SOUTHEAST Technical College

SIOUX FALLS SCHOOL BOARD	**Carly Reiter**
Wednesday, October 1, 2025 4:00 PM	**President**
Instructional Planning Center	**Cory Clasemann**
201 East 38th Street, Sioux Falls	**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 September 3, 2025
VII. Approval of Agenda
VIII. Conflicts of Interest
IX. Approval of Consent Agenda
    A. Authorizations and Ratifications
        1. Acknowledgement of Addition to Southeast Technical Council Membership
    B. Approval of Consolidated Report of Trust and Agency Funds
    C. Approval of Personnel Report
X. Reports of the President
    A. Fall Enrollment and Financial Aid Update Report
    B. Paramedic Science Program Overview Report
    C. Electrician Program Overview Report
    D. VP of Finance Report
XI. Review/Revise Sioux Falls School District/STC Policies/Regulations
    A. STC 105 Equal Opportunity/Nondiscrimination
    B. STC 530 Communication Services
    C. STC 922 Student Fundraising Activities
    D. STC 924 Student Travel
    E. STC 937 Report Child Abuse/Child Protection
XII. First Read Sioux Falls School District/STC Policies Regulations
    A. STC 110 Educational Philosophy/Vision, Mission and Values
    B. STC 422 Sales and Disposals of Surplus Property
    C. STC 423 Revenues From Non-Tax Sources - Tuition - Collection and Refund
    D. STC 430 Accounting System - Trust and Agency Funds
    E. STC 714 Tobacco Free College
    F. STC 856 Service Animals
XIII. Adjournment

SCHOOL BOARD MEETING

Wednesday, September 3, 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, September 3, 2025, at 4:11 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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President Cory Clasemann introduced STC Horticulture Instructor Ben Ringling and STC Perkins Director Sara VandeKamp. At the recent South Dakota ACTE meeting, Ben Ringling was awarded the Friend of CTE Award and Sara VandeKamp was honored as the SDACTE Postsecondary Professional of the Year. Congratulations, Ben, and Sara.

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Action ST00944

A motion was made by Marc Murren and seconded by Dawn Marie Johnson, five (5) votes "yes" on roll call **approving the minutes of meetings** held on August 6, 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 ST00945

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

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

Action ST00946

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

A. 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:

A.1. First Technologies for Diesel Engine Trainer (see PD#3510 and SFSD FY26 Legal Publication #13) be awarded to First Technologies for their lowest responsible bid in the amount of $103,730.00 and authorizing the Business Manager to issue a contract to be executed by First Technologies (see MRF #ST691 and Contract 26-003).

Upon execution, the contract 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 STC440.

B.Approving the Authorizations and Ratifications, as follows:

B.1.Approval/Ratification of Purchase Orders

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

Item	PO No.	Vendor	Description	Total Cost
a.	**S2601692**	Assessment Technologies Inc (ATI)	Nursing Course Materials	$161,000

B2. Fees for Southeast Technical College (annual item)

Fee Type	
Laptop Rental	$100 - $200 per semester

B3. Disposal of School District Property

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

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
1	1985 Ford F350 Truck	STC	Daniel EisenVos Marcus Hunter Vincent Berry	0	2026-ST001
2	Veristep Respirator System	STC	Daniel EisenVos Marcus Hunter Vincent Berry	0	2026-ST001
3	Airespace INT Access Point (26)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
4	APC NetShelter XS Enclosure	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
5	APC Smart UPS (7)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
6	Apple iPad (9)	STC	Lori Hout	0	2026-ST004

			Geard Strouth Ethan Friesz		
7	Apple Monitor (8)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
8	Apple PowerMac (6)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
9	ArtMedia Monitor	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
10	Aruba Switch (4)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
11	Barcode Printer	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
12	Beboncool Wireless Presenter	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
13	Canon Vixia Camcorder	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
14	Canopus Converter	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
15	Cisco Access Point (6)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
16	Cisco Router (14)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
17	Cisco Switch (9)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
18	Cisco Wireless Bridge (8)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
19	Cisco WLAN Controller (27)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
20	Coffee Brewer	STC	Vicki Oswald Erin Weerheim Patricia Spicer	0	2026-ST003
21	Creston Capture HD Recorder	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
22	Dell Monitors (119)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
23	Dell Latitude laptop	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
24	Dell Optiplex (119)	STC	Lori Hout	0	2026-ST004

			Geard Strouth Ethan Friesz		
25	Dell PowerEdge Server (41)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
26	Dell Vostro Desktop (28)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
27	D-Link AirPremier Access Point (12)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
28	Epson EMP-1715 Beamer (2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
29	Epson Photo Scanner (2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
30	Epson PowerLite Projector (65)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
32	E-TBT Fiber Media	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
33	Extreme Alpine Switch	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
34	Food Steamer	STC	Vicki Oswald Erin Weerheim Patricia Spicer	0	2026-ST003
35	Frymaster Oil Caddy	STC	Vicki Oswald Erin Weerheim Patricia Spicer	0	2026-ST003
36	Gateway Desktop and Monitor	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
37	HP 8-in Display (2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
38	HP CD Writer	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
39	HP Compaq Monitor (35)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
40	HP Compaq Pro (54)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
41	HP DesignJet Printer (2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
42	HP DeskJet Printer (3)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004

43	HP Docking Station	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
44	HP EliteBook (19)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
45	HP EliteDisplay Monitor (2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
46	HP Gen8 Server	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
47	HP Kayak Unit	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
48	HP LaserJet Printer (6)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
49	HP Lefthand SAN (7)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
50	HP Mini-in-One Display	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
51	HP MP6 Digital Signage Player (5)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
52	HP ProCurve Switch (2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
53	HP ProDesk (52)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
54	HP Proliant Server (21)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
55	HP SAN Cabinet	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
56	HP ScanJet (12)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
57	HP StorageWorks (5)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
58	HP Switch (10)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
59	HP Tape Library	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
60	HP UltraSlim	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004

61	HP Ultraslim Dock (49 units)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
62	HP ZBook (6)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
63	HP Zero client	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
64	HPE StoreOnce (2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
65	Hydrolic Pumps and tanks (3)	STC	Keven Shotloski Alex Atkinson Heidi Gefroh	0	2026-ST002
66	IBM Monitor (10)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
67	Kodak Carousel	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
68	Mac G4 (22)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
69	MacBook Pro laptop	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
70	Meru Access Point (33)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
71	MicroPress Printstation	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
72	Microsoft Surface Pro 3 (29)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
73	NEC Monitor (5)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
74	Netgear Switch (6)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
75	Orinoco Access Point	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
76	Palo Alto Firewall (2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
77	Panasonic Fax	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
78	Powerhouse System Unit (6)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004

79	PowerMac (3)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
80	Primera Bravo Pro CD/DVD Duplicator	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
81	Quadra 950	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
82	Ricoh Aficio	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
83	Samsung Monitor 2)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
84	Sony Digital Camera	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
85	Sony Monitor (5)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
86	StoreOnce 3540	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
87	Symphonic VHS Player	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
88	Synology RackStation (46)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
89	TN Media Converter	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
90	Toshiba Printer	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
91	Ubiquiti UniFi Access Point (26)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
87	ViewSonic Monitor (32)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
88	Vollrath Bakery Case	STC	Vicki Oswald Erin Weerheim Patricia Spicer	0	2026-ST003
89	WITT Biomedical Machine (3)	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
90	Xante Platemaker	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
91	Xerox 4510 Printer	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004

92	Xerox Docuprint	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
93	Xerox Phaser Printer	STC	Lori Hout Geard Strouth Ethan Friesz	0	2026-ST004
94	Motorola Radios (7)	STC	Vicki Oswald EM Paradise Patricia Spicer	0	2026-ST005
95	Hospital Bed (3)	STC	Renee Mills Miranda Zerr Audra Sternke	0	2026-ST006
96	1997 International 4700 Truck	STC	Erin Paradise Vicki Oswald Elizabeth Kassing	$490	2026-ST007
97	i-Stan HF medical simulator	STC	Evan Ruby Dustin Pepper Kelly Beck	$1,000	2026-ST008
98	i-Stan HF medical simulator	STC	Evan Ruby Dustin Pepper Kelly Beck	$1,000	2026-ST008
99	i-Stan HF medical simulator	STC	Evan Ruby Dustin Pepper Kelly Beck	$1,000	2026-ST008
100	ECS medical simulator	STC	Evan Ruby Dustin Pepper Kelly Beck	$1,000	2026-ST008
101	Hoyer patient lift	STC	Evan Ruby Dustin Pepper Kelly Beck	$200	2026-ST008
102	Mobile medical simulator (trailer)	STC	Evan Ruby Dustin Pepper Kelly Beck	$15,000	2026-ST008
103	Mobile medical simulator (trailer)	STC	Evan Ruby Dustin Pepper Kelly Beck	$15,000	2026-ST008
104	ProSpot Hybrid Welder	STC	Vincent Berry Cory Borgen Amanda Schuette	$500	2026-ST009
105	AIM Hybrid spot welder (2)	STC	Vincent Berry Cory Borgen Amanda Schuette	$500	2026-ST009
106	Mac Tools Car Lift (3)	STC	Vincent Berry Cory Borgen Amanda Schuette	$150	2026-ST009
107	Lincoln Power Mig 300 welder (2)	STC	Vincent Berry Cory Borgen Amanda Schuette	$0	2026-ST010
108	Snap On Sandblaster (2)	STC	Vincent Berry Cory Borgen Amanda Schuette	$0	2026-ST010
109	Microview video measuring system	STC	Elizabath Kassing Jessica Weber Erica Strouth	$0	2026-ST011

110	Faro Arm portable coordinate unit	STC	Elizabath Kassing Jessica Weber Erica Strouth	$0	2026-ST011
111	Romer clim core measurement arm	STC	Elizabath Kassing Jessica Weber Erica Strouth	$0	2026-ST011
112	Afina 3D H+1 3D printer	STC	Elizabath Kassing Jessica Weber Erica Strouth	$0	2026-ST011
113	Afina 3D H800 3D printer	STC	Elizabath Kassing Jessica Weber Erica Strouth	$0	2026-ST011
114	Emblaser 2 laser cutter	STC	Elizabath Kassing Jessica Weber Erica Strouth	$0	2026-ST011
115	Dimensions SST1200 3D Printer	STC	Elizabath Kassing Jessica Weber Erica Strouth	$1,000	2026-ST011
116	OneTouch IT 10 Network Assist (2)	STC	Erin Mekelburg Merrel Pepper Todd Wohlwend	$0	2026-ST012
117	Lanmeter, Fluke Model 685	STC	Erin Mekelburg Merrel Pepper Todd Wohlwend	$0	2026-ST012
118	Lanmeter, Fluke Model 683	STC	Erin Mekelburg Merrel Pepper Todd Wohlwend	$0	2026-ST012
119	Lanmeter, Fluke DSP100	STC	Erin Mekelburg Merrel Pepper Todd Wohlwend	$0	2026-ST012
120	Lanmeter, Fluke DSP-4000	STC	Erin Mekelburg Merrel Pepper Todd Wohlwend	$0	2026-ST012
121	PC units (58)	STC	Erin Mekelburg Merrel Pepper Todd Wohlwend	$0	2026-ST012

C.Approving the **Consolidated Report of Trust and Agency Funds** of September 3, 2025, and stating for the record that as of July 31, 2025, receipts total $1,495,582,24 and disbursements total $360,730.71 (MRF #ST692).

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:

Name	**Location/Position**	**Effective Date**
Employment Contract, Full-Time		
Rinehart, Ronda	Business Office	07-31-25
Trenary, Debra	Scarbrough	08-07-25

Name	Location/Position	Effective Date
Employment Contract, Full-Time		
Student Help, Part-Time, Hourly		
Bloom-Poncelet, Madyson	Scarbrough	08-13-25

D2. **Employment Recommendations**

Name	Location/Position	Effective Date	Amount
Instructor, Adjunct, Per Credit Hour			
Pettit, Elizabeth	Mathematics	08-11-25	$890.40
Knutson, Amber	English	08-11-25	$890.40
Student Help, Part-Time, Hourly			
Gullickson, Evan	Information Technology	07-31-25	$15.00
Freesemann, Landon	Information Technology	08-14-25	$15.00
Gould, Charles	Information Technology	08-19-25	$15.00
Powers, Kenley	Student Success	08-25-25	$15.00
Zickrick, Emily	Admissions	08-25-25	$15.00
Other Help, Part-Time, Hourly			
Westrom, Mary	The Grille	08-04-25	$16.50
Kool, Mary	Bookstore	08-08-25	$15.00
Tiradani, Mary	Bookstore	08-08-25	$15.00
Humrich, Elizabeth	The Grille	08-20-25	$16.50
Hovaldt, Kiley	Scarbrough	08-25-25	$15.00
Instructor, Full-Time, Salaried			
Altwine, Chad	Construction Management Instructor 206-Day, 1.0 FTE Lane 4, Step 10	08-05-25	$77,867.00
Employment Contract, Full-Time, Hourly			
Fritz, Sierra	Scarbrough Childcare Teacher 210-Day, 1.0 FTE Lane 2, Step 7	08-11-25	$20.86

D3.**Change of Status**

Name	Delete	Add	Effective Date
Langbehn, Amber	Health Core Associate 210-Day, 1.0 FTE Level 9, Step 10 $68,091.00/annual	Medical Assisting Instructor 226-Day, 1.0 FTE Level 2, Step 10 $79,324/annual	07-01-25

D4.**Employee Lump Sum Payment/Stipend**

Name	Location/Position	Effective Date	Amount
LeLoux, Loretta	Early Childhood	05-25-25	$1,780.80
Price Lee, Julia	Psychology	05-25-25	$153.00
Vettrus, Jill	Mathematics	05-25-25	$59.50
Cruse, Laura	English	05-25-25	$89.25
Schwebach, Greg	Engineering	08-01-25	$599.25
LeLoux, Loretta	Early Childhood	08-01-25	$1,780.80
Leffring, Holly	Finance	08-29-25	$1,000.00

D5.**FY2025-2026 Wage Rates**

Name	Location/Position	Effective Date	Amount
Specialist Employment Contract, Full-Time, Hourly			
Nielsen, Tracy	Automotive	07-01-25	$33.14
Penning, Aaron	Automotive	07-01-25	$32.49
Peterson, Ginger	Nursing & Health	07-01-25	$34.44
Ruby, Evan	Nursing & Health	07-01-25	$34.44
South, Jeremy	Automotive	07-01-25	$34.10

Action ST00947

Dr. Susanne Huizing provided the Student Success Center & Academic Resource Center Report (MRF ST#693). The report included: Highlights of Student Success – There is a holistic vision moving forward. Everyone is all in with Navigate and intentional community resource connections are being made. Intentional support for physical, mental, and emotional wellbeing is the strength of the Care Units and the grit of the STC students. Highlights of the Academic Resource Center – The ARC has seen enormous success aligning the HLC outcomes with holistic student support. This was observed through improved student usage, increased tutoring in the ARC, strengthening the quality of tutoring and strengthening the quality of academic support.

Following general discussion, a motion was made by Gail Swenson and seconded by Elizabeth Duffy, five (5) votes “yes” on roll call **acknowledging the Student Success Center & Academic Resource Center Report.**

Action ST00948

Associate Vice President of External Relations and STC Foundation Stephen Williamson presented the Naming the Center for Advanced Manufacturing report (MRF #694). Southeast Technical College recommends naming the new Center for Advanced Manufacturing in honor of former South Dakota Senator James Abdnor. Abdnor was born in Kennebec, SD, to Lebanese parents who immigrated to South Dakota, served in the Army during World War II, and graduated from the University of Nebraska in 1945. After graduation he served as a teacher, starting a life of commitment to youth and education. James Abdnor was dedicated to public service and the people of South Dakota. He was Lt. Governor of Governor Frank Farrar starting in 1969. Later he served in the United States House of Representatives for eight years, the United States Senate for six years, and was appointed by President Reagan as administrator for the United States Small Business Administration in 1987. He was also a mentor to a young John Thune, who as a Senator helped secure the initial funds for this new building and supports naming the building after Abdnor.

The College will be embarking on a significant fundraising campaign to build a new Center for Advanced Manufacturing, which already has significant financial support. To honor the legacy of Senator Abdnor, we ask the school board to approve naming the new building "The James Abdnor Center for Advanced Manufacturing."
Following general discussion, a motion was made by Gail Swenson and seconded by Marc Murren, five (5) votes "yes" on roll call **approving the name "James Abdnor Center for Advanced Manufacturing."**

Action ST00949

President Cory Clasemann presented the STC Strategic Plan report. (MRF #ST695). For the past year, Southeast Tech has worked to develop a comprehensive new strategic plan to help guide the campus forward for the next five years. Five goals were developed through a data-gathering process that included listening sessions, surveys, and focus groups of STC students, staff, faculty, alumni, industry partners, and community members. Their insight and experiences provided important perspectives and helped inform the structure and content of the new plan. The planning effort was facilitated through a Strategic Planning Steering Committee comprised of members of our campus community. The four goals outlined in the plan include: Goal 1 – Align Academic Delivery with Workforce Demands and Student Needs Goal 2 - Strengthen Student Success Goal 3 – Enhance Employee Capacity and Organizational Culture Goal 4 – Build a Stronger External Connection with the Community.

Our Mission – To educate individuals for dynamic and rewarding careers that promote lifetime success and meet the workforce needs of our region.

Our Vision – Preparing students for thriving careers through innovative, industry-driven pathways and strong community partnerships to inspire lifelong success.

Values – People First: We put students, employees, and our community at the heart of everything we do, working together to ensure success and satisfaction for all.

Partnership Focused: We build strong, innovative partnerships with stakeholders, collaborating to achieve shared goals with the highest standards of quality.

Commitment to Quality: We evaluate what we do, learn from results, and make it better – every time. We continuously strive for institutional excellence.

Forward-Thinking: We think creatively and respond boldly to change, bringing fresh ideas to our work.

Workforce -Ready: We prioritize hands-on, real-world learning experiences that ensure our education is practical, meaningful, and prepares students for success in their careers and communities.

Responsible Stewards: We are committed to using resources wisely, respecting the time, talent, and investment of our employees, students, and stakeholders to create lasting impact.

Following general discussion, a motion was made by Marc Murren and seconded by Dawn Marie Johnson, five (5) votes "yes" on roll call **approving the new Strategic Plan, revised mission statement and revised core values**.

