

SIOUX FALLS SCHOOL BOARD
Wednesday, January 8, 2025 4:00 PM

Carly Reiter
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Cory Clasemann
Southeast Tech President

This agenda may also be viewed on the District and Southeast Tech's website: www.sf.k12.sd.us and www.southeasttech.edu

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Persons Wishing to Address the School Board on Non-Agenda Items
- IV. Persons Wishing to Address the School Board on Agenda Items
- V. Good News Report
- VI. Approval of Minutes of December 4, 2024
- VII. Approval of Agenda
- VIII. Conflicts of Interest
- IX. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval of Contracts
 2. Approval/Ratification of Purchase Orders
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Finance Report
 - D. Approval of Personnel Report
- X. Reports of the President
 - A. Academic Program Update - Dental Assisting
 - B. Counseling Services and Wellbeing Initiatives Report
 - C. Legislative Preview Report
- XI. Review/Revise Sioux Falls School District/STC Policies/Regulations
- XII. Adjournment

SCHOOL BOARD MEETING

Wednesday, December 4, 2024

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, December 4, 2024, at 4:03 p.m. in the Instructional Planning Center, 201 East 38th Street. Sioux Falls, South Dakota, with the following members present: President Carly Reiter, Vice President Dawn Marie Johnson, Nan Kelly, Marc Murren, Gail Swenson. Absent: None.

* * * * *

STC hosted the 2nd Annual Boy Scout Merit Badge College on Saturday, November 9, 2024. Brian Williams shared that 247 people were in attendance with 221 merit badges completed, and 142 merit badges partially completed. The Merit Badge College provided opportunities to earn merit badges in areas of the trades, including plumbing, drafting, automotive technology and welding. There were also badge opportunities for business careers, healthcare fields and veterinary science, as well as Eagle Scout required areas like first aid and citizenship in the nation and the world. In some capacity, 78 new leaders were trained, and 43 different units were in attendance. It was a busy day on campus as 21 STC faculty members volunteered their time in providing 19 different merit badges. The STC Food Pantry received 728 donated items from the Boy Scouts.

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Action ST00869

A motion was made by Gail Swenson and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call **approving the minutes of meetings** held on November 6, 2024, and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00870

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

* * * * *

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

Action ST00871

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

A. Approving the Authorizations and Ratifications, as follows:

A.1. Approval of Contracts

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

Item No.	Contract Number	Contractor	Project	Cost
a.	25-006, EV	Hyland	Document Imaging System renewal – 3 year contract	\$113,190
b.	25-007,CC	Schunk Moreland Strategies	Strategic Plan Consulting Services	\$40,350

A.2. Approval/Ratification of Purchase Orders

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

Item	PO No.	Vendor	Description	Total Cost
a.	S2503479	Marco	VMWare	\$33,280

A.3 Amendment to Previous Board Action

Amending Action ST00854, dated October 2, 2024, Approving Minutes. Amending motion second from Gail Swenson to Nan Kelly.

B. Approving the Consolidated Report of Trust and Agency Funds of December 4, 2024, and stating for the record that as of October 31, 2024, receipts total \$20,900,740.78 and disbursements total \$17,655,793.10 (MRF #ST641).

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

C1. Resignations

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

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Student Help, Part-Time Williams, Nicole	Scarborough	10-21-24

C1. Resignations (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Employment Contract, Full-Time		
Arnoldy, David	Custodial	11-12-24
Skorzewski, Tami **	Scarborough	11-15-24
Kluin, Rich	Finance & Operations	11-21-24
Instructor, Adjunct, Part-Time		
Buck, Wade	Real Estate	05-10-24
Postma, Travis	Nursing & Health	11-07-24
Carlson, Elizabeth	Business Administration	11-07-24
Engbarth, Andrea	Nursing & Health	11-07-24
Wahl, Asher	Nursing & Health	11-07-24
Christensen, Marie	Nursing & Health	11-14-24
Clark, Breanna	Nursing & Health	11-18-24
Other Help, Part-Time		
Engelkes, Tracy	Food Service	09-19-24

**Retirement

C2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Student Help, Part-Time, Hourly			
Sivill, Phenix	Student Housing	11-04-24	\$15.00
Instructor, Adjunct, Part-Time, Clinical Per Hour			
Holien, Rachel	Nursing & Health	10-30-24	\$46.00
Mertes, Jodi	Nursing & Health	11-07-24	\$34.00
Plooster, Kayla	Nursing & Health	11-07-24	\$34.00
Styles, Jenica	Nursing & Health	11-07-24	\$34.00
Employment Contract, Full-Time, Annual			
Larson, James	Compliance Officer and Title IX Coordinator 12-Month, 1.0 FTE Level 12, Step 4 165 days prorated	11-12-24	\$57,122.00

Action ST00872

STC Instructors Becca Christian and Stephanie Entringer provided the Nursing Program Report (MRF #ST642). STC provides a comprehensive range of programs in the healthcare sector. Two of those programs are the Licensed Practical Nurse (LPN) and Registered Nurse (RN) programs.

The one-year LPN program awards a diploma and prepares students with the foundational skills needed to deliver safe, patient-centered care. The one-year LPN to RN program builds upon these skills, leading to an Associate of Applied Science degree that equips students to advance

in diverse healthcare settings. Both programs emphasize hands-on learning through simulation labs, clinical rotations, and engaging classroom experiences. With a combined enrollment of approximately 273 LPN students and 170 RN students, STC ensures robust, dynamic learning environments. Classes are scheduled to accommodate both new and returning students, offering Fall and Spring start options for the LPN program and Fall, Spring, and Summer start options for the RN program. Both programs are offered in 12-month and 18-month program options. This structure promotes diverse, well-rounded cohorts and allows for flexibility and student success. The programs benefit from a dedicated team of faculty and staff, enabling concurrent courses and fostering personalized attention for students. This approach ensures small class sizes and active engagement in theory, lab, and clinical experiences.

The LPN and RN programs strive to produce highly skilled workforce-ready graduates. STC is committed to addressing the evolving needs of healthcare employers by equipping students with the critical thinking and clinical judgement needed for success. These programs aim to support community health and provide compassionate care through innovative, excellence-driven nursing education.

