed purposes.~~

~~"Under the influence" means for the purpose of this policy that the employee is affected by a drug or alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person's opinion.~~

~~"Possession" means the presence, after confirmation testing by a Medical Review Officer (A licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results), of any detectable amount of any drug.~~

~~"Reasonable Suspicion" means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of drugs.~~

~~"Work place" includes all Southeast Tech property including motor vehicles, parking areas and sidewalks surrounding the building. Work place also includes any site for the performance of work as a Southeast Tech employee, including but not limited to, student activities.~~

Assistance

~~If an employee has a drug problem and voluntarily seeks help to overcome the problem, assistance is available to the employee through the Sioux Falls School District insurance plan, if the employee is an enrolled participant or the District's Employee Assistance Plan if available. An employee's decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.~~

~~Southeast Tech has information available to all employees regarding resources available to assist with drug problems including counseling or rehabilitation assistance.~~

~~1. **Reasonable Suspicion.** Southeast Tech may request a Southeast Tech employee to undergo drug testing if there is probable cause that the employee is under the influence of drugs during normal business hours or during a work assignment. There shall be no "random" testing. Circumstances which constitute a basis for determining probable cause may include, but are not limited to:~~

- ~~• A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or someone else for assistance.~~
- ~~• Information provided by a reliable and credible source with personal knowledge.~~
- ~~• Direct observation of drug or alcohol use.~~
- ~~• Presence of the physical symptoms of drug use, i.e., glassy or bloodshot eyes, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.~~
- ~~• Possession of substances in violation of Southeast Tech's policy GBEC/STI.~~
- ~~• Involvement in a work related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.~~

~~2. Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching Southeast Tech property or the employee's personal property brought onto Southeast Tech property.~~

Test Procedures

~~The employee may be asked to submit to medical testing by a qualified medical physician or hospital at Southeast Tech expense and on Southeast Tech time. The employee can elect to have another staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to Southeast Tech.~~

~~A single occupational medicine provider has been selected (with a contract executed) to provide drug testing. The selection of a single laboratory will insure one standard chain of custody procedure and consistency of processing. When an operating element feels that its requirements cannot be met by this laboratory, an alternate laboratory can be selected with prior approval of the President or designee.~~

~~All positive tests will be reviewed by a qualified Medical Review Officer (MRO) (a physician trained in the detection of substance misuse). The employee will have the opportunity to review the findings with the MRO prior to a report being returned to the appropriate administrator or supervisor. Failure to interview with a MRO within 48 hours of being contacted by the MRO will result in a report to the appropriate administrator or supervisor and disciplinary procedures will be followed. After receiving notice of positive test results from the MRO, the employee has 72 hours to request, in writing, to have the original sample sent to an alternate lab to be re-tested. The costs of re-tests requested by the employee are the employee's responsibility.~~

~~An employee refusing to submit to a drug test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.~~

~~An employee suspected of being under the influence will be driven to and from the testing site by a Southeast Tech representative. If the testing results are not immediately available, the employee will not be permitted to return to work, but placed on paid leave until the results are available. The employee may arrange for transportation from the testing site or transportation home shall be provided by a Southeast Tech representative.~~

~~A positive result from the drug test may result in disciplinary action or a requirement of satisfactory participation in a drug abuse or rehabilitation program, in accordance with the respective working agreement, as well as a referral for prosecution, if appropriate.~~

Confidentiality

~~Information obtained on individuals pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to drug use are confidential, and access to such records shall be in accordance with Southeast Tech policy. Medical records are not kept in the personnel file.~~

~~NEPN Code: GBEC-R~~

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Special Provision for "Drivers"

~~The provisions of this regulation shall not apply to "drivers" as defined in Policy GBECA/STI. Testing and discipline of "drivers" will be governed by Regulation GBECA-R/STI.~~

Legal Reference:

~~41 U.S.C. 702 et seq. Drug Free Workplace Act of 1988 (as amended)~~

~~21 U.S.C. 811 Controlled Substances Act of 1970 (CSA)~~

~~29 CFR Part 94 — Governmentwide Requirements for Drug Free Workplace~~

~~SDCL 22-42-19 — Drug free zones created — violation as felony~~

RELATED POLICIES:

~~GBECA/STI — GBECA-R/STI — Drug and Alcohol Testing for Commercial Drivers~~

Regulation	Board Action	(formerly 4134)
approved: 09-27-93	27432.3f	
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