Action ST00950

A motion was made by Elizabeth Duffy and seconded by Gail Swenson, five (5) votes, “yes” on roll call, authorizing a five (5) minute break and authorizing an executive session of the School Board to discuss contract negotiations, in accordance with SDCL §1-25-2(4). The School Board, thereupon went into executive session at 5:03 p.m. The School Board resumed regular session at 5:43 p.m.

Action ST00951

On motion by Elizabeth Duffy and seconded by Gail Swenson, five (5) votes “yes” on roll call, to **return to regular meeting** and the School Board **adjourned** at 5:44 p.m.

NAN KELLY
Presiding Officer

TODD VIK
Business Manager

SOUTHEAST Technical College

SIOUX FALLS SCHOOL BOARD	**Nan Kelly**
Wednesday, October 1, 2025 4:00 p.m.	**President**
Instructional Planning Center	**Cory Clasemann**
201 East 38th Street, Sioux Falls	**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 September 3, 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. Acknowledgement of Addition to Southeast Technical Council Membership
    - B. Approval of Consolidated Report of Trust and Agency Funds
    - C. Approval of Personnel Report
10. Reports of the President
    - A. Fall Enrollment and Financial Aid Update Report
    - B. Paramedic Science Program Overview Report
    - C. Electrician Program Overview Report
    - D. VP of Finance Report
11. Review/Revise Sioux Falls School District/STC Policies/Regulations
    - A. STC 105 – Equal Opportunity/Nondiscrimination
    - B. STC 530 – Communication Services
    - C. STC 922 – Student Fundraising Activities
    - D. STC 924 – Student Travel
    - E. STC 937 – Report Child Abuse/Child Protection
12. First Read Sioux Falls School District/STC Policies/Regulations
    - A. STC 110 – Educational Philosophy/Vision, Mission, and Values
    - B. STC 422 – Sales and Disposals of Surplus Property
    - C. STC 423 – Revenues From Non-Tax Sources – Tuition – Collection and Refund

D. STC 430 – Accounting System – Trust and Agency Funds
E. STC 714 – Tobacco-Free College
F. STC 856 – Service Animals

13. Adjournment

Next Meeting: November 5, 2025 4:00 pm

1. Acknowledgement of Addition to Southeast Technical Council Membership

Cory Clasemann 367-8355

Acknowledging the appointment of Mike Harris to the Southeast Technical College Council.

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

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/2025	Received to date	Disbursed to date	Balance 8/31/2025
STC Bookstore	$ 35,918.59	$ 268.83	$ -	$ 36,187.42
STC EFT	$ 173,026.18	$ 673,063.14	$ -	$ 846,089.32
STC Tuition & Fees	$ 2,615,205.08	$ 3,565,208.23	$ 1,492,641.44	$ 4,687,771.87
STC T & A	$ 104,122.55	$ 777.71	$ 4,866.23	$ 100,034.03
STC ACH	$ 181,019.51	$ 1,332.20	$ -	$ 182,351.71
STC Blue Bucks	$ 41,201.71	$ 3,568.02	$ 234.59	$ 44,535.14
TOTALS	$ 3,150,493.62	$ 4,244,218.13	$ 1,497,742.26	$ 5,896,969.49

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:

Name	Location/Position	Effective Date
Employment Contract, Full-Time		
Visconti, Michael	Housing	08-27-25
Student Help, Part-Time, Hourly		
Whitesitt, Lilly	Housing	07-14-25
Serck, MaryJane	Bookstore	09-12-25
Instructor, Adjunct, Stipend		
Kottke-Bell, Kayla	Student Success	09-04-25
Roach, Jill	Nursing & Health	09-19-25
Other Help, Part-Time, Hourly		
Gannon, Ashley	Tutor	02-05-25
Rich, Sarah	Bookstore	08-22-25

2. Employment Recommendations

Name	Location/Position	Effective Date	Amount
Instructor, Adjunct, Hourly			
Grogan, Traci	Nursing & Health	08-11-25	$46.00
Schmidt, Patricia	Nursing & Health	09-02-25	$34.00
Peters, Kaylee	Nursing & Health	09-15-25	$46.00
Nelson, Kaydra	Nursing & Health	09-15-25	$46.00
Student Help, Part-Time, Hourly			
Baas, Katrina	Horticulture	08-25-25	$15.00
Hock, Sydney	Bookstore	09-02-25	$15.00
Fink, Alexys	Scarbrough	08-27-25	$15.00
Dal, Adang	Scarbrough	08-27-25	$18.93
Woytassek, Andrea	Scarbrough	09-08-25	$15.00
Serck, MaryJane	Bookstore	09-08-25	$15.00
Other Help, Part-Time, Hourly			
Siebenaler, Jack	Bookstore	08-18-25	$15.00
Engelkes, Tracy	The Grille	09-08-25	$16.50
West, Michon	Tutor	09-02-25	$25.00
Instructor, Adjunct Fall Semester Stipend			
Adamson, Heather	English	09-30-25	$2,671.20
Allenstein, Keith	Law Enforcement	09-30-25	$2,830.20
Altwine, Chad	Construction	09-30-25	2,997.50
Atkins, Melissa	Early Childhood	09-30-25	$5,342.40
Baker, Shelly	Business Administration	09-30-25	$5,660.40
Barrow, Nathan	English	09-30-25	$2,671.20

Bechtold, Angela	American Sign Language	09-30-25	$2,671.20
Blok, Kelly	Computer Info. Systems	09-30-25	$2,671.20
Borgen, Cory	Sports Turf Management	09-30-25	$1,643.00
Byall, Jennifer	Mathematics	09-30-25	$2,671.20
Cox, Bryan	Mechatronics	09-30-25	$3,264.00
Cruse, Laura	English	09-30-25	$2,671.20
Daugherty, Catherine	Business Administration	09-30-25	$2,671.20
Davis, Chris	Business Administration	09-30-25	$3,561.60
Davis, Dana	Automotive	09-30-25	$3,264.00
DeHaai, Sarah	Nursing & Health	09-30-25	$7,123.20
Ebbing, Michael	Business Administration	09-30-25	$2,671.20
Ekstrum, Jacqueline	Nursing & Health	09-30-25	$11,754.60
Ellerbusch, Jenna	Nursing & Health	09-30-25	$6,572.00
Erdman, Corliss	Nursing & Health	09-30-25	$4,929.00
Frohwein, Jeffrey	Business Administration	09-30-25	$8,013.60
Garcia, Joshua	Automotive	09-30-25	$1,643.00
Gertsma, Leann	English	09-30-25	$5,342.40
Halfpop, Emily	Natural Science	09-30-25	$3,561.60
Hansen, Blair	Nursing & Health	09-30-25	$1,643.00
Hanson, Mylynn	Nursing & Health	09-30-25	$5,342.40
Harding, Kimberly	Business Administration	09-30-25	$5,342.40
Heckenlaible, Justin	Computer Info. Systems	09-30-25	$5,342.40
Heppler, Jeffrey	Horticulture	09-30-25	$8,804.00
Hogan, Stephanie	Environmental Science	09-30-25	$5,342.40
Honey, Andrew	Computer Info. Systems	09-30-25	$2,671.20
Horan, Steven	Business Administration	09-30-25	$3,561.60
Ivarsen, McCade	Business Administration	09-30-25	$5,342.40
Jones, Suzanne	Early Childhood	09-30-25	$8,013.60
Judeh, Huda	Computer Info. Systems	09-30-25	$6,232.80
Kassing, Elizabeth	Engineering	09-30-25	$2,671.20
Kastein, Shari	Business Administration	09-30-25	$8,013.60
Klinger, Brittany	Nursing & Health	09-30-25	$2,464.50
Kreckel, Darrell	Computer Info. Systems	09-30-25	$2,671.20
Lemke, Sean	Psychology	09-30-25	$4,929.00
Lindell, Mark	Speech	09-30-25	$5,342.40
Livermont, Derek	Computer Info. Systems	09-30-25	$3,286.00
Livermont, Miles	Computer Info. Systems	09-30-25	$3,286.00
Lothrop, LeAnn	Computer Info. Systems	09-30-25	$5,342.40
Martinson, Chadwick	Engineering	09-30-25	$2,464.50
McGee, Patricia	Business Administration	09-30-25	$5,660.40
McMackin, Kayla	Business Administration	09-30-25	$5,342.40
McManus, Stacy	Business Administration	09-30-25	$8,013.60
Mehlhaf, Samantha	Veterinary Technology	09-30-25	$2,830.20
Mekelburg, Erin	Computer Info. Systems	09-30-25	$2,671.20
Melroe, Shelby	Sociology	09-30-25	$8,013.60
Mills, Ann	Chemistry	09-30-25	$7,518.40
Morris, Brandon	Computer Info. Systems	09-30-25	$2,671.20
Olson, Margaret	Dental Assisting	09-30-25	$821.50
Osborn, Michelle	Nursing & Health	09-30-25	$2,671.20

Penning, Jolene	Nursing & Health	09-30-25	$2,464.50
Pepper, Merrel	Computer Info. Systems	09-30-25	$3,561.60
Perkins-Hicks, Debra	Natural Science	09-30-25	$11,465.40
Peters, Dennis	Business Administration	09-30-25	$2,671.20
Reagan, Kelly	English	09-30-25	$2,671.20
Reimnitz, Laura	Veterinary Technology	09-30-25	$9,569.50
Rieck, Matthew	Mathematics	09-30-25	$10,684.80
Rose, Jean	Business Administration	09-30-25	$5,660.40
Schnider, Nicole	Nursing & Health	09-30-25	$4,907.00
Schoenfelder, Tonya	Law Enforcement	09-30-25	$6,528.00
Stacey, Taylor	Mathematics	09-30-25	$8,013.60
Strouth, Gerard	Computer Info. Systems	09-30-25	$4,352.00
Stubbe, Scott	Engineering	09-30-25	$8,748.00
Stueven, Rebecca	Nursing & Health	09-30-25	$7,393.50
Sullivan, Shawn	Business Administration	09-30-25	$5,660.40
Thompson, Brennan	Sociology	09-30-25	$2,671.20
Traylor, Michael	Computer Info. Systems	09-30-25	$3,286.00
Tschetter, Lisa	Nursing & Health	09-30-25	$6,572.00
VanOverbeke, Jeffrey	Speech	09-30-25	$5,342.40
Vercruysse, Brett	Nursing & Health	09-30-25	$890.40
Vettrus, Jill	Mathematics	09-30-25	$2,671.20
Vockrodt, Mary	Nursing & Health	09-30-25	$8,013.60
Walton, Tarah	Law Enforcement	09-30-25	$5,342.40
Weber, Jessica	Business Administration	09-30-25	$3,561.60
Wellnitz, Kristin	Psychology	09-30-25	$2,671.20
Williams, Brian	Business Administration	09-30-25	$2,671.20
Wolff, Dana	Business Administration	09-30-25	$9,434.00

Instructor, Full-Time, Salaried

Kock, Breanna	Cardiovascular Sonography Instructor 206-Day, 1.0 FTE Lane 2, Step 9 192 days prorated	09-22-25	$65,799.15

Employment Contract, Full-Time, Salaried

Timm, Douglas	Housing Coordinator 12-Month, 1.0 FTE Lane 7, Step 3 207-Days prorated	09-15-25	$46,533.00

3. Employee Lump Sum Payment/Stipend

Name	Location/Position	Effective Date	Amount
Leffring, Holly	Finance	09-30-25	$1,000.00
Haynes, Matthew	Habitat for Humanity	09-30-25	$2,000.00
Stelley, Lynard	AWS Certifications	09-30-25	$1,000.00
Rau, Brooklyn	BLS Coordination	09-30-25	$150.00
Hanson, Mylynn	LOA Coverage	09-30-25	$2,003.40
Tschetter, Lisa	LOA Coverage	09-30-25	$924.19

Heppler, Jeffrey	Landscaping	09-30-25	$1,000.00

Southeast Technical College

Fall 2025 Enrollment and Financial Aid Report

EXECUTIVE SUMMARY

Purpose:

To provide the Sioux Falls School Board with Southeast Technical College's Fall 2025 enrollment numbers and an overview of Financial Aid Office services. The report includes Fall 2025 enrollment highlights, a review of 2024–25 financial aid activity, early 2025–26 financial aid data, and a summary of training and presentations delivered to faculty, staff, and community partners.

Highlights:

- Fall 2025 enrollment: headcount increased 6% and credit count increased 4% compared to Fall 2024
- Number of students accessing financial aid services in 2024–25 and 2025–26
- Topics addressed in financial aid trainings and presentations for campus and community partners

Administrative Recommendation to the School Board:

Acknowledge and approve the Southeast Technical College Fall 2025 Enrollment Report and Financial Aid Office Report.

Report Prepared and Presented by:
Megan Fischer, VP for Enrollment Management and Student Affairs
Micah Hansen, Director of Financial Aid

October 1, 2025

SOUTHEAST Technical College

Fall 2025 ENROLLMENT and FINANCIAL AID REPORT

October 1, 2025



Fall 2025 Headcount

2024 Headcount	2025 Headcount
2,659	2,815
	+156
	6% increase

Fall 2025 Credits

2024 Credits	2025 Credits
28,961	30,052
	+1,091
	4% increase

Fall 2025 Compared to Past Years

Here is how Fall 2025 numbers compare to Fall 2023 numbers:
Enrollment: 2,478 **We are up 337 students from Fall 2023 Headcount. (+14%)**
Credits: 27,077 **We are up 2,975 credits from Fall 2023 Credit Total. (+11%)**

Here is how Fall 2025 numbers compare to Fall 2022 numbers:
Enrollment: 2,430 **We are up 385 students from Fall 2022 Headcount. (+16%)**
Credits: 26,948 **We are up 3,104 credits from Fall 2022 Credit Total. (+12%)**

Here is how Fall 2025 numbers compare to Fall 2021 numbers:
Enrollment: 2,381 **We are up 434 students from Fall 2021 Headcount. (+18%)**
Credits: 26,197 **We are up 3,855 credits from Fall 2021 Credit Total. (+15%)**

Here is how Fall 2025 numbers compare to Fall 2020 numbers:
Enrollment: 2,321 **We are up 494 students from Fall 2020 Headcount. (+21%)**
Credits: 26,012 **We are up 4,040 credits from Fall 2021 Credit Total. (+16%)**

Dual/Concurrent Credit and High School Partnerships

Program	Fall 2025	vs. Fall 2024	
Dual Credit students	232	201	
Avera Academy (SFSD)	23	24	
Classroom to Careers (Sanford/SFSD)	18	18	
McCrossan Boys Ranch	0	6	
Concurrent Harrisburg – CMT	7	6	
Concurrent – SFSD CTE Academy	20	18	
Teachwell Solutions	5	6	
SFSD College Start (SF Dev. Foundation)	2	4	
Concurrent Brandon Valley High School	15	0	
Concurrent Jefferson High School	14	0	
Total (dual + concurrent)	**336**	**283**	***+18%***

80 SFSD Students in Dual/Concurrent at STC in Fall 2025 (38% increase over 58 students in 2024; SFSD students make up 24% of Dual/Concurrent Headcount)

Jefferson, 43 Roosevelt, 15 Lincoln, 15 Washington, 7

Fast Facts for Fall 2025

STUDENT STATUS

Full Time	1,414 (50.3%)
Part Time	1,401 (49.7%)

STUDENT PROFILE

Traditional	1,734 (62%)
Dual Credit	336 (12%)
Non-traditional (24+)	745 (26%)

DEGREE SEEKING

Degree Seeking	2 ,414 (86%)
Non-degree Seeking	401 (14%)

HOME STATES *(degree seeking students)*

South Dakota	2,132 (88%)
Minnesota	190 (8%)
Iowa	63 (3%)
Other States	29 (1%)

RACE & ETHNICITY

American Indian or Alaskan Native	61 (2.1%)
Asian	58 (2.1%)
Black or African American	189 (6.7%)
Hispanic of Any Race	124 (4.4%)
Native Hawaiian or Other Pacific	6 (.2%)
White	2,286 (81%)
Two or More Races	91 (3.2%)

NEW & RETURNING STUDENTS *(degree-seeking students)*

New Students	1,177 (49%)
Returning Students (from 2024-25)	1.237 (51%)



Financial Aid

Micah Hansen

Director of Financial Aid, Southeast Technical College

SOUTHEAST
Technical College

Credentials and Background

- Bachelor of Science: South Dakota State University

  Interdisciplinary Studies

  - 16 years in Financial Aid

Southeast Tech Financial Aid Office:

Director of Financial Aid

Compliance Manager

Financial Aid Coordinator (2)

Combined 79 years of experience

STATE, REGIONAL, NATIONAL PARTICIPATION

- South Dakota Association of Student Financial Aid Administrators (SDASFAA)
  - Past President
  - Website Committee
  - Participant in Fall and Spring Training Sessions
    - Presentations from: US Dept. of Edu.; Office of Inspector General, SD Board of Regents, NASFAA updates from Capitol Hill

- Rocky Mountain Association (RMASFAA)
  SD, ND, NE, KS, CO, MT, UT, WY
  - Electronic Initiatives Committee
  - 2024 Conference Co-Chair
  - Leadership Pipeline Mentee and Mentor
  - Summer Institute
    - 2022 Faculty Vice-Dean / 2023 Faculty Dean
  - Participation in Annual Conference Trainings

- National Association (NASFAA)
  - Annual Training Participant
  - Leadership Pipeline Participant
  - NASFAA Today's News
  - Website Resources
    - Ask Regs
    - Quick Reference Guides
    - Regulatory Update Information Sessions