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

Action ST00873

Adult Education and Literacy Program Director Jennifer Keys provided the Hovland Learning Center Update Report (MRF #643). The Adult Education and Literacy Program, located on the STC campus in the Hovland Learning Center, is a government-funded program providing GED preparation, basic skill development (mathematics, reading and writing), and English as a Second Language (ESL) instruction for adult learners. The programs are provided at no cost to the participant. Programs include GED Preparation, Basic Skill Development, ESL Instruction and Distance Education. The report included demographics and performance statistics, partnerships, and funding,

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

Action ST00874

STC Instructor Stephanie Entringer provided the Campus Climate Committee Update Report (MRF #ST644). STC identified “Campus Culture” as a strategic priority area through our last strategic planning process. The Campus Climate Committee was tasked with several strategic tactics, including employee recognition and opportunities for employees to build relationships across the college. Last year, the Campus Climate Committee focused on initiating engagement within our campus community by creating opportunities to network and connect. The foundation laid the groundwork for further fostering a cohesive and inclusive culture. This year, we are amplifying our efforts through the Campus Cup, a dynamic, year-long initiative designed to

strengthen relationships, and deepen community engagement across our institution. The Campus Cup encourages collaboration, friendly competition, and active participation in various themed activities and events throughout the academic year. The Campus Climate Committee looks forward to building on last year's success and achieving these objectives, ultimately creating a campus environment where everyone feels connected and valued.

Following general discussion, a motion was made by Gail Swenson and seconded by Dawn Marie Johnson, five (5) votes "yes" on roll call **acknowledging the Campus Climate Committee Report.**

Action ST00875

A motion was made by Gail Swenson and seconded by Marc Murren, five (5) votes, "yes" on roll call, authorizing an executive session of the School Board to discuss the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term, employee, does not include an independent contractor; in accordance with SDCL §1-25-2(1). The School Board, thereupon went into executive session at 4:44 p.m. The School Board resumed regular session at 5:06 p.m.

Action ST00876

On motion by Marc Murren and seconded by Nan Kelly, five (5) votes "yes" on roll call, the School Board **adjourned** at 5:07 p.m.

CARLY REITER
Presiding Officer

TODD VIK
Business Manager

SIOUX FALLS SCHOOL BOARD
Wednesday, January 8, 2025 4:00 p.m.

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President

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 - A. Academic Program Update – Dental Assisting
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 - C. Legislative Preview Report
11. Review/Revise Sioux Falls School District/STC Policies/Regulations
 - A. BE/STC – School Board Meetings
 - B. ECA/STC – Video Surveillance
 - C. ECE/STC – Seat Belt Use
 - D. GBAAA/STC – Conflict of Interest
 - E. JIH/STC – Student Interrogations, Searches and Arrest
 - F. KLC/STC KLC-R/STC– Relations with Social Service
 - G. KLG/STC KLG-R/STC– Relations with Law Enforcement Authorities – School Resource Officers
12. Adjournment

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

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

Item No.	Contract Number	Contractor	Project	Cost
a.	25-008, BV	Ortho-Clinical Diagnostics, Inc.	Med Lab Tech Equipment – 2 year agreement	\$29,000

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

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

Item	PO No.	Vendor	Description	Total Cost
a.	S2503703	Dell Marketing	Poweredge R360 Server	\$87,316.58
b.	S2503702	Marco Inc.	Eaton 9PXM 12 Slot Chassis	\$23,267.00
c.	S2503694	Snap-On Industrial	5 Diesel Lab Tool Boxes	\$66,384.50
d.	S2503686	Jenzabar Inc.	Annual Subscription Renewal	\$110,460.00
e.	S2503825	Hyland LLC	Onbase Subscription	\$35,999.99
f.	S2503827	MBS Textbook Inc.	Used Textbooks for Resale	\$15,000.00

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

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/2024	Received to date	Disbursed to date	Balance 11/30/2024
STC Bookstore	\$ 34,241.55	\$ 745.48	\$ -	\$ 34,987.03
STC EFT	\$ 711,543.15	\$ 1,443,040.48	\$ -	\$ 2,154,583.63
STC Tuition & Fees	\$ 1,814,579.07	\$ 20,310,334.75	\$ 19,305,970.68	\$ 2,818,943.14
STC T & A	\$ 105,673.19	\$ 15,170.16	\$ 13,168.11	\$ 107,675.24
STC ACH	\$ 4,850.45	\$ 90,557.40	\$ -	\$ 95,407.85
STC Blue Bucks	\$ 23,135.54	\$ 11,921.86	\$ 1,349.16	\$ 33,708.24
TOTALS	<u>\$ 2,694,022.95</u>	<u>\$ 21,871,770.13</u>	<u>\$ 19,320,487.95</u>	<u>\$ 5,245,305.13</u>

POST SECONDARY - VOCATIONAL FUND

	FY25 BUDGET	OCT '24 YTD	OCT '24 PERCENT	OCT '23 YTD	OCT '23 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ 7,338,517	\$ 3,792,557	51.68%	\$ 3,534,191	49.69%
Fees	7,130,895	3,578,032	50.18%	3,288,839	48.18%
Corporate Education	223,100	57,988	25.99%	54,760	15.34%
STATE SUPPORT:					
State Aid	11,994,939	16,025	0.13%	16,285	0.15%
Other State	3,739,825	(274,484)	-7.34%	(93,590)	-1.48%
FEDERAL SUPPORT:					
Perkins	1,004,961	(17,070)	-1.70%	(230,297)	-26.34%
ABE	150,000	-	0.00%	-	0.00%
Other Federal	117,250	13,236	11.29%	(67,569)	-5.28%
LOCAL SUPPORT:					
Grants/Donations	719,500	144,694	20.11%	2,078,975	44.33%
Other Local	1,493,528	729,772	48.86%	765,860	58.25%
TOTAL REVENUES:	\$ 33,912,515	8,040,750	23.71%	\$ 9,347,455	23.63%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ 1,229,109	\$ 435,831	35.46%	\$ 392,558	33.33%
Instructional	7,357,728	2,373,814	32.26%	2,219,815	31.51%
Support	6,472,783	2,048,607	31.65%	1,856,176	30.95%
WAGES - OTHER:					
Instructional - Other	1,100,750	339,920	30.88%	335,640	30.16%
Support - Other	404,201	99,418	24.60%	78,290	21.52%
BENEFITS:					
Insurance - Dental	148,203	47,308	31.92%	42,468	30.80%
Insurance - Medical	2,332,369	725,059	31.09%	649,258	28.13%
Insurance - Other	86,210	17,260	20.02%	29,176	42.67%
Retirement	2,118,929	675,619	31.88%	623,575	31.16%
SERVICES:					
Advertising	363,100	122,470	33.73%	61,099	16.37%
Legal	52,775	12,313	23.33%	7,712	14.05%
Maintenance/Repair	340,800	78,749	23.11%	106,166	54.22%
Postage	153,750	29,838	19.41%	32,544	25.01%
Printing/Publishing	136,750	35,983	26.31%	41,205	29.60%
Professional/Technical	686,452	139,075	20.26%	139,390	16.73%
Property	293,800	251,317	85.54%	232,637	88.59%
Rentals	337,803	98,223	29.08%	80,217	30.49%
Software Upgrades	691,000	328,404	47.53%	426,268	64.35%
Travel	158,700	30,922	19.48%	26,957	17.50%
Utilities	737,900	206,267	27.95%	182,561	27.15%
SUPPLIES:					
Equipment - Noncapital	111,940	50,457	45.08%	52,736	34.01%
Food	106,450	40,523	38.07%	25,525	23.28%
Instructional Supplies	699,600	226,862	32.43%	139,486	25.75%
Other	459,175	244,680	53.29%	80,314	21.05%
Resale	699,400	454,589	65.00%	421,407	67.87%
Software	287,000	296,885	103.44%	173,843	60.41%
OTHER:					
Bad Debt	250,000	(168,840)	-67.54%	(26,749)	-15.29%
Dues/Fees	540,545	151,088	27.95%	162,554	37.36%
Liability Insurance	130,000	142,483	109.60%	128,668	107.22%
Miscellaneous	249,000	456	0.18%	-	0.00%
SUBTOTAL - OPERATING:	\$ 28,736,222	\$ 9,535,577	33.18%	\$ 8,721,495	32.40%
EQUIPMENT:					
Building Improvements	\$ 1,093,910	\$ 56,164	5.13%	\$ 991,529	20.74%
Equipment	4,631,049	383,720	8.29%	1,661,876	23.37%
Information Technology	147,028	106,764	72.61%	57,451	65.29%
Land Improvements	90,090	27,469	30.49%	97,207	13.71%
SUBTOTAL - CAPITAL:	\$ 5,962,077	\$ 574,117	9.63%	\$ 2,808,063	22.13%
TOTAL EXPENDITURES:	\$ 34,698,299	10,109,694	29.14%	\$ 11,529,558	29.11%
REVENUE OVER (UNDER) EXPENSE:	\$ (785,784)	\$ (2,068,944)		\$ (2,182,103)	

POST SECONDARY - BOOKSTORE

	FY25 BUDGET	OCT '24 YTD	OCT '24 PERCENT	OCT '23 YTD	OCT '23 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	1,850,000	1,446,885	78.21%	1,213,907	75.40%
TOTAL REVENUES:	\$ 1,850,000	\$ 1,446,885	78.21%	\$ 1,213,907	75.40%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	177,157	63,164	35.65%	57,855	34.27%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	46,000	14,589	31.71%	14,645	58.58%
BENEFITS:					
Insurance - Dental	1,592	718	45.09%	505	33.34%
Insurance - Medical	28,786	11,904	41.35%	9,053	32.33%
Insurance - Other	1,415	346	24.44%	325	35.44%
Retirement	24,710	8,958	36.25%	8,099	35.66%
SERVICES:					
Advertising	-	437	100.00%	351	100.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	21,000	12,735	60.64%	10,253	64.08%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	-	-	0.00%	-	0.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	3,000	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	117	100.00%	-	0.00%
Food	500	92	18.45%	71	35.59%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	22,000	10,045	45.66%	11,933	265.18%
Resale	1,374,500	1,002,514	72.94%	780,846	63.60%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	90,000	80,611	89.57%	63,229	71.61%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	9,500	-	0.00%	2,701	37.00%
Depreciation	6,500	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 1,806,660	\$ 1,206,230	66.77%	\$ 959,867	59.98%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 1,806,660	\$ 1,206,230	66.77%	\$ 959,867	59.98%
REVENUE OVER (UNDER) EXPENSE:	\$ 43,340	\$ 240,655		\$ 254,040	

POST SECONDARY - FOOD SERVICE

	<u>FY25 BUDGET</u>	<u>OCT '24 YTD</u>	<u>OCT '24 PERCENT</u>	<u>OCT '23 YTD</u>	<u>OCT '23 PERCENT</u>
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	404,500	58,844	14.55%	70,728	17.89%
TOTAL REVENUES:	\$ 404,500	\$ 58,844	14.55%	\$ 70,728	17.89%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	115,126	38,517	33.46%	36,538	33.30%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	63,125	19,254	30.50%	21,371	37.49%
BENEFITS:					
Insurance - Dental	1,123	374	33.35%	357	33.33%
Insurance - Medical	14,933	4,978	33.33%	4,667	33.33%
Insurance - Other	5,031	414	8.23%	390	41.81%
Retirement	20,134	6,560	32.58%	6,507	33.68%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	7,000	1,100	15.71%	262	3.31%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	200	-	0.00%	-	0.00%
Professional/Technical	600	200	33.33%	150	25.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	-	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	808	100.00%	-	0.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	20,000	865	4.33%	6,713	28.81%
Resale	170,000	53,907	31.71%	37,461	24.99%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	79	100.00%	-	0.00%
Dues/Fees	2,500	535	21.40%	481	20.90%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	19,000	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 438,772	\$ 127,592	29.08%	\$ 114,895	27.82%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 438,772	\$ 127,592	29.08%	\$ 114,895	27.82%
REVENUE OVER (UNDER) EXPENSE:	\$ (34,272)	\$ (68,748)		\$ (44,167)	

POST SECONDARY - CHILDCARE

	FY25 BUDGET	OCT '24 YTD	OCT '24 PERCENT	OCT '23 YTD	OCT '23 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	402,000	93,029	23.14%	64,372	22.12%
TOTAL REVENUES:	\$ 402,000	\$ 93,029	23.14%	\$ 64,372	22.12%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	249,160	80,879	32.46%	65,630	27.48%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	9,022	36.09%	19,754	164.62%
BENEFITS:					
Insurance - Dental	5,431	1,313	24.18%	1,066	18.39%
Insurance - Medical	83,378	17,222	20.65%	15,561	15.91%
Insurance - Other	3,214	1,093	34.02%	1,031	39.97%
Retirement	33,456	10,940	32.70%	9,758	31.22%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	750	171	22.80%	5,114	1278.50%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	2,054	#DIV/0!
Software Upgrades	-	-	0.00%	-	0.00%
Travel	-	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	229	100.00%	370	11.56%
Food	800	117	14.65%	70	11.62%
Instructional Supplies	3,500	589	16.84%	456	9.11%
Other	1,000	671	67.11%	47	46.99%
Resale	-	-	0.00%	-	0.00%
Software	1,800	450	25.00%	300	27.27%
OTHER:					
Bad Debt	1,000	53	5.30%	(220)	-8.79%
Dues/Fees	850	-	0.00%	-	0.00%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	400	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 409,739	\$ 122,751	29.96%	\$ 120,990	29.73%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 409,739	\$ 122,751	29.96%	\$ 120,990	29.73%
REVENUE OVER (UNDER) EXPENSE:	\$ (7,739)	\$ (29,722)		\$ (56,619)	