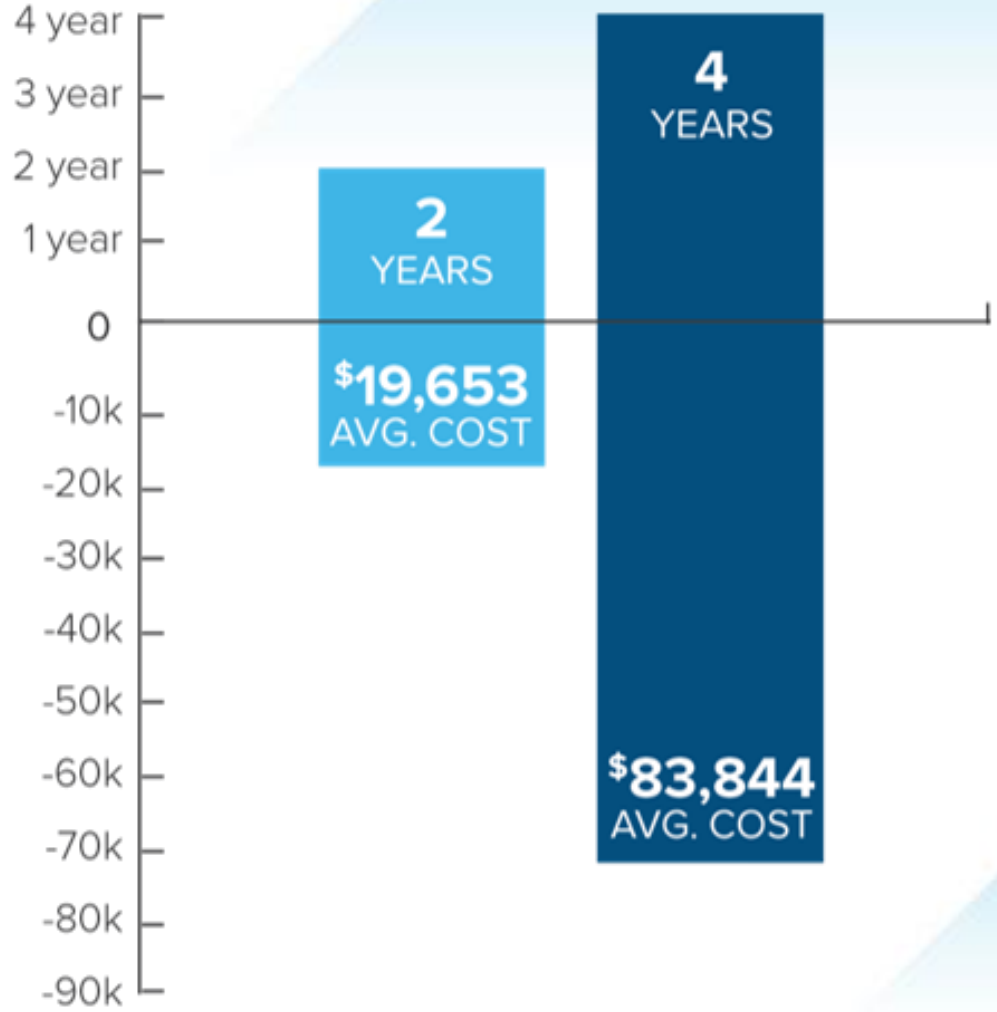
- Federal Student Aid (FSA)
  - Annual Training Participant
  - Web Training and Updates
  - Federal School Participation Contacts/Agreement

Additional Services

- Present for Campus Visit Days
- Present for Academic Advising and Registration Days
- Present to Avera Academy and Classroom to Careers students
- Present for Scholarship Application Workshops
- Present to Staff and Faculty
- Present at High School Counselor Annual Fall Meeting
- Preparation of Numerous Reports
- Assist with FA for Sanford and Avera Radiological Technology Programs
- Process Scholarships from STC Foundation and Third Party Scholarships

A SMART INVESTMENT

- Southeast Technical College
- South Dakota 4 Year Public or Private University



Numbers provided by Southeast Technical College and South Dakota public and private institution websites.

MY SEMESTER COST

ESTIMATED BILL PER SEMESTER

TUITION + STATE & LOCAL FEES

____ credit hours x $263 = $ _____

TECHNOLOGY FEE

____ credit hours x $15 = $ _____

ONE-TIME FEES

Graduation Fee* = $ 25.00
*All AAS, diploma and certificate students are charged a one-time $25 fee during their first semester. This helps cover the cost of graduation expenses so there is nothing extra to pay when it's time to celebrate!

LPN ATI Fee** = $ 2,100.00

RN ATI Fee** = $ 2,300.00
**LPN and RN students are charged their ATI fees their first semester of taking nursing program classes.

ADDITIONAL COURSE-RELATED FEES

____ credit hours in Law Enforcement (LE) x $12.00 = _____

____ credit hours in Mechatronics (MECH), Plumbing (PLMB) or Welding (WLD) x $22.00 = _____

____ credit hours in Auto (AT), Collision (AB), Construction (CMT), Diesel (DM), Electrician (ELCN), Horticulture (HT) or HVAC (RA) x $27.50 = _____

____ credit hours in Dental Assisting (DEN) x $34.50 = _____

____ credit hours in Invasive Cardiovascular Technology (CVI), Medical Assistant (MA), Paramedic (PARAM), Phlebotomy (PH), Sonography(CV, CVN, CVP or DMS) or Veterinary Technician (VET) x $33.00 = _____

____ credit hours in Surgical Technology (ST) x $36.00 = _____

____ credit hours in Respiratory Therapy (RT) and Medical Lab Technician (MLT) x $36.00 = _____

____ credit hours in LPN (LPN) and RN (NURS) x $77.00 = _____

SUBTOTAL A _____

ON-CAMPUS HOUSING*

*If applicable

Cost per semester ($3,200) = $ _____

One-time deposit ($500) = $ _____

SUBTOTAL B _____

ESTIMATED FINANCIAL AID

Grants = $ _____

Scholarships = $ _____

Loans = $ _____

SUBTOTAL C _____

TUITION & FEE DESCRIPTIONS

TUITION
$130.00 PER CREDIT HOUR*

STATE & INSTITUTE FEES
$133.00 PER CREDIT HOUR*

*For a complete description of services covered by this charge, visit southeasttech.edu/costs-financial-aid.

PAYING YOUR BILL

All students must finalize Financial Aid arrangements and verify their student account balances are paid in full by the following dates:

Fall 2025: Sept. 2, 2025

Spring 2026: Jan. 20, 2026

Summer 2026: May 26, 2026

- **In-person Payments** – Payments may be made by cash, check, credit card or money order in the Business Office located in The HUB.
- **U.S. Postal Service** – Checks may also be mailed to the attention of the Southeast Tech Business Office.
- **Online Payments** – Online payments may be made through myTech by echeck, direct debit or credit card payments.
- **Payment Plans** – A Payment Plan option is available on myTech. Contact the Business Office if you need additional assistance.



TOTAL COST

SUBTOTAL A	+	SUBTOTAL B	-	SUBTOTAL C	=	BALANCE DUE
$_____		$_____		$_____		$_____

Updated: May 13, 2025

WHAT TO REVIEW:

- Do my scheduled courses have any additional fees? *(online or program)*
- Am I living on campus?

WHAT ISN'T INCLUDED:

- Books
- Tools and Supplies
- Uniforms

STUDENT NUMBERS

- 2024-2025 ISIRs (FAFSA)
  - 4,810 files
  - 3,187 applicants
  - 1,862 eligibility notifications sent

- 2025-26 ISIRs (to Sept 22)
  - 3,844 files
  - 3,120 applicants
  - 1,846 eligibility notifications sent

Traditional: Face to Face/In-Office

- 2024-25: 1,985 walk-ins
  - 530 Jumpstart to first two weeks of fall
- 2025-26: 869 walk-ins as of Sept. 22
  - 547 Jumpstart to first two weeks of fall

Distance Based

- Assist students and families via Zoom or Teams, telephone, and email

2024-2025 FEDERAL AID

- 1080 Pell grant recipients
- 180 SEOG recipients
- 1,341 Direct Loan borrowers
- 22 Work Study participants

2025-2026 Federal Aid to date

- 848 Pell grant recipients
- 149 SEOG recipients
- 964 Direct Loan recipients
- 10 Work Study participants

Common Aid Issues

- Finalizing additional paperwork requests
- Inability to locate accurate tax information
- Incorrect tax filing
- Student/Parent ID issues
- Student SSN Incorrect
- Citizenship status
- Aid limits – both fund amount available and used

2025-26 Federal Aid

Other Issues and items of interest

- 329 Code errors
- Last minute Default reporting
- Changes to federal aid from DC
  - Limits on Plus Loans
  - Pell grant for Full Ride scholarship students

- 2026-27 FAFSA
  - Available now
  - Simplified parent invite process for students
  - Small Business and Family Farm values now excluded again

THANK YOU!

Questions?


SOUTHEAST
Technical College

Southeast Tech
Academic Affairs Update
Paramedic Science Program
EXECUTIVE SUMMARY

Purpose:
To inform the Sioux Falls School Board of the Paramedic Program at Southeast Technical College.

The Southeast Technical College Paramedic Program, launched in 2021 with its first graduates in 2023, is preparing highly skilled, workforce-ready paramedics in partnership with Sanford Health. Students earn national certifications and build critical skills in teamwork, leadership, communication, and clinical judgment. With 23 of 24 graduates passing their certification exam, the program is already making a strong impact on the community and workforce. Backed by advanced simulation technology, robust clinical partnerships, and growing enrollment, the program is positioned for continued success and expansion.

Administrative Recommendation to School Board:
To acknowledge the Paramedic Science Program report.

Report Prepared by: Ryan Sittig October 1, 2025
Presented by: Ryan Sittig



SOUTHEAST Technical College

Paramedic Program

Ryan Sittig - Program Director

Our Team

Paramedic Educators

Raymond Burbine, AS, NR-P
James Smidt, AS, NR-P
Miranda Goodrich, AS, NR-P

Medical Directors

Dr. Chris Boschee, DO
Dr. Benjamin Litman, DO

Program Leadership

Ryan Sittig, BA, NR-P
Travis Spier, MSN, RN, NR-P
Dr. Deborah Letcher, PhD, RN

PROGRAM PARTNERSHIP



Purpose and Mission

The mission of the paramedic program is to prepare competent, entry-level Paramedics in the cognitive , psychomotor, and affective learning domains.



PROGRAM OVERVIEW

Associates Degree

Eligible to sit for NREMT Certification Exam

6

Specialty Certifications

SPECIALTY COURSES

American Heart Association.

BLS

American Heart Association.

ACLS

American Heart Association.

PALS

Pre HOSPITAL TRAUMA LIFE SUPPORT • NAEMT •

ADVANCED MEDICAL LIFE SUPPORT NAEMT

Neonatal Resuscitation Program®

COMPETENCIES

Teamwork & Collaboration

Critical Thinking & Clinical Judgment

Leadership & Decision-Making

Crew Resource Management

Communication Skills

Professionalism & Ethics



Enrollment and Graduation

18

Students Currently Enrolled

79%

Retention Rate

24

Graduates since program beginning in 2021

Student Success

96%

Average
Certification Exam
Pass Rate

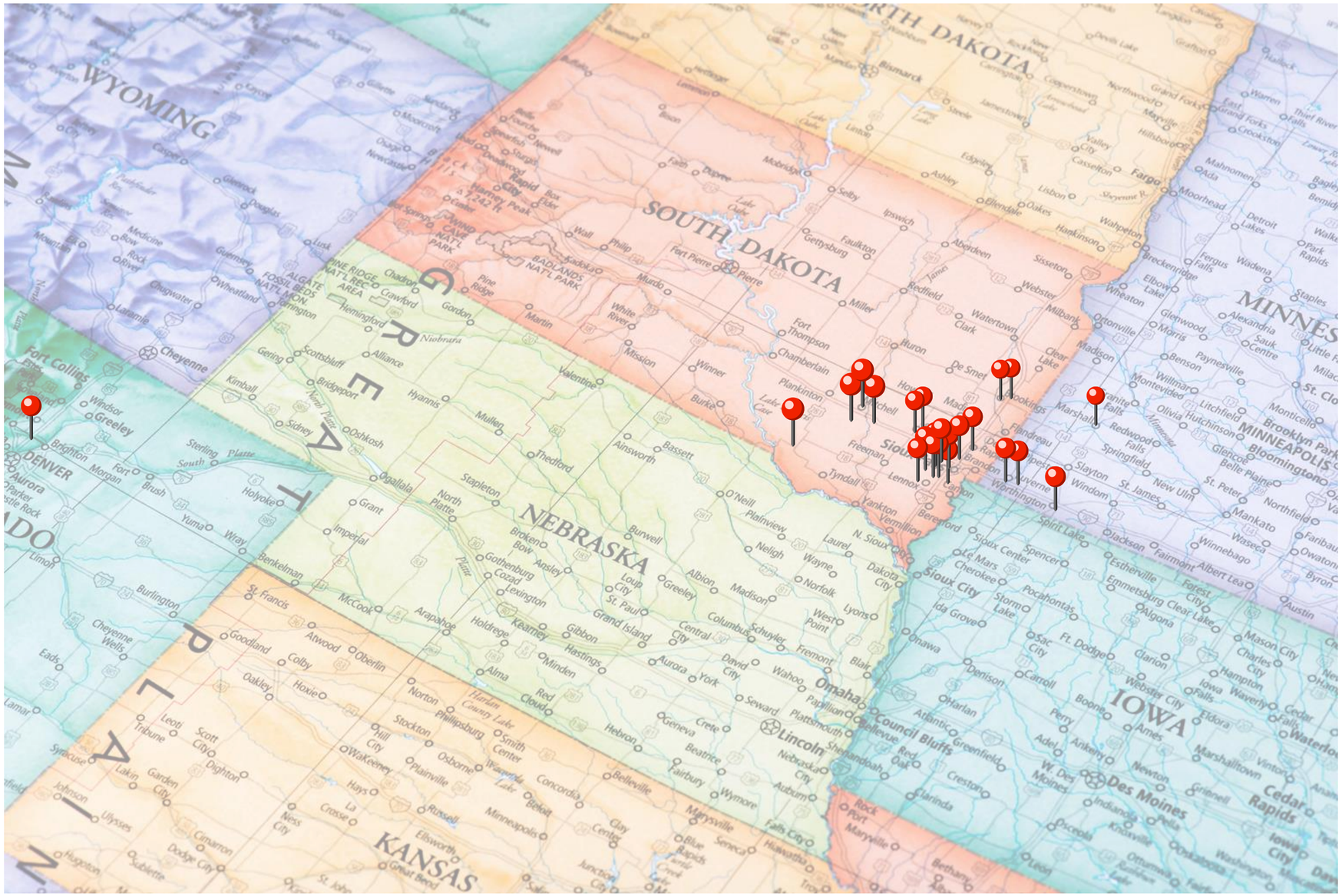
23 of 24 Graduates have passed their certification exam

Student Success

100%

Positive Placement

Commuity & Workforce Impact



Unique Strengths

Advanced Simulation Technology

Strong Clinical Partnership

Workforce-ready graduates

Southeast Technical College provided me with a ton of on-the-job experience, and I was ready to go to work in the field when I graduated. I loved having the option to stay in my hometown and still get an education.
– Ashton Dykstra, Paramedic Science, '23





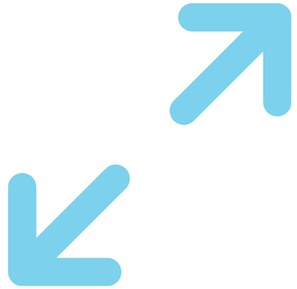




Future Outlook



Enrollment Increasing



Expand Field Opportunities

THANK YOU!

SOUTHEAST Technical College

SANFORD HEALTH

Electrician Program Report
Executive Summary

Purpose of Report: To inform the School Board about the Electrician program at Southeast Technical College.

The electrician program, as part of Southeast Tech's comprehensive offerings of Industrial and Construction related careers, provides a two year AAS degree in Electrician. This degree provides hands-on application and code knowledge towards residential, commercial, and industrial applications of electrical installation and troubleshooting. Students also focus on control systems. The degree counts for 2000 hours towards becoming a SD journeyman electrician (total of 8000 hours).

Administrative Recommendation to School Board: Acknowledge the Electrician Program Report.

Report prepared and presented by Mike Bezdichek and Marcus Hunter October 1, 2025

SOUTHEAST Technical College

Electrician Program

Presented by Instructor Mike Bezdichek and Marcus Hunter

10/1/2025

SOUTHEAST Technical College

Electrician Program Highlights

Program

- 4 semesters of coursework
- AAS Degree, 69 Credits – 15 Gen. Ed.

Faculty

- Mike Bezdichek – 23 Years Experience, South Dakota Electrical contractor license, North Dakota Master Electrician license
- Marcus Hunter – 23 Years Experience, South Dakota Electrical contractor license. City of Sioux Falls Electrical contractor license

PROGRAM	Electrician							
Program Capacity for Incoming Cohort						36		
	2018-19	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
Total Fall Enrollment	43	53	73	73	76	63	60	66
New Students	27	35	43	42	48	31	40	40
Returning Students	16	18	30	31	28	28	21	26
Transfer Students						4		
Program Retention Rate	77%	81%	85%	84%	79%	78%		
SDBOTE Fall to Fall = Completion + Returning								
# of Graduates	16	15	26	26	27	27	20	
Fall, Spring, Summer combined								
In-Field Placement Rate	100%	100%	100%	100%	81%	100%	100%	

Electrician Program Objectives

- **Technical Skills**
  - Demonstrate basic wiring skills for residential, commercial, and industrial applications.
  - Explain and interpret AC/DC electrical theory.
- **Problem solving and critical thinking**
  - Interpret blueprints/schematics for residential, commercial, and industrial applications.
- **Professionalism**
  - Model electrical safety in the workplace.
  - Use effective time management skills.
- **Communication**
  - Apply and interpret the National Electrical Code (NEC) on the job.