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

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Student Help, Part-Time		
Vander Plaats, Alexis	Scarborough	11-26-24
Frantzen, Callie	Tutor	11-26-24
Block, Kaylee	Scarborough	12-13-24
Larson, Keeley	Scarborough	12-13-24
Kruger, Shaelyn	Scarborough	12-13-24
Faul, Phoebe	Student Success	12-13-24
Tigert, Trevor	Admissions	12-13-24
Kanzenbach, Emmaline	Tutor	11-07-24
Larson, Kylan	Tutor	11-22-24
Nelson, Devynn	Scarborough	12-19-24
Employment Contract, Full-Time		
Buxton, Craig**	Custodial	11-27-24
Sanford, Emily	Academic Affairs	11-27-24
Letcher, Maria	Housing	12-05-24
Instructor, Adjunct, Part-Time		
Herbek, Rebecca	Nursing & Health	12-02-24
Garrison, Kaitylyn	Nursing & Health	12-05-24
Aamold, Rachel	Nursing & Health	12-05-24
Kluin, Emily	English	12-20-24
Agron, Michael	Agribusiness	12-20-24
Other Help, Part-Time		
Anderson, Staci	Food Service	11-21-24
Marsh, Amy	Tutor	12-12-24

**Retirement

2. **Employment Recommendations**

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

SOUTHEAST TECH PERSONNEL REPORT

Wednesday, January 8, 2025

3. Change of Status

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

Southeast Tech
Dental Assisting Program
Executive Summary

Purpose of Report: To inform the School Board about the Dental Assisting Program at Southeast Technical College.

Southeast Technical College provides a comprehensive program in the Dental Assisting profession and grants a diploma degree. Program graduates are eligible to apply for licensure as a Registered Dental Assistant, and in Dental Radiography and Nitrous Oxide Administration, to boards of dentistry. Graduates are eligible to take the Dental Assisting National Board (DANB).

A full-time program director and a full-time instructor along with six adjunct faculty support students in their career progression. The dental assisting staff work with students to increase their knowledge and achieve competency in skills such as taking impressions, making dental models and appliances, exposing radiographs, and working as a chairside assistant.

The one-year program enrolls up to 36 students and provides dynamic and rigorous learning. The program was accredited in 2023 and has celebrated a retention rate of over 85% the past three years. Student placement consistently achieves 100% at tri-state clinical sites.

The STC Dental Assisting program is Build Dakota scholarship eligible and enjoys an active and supportive advisory board committee that is comprised of clinical dentists and support staff.

Administrative Recommendation to School Board: Acknowledge the Dental Assisting Program report.

Dental Assisting Diploma Program





Dental Assisting Diploma Program

Mission Statement:

Southeast Technical College Dental Assisting Program is to be a leader in providing the student with excellence in education and professional clinical care for future roles as a healthcare provider.

Dental Assisting Diploma Program

Mrs. Marcia Jensen, RDH, CDA,
Program Director since 2020

Mrs. Rebecca Carlson, RDH, CDA,
Program Instructor. Adjunct
instructor since 2020, full time
instructor since 2023.



Dental Assisting Diploma Program

Mrs. Sonja Muhlenkort,
RDA, CDA, Clinical Assistant
since 2021

Mrs. Margaret Olson, RDH,
CDA, Adjunct instructor
since 2023.

Mrs. Allison Walker, RDH,
Adjunct instructor since
2024



Dental Assisting Diploma Program

Mrs. Jodi Mertes, RDA,
Clinical Assistant since
2024

Mrs. Jenica Styles, RDA,
Clinical Assistant since
2024

Mrs. Kayla Plooster,
RDA, CDA, Clinical
Assistant since 2024



Graduates

Upon graduation our students are eligible to...

Register with the state of South Dakota as a Registered Dental Assistant.

Apply for a Dental Radiography license.

Apply for a license to administer Nitrous Oxide.

Take the Dental Assisting National Board (DANB) exam for a credential of Certified Dental Assistant (CDA).



Dental Assistant Role

In a clinical setting the Registered Dental Assistant performs many tasks, including:

- Collecting patient's health and dental history including vital signs.
- Exposing radiographs.
- Taking impressions, or 3D scans of the patient's mouth
- Making dental models and appliances
- Working as a chairside assistant
- Maintaining proper infection control and sterilization during procedures
- Monitoring inventory control, front desk, insurance, and scheduling.

Dental Assisting Diploma Program Curriculum

Fall Semester

- Intro to Dental Assisting
- Dental Therapeutic & Medical Emergencies
- Infection Control and Lab
- Dental Materials I and Lab
- Dental Sciences & Preventive Dentistry
- Dental Procedures & Techniques and Lab
- Communications Requirement
- Natural Sciences Requirement
- Student Success Seminar

Spring Semester

- Dental Radiology and Lab
- Dental Materials II and Lab
- Dental Practice Management
- Dental Specialties Procedures & Expanded Functions and Lab
- Clinical Experience I and Lab
- Nitrous Oxide
- Mathematics Requirement

Summer Semester

- Clinical Experience II

Dental Assisting Diploma Program Data

Spring 2025 expected graduates

- 30 students

Fall 2025 expected enrollment

- 36 students

Retention

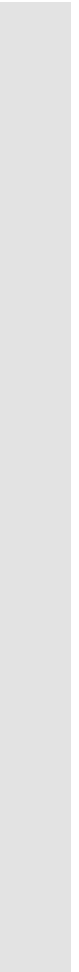
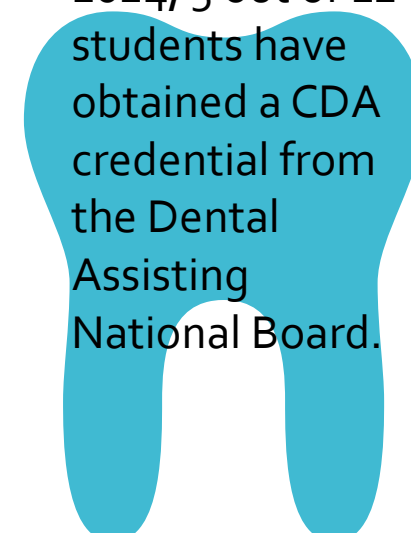
- 2024-2025 94%
- 2023-2024 92%
- 2022-2023 85%

Job Placement Rates

- 100% of students are working as a dental assistant or have gone on to further their education as a Dental Hygienist.
- Reported Wages from 2024 graduates is \$21-29 per hour

DANB Pass Rates

- 2024, 5 out of 22 students have obtained a CDA credential from the Dental Assisting National Board.



Dental Assisting Program Achievements and Goals

- Achieved accreditation through the Commission on Dental Accreditation in 2023 with no citations.
- Awarded 2 grants for a total of ~\$40,000 from the Foundation of Delta Dental of South Dakota to obtain 2 dental intraoral scanners
- Goal to expand our Clinic area and Dental Materials lab space to accommodate a growing number of students.
 - Goal: expand by cohorts of 12 students as space is available and approved by CODA.

Dental Assisting Program Service to Community

- Completed a fluoride varnish clinic to apply needed fluoride to approximately 20 students in the HeadStart Program.
- Students volunteered at Children's Dental Day, a free dental clinic to serve children with limited access to care.



Build Dakota Scholarships

Average of 4-6 students per year
have been awarded the Build
Dakota Scholarship



Southeast Technical College
Counseling Services & Wellbeing Initiatives
EXECUTIVE SUMMARY

Purpose:

Provide the School Board a description of counseling services available to students at Southeast Technical College, along with July 2024 to current numbers, a summary of services and the initiatives undertaken by the college's Wellbeing Committee.

Highlights are as follows:

- Number of students seeking and engaging in counseling modalities July 1, 2024, to current
 - Wellbeing Committee capacity building initiatives and preliminary offerings to students
-

Administrative Recommendation to School Board:

To acknowledge the Counseling Services report and initiatives of the Wellbeing Committee.



COUNSELING SERVICES

Nickie McMillin, MA, NCC, LPC, LAC, BC-TMH

Personal Counselor



SOUTHEAST
Technical College



RECENT TRAININGS & CERTIFICATIONS

- Certified Mental Health Integrative Medicine Provider (CMHIMP): Nov 2018; updated Feb 2023
Training Course: Nutritional and Integrative Medicine for Mental Health Professionals
- Completed LGBTQ+ Youth Cultural Competency training April 2022
Attended the 2-Day LGBTQIA+ Affirmative Care Summit (webinar) in Aug 2024
- Attended the 2-Day Emotional Eating & Body Image Conference in Sept 2024
Trauma-Informed, Weight-Inclusive Strategies to Address Chronic Dieting, Binge Eating & More



COUNSELING MODALITIES

Traditional Face to Face/In Office Counseling

TeleMental Health

- Teams-based Video Counseling
- Phone Counseling
- Text-based Counseling, Support & Accountability via Email
- Phone Checks-in for Support & Accountability



COUNSELING NUMBERS 2024

January 8-June 30, 2024

Traditional Counseling Services

202 Hours of Face-to-Face
Individual Counseling

TeleMental Health Services: 339 Hours Total

52 Hours of video counseling via Teams
81 Hours of telephonic counseling sessions
54 Hours of phone check-ins
147 Hours of email counseling

**541 Total Hours of Direct Counseling
Services Combined with 111 total students.**
(up from 84 students Jan-Jun 2023)

July 1-December 13, 2024

Traditional Counseling Services

241 Hours of Face-to-Face
Individual Counseling

TeleMental Health Services: 336.5 Hours

25 Hours of video counseling via Teams
122 Hours of telephonic counseling sessions
58 Hours of phone check-ins
131.5 Hours of email counseling

**577.5 Total Hours of Direct Counseling
Services Combined with 19 Summer
students and 75 Fall students**

▲ ADDITIONAL SERVICES

- Alcohol & Drug Abuse Services: 24 out of 83 students, July 1-December 2024
Evaluation, counseling and/or referral and tracking for STC Biennial Report
- Student Consultation and Referral: Internal Liaison and External
- Instructor Consultation
- Preparation of Semester Counseling Reports
- Member of the Wellbeing Committee

TRENDS AT STC IN 2024

- Increase in the use multiple modalities, especially phone sessions and phone check-ins to meet their needs/schedules
- Decreased use of Teams-based Video as students report having less in-home privacy and more “on the go” counseling needs
- Generalized Anxiety and related issues
- Social Skills “101”, Boundaries and Professionalism
- Loneliness for in-person/In Real Life connections
- Trends lead into the need for a focus on Wellbeing



WELLBEING COMMITTEE INITIATIVES

Megan Rothenberger, MA

Student Success Advisor & Wellbeing Coordinator



SOUTHEAST
Technical College

WELLBEING COMMITTEE

- Formed Spring 2024
- Strengthen and improve support for student wellbeing
- Grounded in results and action plan from Campus Resilience Index
- Working in partnership with Lost&Found

PROGRESS

- Draft protocol for student mental health challenges
- Draft protocol for suicide prevention
- Implemented Lost&Found Peer2Peer mentoring program
- Lost&Found prevention presentation attended by over 300 students
- Suicide prevention training offered twice for faculty and staff
- Hosted De-Stress event for students with therapy dogs, hot chocolate, and yoga
- Exploring a student group focused on holistic wellbeing
- Increased communication about wellbeing resources

NEXT STEPS

- Solidify and institutionalize protocol for student mental health and suicide prevention
- Expand prevention education and opportunities for students, faculty, and staff
- Launch student wellbeing group
- Broaden programming to meet needs of our unique student population
- Complete a Campus Resilience Index assessment again in June 2025



SOUTHEAST
Technical College

Southeast Technical College
Legislative Update
EXECUTIVE SUMMARY

Purpose of Report: To provide the School Board with a Legislative Update.

On December 3, 2024, SD Governor Kristi Noem presented the FY2026 Budget Address. The budget recommendation includes an increase in per student allocation, a decrease in maintenance and rehabilitation, a decrease in dual credit, and no one-time funding.

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

Legislative Budget Update

Jan. 8, 2025



SOUTHEAST
Technical College

GOVERNOR'S BUDGET RECOMMENDATION

- Increase in per student allocation
- Decrease in maintenance & rehabilitation
- Decrease in dual credit
- No one-time funding



PER STUDENT ALLOCATION

The FY26 recommended budget includes a **1.25%** increase to the Per Student Allocation.

FY25

Institution	FTE	Projected Distribution
STC	1,964.44	\$11,331,844.00

FY26

Institution	FTE	Projected Distribution	Projected Increase
STC	1,964.44	\$11,473,492.00	\$141,648.00



M&R CUT IMPACT

The FY26 recommended budget includes an **\$824,007** reduction in M&R funding across the 4 technical colleges.

FY25 | \$1,801,861 | \$1.24/FT²

Institution	Square Feet	Projected Distribution
STC	479,110	\$592,250.38

\$4.76/credit
172,748 credits

FY26 | \$977,854 | \$.67/FT²

Institution	Square Feet	Projected Distribution
STC	479,110	\$321,409.03

\$6.00/credit
FY25 M&R Fee

Projected Decrease
-\$270,841.35

\$4.60/credit



DUAL CREDIT

CURRENT (FY15 – FY25) VS. PROPOSED MODEL (FY26)

The budget recommends a decrease of **\$921,732** in dual-credit funding and a shift from the current 66.3%/33.7% state/student cost share to a 50/50 model. In FY25, the reduced rate for dual-credits is \$152.54/credit. In the current model, students pay **\$50.85/credit** or approximately \$152.54 for a three-credit course.