SOUTHEAST Technical College

Electrician Curriculum

1st Year

FIRST SEMESTER

- GEN ED REQ - Electrician Communications Requirement
- SSS 100 - Student Success Seminar
- ELCN 101 - Fundamentals of Electricity
- ELCN 101L - Fundamentals of Electricity Lab
- ELCN 122 - Blueprints and Schematics I
- ELCN 173 - Electrical Construction

- **SECOND SEMESTER**
- GEN ED REQ - ELECTRICIAN ADDITIONAL GEN-ED REQUIREMENT
- ELCN 154 - WIRING ESSENTIALS I
- ELCN 154L - WIRING ESSENTIALS I LAB
- ELCN 162 - NATIONAL ELECTRICAL CODE I
- ELCN 201 - FUNDAMENTALS OF CONTROLS
- ELCN 201L - FUNDAMENTALS OF CONTROLS LAB

SOUTHEAST Technical College

2nd Year

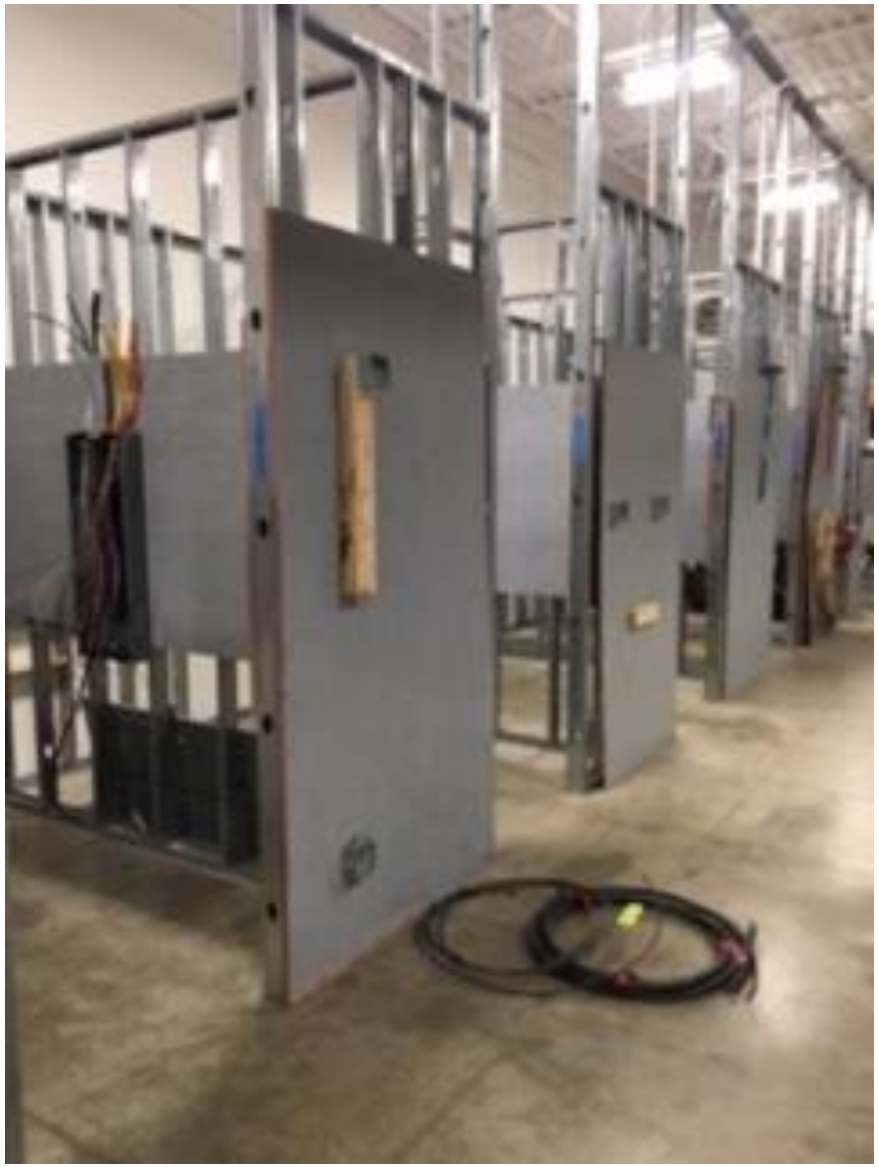
- **THIRD SEMESTER**
- GEN ED REQ - Electrician Additional Gen-Ed Requirement
- ELCN 181 - National Electrical Code II
- ELCN 254 - Wiring Essentials II
- ELCN 254L - Wiring Essentials II Lab
- ELCN 259 - PLC Essentials I
- ELCN 281 - Inductive Circuits

- **FOURTH SEMESTER**
- GEN ED REQ - Electrician Additional Gen-Ed Requirement
- GEN ED REQ - Electrician Mathematics Requirement
- ELCN 262 - National Electrical Code III
- ELCN 279 - Building Automation
- ELCN 285 - Electrical & Industrial Safety
- ELCN 294 - Wiring Essentials III
- ELCN 294L - Wiring Essentials III Lab

SOUTHEAST Technical College

Electrician Lab





SOUTHEAST Technical College

Questions and acknowledgement of the report

southeasttech.edu

Southeast Technical College

Financial Update

EXECUTIVE SUMMARY

Purpose:
Provide the School Board with end-of-year financial update at Southeast Technical College.

Highlights are as follows:

- Overview of high-level year-to-date revenues and expenses.
- Overview of 4-year comparison of combined fund balances.

Administrative Recommendation to School Board:
To acknowledge the financial update report.

Report prepared and presented by Christine Goldsmith, Vice President - Finance
October 1, 2025



FINANCIAL UPDATE

Sioux Falls School Board Meeting – October 2025

SOUTHEAST
Technical College

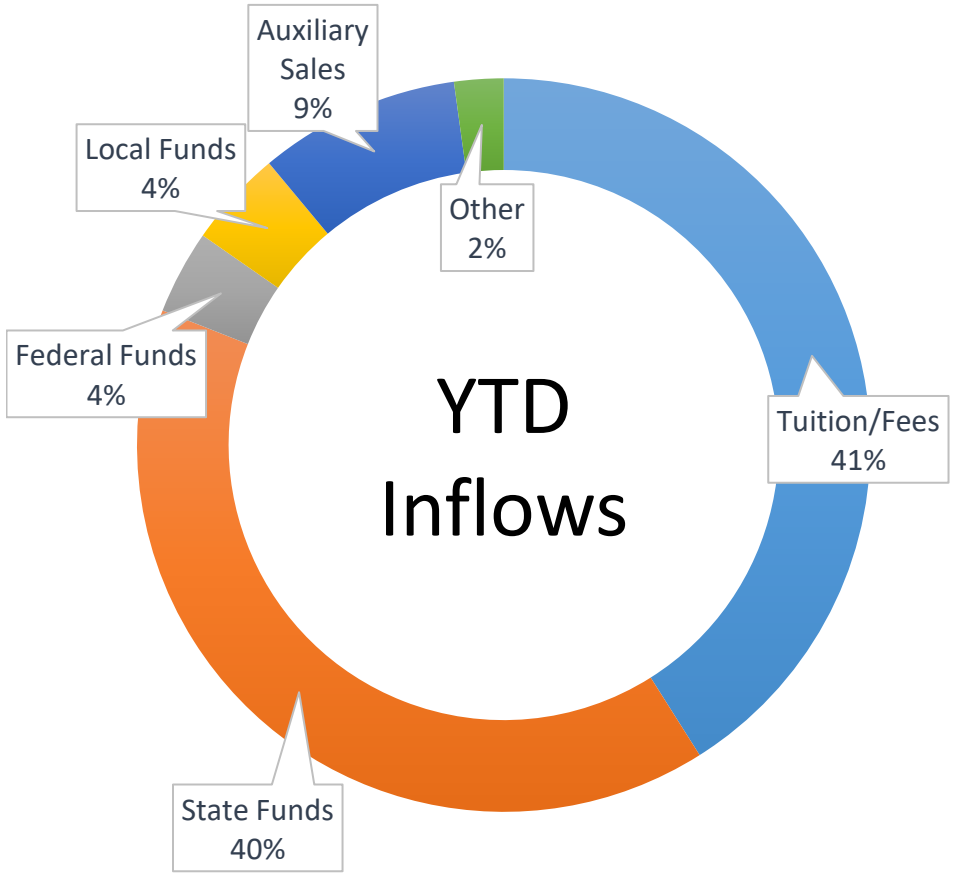
FY25 KEY INFLOWS AND OUTFLOWS

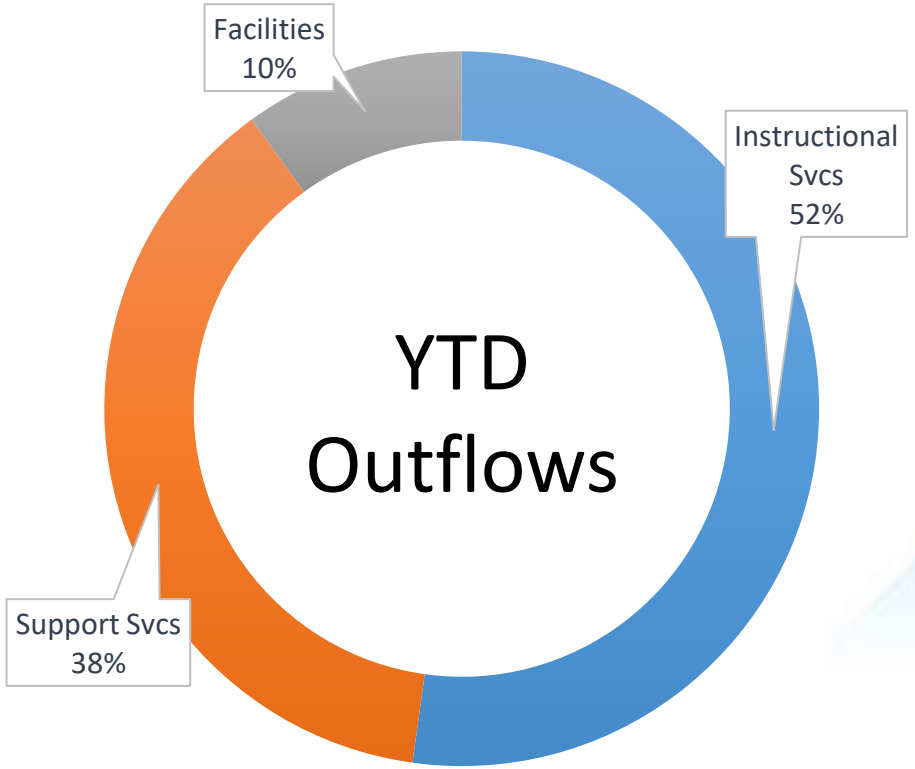
100% of FY Completed

$37.4M total inflow

$35.7M total outflow

$1.7M net inflow





Source: 9/2025 eFinance Rainbow Reports

FY25 YTD BUDGET COMPARISON

100% of FY Completed

REVENUES	Budget	YTD Actual	%
Tuition/Fees	$14.7M	$15.3M	104%
State Funds	$15.8M	$15M	95%
Federal Funds	$1.2M	$1.3M	108%
Local Funds	$1.4M	$1.6M	109%
Auxiliary Sales	$2.6M	$3.3M	125%
Other	$1.5M	$812k	54%
Total Revenues:	**$37.3M**	**$37.4M**	**100%**
Instructional Services	$19M	$18.6M	98%
Support Services	$14.1M	$13.5M	96%
Facilities	$4.2M	$3.6M	86%
Total Expenses:	**$37.3M**	**$35.7M**	**95%**

Source: 9/2025 eFinance Rainbow Reports

STC - Natural Classifications by Fund -

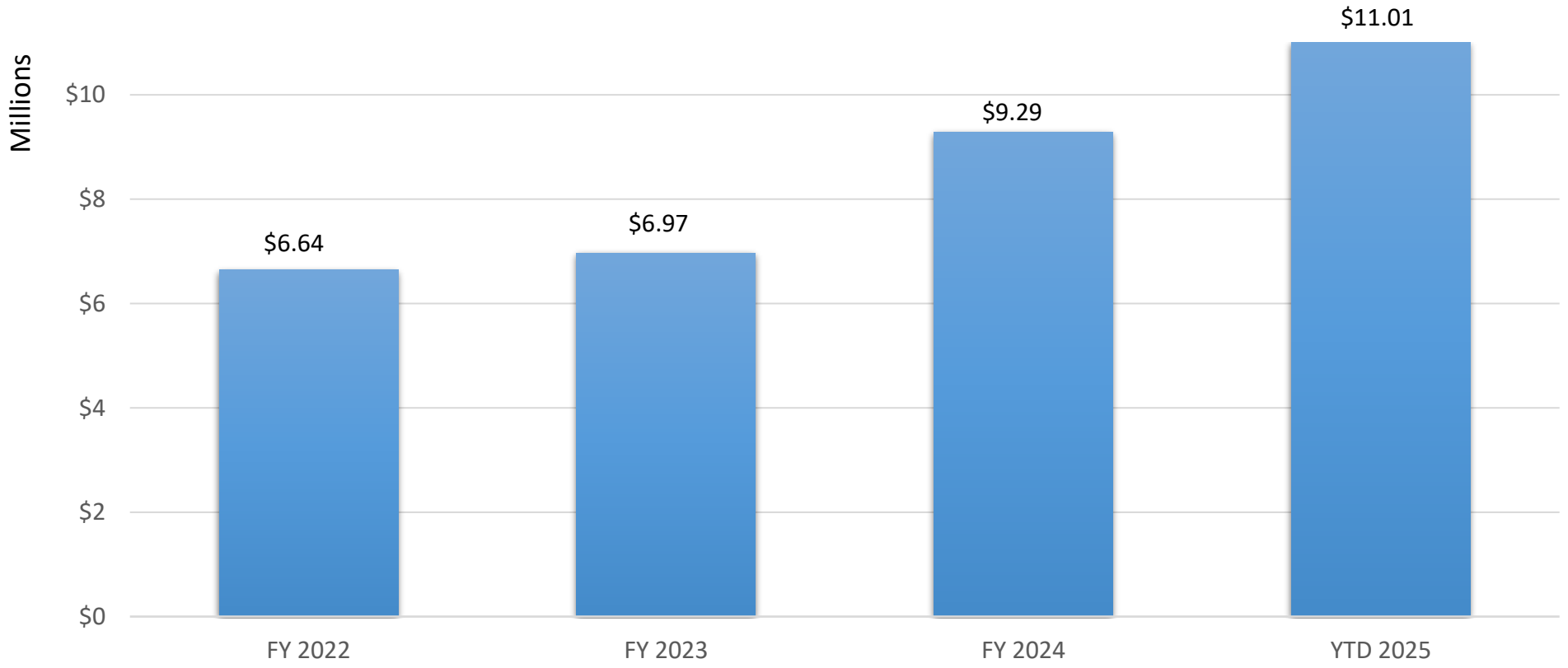
FY 25 Revenues & Expenses - as of June 30, 2025

100% of FY Com

	(23) General Fund	(52/53/54) Auxiliary	(23) Grants	(23) Plant	(23) Reserved	YTD Grand Total	FY25 Budget	YTD %
Beginning Balance	**$6,721,191**	**$919,188**	**($0)**	**$0**	**$0**			
Inflow/Revenues:								
Tuition & Fees	$ 1,219,581			$ -		$ 15,352,230	$ 14,692,512	104.5%
Auxiliary Services		$ 265,922				$ 3,321,760	$ 2,656,500	125.0%
State Funding	$ 3,553,929		$ 1,315,485	$ -		$ 14,948,351	$ 15,734,764	95.0%
Federal Funding			$ 689,691			$ 1,384,775	$ 1,272,211	108.8%
Local Funding			$ 519,800			$ 1,596,639	$ 1,472,250	108.4%
Other Sources	$ 212,593				$ -	$ 812,545	$ 1,525,233	53.3%
Total Revenues:	**$ 4,986,103**	**$ 265,922**	**$ 2,524,976**	**$ -**	**$ -**	**$ 37,416,300**	**$ 37,353,470**	100.2%
Outflow/Expenses:								
Personnel & Benefits	$ 1,801,985	$ 95,939		$ 83,871	$ -	$ 21,803,928	$ 22,149,053	98.4%
Resale Inventory		$ (36,697)				$ 2,698,176	$ 2,187,000	123.4%
Advertising	$ 21,602					$ 401,304	$ 363,100	110.5%
Dues & Fees	$ 188,943	$ 7,890				$ 1,033,259	$ 633,895	163.0%
Equipment			$ 1,233,902			$ 3,914,906	$ 4,742,989	82.5%
Food	$ 25,263					$ 153,991	$ 106,450	144.7%
Fuel				$ 2,205		$ 20,298	$ 29,500	68.8%
Insurance						$ 391,541	$ 375,000	104.4%
Postage	$ 10,076	$ 365				$ 154,533	$ 174,750	88.4%
Printing & Publishing	$ 33,428					$ 141,108	$ 136,950	103.0%
Professional Services	$ 268,639					$ 843,002	$ 715,577	117.8%
Rental/Lease	$ 32,228					$ 329,028	$ 337,803	97.4%
Repairs/Maintenance				$ 250,152	$ -	$ 600,381	$ 1,122,250	53.5%
Supplies	$ 138,944					$ 1,176,737	$ 1,484,145	79.3%
Textbooks & Software	$ 14,463					$ 1,236,495	$ 1,111,165	111.3%
Travel & Registrations	$ 30,391					$ 168,544	$ 183,700	91.7%
Utilities				$ 135,748		$ 794,043	$ 739,700	107.3%
Other Expenses	$ 66,173				$ -	$ (159,269)	$ 760,443	-20.9%
Transfers In/Out:	$ (1,936,711)	$ 1,117,613	$ 1,291,074	$ (471,976)	$ -	$ -		
Total Expenses:	**$ 695,424**	**$ 1,185,110**	**$ 2,524,976**	**$ -**	**$ -**	$ 35,702,005	**$ 37,353,470**	95.6%
Ending Balance	**$ 11,011,869**	**$ (0)**	**$ (0)**	**$ -**	**$ -**	**$ 1,714,295**		

STC COMBINED FUND BALANCES

100% of FY Completed



Source: eFinance Balance Sheet Reports



SOUTHEAST
Technical College

Policy/Regulation Revisions

STC 105 – Equal Opportunity/Nondiscrimination
STC 530 – Communication Services
STC 922 – Student Fundraising Activities
STC 924 – Student Travel
STC 937 – Reporting Child Abuse/Child Protection

Executive Summary

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

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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 105 – Equal Opportunity/Nondiscrimination – update language and titles.
STC 530 – Communication Services – delete obsolete information and update to current practice.
STC 922 – Student Fundraising Activities – update procedures.
STC 924 – Student Travel – update language and titles.
STC 937 – Reporting Child Abuse/Child Protection – update titles and procedures.

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.

Report prepared by: President's Office
Presented by: School Board Member on Policy Review Committee

10-01-25

SOUTHEAST
Technical College

EQUAL OPPORTUNITY/NONDISCRIMINATION

Southeast Technical College Policy STC 105

1. Purpose

Southeast Technical College (STC) believes that a valuable element of education is the development of respect for all individuals and seeks to provide equal access/equal opportunity for students, employees and the public to ~~Southeast Tech~~STC programs and activities.

2. General Statement of Policy

A. In an effort to provide a safe, respectful educational environment, STC ~~Southeast Tech~~ prohibits discrimination in its policies, employment practices, ~~programs~~programs, and activities on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. ~~Southeast Tech~~STC prohibits acts of discrimination toward any individual(s) while on ~~Southeast Tech~~STC property or at ~~Southeast Tech~~STC sponsored activities.

~~Southeast Tech~~STC prohibits discrimination against students on the basis of parental status, marital status, or pregnancy. Students will not be excluded from any program or activity, including any class based on the above.

Prohibited acts of discrimination include racial, sexual, ~~ethnic~~ethnic, or other types of slurs, insults, intimidation, ~~harassment~~harassment, and other such conduct directed toward another person.

~~Southeast Tech~~STC will make reasonable modifications to its programs, facilities, employment practices and activities to accommodate otherwise qualified individuals with a disability, unless such modifications would impose an undue burden on the operation of the particular program, or would alter the fundamental nature or purpose of the program or position, or cause an undue hardship on ~~Southeast Tech~~STC.

Violations of this policy may result in discipline up to and including expulsion for students, up to and including termination for employees and suspension from attending ~~Southeast Tech~~STC activities for citizens.

~~Southeast Tech~~STC prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

Inquiries concerning equal opportunity/nondiscrimination or retaliation including Title VI, Title VII, or Title IX may be referred to the ~~Civil Rights Officer, Vice President for Enrollment Management and Student Affairsof Student Affairs, and Institutional Research,~~President or designee, 2320 North Career Ave., Southeast Technical College ~~Mickelson Center~~, Sioux Falls, SD 57107.

3. Reporting Procedures

A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a violation of Policy STC 105 Equal Opportunity/Nondiscrimination has occurred. Confidentiality, to the extent possible, will be maintained at each level of the complaint procedure.

The complainant is encouraged to attempt to resolve the issue informally by working with the administrator most directly involved in the situation before filing a formal complaint. However, it is understood that for some issues this may not be appropriate.

A. Reporting Incidents of Discrimination – Grievance Procedures

Any person who believes he or she has been the victim of discrimination by a student or an employee of ~~Southeast Tech~~STC will report the alleged acts immediately to an ~~Southeast Tech~~ STC Administrator or the Human Resources Department.

1. Designated Personnel. ~~Southeast Tech Administration is designated by Southeast Tech to receive written reports of discrimination. All other written reports shall be directed to the applicable department.~~ Upon receipt of a report, the STC administrator shall immediately notify and forward the written report form to the ~~Civil Rights Officer~~Human Resources Department. Failure to forward any discrimination report or complaint as provided herein will result in disciplinary action. If the complaint involves the administrator, the complaint shall be filed directly with the ~~Civil Rights Officer~~Human Resources Department.

2. ~~Institute~~College wide. The Sioux Falls School Board (School Board) hereby designates the ~~Student Affairs & Institutional Effectiveness Executive Director as the Civil Rights Officer~~ Human Resources Director to receive reports or complaints of discrimination from any individual, ~~employee~~employee, or victim of discrimination ~~and also from the Southeast Tech Administrator~~ as outlined above. If the complaint involves the ~~Civil Rights Officer~~Human Resources Director, the complaint shall be filed directly with the ~~Southeast Tech~~STC President. ~~Southeast Tech~~STC shall post on employee bulletin boards and on the website the mailing address and telephone number of the ~~Civil Rights Officer~~Human Resources Director.

3. Submission of a complaint or report of discrimination. Submission of a complaint or report of discrimination will not affect the individual's employment, student status or work assignments.

4. Confidentiality. ~~Southeast Tech~~STC will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with ~~Southeast Tech~~STC's legal obligations and the necessity to investigate allegations of discrimination and take disciplinary action when the conduct has occurred.

5. Procedure. The complainant will be asked to put the facts surrounding the conduct in writing on the Complaint Investigation Form provided by Southeast Tech that includes the following: Complainant's name and address; date of the incident; type of discrimination; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.

6. Required Reporting. If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the ~~Civil Rights Officer~~Human Resources Director shall comply with mandatory reporting requirements including, but not limited to, contact with ~~the State Department of Social Services~~local law enforcement.

Nothing in this grievance procedure forecloses individuals from seeking redress for their concerns through other legal avenues, such as Law enforcement, the Office of Civil Rights, the Equal Employment Opportunity ~~Commission~~Commission, or the South Dakota Division of Human Rights.

B. Investigation

Upon receipt of a written report alleging discrimination, the ~~Civil Rights Officer~~Human Resources Director shall immediately authorize an investigation. This investigation may be conducted by ~~Southeast Tech~~STC officials or by a third party designated by ~~Southeast Tech~~STC. Human Resources Director shall have the ability to contact legal advisor during this investigation if warranted. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the ~~Southeast Tech~~STC President and ~~Civil Rights Officer~~the Human Resources Director.

In determining whether alleged conduct constitutes discrimination, ~~Southeast Tech~~ STC should consider the surrounding circumstances, the nature of the advances, if any, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, ~~Southeast Tech~~STC may take immediate steps at its discretion to protect the complainant, students, and the ~~employees~~employee's pending completion of an investigation of alleged discrimination.

During the ~~investigation~~investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the ~~Civil Rights Officer~~ Human Resources ~~within~~Director within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

C. Southeast Tech Action

1. Upon receipt of a recommendation that the allegations of a complaint constitute a violation of ~~Southeast Tech~~STC policy, ~~Southeast Tech~~ STC will take such action as appropriate based upon the results of the investigation.

2. The results of the investigation ~~of~~into each complaint will be reported in writing and kept on file in the Southeast Tech Human Resources Department. The report shall include findings of fact and will document the action taken, if any, as a result of the complaint.

3. The complainant will be advised of ~~Southeast~~STC's decision in writing ~~on a form supplied by Southeast Tech~~ within ten (10) working days from the conclusion of the investigation.

4. If either party is not satisfied with the written decision rendered by ~~Southeast Tech~~STC, ~~he or she~~they may appeal the decision in writing to the ~~Southeast Tech~~STC President within ten (10) working days following the receipt of the decision. The appeal must include the original Complaint Investigation form, a copy of the written decision, and a written statement as to the reason for appeal.

5. The ~~Southeast Tech~~STC President will review the material submitted, investigate the circumstances, and respond in writing within fourteen (14) working days of the appeal with a determination to uphold, modify, or reverse the decision. At the ~~Southeast Tech~~STC President's discretion, an additional investigation may be conducted, including interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The appeal may include any other methods or documents deemed pertinent by the ~~Southeast Tech~~ President.

6. If either party is not satisfied with the decision rendered by the President, ~~he or she~~they may request a hearing in executive session with the School Board. The request for ~~hearing~~~~The~~ a hearing must be submitted in writing through the President's Office within ten (10) working days following receipt of the President's response. The appeal must include the original Complaint Investigation form, a copy of the written decision from

the President, and a written statement as to the reasons for appeal. The hearing will be scheduled within thirty (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.

7. The School Board will render a decision in writing within ten (10) working days following the hearing.

D. Prohibition against Retaliation

~~Southeast Tech~~STC will discipline any individual who retaliates against any person who reports alleged discrimination or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a discrimination complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or discrimination. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any ~~Southeast Tech~~STC personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of discrimination believes that he or she has been retaliated against because of ~~his or her~~their participation, ~~he or she~~they should follow the procedures set forth above.

E. False Charges

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

F. Uncomfortable Situations

~~Southeast Tech~~STC recognizes that not every uncomfortable situation constitutes discrimination. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

G. Discipline

Any action taken by ~~Southeast Tech~~STC pursuant to this policy will be consistent with ~~requirements~~the requirements of ~~Southeast Tech~~ STC policies and employee handbook. ~~Southeast Tech~~STC will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end discrimination and prevent its recurrence.

4. Other Related Policies

STC 706 – STC 706.1 – Harassment (Personnel)
STC 910 – STC 910.1 – Harassment (Students)

5. Dissemination of Policy and Training

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

Legal References:

Title VI of the Civil Rights Act of 1964 (discrimination based on origin or race)
Title IX of the Education Amendments of 1972 (discrimination based on gender)
Title VII of the Civil Rights Act of 1964 (discrimination based on race, color, creed, religion, gender (including pregnancy), national origin or ancestry).
Age Discrimination Act of 1975 (discrimination based on age)
Genetic Information Non-discrimination Act (discrimination based on genetic information) Americans with Disabilities Act (discrimination based on disability)
Section 504 of the Rehabilitation Act (discrimination based on disability)

Board Approved:

Policy		Board Action	(~~formerly~~Formerly 1000b, 3000b, 5000b & 6000b)	
adopted:	07-08-85	22227	(Formerly AC/STC	07-01-25)
amended:	08-12-91	26363A		
amended:	06-26-95	28182		
amended:	07-14-97	28842		
amended:	07-08-02	33293		
reviewed:	06-09-08	35074		
amended:	06-22-09	35420		
amended:	11-08-10	35877		
amended:	04-23-12	36350		
amended:	10-27-14	37034		
amended:	08.01.18	ST00322		

Regulation		Board Action	(~~formerly~~Formerly 1350, 4000, 5000)
approved:	08-09-76	16808	
revised:	12-12-77	17395	
revised:	12-27-89	25139L	
revised:	06-26-95	28182	
revised:	07-14-97	28842	
revised:	07-08-02	33293	
reviewed:	06-09-08	35074	
revised:	06-22-09	35420	
revised:	11-08-10	35877	

revised:	04-23-12	36350
revised:	10-27-14	37034
revised:	08.01.18	ST00322

SOUTHEAST
Technical College

COMMUNICATION SERVICES

Southeast Technical College Policy STC 530

1. Purpose

~~Insert Text Here~~ Cell phones are an important part of strong campus communication among employees. Care should be taken to ensure they are used in a safe and responsible manner.

2. General Statement of Policy

~~Southeast Technical College (STC) owned telephones in the buildings are for STC business. When STC employees must make a personal long distance~~long-distance ~~call, they must use a personal device.~~

Cell~~ular~~ Phones

While operating a vehicle and using ~~an STC cellular phone or a personal cellular~~a cell phone while on STC business, employees will follow the applicable state's laws regarding cell~~ular~~ phone use.

~~Employees will reimburse STC a charge per minute for all personal calls based on the per minute rate STC would pay in the event of an overage. In addition, all personal toll, roaming and/or directory assistance charges are to be reimbursed in the amount indicated on the statement.~~

In lieu of using an STC-provided cell~~ular~~ phone, employees may request a personal cell~~ular~~ phone stipend~~. or a per minute reimbursement plus actual toll and roaming charges for using his or her~~their ~~personal cellular phone for STC business. The per minute reimbursement shall be based on the rate STC charges employees for personal use of an STC owned cell phone.~~ The stipend or reimbursement shall not exceed fifty percent (50%) of the cost of the appropriate STC plan. Each employee must apply to the SFSD Purchasing Department in advance of using ~~his or her~~ their personal cell~~ular~~ phone for STC business to receive the cell~~ula~~r phone stipend or reimbursement. No employee is eligible to regularly use an STC cell~~ular~~ phone and receive the personal cell~~ular~~ phone stipend or reimbursement.

Cell~~ular~~ Phones with Data Plans (Smart Phones)

In addition to the above provisions for employee personal cell phone stipend or reimbursement, the SFSD Business Manager or designee is authorized to establish a plan for personal smart phone use for administrators. The monthly cost to the administrator is ~~50~~fifty percent (50%) of the appropriate STC cell phone plan, plus 100 percent reimbursement of any access or ~~long distance~~long-distance charges and a prorated share of any STC-wide overage charges. The administrator must agree to pay ~~his/her~~their monthly share of the cost as a deduction from wages. The administrator will reimburse STC ~~100~~ one

hundred percent (100%) of the cost of the selected smart phone purchased through the STC plan and the administrator will own the phone. The plan also may establish a smart phone stipend for administrators who use their own smart phone for STC business. The stipend shall not exceed ~~50~~fifty percent (50%) of the STC smart phone plan.

3. Dissemination of Policy and Training

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

Board Approved:

Regulation		Board Action	(formerly Regulation 3516)
approved:	05 -28 -68	13052	(formerly EGA/STC 07-01-25)
amended:	04 -14 -86	22705	
amended:	08 -14 -95	28225	
amended:	11 -13 -00	29719.D10	
amended:	04 -10 -06	34394	
amended:	03 -26 -07	34683	
amended:	04 -13 -09	35343	
amended:	09 -28 -09	35502	
amended:	02 -28 -11	35984	
amended:	10 -27 -14	37034	

SOUTHEAST
Technical College

STUDENT FUNDRAISING ACTIVITIES

Southeast Technical College Policy STC 922

1. Purpose

Southeast Technical College (STC) recognizes that fundraising may be a necessary part of ~~institute~~college life. ~~Such fundraising programs or activities must have the approval of the President or designee and must serve the educational goals of STC and must be used for the direct benefit of the students or STC programs.~~ All fundraising programs or activities must be approved by the President or designee, align with the educational goals of STC, and directly benefit students or programs.

2. General Statement of Policy

~~Fundraising activities will be conducted only when there is a defined and specific purpose that will benefit students. The President or designee must be made aware of any fundraising done by the students or staff on behalf of STC. Fundraising may be approved to supplement STC funds where the President or designee feels it is appropriate to meet the educational needs of students.~~ Fundraising activities will be permitted only when they have a defined and specific purpose that benefits students. All student or employee fundraising on behalf of STC must be reported to the President or designee. The President or designee may approve fundraising efforts to supplement STC funds when deemed appropriate to meet students' educational needs Students may not participate in fundraising for endowments or foundations without permission ~~of~~ from the President or designee.

Fundraising activities will have minimal impact on instructional time. ~~Students and staff should feel free to participate or not to participate in these efforts.~~ Participation by students and employees is voluntary. (For fundraising related to student travel see Policy Regulation STC 924/STC 924.1.)

~~STC organizations are encouraged to cooperate with local businesses for fundraising efforts when the product used for fundraising can be obtained locally. STC organizations shall not enter into fundraising agreements with organizations where students may not legally participate or purchase services or products.~~ STC organizations are encouraged to partner with local businesses for fundraising efforts when products can be sourced locally. Organizations may not engage in fundraising agreements with businesses that offer products or services students cannot legally purchase or participate in.

The President or designee is ~~directed~~ responsible ~~to~~ for establishing regulations governing ~~under which~~ how fundraising activities in support of STC projects and programs ~~shall~~ will be conducted.

~~The public may not solicit contributions in money or in kind from STC employees or students unless authorized by the President or designee. Employees and students are also prohibited from soliciting~~

~~contributions for non-STC organizations from fellow employees or students.~~ The public may not solicit monetary or in-kind contributions from STC students or employees without authorization from the President or designee. Students and employees are also prohibited from soliciting contributions on behalf of non-STC organizations from fellow students or employees.

Charitable Organization Fundraising Projects

~~Charitable organizations often ask for the cooperation of STC in publicizing and promoting their fundraising activities.~~ Charitable organizations may request STC's cooperation in publicizing or promoting their fundraising activities. STC's involvement in these activities must be approved by the President or designee.

Approval will be given only to those charitable organizations that distribute their funds locally. Involvement of STC organizations will be limited to posting ~~an~~ announcements through approved communication channels. ~~of the event in each building and making distribution materials available.~~

~~Anyone wishing to initiate a community service program as part of the instructional program or as part of a student organization must receive prior approval from the President or designee.~~ Anyone seeking to initiate a community service program—whether as part of instruction or through a student organization—must obtain prior approval from the President or designee.

3. Reporting Procedures

~~The Southeast Technical College~~STC ~~President or designee shall provide annually to STC staff the policies and regulations relating to fundraising activities so that all staff understand their responsibilities regarding fundraising.~~ The STC President or designee will provide employees with fundraising policies ~~and regulations~~ annually to ensure all employees understand their responsibilities regarding fundraising.

Before approving any fundraising activity for STC, the President or designee ~~shall~~ must review with the organization and/or fundraising participants a plan that includes the ~~method of~~ fundraising method, ~~to be used,~~ the vendors or businesses involved, and the intended use of the funds. ~~purpose for which the funds will be used.~~ A signed acknowledgement must be on file in the President's or designee's office, ~~,~~ ~~stating~~ confirming that the fundraising organization and/or participants ~~understands~~understand STC's fundraising policies and ~~the~~ procedures. ~~regarding fundraising, shall be on file in the President's or designee's office.~~

Southeast Technical College

1. Fundraising efforts at STC ~~shall be of~~ must directly benefit ~~to the~~ students or ~~institute~~college programs.

2. The President or designee must approve all specific fundraising activities ~~and~~ as well s the intended us~~d~~e of the funds. ~~the use for which the funds are being raised.~~ The sale of homemade food items is not allowed. All food items must be commercially purchased and packaged.

3. ~~Institute~~ STC organizations ~~shall be required to~~must complete a ~~Fund Raising~~Fund Raising Fundraising Request form and submit it to the President or designee for approval.

4. Fundraising activities ~~will~~ must have minimal impact on instructional time.

5. The sale of products or pledges ~~toward~~ for non-~~school~~ college organizations ~~of~~ in which students are members ~~are~~ is prohibited ~~members shall be prohibited~~ on ~~school~~ college premises. ~~No~~ Aa~~a~~dvertising ~~of such activity shall be permitted, and~~permitted and or selling related to such activities is prohibited on campus. ~~shall be prohibited.~~

~~6. The dollar amount of mark-up over the cost of products being sold by fundraising groups will be disclosed to the reseller selling the product where appropriate. This information will be communicated to potential customers so that a decision may be made whether to purchase the product or make a cash contribution.~~ When appropriate, fundraising groups must disclose the dollar amount of the mark-up over product cost to the reseller. This information must also be shared with potential customers so they can decide whether to purchase the product or make a cash contribution.

~~7.~~6. The ~~school~~school's college's name shall not be used in the promotion of individual business concerns or ~~particular products~~products.

7. Students ~~who are~~ involved in fundraising activities are encouraged to identify themselves as members of ~~institute~~college STC organizations.

~~8.~~

~~9.~~8. ~~The~~ Oorganizations participating in fundraising activities ~~shall be~~are responsible for paying sales tax, either ~~by paying sales tax~~ at the point of purchase or by collecting ~~sales tax~~it from the purchaser and remitting ~~the taxes~~it to the South Dakota Department of Revenue.