In the scenario proposed in the FY26 budget, students would pay **\$76.27/credit** and the cost to student for a three-credit course would be approximately \$228.81.

ONE-TIME FUNDING REQUESTS

- Budget did not recommend funding one-time projects or requests
- BOTE had requested \$9 million in equipment, along with software requests





SOUTHEAST
Technical College

Policy/Regulation Revisions

BE/STC - School Board Meetings

ECA/STC - Video Surveillance

ECE/STC - Seat Belt Use

GBEAA/STC - Conflict of Interest

JIH/STC - Student Interrogations, Searches and Arrest

KLC/STC & KLC/STC-R – Relations with Social Service

KLG/STC & KLG/STC-R – Relations with Law Enforcement Authorities-School

Resource Officers

Executive Summary

Purpose:

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

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

The referenced policies/regulations have been reviewed by 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:

BE/STC - School Board Meetings – Updating language to meet state law

ECA/STC - Video Surveillance – Revise and update language

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

GBEAA/STC - Conflict of Interest – Revise and update language

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

KLC/STC & KLC/STC-R – Relations with Social Service – Withdrawal as this is covered by policy

KL/STC – Relations with Other Governmental Authorities

KLG/STC & KLG/STC-R – Relations with Law Enforcement Authorities-School Resource Officers –

Withdrawal as this is covered by policy KL/STC - Relations with Other Governmental Authorities

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

Policy Review Recommendation to School Board:

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



SOUTHEAST
Technical College

SCHOOL BOARD MEETINGS

Southeast Technical College Policy BE/STC

1. Purpose

To establish the form and function of the School Board Meetings.

2. General Statement of Policy

School Board Meetings

An official meeting is any meeting of a quorum of the Board Members at which official business of that public body is discussed or decided, or public policy is formulated. The annual meeting of the School Board shall be the organizational meeting of the Board and will be held on the second Monday of July, unless otherwise designated by the Board at the prior regular meeting.

Regular Sioux Falls School Board/Southeast Technical College (STC) meetings are scheduled to occur on the first Wednesday of each month unless changed by an action of the Board. The time of the regular meetings will be designated by the Board.

Special meetings may be called by the Board president or by the Board vice president in the president's absence or a majority of the Board members.

Recessed meetings shall serve as a continuation of a regular or special meeting.

Executive or closed meetings shall be held only upon a majority vote of the members of such body present and voting, and discussion during the closed meeting is restricted to the legal basis specified in the closure motion. Executive meetings may be held for the sole purpose of:

- (1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor;
- (2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student;
- (3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;
- (4) Preparing for contract negotiations or negotiating with employees or employee representatives;

- (5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business.
- (6) Discussing information pertaining to the protection of public or private property and any person on or within public private property specific to:
 - a. Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;
 - b. Emergency management or response;
 - c. Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;
 - d. Cyber security plans, computer, communications network schema, passwords, or user identification names;
 - e. Guard schedules;
 - f. Lock combinations;
 - g. Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility; and
 - a-h. Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear chemical, or biological agents; or other military or law enforcement equipment or personnel.

However, any official action concerning such matters discussed in an executive meeting shall be made at an open official meeting.

3. Dissemination of Policy and Training

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

Legal References:

SDCL	
13-8-10	Meetings of board – Election of officers – Designation of depository and newspaper – Quorum
1-25-1	Official meetings open to the public - Exceptions – Teleconferences – Violation as misdemeanor
1-25-2	Executive or closed meetings – Purposes – Authorizations - - Misdemeanor

Board Approved:

Policy		Board Action	(formerly 8341)
Adopted:	05-28-68		
amended:	10-25-93	27458.2c.	
amended:	11-08-04	33955	
amended:	09-14-09	35488	

amended:	09-13-10	35817
amended:	08-12-13	36693
reviewed:	08-13-18	38110
reviewed:	01.02.19	ST00358



SOUTHEAST
Technical College

VIDEO SURVEILLANCE

Southeast Technical College Policy ECA/STC

1. Purpose

Southeast Technical College (STC) authorizes the use of video surveillance equipment on Southeast TechSTC property as part of a multifaceted approach to promote the safety and security of students, staff and visitors while at work or participating in school functions and to help protect school college property. Southeast TechSTC recognizes it must the need to balance the rights of personal privacy rights with its duty to provide a safe site for learning environment andnd its responsibility to safeguard Southeast TechSTC facilities and equipment.

2. General Statement of Policy

The implemented surveillance system should be designed and operated to so that the minimize privacy intrusion it creates is no greater than necessary to while achieving the system'sits goals. Southeast TechSTC shall comply with all applicable state and federal laws related to video recordings, especially when such recordings are considered for retention as part of a student's record, as determined by Southeast TechSTC and in accordance with the law.

a. Installation

Installation of camera systems is based on need and funding. Video cameras will be utilized only as approved by the President or designee.

Southeast Technical CollegeSTC authorizes the use of video surveillance equipment on STC property to enhance the safety of students and others on school premises and to deter inappropriate behavior.

In dealing with surveillance of students and employees, STC recognizes both its obligation to provide appropriate levels of supervision in the interests of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

A video recording is subject to the provisions of the Family Education Rights and Privacy Act (FERPA).

b. Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by STC Administration. Public notification signs must be prominently displayed, indicating the use of video surveillance.

~~Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms), unless authorized by the President or designee under exceptional circumstances. The President or designee must authorize any exception to this on the grounds that no other supervision option is feasible and that the pressing need outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.~~

c. Security

~~Only a designated employees or agents of STC will install surveillance cameras and shall have access to the camera equipment and operations system. Only these school officials shall handle the camera or copies of video segments. Video copies shall be stored in a securely area. Video copies and may not never be sold, publicly viewed, or distributed in any other fashion except as approved for by this policy and/or relevant legislation.~~

d. Viewing of Video Recordings

~~Video monitors used to view video recordings should shall not be located in a be positioned that enables for public viewing. Video recordings may only be viewed by STC designated employees or agents President or designee with a directly involvementd with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system's (for technical opeartions purposes only).~~

e. Use of Video Recordings for Disciplinary Action

~~Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA (Family Education Rights and Privacy Act). Therefore, requiring consent must be given in order to for disclosed disclosure information contained on video recordings obtained through video surveillance, except to the extent that as authorized under FERPA authorizes disclosure without consent. Viewing requests must be submitted in writing to the President or designee and may be refused or limited where viewing would be an unreasonable invasion of a third party's personal to protect privacy, give rise to a concern for the or safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.~~

f. Retention of Video Recordings

~~A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect potential of a legal claim against STC. The copy of the video recording shall be sent to the President or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, tThe recording must be kept for a minimum of one year if used in decision-making about a student or employee, unless~~

~~earlier erasure~~destruction is authorized by or on behalf of the individual or the relevant appeals periods have expired.