~~10.~~9. All money raised ~~will~~ must be deposited into a Trust & Agency account.

~~11.~~10. At the end of ~~every~~ each ~~school~~ academic year, every STC organization that conducted fundraising must submit a year-end financial report ~~will be submitted~~ to the President or designee. ~~from all groups or organizations involved in fundraising.~~ The report ~~will include~~must list ~~the~~ all sources of funds, all ~~and~~ uses of funds, and any remaining balances. ~~left over.~~

4. Related Policies

STC 924/STC 924.1 – Student Travel

5. Dissemination of Policy and Training

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

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

Board Approved:

Policy Board Action

adopted:	2/9/04	33746	(formerly JJE/STC	07-01-25)
amended:	3/26/07	34684		
reviewed:	2/22/10	35625		
reviewed:	05/12/14	36909		

Regulation		Board Action
approved:	2/9/04 33746	
revised:	3/26/07	34684
reviewed:	2/22/10	35625
reviewed:	05/12/14	36909

SOUTHEAST Technical College

~~Policies and Regulations~~

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

~~Students~~

~~Student Fundraising Activities~~

~~The Southeast Technical College President or designee shall provide annually to STC staff the policies and regulations relating to fundraising activities so that all staff understand their responsibilities regarding fundraising.~~

~~Before approving any fundraising activity for STC, the President or designee shall review with the organization and/or fundraising participants a plan that includes the method of fundraising to be used, the vendors or businesses involved, and the purpose for which the funds will be used. A~~

signed acknowledgement, stating that the fundraising organization understands STC policies and the procedures regarding fundraising, shall be on file in the President's or designee's office.

Southeast Technical College

1. Fundraising efforts at STC shall be of direct benefit to the students or institute programs.

2. The President or designee must approve specific fundraising activities and the use for which the funds are being raised.

3. Institute organizations shall be required to complete a Fund Raising Request form and submit it to the President or designee for approval.

4. Fundraising activities will have minimal impact on instructional time.

5. The sale of products or pledges toward non-school organizations of which students are members shall be prohibited on school premises. No advertising of such activity shall be permitted, and selling on campus shall be prohibited.

6. The dollar amount of mark-up over the cost of products being sold by fundraising groups will be disclosed to the reseller selling the product where appropriate. This information will be communicated to potential customers so that a decision may be made whether to purchase the product or make a cash contribution.

7. The school name shall not be used in the promotion of individual business concerns or particular products.

8. Students who are involved in fundraising activities are encouraged to identify themselves as members of institute organizations.

9. The organization participating in fundraising activities shall be responsible for paying sales tax either by paying sales tax at point of purchase or by collecting sales tax from the purchaser and remitting the taxes to the South Dakota Department of Revenue.

10. All money raised will be deposited in a Trust & Agency account.

11. At the end of every school year, a year-end financial report will be submitted to the President from all groups or organizations involved in fundraising. The report will include the sources and uses of funds and any balances left over.

~~RELATED POLICIES~~

~~JJH/JJH-R/STI – Student Travel~~

~~STC Regulation~~		~~Board Action~~
~~approved:~~	~~2/9/04~~	~~33746~~
~~revised:~~	~~3/26/07~~	~~34684~~
~~reviewed:~~	~~2/22/10~~	~~35625~~
~~reviewed:~~	~~05/12/14~~	~~36909~~

SOUTHEAST
Technical College

STUDENT TRAVEL

Southeast Technical College Policy STC 924

1. Purpose

Southeast Technical College's (STC) philosophy is that student travel is an integral part of ~~the~~ students' learning experiences. Travel, when coordinated through ~~Southeast Tech~~STC, accomplishes the following outcomes:

- Provides students with opportunities to observe professionals in their work settings.
- Creates potential opportunities for student employment through interaction with employers.
- Exposes students to new technologies and processes.
- Provides an opportunity for personal and professional development.
- Provides students the opportunity to apply acquired skills by competing in state and national competitions.
- Broadens students' perspectives and promotes civic awareness and responsibility.

~~In order to~~To fulfill this philosophy, it is important that ~~Southeast Tech~~STC provide the opportunity for students to participate at reasonable costs in ~~various~~ student tours, trips, conferences, competitions, etc. The Sioux Falls School Board authorizes ~~Southeast Tech~~STC's administration to carry out regulations regarding student travel.

2. General Statement of Policy

All student travel will follow these basic guidelines:

- Student participation in travel activities is optional.
- Travel will not adversely affect or be detrimental to the student or academic program.
- All student travel will be under the direction and supervision of an ~~Southeast Technical College~~STC ~~supervisor~~employee(s). An ~~Southeast Tech~~STC employee will serve as the key supervisor and will be responsible for the ~~overall~~ trip. ~~Other Southeast Tech employees, employee spouses, advisory committee members, industry representatives, Southeast Tech~~

~~alumni, and/or Southeast Tech students will serve as additional supervisors as needed.~~ All ~~Southeast Tech~~STC student travel must be chaperoned by at least one ~~Southeast Tech~~STC employee except with the approval of the ~~Vice~~ President or designee. ~~of Student~~ ~~Academic Affairs or the Vice President for Enrollment Management and Institutional Research~~.

- The proposed travel itinerary will be feasible within the time allotted.
- ~~Overall~~ Ttravel costs and ~~student individual~~individual student costs will be reasonable.
- Recreational travel will be confined to weekends, holidays, or vacation periods.
- ~~Southeast Tech~~STC employees may not receive compensation for ~~school~~ college sponsored trips from sources other than ~~Southeast Tech~~STC except for reimbursement of expenses.
- The opportunity for student participation will be in compliance with ~~Southeast Tech~~STC's non-discrimination policies.
- The ~~application of~~ rules of student conduct, as outlined in ~~the~~ STC Policy 930, ~~Southeast Tech~~STC ~~Catalog will~~ apply to all student travel.
- Students will sign ~~code of conduct, medical emergency, and waiver/release forms~~a Student Travel Assumption of Risk and Waiver of Liability and Hold Harmless Agreement (Student Travel Form).

Travel is divided into two categories:

1. Day trips are defined as student ~~trips~~ travel lasting ~~of~~ one day or less. Plans for day trips ~~will be~~must be ~~presented~~ submitted to the President or designee for review and approval at least two weeks in advance. This allows time to ~~of the trip to provide opportunity to~~ review transportation, supervision ~~arrangements~~, costs, ~~and~~ budget ~~limitations~~ considerations, and to arrange qualified substitutes ~~where necessary~~if needed. If the travel is part of an approved course ~~syllabi~~syllabus, ~~a~~ one week's notice is required.

The following guidelines apply to day trips:

- ~~Waiver/release~~A Student Travel ~~forms~~ Form ~~from each student participating in the trip~~ must be on file for each student participating in the trip. ~~as a prerequisite for participation.~~ If a student is under 18, ~~this waiver~~the form must also be signed by a parent or guardian.
- ~~Instructors~~ STC employees must have a written plan in place that provides educational alternatives, with adequate supervision, for non-participating students.
- Trips may require a student participation fee to defray travel costs.

- Fundraising opportunities may be provided for ~~those~~ students who ~~wishing~~ wish to ~~help~~ defray the cost~~s~~ of the trip in accordance with Policy ~~JJE-R/STC: Student Fundraising Activities.~~STC 922 and 922.1.

- Expenses for meals or other items may be borne by the participant.

- When commercial vehicles are used, an ~~supervisor~~ employee must ride in each vehicle.

- Commercial transportation, if used, should be provided by the School District's contracted carrier. The District's Travel Office should be advised of alternative transportation arrangements if applicable.

- When appropriate, an ~~supervisor~~ employee will make arrangements for meals before the trip begins.

- When private vehicles are used, ~~the supervisor will must collect~~ a copy of ~~the student's~~ ~~verify~~ the ~~driver's~~ ~~that drivers have a~~ valid driver's license~~s~~ and proof of liability insurance shall be collected with the student travel request. The student travel request will be scanned and retained for three (3) years after the completion of the travel. ~~The collected information must~~ ~~should be turned into~~ administration ~~the President or designee before the trip.~~

2. Overnight trips are defined as student ~~trips~~ travel of at least one overnight ~~duration~~stay. ~~Overnight T~~trips of three school days or ~~less~~ fewer require the President's or designee's approval and must be submitted at least two weeks ~~in advance of~~ before the trip ~~date~~. ~~Overnight t~~Trips ~~of~~ lasting more than three school days require the President's or designee's approval ~~of the President,~~ and must be submitted at least three weeks ~~in advance of~~before the trip. All international travel requires approval from the President~~, Superintendent~~ and School Board.

3. Reporting Procedures

When transportation, lodging, and meal expenses are paid by the ~~school~~college, vendor reimbursements ~~to vendors~~ will be processed ~~made~~ in accordance with District policy.

Final travel arrangements ~~should~~ must be confirmed after ~~travel~~ approval and ~~prior to~~before departure.

4. Related Policies

STC 402 / STC 402.1 – Evaluation of Fiscal Management
STC 430 / STC 430.1 – Accounting System/Trust & Agency Funds
STC 440 - Expenditures
STC 450 / STC 450.1 – Payment Procedures
STC 452 / STC 452.1 – Expense Authorization/Reimbursement
STC 922 / STC 922.1 – Student Fundraising Activities
STC 930 – Student Discipline

5. Dissemination of Policy and Training

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

Board Approved:

Policy		Board Action:
approved:	6/10/96	28510
revised:	8/14/06	34504
revised:	6/22/09	35423
reviewed:	2/22/10	35627
reviewed:	10/28/13	36752
reviewed:	08-05-15	ST00058

SOUTHEAST Technical College

~~Policies and Regulations~~

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

~~Students~~

~~Student Travel~~

~~Basic Travel Guidelines~~

~~All student travel will follow these basic guidelines:~~

- ~~Student participation in travel activities is optional.~~
- ~~Travel will not adversely affect or be detrimental to the student or academic program.~~
- ~~All student travel will be under the direction of a Southeast Technical College supervisor. A Southeast Tech employee will serve as the key supervisor and will be responsible for the overall trip. Other Southeast Tech employees, employee spouses, advisory committee~~

members, industry representatives, Southeast Tech alumni, and/or Southeast Tech students will serve as additional supervisors as needed. All Southeast Tech student travel must be chaperoned by at least one Southeast Tech employee except with the approval of the Vice President of Student Affairs and Institutional Research.

- The proposed travel itinerary will be feasible within the time allotted.
- Overall travel costs and student individual costs will be reasonable.
- Recreational travel will be confined to weekends, holidays or vacation periods.
- Southeast Tech employees may not receive compensation for school sponsored trips from sources other than Southeast Tech except for reimbursement of expenses.
- The opportunity for student participation will be in compliance with Southeast Tech's non-discrimination policies.
- The application of rules of student conduct as outlined in the Southeast Tech Catalog will apply to student travel.
- Students will sign code of conduct, medical emergency, and waiver/release forms.

NEPN Code: JJH-R/STI
Page 2 of 3

Travel is divided into two categories:

1. Day Trips Day trips are student trips of one day or less. Plans for day trips will be presented to the President or designee for review and approval two weeks in advance of the trip to provide opportunity to review transportation, supervision arrangements, costs and budget limitations and to arrange qualified substitutes where necessary. If the travel is part of an approved course syllabi, a one week notice is required.

The following guidelines apply to day trips:

- Waiver/release forms from each student participating in the trip must be on file as a prerequisite for participation. If a student is under 18, this waiver must also be signed by a parent or guardian.
- Instructors must have a written plan in place that provides educational alternatives with

adequate supervision for non-participating students.

- Trips may require a student participation fee to defray travel costs.
- Fundraising opportunities may be provided for those students wishing to help defray the costs of the trip.
- Expenses for meals or other items may be borne by the participant.
- When commercial vehicles are used, a supervisor must ride in each vehicle.
- Commercial transportation, if used, should be provided by the School District's contracted carrier. The District's Travel Office should be advised of alternative transportation arrangements if applicable.
- When appropriate, a supervisor will make arrangements for meals before the trip begins.
- When private vehicles are used, the supervisor will verify that drivers have a valid driver's license and proof of liability insurance.

2. Overnight Trips Overnight trips are student trips of at least overnight duration. Overnight trips of three school days or less require the President's approval and must be submitted two weeks in advance of the trip date. Overnight trips of more than three school days require the approval of the President, and must be submitted three weeks in

advance of the trip date. All international travel requires President, Superintendent and School Board approval.

When transportation, lodging and meal expenses are paid by the school, reimbursement to vendors will be made in accordance with District policy.

Final travel arrangements should be confirmed after travel approval and prior to departure.

~~Related Policies/Regulations:~~

~~DAA/STI / DAA-R/STI – Evaluation of Fiscal Management~~
~~DIA/STI / DIA-R/STI – Accounting System/Trust & Agency Funds~~
~~DJ/STI / DJ-R/STI - Expenditures~~
~~DK/STI / DK-R/STI – Payment Procedures~~
~~DKC/STI / DKC-R/STI – Expense Authorization/Reimbursement~~
~~JJE/STI / JJE-R/STI – Student Fundraising Activities~~
~~JK/STI / JK-R/STI – Student Discipline~~

~~STC Policy~~		~~Board Action:~~
~~approved:~~	~~6/10/96~~	~~28510~~
~~revised:~~	~~8/14/06~~	~~34504~~
~~revised:~~	~~6/22/09~~	~~35423~~
~~reviewed:~~	~~2/22/10~~	~~35627~~
~~reviewed:~~	~~10/28/13~~	~~36752~~
~~reviewed:~~	~~08-05-15~~	~~ST00058~~

SOUTHEAST
Technical College

REPORTING CHILD ABUSE/CHILD PROTECTION

Southeast Technical College Policy STC 937

1. Purpose

Southeast Technical College (STC) recognizes the incidence of child abuse and neglect among children and youth. Abuse and neglect ~~may~~ have a serious effect on the education of children and youth. ~~Southeast Tech~~STC urges that reasonable steps to deal with the problem be taken by ~~Southeast Tech~~STC ~~professional staff members~~employees.

2. General Statement of Policy

South Dakota Codified Law mandates ~~that school~~ college personnel ~~having~~ who have reasonable cause to suspect that ~~any~~ a child under the age of 18 ~~years~~ has been abused or neglected to immediately report, or ensure a report is made, ~~shall report or cause reports to be made~~ in accordance with ~~the provisions of the~~state law. ~~and. Regulation JLF-R/STIC.~~

3. Definitions

Abused or neglected child means a child:

(1) Whose parent, guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse;

(2) Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;

(3) Whose environment is injurious to the child's welfare;

(4) Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;

(5) Who is homeless, without proper care, or not domiciled with the child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian;

(6) Who is threatened with substantial harm;

(7) Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;

(8) Who is subject to sexual abuse, sexual molestation, or sexual exploitation as defined in SDCL 22-22-24.3, by the child's parent, guardian, custodian, or any other person responsible for the child's care;

(9) Who was subject to prenatal exposure to abusive use of alcohol, marijuana, or any controlled drug or substance not lawfully prescribed by a practitioner as authorized by SDCL chapters 22-42 and 34-20B; or

(10) Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.

~~Insert Text Here~~

4. Reporting Procedures

Procedure for Reporting Child Abuse and/or Neglect

1. Any ~~staff member~~employee who has reason to suspect child abuse or neglect ~~shall~~ must report this suspicion immediately to Campus Security, the Department of Social Services, the Office of the State's ~~Attorney~~Attorney, or the Police Department.

2. According to South Dakota Codified Law, the President or designee shall cause a report to be made immediately to Campus Security, the Department of Social Services, the Office of the State's Attorney, or the Police Department as indicated below.
   - If the case involves suspected child abuse or threats, the President or designee ~~shall~~ must contact Campus Security and/or law enforcement immediately.

3. ~~Staff members~~ Employees who have reason to suspect child abuse or neglect ~~shall~~ must also complete a Concerning Behavior Report ~~Report of Child Abuse or Neglect~~ form ~~that shall be submitted~~and submit it to the President or designee ~~and~~ so it is kept on file in the President's or designee's office. For each report that is made, a request ~~shall~~ must be made to the Department of Social Services for written acknowledgment of receipt of the report and for a response stating whether the report ~~shall~~ will be investigated. The Department of Social Services' acknowledgement and report ~~shall~~ must be attached to the Concerning Behavior Report.

4. Contact with the parents/guardians regarding the report will originate with Campus Security, the Department of Social Services, the Office of the State's Attorney, or the Police Department.

5. Informal discussion with personnel from Campus Security, the Department of Social Services, the Office of the State's Attorney, or the Police Department may be sought to determine whether or not a case should be reported. Assistance may be requested from Campus Security Officers, counselors, nurses, psychologists, social workers, or other ~~Southeast Tech~~STC or District resource ~~persons~~employees.

6. Ongoing concerns regarding a reported case may be referred to the local Child Protection Team for review by contacting the Supervisor of Health Services.

7. Any person participating in good faith in making a report of~~f~~ suspected abuse or neglect is immune from any liability, civil or criminal, that might otherwise ~~might~~ result.

5. Related Policies

STC 1035 – Relations with Other Government Authorities

6. Dissemination of Policy and Training

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

Legal References:
SDCL 26-8A

Board Approved:

Policy		Board Action			
	adopted:	05-12-97	28784	(formerly JLF/STC	07-01-25)
	00000				
	amended;	03-22-04	33778		
	reviewed:	03-08-10	35642		
	reviewed:	08.01.18	ST00322		
	Regulation		Board Action		
	Adopted:	05-12-97	28784		
	Revised:	03-22-04	33778		
	Revised:	03-08-10	35642		
	Revised:	08.01.18	ST00322		

Reporting Child Abuse/Child Protection

Procedure for Reporting Child Abuse and/or Neglect

1. Any staff member who has reason to suspect child abuse or neglect shall report this suspicion immediately to the Department of Social Serivces, the Office of the State's Attorney or the Police Department.

2. According to South Dakota Codified Law, the President or designee shall cause a report to be made immediately to the Department of Social Services, the Office of the State's Attorney, or the Police Department as indicated below.
   - If the case involves suspected child abuse or threats, the President or designee shall contact law enforcement immediately.

3. Staff members who have reason to suspect child abuse or neglect shall also complete a Report of Child Abuse or Neglect form that shall be submitted to the President or deginee and kept on file in the President's or designee's office. For each report that is made, a request shall be made to the Department of Social Services for written acknowledgment of receipt of the report and for a response stating whether the report shall be investigated. The Department of Social Services' acknowledgement and report shall be attached to the written Report of Child Abuse or Neglect Form.

4. Contact with the parents/guardians regarding the report will originate with the Department of Social Services, the Office of the State's Attorney, or the Police Department.

5. Informal discussion with personnel from the Department of Social Services, the Office of the State's Attorney, or the Police Department may be sought to determine whether or not a case should be reported. Assistance may be requested from counselors, nurses, psychologists, social workers, or other Southeast Tech or District resource persons.

6. Ongoing concerns regarding a reported case may be referred to the local Child Protection Team for review by contacting the Supervisor of Health Services.

7. Any person participating in good faith in making a report or suspected abuse or neglect is immune from any liability, civil or criminal, that otherwise might result.

Legal Reference:
SDCL 26-8A
NEPN Code: JLF-R/STI
Page 2 of 2

RELATED POLICIES:

~~KLC/STI – KLC-R/STI – Relations with Social Service Agencies/Investigating Child Abuse~~

~~KLG/STI – KLG-R/STI – Relations with Law Enforcement Authorities~~

~~Regulation~~		~~Board Action~~
~~Adopted:~~	~~05-12-97~~	~~28784~~
~~Revised:~~	~~03-22-04~~	~~33778~~
~~Revised:~~	~~03-08-10~~	~~35642~~
~~Revised:~~	~~08.01.18~~	~~ST00322~~

Policy/Regulation Revisions

STC 110 – Educational Philosophy/Vision, Mission, and Values
STC 422 – Sales and Disposals of Surplus Property
STC 423 – Revenues From Non-Tax sources – Tuition-Collection and Refund
STC 430 – Accounting System – Trust and Agency Funds
STC 714 – Tobacco-Free College
STC 856 – Service Animals

Executive Summary

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

In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Technical College (STC) Review Committee will continually review the policies and regulations for items that need to be added, deleted, revised, or in some cases, to update the language.

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

STC 110 – Educational Philosophy/Vision, Mission, and Values – New Vision, Mission Statements
STC 422 – Sales and Disposals of Surplus Property – Legal References Updated
STC 423 – Revenues From Non-Tax sources – Tuition-Collection and Refund – Legal References
STC 430 – Accounting System – Trust and Agency Funds – Consolidated and Legal References
STC 714 – Tobacco-Free College – Include Vape and Electronic Devices
STC 856 – Service Animals – New Policy to cover Service Animals on Campus

This policy will require a second reading. It will be posted for public review on the School District and STC website and return to the board on November 5, 2025

Policy Review Recommendation to School Board:

Acknowledge first reading of STC 110, STC 422, STC 423, STC 430, STC 714, and STC 856 with the understanding that it will return for a second reading on November 5, 2025.

Report prepared by: President's Office
Presented by: School Board Member on Policy Review Committee 10-01-25

SOUTHEAST
Technical College

EDUCATIONAL PHILOSOPHY/VISION, MISSION, AND VALUES

Southeast Technical College Policy STC 110

1. Purpose

Establish the Southeast Technical College (STC) Vision, Mission, and Core Values.

2. General Statement of Policy

Vision

Educational excellence for tomorrow's workforce.

Mission

~~The mission of Southeast Technical College is to educate individuals for dynamic and rewarding careers that promote lifetime success and meet the workforce needs of our region.~~Preparing students for thriving careers through innovative, industry-driven pathways and strong community partnerships to inspire lifelong success.

Core Values

- ~~Student Centered~~People First
  - ~~Student satisfaction and success are valued by Southeast Tech and have a high priority among all the stakeholders.~~ We put students, employees, and our community at the heart of everything we do, working together to ensure success and satisfaction for all.
- ~~Excellence~~Partnership Focused
  - ~~Southeast Tech strives for excellence and quality in all of its endeavors.~~We build strong, innovative partnerships with stakeholders, collaborating to achieve shared goals with the highest standards of quality.
- ~~Collaboration~~Commitment to Quality
  - ~~Southeast Tech fosters the development of a partnership with all stakeholders in the delivery of its mission and goals.~~We evaluate what we do, learn from results, and make it better – every time. We continuously strive for institutional excellence.
- ~~Accountability~~Forward-Thinking
  - ~~Assessment and evaluation of student learning, programs, and institutional effectiveness are systemic processes for assuring success and improvement.~~We think creatively and respond boldly to change, bringing fresh ideas to our work.
- ~~Student Learning~~Workforce-Ready
  - ~~Southeast Tech provides an environment for student mastery of academic and technical skills.~~We prioritize hands-on, real-world learning experiences that ensure our education

is practical, meaningful, and prepares students for success in their careers and communities.

- ~~Innovation~~Responsible Stewards
  - ~~Southeast Tech values creative solutions and continuously seeks new, flexible and responsive ways to achieve its mission and goals.~~We are committed to using resources wisely, respecting the time, talent, and investment of our employees, students, and stakeholders, to create lasting impact.
- ~~Diversity / Equity~~
  - ~~Southeast Tech values and respects the dignity and worth of all persons and the diverse opportunities that are available to everyone.~~

3. Dissemination of Policy and Training

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

Legal References:

Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act

Board Approved:

Southeast Tech Policy		Board Action:		
adopted:	2-26-96	28403	(Formerly AD/STC	07-01-25)
amended:	11-27-06	34583		
amended:	08-23-10	35804		
amended:	09-26-11	36175		
amended:	04-23-12	36350		
amended:	01.02.19	ST00358		

SOUTHEAST
Technical College

SALES AND DISPOSALS OF SURPLUS PROPERTY

Southeast Technical College Policy STC 422

1. Purpose

The purpose of this policy is to provide guidelines for the sale or disposal of property that Southeast Technical College (STC) determines is no longer necessary, suitable, or useful for the purpose for which it was acquired.

~~All Southeast Technical College (STC) property consisting of land, structures, equipment or other property shall be disposed of as specified by law. Obsolete library books, textbooks and computer hardware and non-licensed software shall be offered to all students free of charge prior to other means of disposal.~~

~~Proceeds from the sale of surplus property must be turned into the STC Finance Office for deposit.~~

~~Employees or their immediate family members may not acquire surplus property unless the property is purchased at a public auction. However, when obsolete library books, textbooks, and computer hardware and non-licensed software are being offered to other students, children of employees may accept these items.~~

2. General Statement of Policy

1. The policy of ~~the College~~STC is to properly dispose of materials, equipment, and real property no longer utilized to reduce insurance, storage, and handling costs, while complying with applicable statutes.
2. Departments and programs at STC will be asked to report surplus property under their control, either during scheduled requests or on an ongoing basis. A consolidated list will be presented for ~~Board~~ Sioux Falls School Board (School Board) approval as required by law. The Finance Office will maintain official records of surplus property and ensure compliance with statutory and grant requirements.
3. Surplus property shall be categorized and managed as follows:
    a. Internal Transfers – usable items no longer needed may be reassigned within the School District before disposal.
    b. Low-Value or No-Value Property – items appraised at $499 or less, or determined to have no resale value, may be sold directly, donated to political subdivisions or nonprofits, recycled, or otherwise disposed of in an appropriate manner.

c. Higher-Value Property – items appraised at $500 or more, or originally obtained through federal, state, or other grant funding may have additional restrictions. The Finance Office will research these conditions and proceed accordingly to meet those requirements, which may include advertising the upcoming sale or returning property to the granting agency.

d. Real Property – if real property is determined to be surplus, it may be sold, transferred, or otherwise disposed of consistent with applicable laws and approval of the School Board.

4. Revenue acquired from the sale of surplus property will be categorized as such and deposited to ~~the College's~~STC's general fund, unless restricted by grant requirements.
5. Employees and their immediate family members may not acquire surplus property except through public auction.

~~1. Electronic Equipment: An administrator must complete a Disposal of Southeast Technical College~~STC ~~Property Form and send it to the Sioux Falls School District Purchasing Department whenever computers and electronic equipment become outdated, broken or are no longer repairable. The Purchasing Department will inform STC which equipment is being recommended for disposal. STC will assess the equipment for repair or retention of parts and if approved for disposal will delete the equipment from STC records.~~

~~2. Books and Equipment: An administrator must complete a Disposal of STC Property Form and send it to the Purchasing Department whenever books or non-electronic equipment become outdated or broken or are no longer repairable. The Purchasing Department will prepare an exhibit for the authorizations section of the next School Board agenda. The listed items should not be sold or disposed of until the form has been returned to STC confirming that the Board has acted to approve the request for disposal. The same form will be returned to the Purchasing Department stating the time, date and method of disposal after disposal has been completed.~~

~~3. Internal Transfer: A list of equipment which is usable but no longer needed at STC should be emailed to all other administrators to alert them that items are available. If another site elects to take the item(s), a Property Transfer Form for all items that are subject to inventory procedures must be completed and sent to the Purchasing Department. The list of surplus items also be emailed to the Purchasing Department.~~

~~If STC receives no response to its email, the item(s) must be stored at the building until they are auctioned or approved for disposal.~~

~~Following Board approval, STC or the Purchasing Department is authorized to dispose of the surplus property by the means listed below:~~

- ~~Obsolete textbooks, library books or computer hardware/non-licensed software, are first offered to students of STC free of charge. The remaining items will be disposed of in a manner approved by the Purchasing Department.~~

- ~~Non-electronic equipment appraised at $0 or having no known resale value may be thrown away or given to students at no cost. Obsolete electronic equipment, if disposed of, must be recycled.~~

- ~~Equipment appraised at $500 or less that have resale value can be sold by the school to anyone except a school employee, a school employee's immediate family members, or the person(s) making the appraisal listed on the Disposal of School District Property Form. A list of vendors interested in purchasing surplus property directly from the schools will be provided by the Purchasing Department, if such names are available.~~

- ~~Proceeds of sales by the schools must be turned into the STC Finance Office for deposit. The name of the person purchasing the item, the amount paid, and the date sold should be recorded on the back of the Disposal of STC Property Form and returned to the Purchasing Department.~~

- ~~Equipment appraised as having value over $500 must be advertised and sold by the Purchasing Department with proceeds being turned into the STC Finance Office for deposit. Items will be stored at the building of origin until further direction from the Purchasing Department.~~

~~All questions and concerns regarding disposal of property should be addressed to the purchasing supervisor at Central Services.~~

3. Dissemination of Policy and Training

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

Legal References:

SDCL	
1-27-1	Public records open to inspection and copying
1-27-1.5	Certain records not open to inspection and copying
6.5.1	Transfers of land or property between political subdivisions permitted – Work exchanges – Agreements of governing bodies
6-5-2	Gratuitous transfers of property to another political subdivision or nonprofit corporation
6-5-3	Resolution for gratuitous transfer of real property – Conveyance
6-5-4	Exchange of land with private owner – Appraisal – Public notice and hearing
6-5-5	Local governments permitted to lease, sell, give, or otherwise convey real and personal property to other units of government.
6-13-1	~~Determination~~ Disposition of surplus property
6-13-2	Appraisal of value of surplus property – Filing of report
6-13-3	Improvements appraised separately – Equipment and property not appraised
6-13-4	~~Notice by publication of s~~Sale of surplus property –Notice - Exceptions
6-13-5	Receipt of sealed bids—Sale to highest bidder—~~Reappraisals o~~ Absence of bids ~~r~~ P~~p~~rivate sale
6-13-5.2	Sale of government property at public auction or through broker – Offers - Notice

6-13-6	Sale by auction—Notice ~~of~~ by publication
6-13-7	Persons prohibited from purchasing surplus property - Exception
6-13-8	Deposit and credit of sale revenue
6-13-9	Sale of real property under installment contract
6-13-10	Acceptance of bid for installment contract
6-13-11	Board approval of installment contract sales
6-13-12	Full purchase price paid in cash – Execution of deed
6-13-13	Less than full amount of purchase price in cash – Execution of contract for deed
6-13-14	Transfer, license, or sale of computer software – Notice to board

Other References:

South Dakota Bid Law Booklet – Department of Legislative Audit
South Dakota School District Accounting Manual (SAM) - Department of Legislative Audit
Finance Accounting & Reporting Manual (FARM) – National Association of College & University Business Offices (NACUBO)

Board Approved:

Policy		Board Action	(formerly 3260)	
adopted:	05-28-68		(formerly DFF/STC	07-01-25)
amended:	05-10-76			
amended:	08-14-95	28225		
amended:	01-12-98	28964		
amended:	06-28-04	33859		
amended:	01-09-06	34304		
amended:	05-23-11	36062		

Regulation		Board Action
approved:	01-12-98	28964
revised:	06-28-04	33859
revised:	01-09-06	34304
revised:	05-23-11	36062

SOUTHEAST Technical College

~~Policies and Regulations~~
~~NEPN Code: DFF-R/STI~~

~~Fiscal Management~~

~~Sales and Disposal of Surplus Property~~

1. ~~Electronic Equipment: An administrator must complete a Disposal of Southeast Technical College Property Form and send it to the Sioux Falls School District Purchasing Department whenever computers and electronic equipment become outdated, broken or are no longer repairable. The Purchasing Department will inform STC which equipment is being recommended for disposal. STC will assess the equipment for repair or retention of parts and if approved for disposal will delete the equipment from STC records.~~

2. ~~Books and Equipment: An administrator must complete a Disposal of STC Property Form and send it to the Purchasing Department whenever books or non-electronic equipment become outdated or broken or are no longer repairable. The Purchasing Department will prepare an exhibit for the authorizations section of the next School Board agenda. The listed items should not be sold or disposed of until the form has been returned to STC confirming that the Board has acted to approve the request for disposal. The same form will be returned to the Purchasing Department stating the time, date and method of disposal after disposal has been completed.~~

3. ~~Internal Transfer: A list of equipment which is usable but no longer needed at STC should be~~

~~emailed to all other administrators to alert them that items are available. If another site elects to take the item(s), a Property Transfer Form for all items that are subject to inventory procedures must be completed and sent to the Purchasing Department. The list of surplus items also be emailed to the Purchasing Department.~~

~~If STC receives no response to its email, the item(s) must be stored at the building until they are auctioned or approved for disposal.~~

~~Following Board approval, STC or the Purchasing Department is authorized to dispose of the surplus property by the means listed below:~~

- ~~Obsolete textbooks, library books or computer hardware/non-licensed software, are first offered to students of STC free of charge. The remaining items will be disposed of in a manner approved by the Purchasing Department.~~

- ~~Non-electronic equipment appraised at $0 or having no known resale value may be thrown away or given to students at no cost. Obsolete electronic equipment, if disposed of, must be recycled.~~

~~NEPN Code: DFF-R/STI~~
~~Page 2 of 2~~

- ~~Equipment appraised at $500 or less that have resale value can be sold by the school to anyone except a school employee, a school employee's immediate family members, or the person(s) making the appraisal listed on the Disposal of School District Property Form. A list of vendors interested in purchasing surplus property directly from the schools will be provided by the Purchasing Department, if such names are available.~~

- ~~Proceeds of sales by the schools must be turned into the STC Finance Office for deposit. The name of the person purchasing the item, the amount paid, and the date sold should be recorded on the back of the Disposal of STC Property Form and returned to the Purchasing Department.~~

- ~~Equipment appraised as having value over $500 must be advertised and sold by the Purchasing Department with proceeds being turned into the STC Finance Office for deposit. Items will be stored at the building of origin until further direction from the Purchasing Department.~~

~~All questions and concerns regarding disposal of property should be addressed to the purchasing supervisor at Central Services.~~

~~Legal Reference: SDCL~~

~~6-13-1 Determination of surplus property~~
~~6-13-2 Appraisal of value of surplus property -- Filing of report~~
~~6-13-4 Notice by publication of sale of surplus property -- Exceptions~~
~~6-13-5 Receipt of sealed bids -- Sale to highest bidder -- Reappraisals or private sale~~
~~6-13-6 Sale by auction -- Notice of publication~~
~~6-13-8 Deposit and credit of sale revenue~~

~~Regulation~~		~~Board Action~~
~~approved:~~	~~01-12-98~~	~~28964~~
~~revised:~~	~~06-28-04~~	~~33859~~
~~revised:~~	~~01-09-06~~	~~34304~~
~~revised:~~	~~05-23-11~~	~~36062~~

SOUTHEAST
Technical College

REVENUES FROM NON-TAX SOURCES – TUITION – COLLECTION AND REFUND

Southeast Technical College Policy STC 423

1. Purpose

Tuition and ~~state~~ fees will be set in accordance with federal and state ~~guidelines~~requirements.

2. General Statement of Policy

~~STC~~ Southeast Technical College (STC) will make clear and complete information on all student costs readily available to students and the ~~general public~~public~~Southeast Technical College (STC) fees~~ will be developed by STC administration and approved annually by the Sioux Falls School Board. Timing of this approval will align with the U.S. Department of Defense requirements for annual tuition and fee reporting.

STC will comply with military education assistance requirements under Chapters 31, 33, and 35 of Title 38, permitting covered students to participate in courses during the period beginning on the date a Certificate of Eligibility (COE) is provided and ending on the earlier of:

i. The date on which payment from the VA is made to STC, or
ii. 90 days after STC has certified tuition and fees following receipt of the Certificate of Eligibility (COE)

During this period, STC will not impose any penalty, including late fees, denial of access to classes, or other institutional facilities, or require the student to secure additional loans while awaiting VA payment.

Refunds will be granted to both credit and non-credit students in accordance with STC policies and procedures which will follow federal ~~guidelines~~ and state laws and accreditation requirements.

All tuition, fees and refund policies will be published in the STC catalog.