Video recordings shall be maintained for at least two weeks and then erased unless they are ~~being retained~~ for the reasons stated above as indicated in the preceding paragraph or at the request of an STC Administrator.

Review

The ~~STC Director of Chief Information Officer~~ Technology President or designee is responsible for the proper implementation and control of the video surveillance system. The President or designee shall conduct an annual review to ensure compliance ~~that with this policy and~~ procedures are being followed.

3. Dissemination of Policy and Training

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

Board Approved:

Policy		Board Action
adopted:	01/08/07	34616
reviewed:	11/22/07	35893
reviewed:	11/22/10	35891
reviewed:	05.13.19	ST00387

Regulation		Board Action
adopted:	01/08/07	34616
reviewed:	11-22-10	35891

Policies and Regulations

NEPN Code: ECA-R/STI

Support Services

Video Surveillance

Southeast Technical College authorizes the use of video surveillance equipment on STC property to enhance the safety of students and others on school premises and to deter inappropriate behavior.

In dealing with surveillance of students and employees, STC recognizes both its obligation to provide appropriate levels of supervision in the interests of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

A video recording is subject to the provisions of the Family Education Rights and Privacy Act (FERPA).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by STC Administration. Public notification signs must be prominently displayed, indicating the use of video surveillance.

Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). The President or designee must authorize any exception to this on the grounds that no other supervision option is feasible and that the pressing need outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

Security

Only a designated employee or agent of STC will install surveillance cameras and shall have access to the camera equipment and operations system. Only these school officials shall handle the camera or copies of video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant legislation.

Viewing of Video Recordings

~~Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by STC designated employees or agents with a direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system (for technical purposes only).~~

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

~~Use of Video Recordings for Disciplinary Action~~

~~Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.~~

~~Retention of Video Recordings~~

~~A copy of a video recording shall be made when an incident results in a long term suspension, a student injury, or there is a prospect of a legal claim against STC. The copy of the video recording shall be sent to the President or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have expired.~~

~~Video recordings shall be maintained for at least two weeks and then erased unless they are being retained as indicated in the preceding paragraph or at the request of an STC Administrator.~~

~~Review~~

~~The STC Director of Information Technology is responsible for the proper implementation and control of the video surveillance system. The President or designee shall conduct an annual review to ensure that this policy and procedures are being followed.~~

Policy	_____	Board Action
adopted:	01/08/07	34616
reviewed:	11-22-10	35891



SOUTHEAST
Technical College

SEAT BELT USE

Southeast Technical College Policy ECE/STC

1. Purpose

~~Seat belts are essential safety equipment proven to have saved lives and to have that significantly decreased-reduces the possibility risk of serious severe injury or death in the event of an accident. Seat belts keep occupants securely in place, preventing the occupant from being thrown around the inside of the vehicle or ejected from it. Wearing a seat belt is one of the most effective safety measures one can take every time entering a vehicle. Public employees must show leadership by setting an example of a safe working environment.~~

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

~~All employees are covered by the policy both temporary and permanent.~~

2. General Statement of Policy

~~All persons must use seat belts when operating or riding as a passenger in any Southeast Technical College (STC) owned or leased vehicle equipped with seat belts. Students and staff must wear seat belts when traveling in private vehicles in accordance with South Dakota statute.~~

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

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

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

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

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

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

3. Definitions

Operator – the individual responsible for driving or controlling a vehicle.

STC Employee – a person employed by or volunteering for STC.

Vehicle – motorized vehicles or equipment used for any purpose which are equipped with seat belts and for which federal safety regulations require the manufacturer to install seat belts at the point of manufacture

~~4. Reporting Procedures~~

~~5.4.~~ Dissemination of Policy and Training

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

Legal References:

SDCL

32-37 – Child passenger restraint system

32-38 – Safety belt system usage in passenger vehicles

Board Approved:

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

Regulation		Board Action	(formerly 4159.2 & 5140.4)
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amended:	09-27-93	27432.3fd	
revised:	03-11-02	33101	
revised:	09-22-08	35168	
revised:	11-22-10	35891	
revised:	05.13.19	ST00387	

SOUTHEAST Technical College

Policies and Regulations

NEPN Code: ECE-R/STI

Support Services

Seat Belt Use

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

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

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

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

~~rented, or leased vehicle.~~

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

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

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

NEPN Code: ECE R/STI

Page 2 of 2

Regulation	Board Action	(formerly 4159.2 & 5140.4)
approved: 05-13-91	26143P	
amended: 09-27-93	27432.3fd	
revised: 03-11-02	33101	
revised: 09-22-08	35168	
revised: 11-22-10	35891	
revised: 05.13.19	ST00387	



EMPLOYEE CONFLICT OF INTEREST

Southeast Technical College Policy GBAA/STC

1. Purpose

Public confidence in the impartiality, independence, and integrity of Southeast Technical College (STC) employees is essential for the proper administration of Southeast TechSTC's affairs. To maintain this confidence, employees must not participate in activities that may or will conflict with their obligations to Southeast TechSTC.

2. General Statement of Policy

~~Employees of Southeast Tech~~STC employees will not engage in or have financial interest, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities at ~~Southeast Tech~~STC.

Employees may not use or attempt to use information not available to the public to gain a benefit for themselves or anyone else.

~~Where an employee perceives a conflict exists or is unsure as to whether or not a conflict of interest exists, the employee should discuss the matter with and receive permission from his/her~~their supervisor and the President prior to engaging in the conduct.

This policy applies to all Southeast TechSTC employees.

~~3. Definitions~~

~~Insert Text Here~~

4.3. _____ Reporting Procedures

~~Insert Text Here~~ Where an employee perceives a conflict exists or is unsure as to whether or not a conflict of interest exists, the employee should discuss the matter with and receive permission from their supervisor and the President prior to engaging in the conduct.

5.4. _____ Dissemination of Policy and Training

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

Board Approved:
Policy

Board Action

Adopted:	11-13-07	34881
Reviewed:	10-25-10	35865
Reviewed:	05.13.19	ST00387



SOUTHEAST
Technical College

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Southeast Technical College Policy JIH/STC

1. Purpose

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

2. General Statement of Policy

Student and Student Property Searches

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

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

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

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

Searches of Student Property at Events

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

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

Searches of Southeast Tech Owned/Provided Property

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

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

Maintenance Searches

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

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

Non-maintenance Searches

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

Vehicle Searches

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

Scope of any Search

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

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

Law Enforcement Involvement

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

Student and Student Property Searches

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

Searches of Student Property at Events

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

Searches of STC Owned/Provided Property

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

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

Maintenance Searches

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

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

Non-maintenance Searches

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

Vehicle Searches

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

Scope of any Search

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

Law Enforcement Involvement

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

Housing

STC housing staff will enter housing units following the procedures below:

- Maintenance requested by the occupant(s) is being performed.
- Routine maintenance, improvement, or repairs after giving a 24-hour notice in advance.
- To conduct apartment checks to ensure health, fire, and safety regulations are maintained with previous written notification prior to the date of the entry.
- There is imminent danger to the safety, health, or property of occupant(s) or STC property.
- When conduct or conditions in the residence immediately and seriously disrupt the discipline and educational atmosphere of the residence facility.

3. Definitions

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

4. Reporting Procedures

Any search of STC owned/provided property will be documented with the following information:

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

This document will be forwarded to the President’s Office of STC

5. Related Policies

~~INJDC-R/STC~~– Acceptable and Ethical Use of Technology Resources

~~GBEB/STC~~– Code of Conduct

6. Dissemination of Policy and Training

Informing Students and Parents

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

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

Legal References:

~~SDCL 13-5-1~~ 39A-1

~~SDCL 13-8-39~~39A-11

SDCL 13-39A-14

Board Approved:

Policy		Board Action
adopted:	03-22-04	33778
reviewed:	03-22-10	35655
amended:	04-23-12	36350
reviewed:	05-28-13	36633
reviewed:	08.01.18	ST00322
reviewed:	05.13.19	ST00387



Policies and Regulations

NEPN Code: KLC/STI

School/Community/Home Relations

~~Relations with Social Service Agencies / Investigating Child Abuse~~

~~The Department of Social Services shall be allowed to interview students at Southeast Tech without parent notification or consent in order to investigate suspected cases of child abuse or neglect.~~

~~The President is directed to formulate administrative regulations which will implement this policy.~~

Legal Reference:

SDCL 26-8A through 26-9

RELATED POLICIES:

~~JLF/STI/JLF-R/STI – Reporting Child Abuse/Child Protection~~

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

(formerly 1414.1)

Policy	Date	Board Action	
Approved:	02-13-89	24533U	Sioux Falls School District 49-5
Amended:	03-12-90	25296C	Sioux Falls, South Dakota
Amended:	05-28-02	33159	
Reviewed:	06-08-09	35403	
Reviewed:	08-23-10	35804	
Amended:	07.08.19	ST00400	

Policies and Regulations

NEPN Code: KLC-R/STI

School/Community/Home Relations

Relations with Social Service Agencies / Investigating Child Abuse

Child Abuse Investigation with Children

Department of Social Services are permitted to interview students at Southeast Tech without parent notification in order to investigate suspected child abuse or neglect under the following conditions.

- ~~1. Department of Social Services shall contact Southeast Tech administration or designee and request that an interview time and place be established.~~
- ~~2. Upon arrival at Southeast Tech, each Department of Social Services worker shall report to the building office and display proper identification.~~
- ~~3. The administrator or designee shall call the student to the place where the interview is to occur.~~
- ~~4. The Department of Social Services worker shall conduct the interview. Southeast Tech personnel are not to be present or participate in any manner in the interview.~~
- ~~5. Parental contact regarding the interview is the responsibility of the Department of Social Services.~~

Legal Reference:

~~SDCL 26-8A through 26-9~~

RELATED POLICIES:

~~JLF/STI/JLF-R/STI – Reporting Child Abuse/Child Protection~~

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

(formerly 1414.1)

Regulation		Board Action
approved:	02-13-89	24533U
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revised:	05-28-02	33160
reviewed:	06-08-09	35403
reviewed	08-23-10	35804
revised:	07.08.19	ST00400

Policies and Regulations

NEPN Code: KLG/STI

School/Community/Home Relations

Relations with Law Enforcement Authorities

Cooperation between Southeast Technical College personnel and law enforcement officers is essential for maintaining a safe campus environment for students and staff. When investigating matters concerning students, Southeast Tech and law enforcement personnel will take into consideration the interest of protecting the community while protecting the rights of the individual.

The President is directed to formulate administrative regulations which will implement this policy.

Legal Reference:

SDCL 26-8A through 26-9

RELATED POLICIES:

JLF/STI/JLF-R/STI – Reporting Child Abuse and/or Neglect

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

Policy	Board Action	(formerly 1411)
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amended: 04-12-76		
amended: 08-12-96	28566	
reviewed: 10-24-05	34246	
reviewed: 08-24-09	35477	
reviewed: 08-23-10	35804	
reviewed: 05.13.19	ST00387	

Policies and Regulations

NEPN Code: KLG-R/STI

School/Community/Home Relations

Relations with Law Enforcement Authorities

Southeast Technical College Security

The Southeast Tech Security office is a cooperative effort of Southeast Tech and the Minnehaha County Sheriff's office. Southeast Tech security will be involved in:

- Crime reports and investigations within the school community
- Campus security
- Traffic enforcement before, during and after school in the surrounding area
- Coordination of safety efforts

Student Interactions with Law Enforcement Officers

Law enforcement officers are permitted to interview students on Southeast Tech property without a warrant under the following conditions.

1. Law enforcement officers are to contact the administrators to make arrangements before interviewing a student.
2. The law enforcement officer or the administrator shall notify the parents or guardian of minor students ahead of the time that the interview is to take place and shall invite them to be present. An exception will be made for law enforcement officers investigating a child abuse case. South Dakota Codified Law 26-8a-9 provides that law enforcement officers may interview a student without parent notification or permission when investigating a child abuse case.
3. The administrator or designee may be present during the interview if requested to be present by the student or the parents or guardian of minor students.
4. The administrator or designee will call the student to the office or other area where the interview is to take place.
5. If a student seeks out Southeast Tech security officer to explain a situation that the student wishes to make known to the liaison officer, no permission of the administrator is needed. These conversations will be shared by the Southeast Tech security officer with the building administrator who will determine whether further action or notification of the parent or guardian of a minor student is necessary.

~~6. Emergency cases in which the health, safety, or welfare of a student or property is at stake may require immediate action by a Southeast Tech security officer and not allow for prior permission of the building administrator. It is the obligation of the officer to notify the administrator as soon as possible in such cases.~~

Legal Reference:

~~SDCL 26-8A through 26-9~~

RELATED POLICIES:

~~JLF/STI/JLF-R/STI – Reporting Child Abuse and/or Neglect~~

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

Regulation		Board Action	(formerly 1411)
approved:	05-28-68		
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revised:	08-11-97	28866	
revised:	06-26-00	29621	
reviewed:	10-24-05	34246	
reviewed:	08-24-09	35477	
reviewed:	08-23-10	35804	
reviewed:	05.13.19	ST00387	