3. Dissemination of Policy and Training

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

Legal References:

S.D. Administrative Rules:
24:59:02:01 – Tuition
SDCL:
13-28-37 – High school student postsecondary course enrollment – Dual credit – Eligibility
13-28-37.1 – State subsidized high school dual-credit program – Standards – Data to Dept –

Limitations – Tuition rate – Cost
13-39A-12 – Tuition & Fees
13-53-6 – Tuition rates and fees
13-53-29.1 – Resident tuition – Veterans – Armed forces personnel – Spouse or child
13-53-29.2 – Recipient of veteran's educational benefits exempt from twelve-month residency requirement
13-55-2 – Veterans entitled to free tuition at state institutions – Period of entitlement
13-55-3 ~~– Time~~ - Time allowed for use of veterans' benefits
13-55-4- Veterans' benefits not applicable if federal benefits available
13-55-6 – Free education of children of residents who died during service in armed forces
13-55-10 – National Guard member disabled or deceased on duty – free tuition for child or spouse
13-55-22- Free tuition for survivors of certain firefighters, certified law enforcement officers and emergency medical technicians
33-6-6 ~~– National -~~ National Guard member tuition benefit – State technical programs – Limitations
33-6-7 – National Guard member tuition benefit – Eligibility
33-6-8 – National Guard member tuition benefit – Application -Determination – Promulgation of rules
33-6-8.1 – Tuition benefit for nonresident National Guard members
United State Code of Federal Regulations:
Title 38 CFR 3679(e)
Section 668.22 and Section 668.164
Executive Order 13607: U.S. Department of Defense Voluntary Education Partnership Memorandum of Understanding
U.S. Department of Education Dear Colleague Letter GEN-11-14

Board Approved:

Policy		Board Action		
adopted:	5/12/97	28784	(formerly DFGA/STC	07-01-25)
amended:	11-14-05	34262		
amended:	06-13-11	36078		

SOUTHEAST
Technical College

ACCOUNTING SYSTEM – TRUST AND AGENCY FUNDS

Southeast Technical College Policy STC 430

1. Purpose

The purpose of the policy is ~~the~~ to ensure proper management and administration of funds managed on behalf of Southeast Technical College (STC). ~~accounting system should be established in accordance with the manual entitled Sioux Falls School District Accounting Manual.~~

2. General Statement of Policy

1. The Vice President of Finance ~~and Operations may~~ will recommend Trust and Agency Funds for STC where necessary, subject to the authorization of the Sioux Falls School Board (School Board).
2. All monies received will be promptly deposited to the trust and agency funds and properly recorded.
3. All payment and transfer requests from the trust and agency funds must include approval from Finance office personnel and in the case of student club funds, also a faculty advisor.
4. A consolidated report of monthly transactions will be provided to the ~~Sioux Falls School Board~~ School Board for review and approval during their scheduled meetings.
5. The Finance office will maintain a register of all deposits, transfers, and expenses made, available for review and audit.

~~**Trust and Agency Funds**~~

~~All activities involved in collecting monies from students will establish a Trust and Agency Fund. Within the Trust and Agency Fund there may be established separate trust or agency accounts. All monies collected within STC shall be deposited to this fund's appropriate account and disbursed by check according to established procedure. The only exceptions to this requirement are funds collected for approved outside organizations and approved events. In no case will STC staff collect money from students, parents, or the general public and not deposit these funds into either a Trust and Agency Fund or the appropriate STC fund.~~

~~Trust funds are monies held in trust for student or unincorporated clubs, or for collecting and making donations on behalf of a group or an individual. Student clubs have a faculty advisor. The monies are raised through various fund raising activities by the students, and decisions on how the money is spent are made primarily by the club. Any expenditure made from a club trust account must be authorized by STC administration and designated officer of the club.~~

Agency funds serve as clearing accounts before the monies are deposited into the proper STC fund. No program expenditure shall be made out of an agency fund. However, costs associated with fund raising activities shall be from agency funds. The Business Manager or designee will identify which sub-funds are trust funds and which are agency funds.

The Trust and Agency Fund is to be set up and administered according to the following procedures.

1. The School Board shall appoint an administrator, faculty member, or other designated employee, as treasurer of the Trust and Agency Fund. An assistant treasurer may be appointed to carry on business in the absence of the treasurer. All references to the treasurer are binding upon the assistant treasurer. The treasurer shall be responsible for the proper care, handling and accounting for the fund, as required by law.

2. The treasurer shall be bonded by the Sioux Falls School District as required by law.

3. The Board shall authorize a depository for the fund, and the treasurer shall be authorized to establish a checking account in the authorized depository.

4. The treasurer shall issue pre-numbered checks in payment of approved vouchers.

5. The treasurer upon receipt of any money shall prepare a pre-numbered receipt in duplicate. Any money received shall be deposited in the authorized depository and recorded in the proper account.

6. Funds should not be permitted to accumulate in the respective buildings in any amount greater than is needed for day-to-day operation.

7. The fiscal year for Trust and Agency Funds shall begin on July 1 and end June 30.

8. The Board shall authorize the Sioux Falls School District Business Manager to establish the accounting procedures and forms that shall be used in conjunction with the operation of the fund.

9. The overall fiscal policy shall be as follows:
    a. The STC Vice President of Finance and Operations shall be responsible for establishing accounts as he/she they deems necessary within the fund.
    b. An STC Administrator shall be responsible for the approval of all purchases. A voucher to which invoices and statements have been attached shall support payment. Payments by the treasurer are contingent upon the receipt of a voucher that has been signed by a faculty advisor and approved by an administrator in the absence of the Vice President of Finance and Operations.
    c. To prevent accounts from becoming overdrawn, no purchase shall be made unless sufficient funds are on hand in the fund and appropriate account to pay the cost of the purchase. Any commitment which would create a debt in the fund and appropriate account shall be submitted by the Sioux Falls School District Business Manager to the Board for prior authorization.

d. ~~All purchases of items greater than $1,000 each shall be submitted by the treasurer to the Sioux Falls School District Business Manager or designee for prior authorization. All purchases of $15,000 or more shall be submitted to the Board for prior authorization. Prior authorization is not required for internal reimbursement of previously authorized expenditures.~~

e. ~~All obligations shall be submitted to the treasurer for payment by the end of the fiscal year in which the obligations were incurred.~~

f. ~~The treasurer shall not transfer any money raised for a specific purpose or assigned to a particular account to another account without the approval of the Vice President of Finance and Operations. The approval shall be in writing and made a part of the files of the treasurer, subject to audit.~~

g. ~~The treasurer shall prepare a monthly financial report when the fund is on a non-suspended basis setting forth the assets and a list of account balances of the fund. Copies shall be filed with the STC Administration and the Business Manager.~~

h. ~~The treasurer shall prepare a monthly financial report for the faculty advisor of each account. The report shall show monthly activity of the account and ending account balance.~~

i. ~~U.S. bonds or other investments shall be held in the STC business office of the school making the purchase.~~

j. ~~With authorization from the Vice President of Finance and Operations, the treasurer may make loans from trust and agency funds to the school's incidental account. All loans shall be reimbursed prior to the end of the fiscal year.~~

k. ~~A detailed audit shall be made at the close of each fiscal year by the auditor employed by the Board or by Sioux Falls School District personnel. Major findings of such audits will be reported to the Board.~~

3. Dissemination of Policy and Training

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

Legal References:

SDCL:
13-16-19 – Custodial funds – Stewardship – Designation of employee – surety bond
13-16-20 – Disbursements – Records – Receipts – Payment of claims

Board Approved:

Policy		Board Action	(formerly 3410)	
adopted:	05-28-68	13052	(formerly DIA/STC	07-01-25)
amended:	11-10-86	23098		
amended:	08-14-95	28225		
amended:	09-11-00	29683		
amended:	06-28-04	33860		
amended:	01-09-06	34304		
amended:	10-27-08	35198		

amended:	09-12-11	36165

Regulation		Board Action	(formerly 3410)
approved:	05-28-68	13052	
revised:	11-10-86	23098	
revised:	04-24-95	28044.3i	
revised:	09-11-00	29683	
revised:	06-28-04	33860	
revised:	01-09-06	34304	
revised:	10-27-08	35198	
revised:	09-12-11	36165	

SOUTHEAST Technical College

~~Policies and Regulations~~

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

~~Fiscal Management~~

~~Accounting System~~

~~Trust and Agency Funds~~

~~All activities involved in collecting monies from students will establish a Trust and Agency Fund. Within the Trust and Agency Fund there may be established separate trust or agency accounts. All monies collected within STC shall be deposited to this fund's appropriate account and disbursed by check according to established procedure. The only exceptions to this requirement are funds collected for approved outside organizations and approved events. In no case will STC staff collect money from students, parents, or the general public and not deposit these funds into either a Trust and Agency Fund or the appropriate STC fund.~~

~~Trust funds are monies held in trust for student or unincorporated clubs, or for collecting and making donations on behalf of a group or an individual. Student clubs have a faculty advisor. The monies are raised through various fund raising activities by the students, and decisions on how the money is spent are made primarily by the club. Any expenditure made from a club trust account must be authorized by STC administration and designated officer of the club.~~

Agency funds serve as clearing accounts before the monies are deposited into the proper STC fund. No program expenditure shall be made out of an agency fund. However, costs associated with fund raising activities shall be from agency funds. The Business Manager or designee will identify which sub-funds are trust funds and which are agency funds.

The Trust and Agency Fund is to be set up and administered according to the following procedures.

1. The School Board shall appoint an administrator, faculty member, or other designated employee, as treasurer of the Trust and Agency Fund. An assistant treasurer may be appointed to carry on business in the absence of the treasurer. All references to the treasurer are binding upon the assistant treasurer. The treasurer shall be responsible for the proper care, handling and accounting for the fund, as required by law.

2. The treasurer shall be bonded by the Sioux Falls School District as required by law.

3. The Board shall authorize a depository for the fund, and the treasurer shall be authorized to establish a checking account in the authorized depository.
4. The treasurer shall issue pre-numbered checks in payment of approved vouchers.
5. The treasurer upon receipt of any money shall prepare a pre-numbered receipt in duplicate. Any money received shall be deposited in the authorized depository and recorded in the proper account.

6. Funds should not be permitted to accumulate in the respective buildings in any amount greater than is needed for day-to-day operation.

7. The fiscal year for Trust and Agency Funds shall begin on July 1 and end June 30.

8. The Board shall authorize the Sioux Falls School District Business Manager to establish the accounting procedures and forms that shall be used in conjunction with the operation of the fund.

9. The overall fiscal policy shall be as follows:
   a. The STC Vice President of Finance and Operations shall be responsible for establishing accounts as he/she deems necessary within the fund.
   b. An STC Administrator shall be responsible for the approval of all purchases. A voucher to which invoices and statements have been attached shall support payment. Payments by the treasurer are contingent upon the receipt of a voucher that has been signed by a faculty advisor and approved by an administrator in the absence of the Vice President of Finance and Operations.
   c. To prevent accounts from becoming overdrawn, no purchase shall be made unless sufficient funds are on hand in the fund and appropriate account to pay the cost of the purchase. Any commitment which would create a debt in the fund and appropriate account shall be submitted by the Sioux Falls School District Business Manager to the Board for prior authorization.
   d. All purchases of items greater than $1,000 each shall be submitted by the treasurer to the Sioux Falls School District Business Manager or designee for prior authorization. All purchases of $15,000 or more shall be submitted to the Board for prior authorization. Prior authorization is not required for internal reimbursement of previously authorized expenditures.
   e. All obligations shall be submitted to the treasurer for payment by the end of the fiscal year in which the obligations were incurred.

f. The treasurer shall not transfer any money raised for a specific purpose or assigned to a particular account to another account without the approval of the Vice President of Finance and Operations. The approval shall be in writing and made a part of the files of the treasurer, subject to audit.

g. The treasurer shall prepare a monthly financial report when the fund is on a non-suspended basis setting forth the assets and a list of account balances of the fund. Copies shall be filed with the STC Administration and the Business Manager.

h. The treasurer shall prepare a monthly financial report for the faculty advisor of each account. The report shall show monthly activity of the account and ending account balance.

i. U.S. bonds or other investments shall be held in the STC business office of the school making the purchase.

j. With authorization from the Vice President of Finance and Operations, the treasurer may make loans from trust and agency funds to the school's incidental account. All loans shall be reimbursed prior to the end of the fiscal year.

~~k. A detailed audit shall be made at the close of each fiscal year by the auditor employed by the Board or by Sioux Falls School District personnel. Major findings of such audits will be reported to the Board.~~

~~Regulation Board Action (formerly 3410)~~
~~approved: 05-28-68 13052~~
~~revised: 11-10-86 23098~~
~~revised: 04-24-95 28044.3i~~
~~revised: 09-11-00 29683~~
~~revised: 06-28-04 33860~~
~~revised: 01-09-06 34304~~
~~revised: 10-27-08 35198~~
~~revised: 09-12-11 36165~~

SOUTHEAST
Technical College

TOBACCO-FREE ~~INSTITUTE~~COLLEGE

Southeast Technical College Policy STC 714

1. Purpose

Southeast Technical College (STC) is dedicated to providing a healthy, comfortable, and productive environment for ~~staff~~employees, students, and citizens. STC believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its employees and students resist tobacco use. STC is concerned about the health of its employees and students. Therefore, STC shall promote non-smoking and non-use of tobacco products among its employees ~~and students~~.

2. General Statement of Policy

Smoking and the use of tobacco and vape products are not permitted on the STC campus ~~of STC~~.

The use of tobacco and/or carrying any lighted tobacco product by STC employees is prohibited on STC property. This includes all enclosed indoor areas under the control of ~~the~~ STC including work areas, employee lounges and restrooms, conference and ~~class rooms~~classrooms, hallways as well as STC grounds, parking areas, sidewalks surrounding buildings, and STC-owned vehicles.

~~Smoking and vaping are not permitted on the campus of Southeast Technical College (STC). In accordance with the American Indian Religious Freedom Act, the no smoking policy would not apply to ceremonial and traditional rites.~~

3. Definitions

Vape Product – The term, vape product, includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic smoking device, or similar product or device.

4. Reporting Procedures

Enforcement of this policy is the shared responsibility of everyone at STC. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. Violation of the policy may result in corrective action. Employees should report a violation of the policy to their supervisor or the President's Office. Students should report to their instructor or program advisor.

The Healthy South Dakota web site (http://www.healthysd.gov/QuitTobacco.html) offers cessation benefits/assistance for employees and students who want to quit smoking or chewing tobacco. Tobacco cessation information is also available from the South Dakota QuitLine's toll-free number 1-866-737-8487, or by visiting the Tobacco Control Program's website at http://www.state.sd.us/doh/Tobacco/.

5. Related Policies

STC 913 – Tobacco-Free Institute

6. Dissemination of Policy and Training

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

Legal References:

SDCL 22-36-2 Smoking in public place of place of employment prohibited
34-46—14 Smoking in public or place of employment prohibited

Board Approved:

STC Policy		Board Action	(formerly GBED/STC 07-01-25)
adopted:	05-12-97	28784	
reviewed:	03-22-10	35655	
reviewed:	08-09-10	35792	
amended:	03-26-12	36325	

SOUTHEAST
Technical College

SERVICE ANIMALS—New Policy

Southeast Technical College Policy STC 856

1. Purpose

The purpose of the policy is to outline and define Southeast Technical College's (STC) commitment to equal opportunity and access for individuals with disabilities that require assistance of a service animal. Access includes the STC campus, course offerings, programming, activities, and events. This policy differentiates "service animals" from pets and emotional support, therapy, and companion animals.

2. General Statement of Policy

a. STC complies with federal, state, and local laws that allow a service animal to accompany any person with a disability on the STC campus, except where noted in this policy and in accordance with applicable laws.

b. It shall be a violation of this policy to bring any type of animal, except qualified service animals, on the STC campus. Any animal that is used as part of the instruction of STC students will be allowed. Laws protecting service animals, or their activities, do not extend to non-service animals.

c. Prior to full campus access, employees with a service animal must meet with the Human Resources Director.

d. Prior to full campus access, students with a service animal must meet with the Accessibility Services Coordinator.

e. Employees can make limited inquiries when external visitors bring a service animal on campus, and it is not obvious what service the animal provides. Employees shall limit their inquiries to the following questions:

   i. Is the service animal required because of a disability, and/or
   ii. What work or task(s) has the service animal been trained to perform.

   Employees may not request training documentation for the service animal, require that the service animal demonstrate any tasks, or inquire about the nature of the person's disability.

f. Service animals are subject to state and local licensing, including registration requirements. If a service animal resides in Minnehaha County for 30 days or more, documentation of local licensing and vaccination records (including rabies) must be submitted before a service animal is permitted full access to the STC campus.

g. Service animals must be under the control of their partner at all times. Service animals must be harnessed, leashed, or tethered unless such devices interfere with the service animal's work or the individual's disability prevents the use of these devices. As allowed under state law, the

person with a disability is liable for any damage done to the premises or facilities by a service animal.

h. Certain areas may be off-limits where there is potential danger to the service animal including any classroom, laboratory environment, or hazardous area with moving machinery, sharp metal cuttings, products of combustion, hazardous protruding objects, hot material on floors, or high levels of dust discharge. It is also appropriate to exclude service animals from an area when the animal's presence may compromise a sterile environment.
i. Without delay, the partner must clean up when a service animal urinates or defecates. Urine, if done inside, must be wiped up with an absorbent towel and antibacterial wipes. Feces need to be wrapped in plastic bags and properly disposed in a waste receptacle. STC is not obligated to supervise or otherwise care for a service animal.
j. Non-service animals are not allowed on STC campus unless prior approval has been received from the President or their designee and it is for a STC sponsored event (i.e. De-Stress Fest).
k. This policy will not restrict animals that are brought onto STC property in the furtherance of the Veterinary Technician Program

3. Definitions

a. A service animal is defined as:
    i. A dog or miniature horse that is trained to do work or perform tasks for an individual with a disability to include physical, sensory, mental, psychological, intellectual, or other mental disabilities.
    ii. A service dog is any canine that is trained to perform a disability-specific task for a person with a disability.
    iii. A miniature horse with a general range in height from 24-34 inches measured to the shoulders and general weight of 70-100 pounds who is trained to perform a disability-specific task for a person with a disability can serve as a service animal.
b. A service animal does not include:
    i. Puppies or miniature foals "in training" are not legally classified as service animals.
    ii. Therapy, emotional support, and companion animals (including all other classifications of mammals, reptiles, fowl, fish, et al.) do not qualify as service animals under the Americans with Disabilities Act (ADA). Unlike service animals, these are not legally recognized by ADA as individually trained to do work, or perform tasks, for the benefit of an individual with a disability, nor do they accompany a person with a disability at all times.

4. Dissemination of Policy and Training

This policy shall appear on the STC website. Adapted from Western Dakota Technical College Service Animal Policy #4013.

Legal References: 42 US Code Chapter 126 – Disabilities Act (ADA) of 1990 as amended

Section 504 of the Rehabilitation Act of 1973 as amended

Board Approved: