

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

**Carly Reiter**  
**President**

**Instructional Planning Center**  
**201 East 38<sup>th</sup> 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](http://www.sf.k12.sd.us) and [www.southeasttech.edu](http://www.southeasttech.edu)

## **AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Good News Report
- IV. Approval of Minutes of Meeting Held on October 1, 2025
- V. Persons wishing to address the School Board on Agenda Items
- VI. Persons wishing to address the School Board on Non-Agenda Items
- VII. Approval of Agenda  
Exhibit reposted at 9:23 am on 11.04.25
- VIII. Conflicts of Interest
- IX. Approval of Consent Agenda
  - A. Approval of Bid Award
    1. Vendor for Refrigeration Trainer Supermarket Rack System
  - B. Authorizations and Ratifications
    1. Approval/Ratification of Purchase Orders
    2. Disposal of School District Property
    3. Authorization of Grant
    4. Approval of Contracts
  - C. Approval of Consolidated Report of Trust and Agency Funds
  - D. Approval of Personnel Report  
Exhibit reposted at 12:21 pm on 11.04.25
- X. Reports of the President
  - A. Invasive Cardiology Update Report
  - B. Marketing Update Report
  - C. Wells Fargo Home Building Laboratory  
Exhibit reposted at 4:15 pm on 11.03.25
  - D. VP of Finance Report
- XI. Second 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
- XII. Executive Session - SDCL §1-25-2(4)



XIII. Adjournment

## SCHOOL BOARD MEETING

Wednesday, October 1, 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, October 1, 2025, at 4:08 p.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street, Sioux Falls, South Dakota, with the following members present: President Nan Kelly, Elizabeth Duffy, Dawn Marie Johnson, Marc Murren, Gail Swenson. Absent: None.

\* \* \* \* \*

Vice President of Academic Affairs Fenecia Homan shared on September 17, STC, in partnership with the Associated General Contractors of America, hosted our annual Construction Camp. We had 221 students attend from 13 area schools, including Baltic, Brandon Valley, Freeman, Harrisburg, Sioux Falls Public, O’Gorman, Scotland, Trinity Christian, Tri-Valley and West Central. During the event, students participated in eight hands-on sessions led by Southeast Tech faculty, students and industry partners. These sessions covered heavy equipment operations, concrete, carpentry, BIM modeling, civil engineering and land surveying, plumbing, HVAC, and electrician.

\* \* \* \* \*

### Action ST00952

A motion was made by Dawn Marie Johnson and seconded by Gail Swenson, five (5) votes “yes” on roll call **approving the minutes of a meeting** held on September 3, 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 ST00953

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

\* \* \* \* \*

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

### Action ST00954

A motion was made by Marc Murren and seconded by Elizabeth Duffy, 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.Acknowledgement of Addition to Southeast Technical College Council Membership**

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

B. Approving the **Consolidated Report of Trust and Agency Funds** of October 1, 2025, and stating for the record that as of August 31, 2025, receipts total \$4,244,218.13 and disbursements total \$1,497,742.26 (MRF #ST696).

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

**C2. Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, Adjunct, Hourly</b>			
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
<b>Student Help, Part-Time, Hourly</b>			
Baas, Katrina	Horticulture	08-25-25	\$15.00
Hock, Sydney	Bookstore	09-02-25	\$15.00
Fink, Alexys	Scarborough	08-27-25	\$15.00
Dal, Adang	Scarborough	08-27-25	\$18.93
Woytassek, Andrea	Scarborough	09-08-25	\$15.00
Serck, MaryJane	Bookstore	09-08-25	\$15.00

C2. **Employment Recommendations, continued**

<b><u>Name</u></b>	<b><u>Location/Position</u></b>	<b><u>Effective Date</u></b>	<b><u>Amount</u></b>
<b>Other Help, Part-Time, Hourly</b>			
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
<b>Instructor, Adjunct Fall Semester Stipend</b>			
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

C2. **Employment Recommendations, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
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
Vercruyssen, 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	09-22-25	\$65,799.15
	Instructor		
	206-Day, 1.0 FTE		
	Lane 2, Step 9		
	192 days prorated		

Action ST00954, continued

Wednesday, October 1, 2025

C2. **Employment Recommendations, continued**  
**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
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C3. **Employee Lump Sum Payment/Stipend**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
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

Action ST00955

Vice President Megan Fischer and Director of Financial Aid Micah Hanson provided the Fall Enrollment and Financial Aid Update report (MRF ST#697). The report included Fall 2025 enrollment highlights, a review of 2024-26 financial aid activity, early 2025-26 financial aid data, and a summary of training and presentations delivered to faculty, staff, and community partners. Fall 2025 enrollment: headcount increased 6% and credit count increased 4% compared to Fall 2024.

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

Action ST00956

STC Instructor Ryan Sitting presented the Paramedic Science Program Overview Report (MRF ST#698). The STC Paramedic program, launched in 2021 with its first graduates in 2023, and 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 judgement. 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.

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 Paramedic Science Program Overview Report.**

Action ST00957

Instructors Mike Bezdichek and Marcus Hunter presented the Electrician Program Overview Report (MRF ST #699). The electrician program, as part of Southeast Tech’s comprehensive

Action ST00957, continued

Wednesday, October 1, 2025

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 8000 hours).

Following general discussion, a motion was made by Marc Murren and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call **acknowledging the Electrician Program Overview Report.**

Action ST00958

President Cory Clasemann provided the Financial Update Report (MRF ST #700). Highlights of the report included high-level year-to-date revenues and expenses. An overview of 4-year comparison of combined fund balances was included.

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

Action ST00959

A motion was made by Gail Swanson, and seconded by Elizabeth Duffy, five (5) votes “yes” on roll call, approving the review of and/or revision of policies and accompanying regulations (see MRF ST #701), as follows:

- 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

Action ST00960

A motion was made by Dawn Marie Johnson and seconded by Gail Swenson, five (5) votes “yes” on roll call, approving the first reading of the following (see MRF ST #702) as follows:

- STC 110 Educational Philosophy/Vision, Mission and Values
- STC 422 Sales and Disposals of Surplus Property
- STC 423 Revenues From Non-Tax Sources
- STC 430 Accounting System
- STC 714 Tobacco-Free College
- STC 856 Service Animals

continued

Wednesday, October 1, 2025

Action ST00961

On motion by Dawn Marie Johnson and seconded by Marc Murren, five (5) votes "yes" on roll call, the School Board **adjourned** at 5:31 p.m.

NAN KELLY

Presiding Officer

TODD VIK

Business Manager

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

**Nan Kelly**  
**President**

**Instructional Planning Center**  
**201 East 38<sup>th</sup> Street, Sioux Falls**

**Cory Clasemann**  
**Southeast Tech President**

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## **AGENDA**

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3. Good News report
4. Approval of Minutes of Meeting Held on October 1, 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. Approval of Bid Award
    1. Vendor for Refrigeration Trainer Supermarket Rack System
  - B. Authorizations and Ratifications
    1. Approval/Ratification of Purchase Orders
    2. Disposal of School District Property
    3. Authorization of Grant
    4. Approval of Contracts
  - C. Approval of Consolidated Report of Trust and Agency Funds
  - D. Approval of Personnel Report
10. Reports of the President
  - A. Invasive Cardiology Update Report
  - B. Marketing Update Report
  - C. Wells Fargo Home Building Lab
  - D. VP of Finance Report
11. Second 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
- 12. Executive Session - SDCL §1-25-2(4)
- 13. Adjournment

Next Meeting: December 3, 2025 4:00 pm



**1. Approval/Ratification of Purchase Orders** **Christine Goldsmith 367-5692**

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

Item	PO No.	Vendor	Description	Total Cost
a.	<b>S2602871</b>	Pfeifer Implement Co	Skid Steer and accessories	\$59,377.79
b.	<b>S2602681</b>	Hampden Engineering Corp	Refrigeration System Trainer	\$65,252.00

**2. Disposal of School District Property** **Christine Goldsmith 367-5692**

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.
<b>1</b>	Paver bricks - various sizes and colors (about 9200 bricks)	STC	Stephen Williamson Erin Mekelburg Jessica Weber	\$1,000	STC012
<b>2</b>	Frigidaire refrigerator	STC	Megan Fischer Kally Jorgensen Kristie Vortherms	\$0	STC013
<b>3</b>	Nikon Microscope	STC	Kelly Beck Usha Devorak Dustin Pepper	\$10	STC014
<b>4</b>	Olympus BX40 Microscope	STC	Kelly Beck Usha Devorak Dustin Pepper	\$20	STC014
<b>5</b>	Viasys Healthcare Machine	STC	Kelly Beck Usha Devorak Dustin Pepper	\$100	STC014
<b>6</b>	Extra Viasys Screen	STC	Kelly Beck Usha Devorak Dustin Pepper	\$50	STC014
<b>7</b>	Unetixs Vascular Machine	STC	Kelly Beck Usha Devorak Dustin Pepper	\$75	STC014
<b>8</b>	Philips iU22 Ultrasound Machine	STC	Kelly Beck Usha Devorak Dustin Pepper	\$2,800	STC014
<b>9</b>	GE Treadmill & computer	STC	Kelly Beck Usha Devorak Dustin Pepper	\$0	STC014
<b>10</b>	Hoyer Lift	STC	Kelly Beck Usha Devorak Dustin Pepper	\$100	STC014
<b>11</b>	Pocket Nurse Cart	STC	Kelly Beck Usha Devorak Dustin Pepper	\$25	STC014

<b>12</b>	Eurodib Induction Hot Plate (2 units)	STC	Kelly Beck Usha Devorak Dustin Pepper	\$30	STC014
<b>13</b>	Torsion Balance scale and weights	STC	Kelly Beck Usha Devorak Dustin Pepper	\$10	STC014
<b>14</b>	KL16DF Kirby Lester Counting System	STC	Kelly Beck Usha Devorak Dustin Pepper	\$15	STC014
<b>15</b>	KL15e Kirby Lester Tablet Counter	STC	Kelly Beck Usha Devorak Dustin Pepper	\$15	STC014
<b>16</b>	Boekel Scientific Incubator	STC	Kelly Beck Usha Devorak Dustin Pepper	\$0	STC014
<b>17</b>	Fisher EMD XL-500 Scale	STC	Kelly Beck Usha Devorak Dustin Pepper	\$10	STC014
<b>18</b>	Valueklave 1730-Steam Sterilizer	STC	Kelly Beck Usha Devorak Dustin Pepper	\$15	STC014
<b>19</b>	Computer and cash drawer	STC	Kelly Beck Usha Devorak Dustin Pepper	\$200	STC014
<b>20</b>	American Optical One-Ten Scope	STC	Kelly Beck Usha Devorak Dustin Pepper	\$0	STC014
<b>21</b>	LW Scientific scope with lens	STC	Kelly Beck Usha Devorak Dustin Pepper	\$20	STC014
<b>22</b>	PHASEAL	STC	Kelly Beck Usha Devorak Dustin Pepper	\$5	STC014
<b>23</b>	Verifone Payment System	STC	Kelly Beck Usha Devorak Dustin Pepper	\$100	STC014
<b>24</b>	Ritter 75 Evolution	STC	Kelly Beck Usha Devorak Dustin Pepper	\$0	STC014
<b>25</b>	Toshiba Diagnostic Xray Apparatus	STC	Kelly Beck Usha Devorak Dustin Pepper	\$200	STC014
<b>26</b>	Power Injector	STC	Kelly Beck Usha Devorak Dustin Pepper	\$0	STC014
<b>27</b>	Pyxis Medstation	STC	Kelly Beck Usha Devorak Dustin Pepper	\$400	STC014
<b>28</b>	Fronius TPS400I & MagicWave 4000	STC	Daniel Eisenvos Cory Borgen Vincent Berry	\$0	STC015
<b>29</b>	Lincoln Electric c300 (3 units)	STC	Daniel Eisenvos Cory Borgen Vincent Berry	\$0	STC015

<b>30</b>	Lincoln Powerwave 350 (4 units)	STC	Daniel Eisenvos Cory Borgen Vincent Berry	\$0	STC015
<b>31</b>	Miller Dynasty 200 (6 units)	STC	Daniel Eisenvos Cory Borgen Vincent Berry	\$0	STC015

**3. Authorization of Grant**

**Fenecia Homan 367-7676**

Authorizing the Administration of Southeast Technical College to enter into and execute all documents related to the Gene Haas Foundation grant to Southeast Technical College in the amount of \$10,000 for student scholarships and student participation in manufacturing competitions. The scholarships will be awarded to students who are currently enrolled or will be enrolling in the mechanical engineering technology program. The contact person for this grant is Aaron Lalley.

**4. Approval of Contracts**

**Cory Clasemann 367-7485**

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

Item	Contract Number	Contractor	Project	Cost
a.	26-005	TSP	Amendment to Contract 25-011 (ST00911.A.1) for services plus reimbursable expenses - to meet state requirement for high-performance green buildings	\$161,500

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	\$ 408.01	\$ -	\$ 36,326.60
STC EFT	\$ 173,026.18	\$ 4,264,970.93	\$ -	\$ 4,437,997.11
STC Tuition & Fees	\$ 2,615,205.08	\$ 11,694,326.27	\$ 6,317,509.81	\$ 7,992,021.54
STC T & A	\$ 104,122.55	\$ 10,310.06	\$ 10,218.03	\$ 104,214.58
STC ACH	\$ 181,019.51	\$ 76,095.56	\$ -	\$ 257,115.07
STC Blue Bucks	\$ 41,201.71	\$ 5,048.82	\$ 572.89	\$ 45,677.64
TOTALS	<u>\$ 3,150,493.62</u>	<u>\$ 16,051,159.65</u>	<u>\$ 6,328,300.73</u>	<u>\$ 12,873,352.54</u>

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

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Employment Contract, Full-Time</b>		
Hamer, Debra	Custodian	10-17-25
<b>Student Help, Part-Time, Hourly</b>		
Dohrenwend, Skyler	The Grille	09-24-25
Jenson, Olivia	Scarborough	10-03-25
Deweese, Natasha	Tutor	10-09-25
<b>Other Help, Part-Time, Hourly</b>		
Buchman, Dean	Testing Center	10-10-25

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, Adjunct, Hourly</b>			
Davis, Tyler	Nursing & Health	09-29-25	\$46.00
Schreurs, Katie	Nursing & Health	10-15-25	\$34.00
Zens, Kaylie	Nursing & Health	10-06-25	\$46.00
<b>Student Help, Part-Time, Hourly</b>			
Deweese, Natasha	Tutor	09-22-25	\$16.50
Fields, Shaleah	Scarborough	10-06-25	\$15.00

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

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Riviere, Brittany	Nursing & Health	10-31-25	\$300.00
Borgen, Cory	Sports Turf Management	10-31-25	\$300.00
EisenVos, Daniel	HVAC	10-31-25	\$300.00
Schwebach, Gregory	Engineering	10-31-25	\$300.00
Wellnitz, Kristin	Psychology	10-31-25	\$300.00
Carlson, Rebecca	Nursing & Health	10-31-25	\$300.00
Bormann, Amanda	Information Technology	10-15-25	\$2,500.00

4. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Leffring, Holly	Student Accounts Coordinator 12-Month, 1.0 FTE Level 8, Step 4 Non-Exempt \$31.10/hour	Bursar 12-Month, 1.0 FTE Level 10, Step 4 Exempt \$65,237.18 217 days prorated	09-01-25

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, November 5, 2025**

Strouth, Gerard

Director of IT Infrastructure  
And Support  
12-Month, 1.0 FTE  
Level 11, Step 8  
\$118,994.00/year

Director of Information 11-03-25  
Technology  
Administrator, 1.0 FTE  
Level 7, Step 4  
\$85,536.72/year  
172 days prorated

**Southeast Tech**  
Academic Affairs Update  
Invasive Cardiology Program  
**EXECUTIVE SUMMARY**

**Purpose:**

To inform the Sioux Falls School Board of the Invasive Cardiology Program at Southeast Technical College.

---

The Invasive Cardiology Program is developing highly skilled, credentialed cardiovascular specialists through a structured clinical and educational pathway designed to meet the rising demand for interventional cardiac care. The program combines hands-on procedural training with a rigorous credentialing curriculum focused on safety, precision, and clinical excellence. The program celebrates strong student retention, growing cohort volumes, and consistent alignment with national standards and is positioned for continued growth. The Invasive Cardiology Program is expanding its use of advanced technologies and offers enhanced training opportunities to meet future workforce and clinical needs.

---

**Administrative Recommendation to School Board:**

To acknowledge the Invasive Cardiology Program report.



# Invasive Cardiology

Program Director: Jenna Ellerbusch



**SOUTHEAST**  
Technical College

# INVASIVE CARDIOLOGY

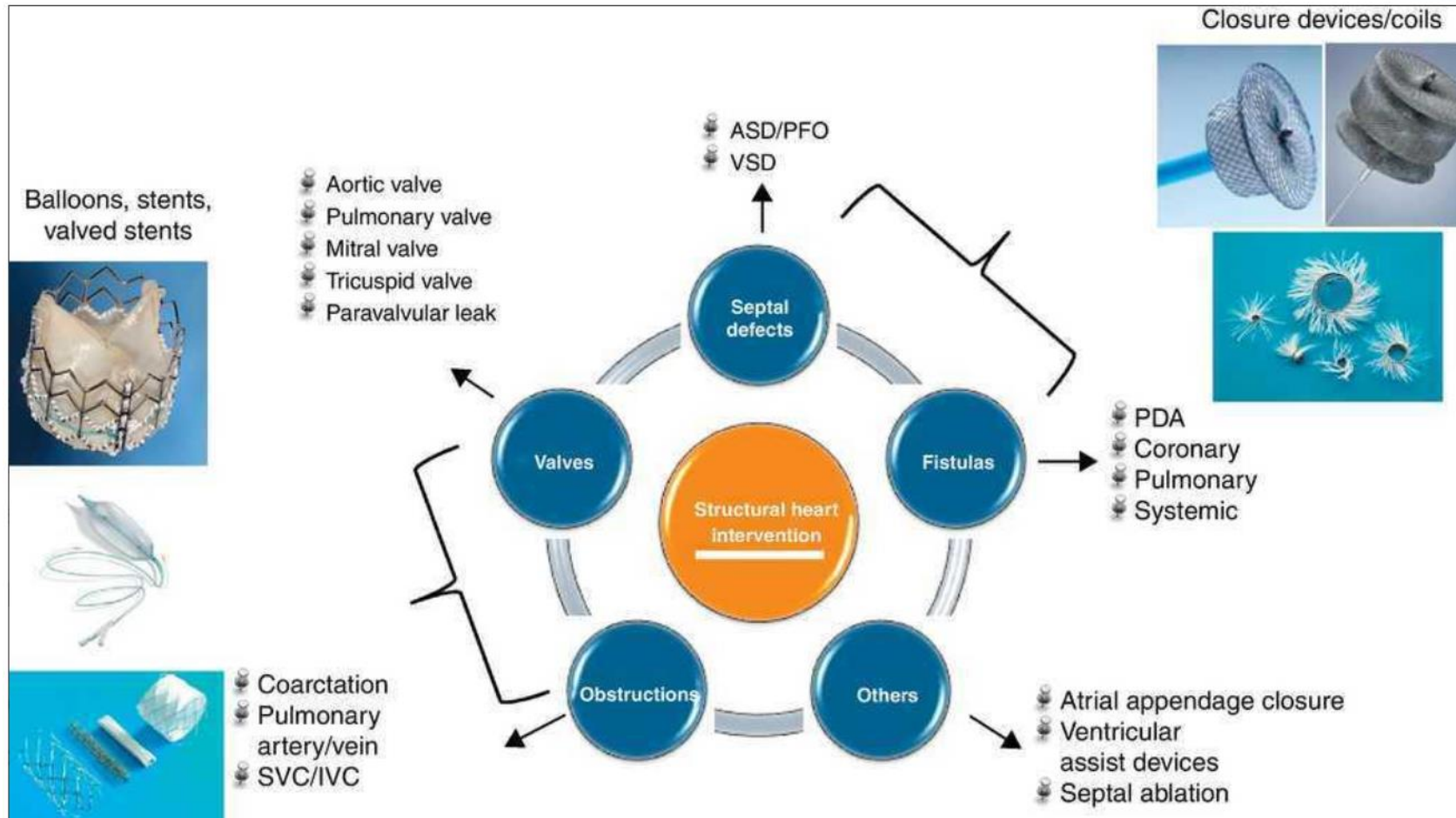
Peripheral Angiogram



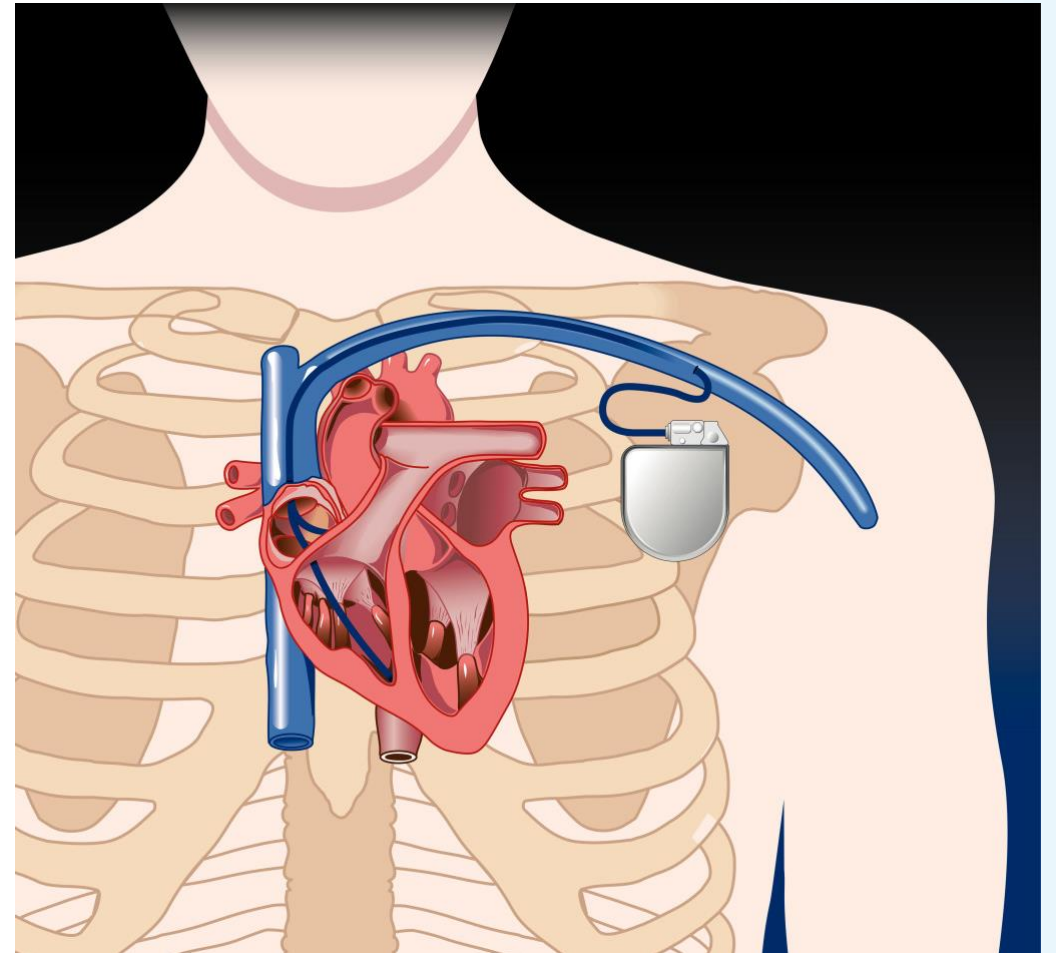
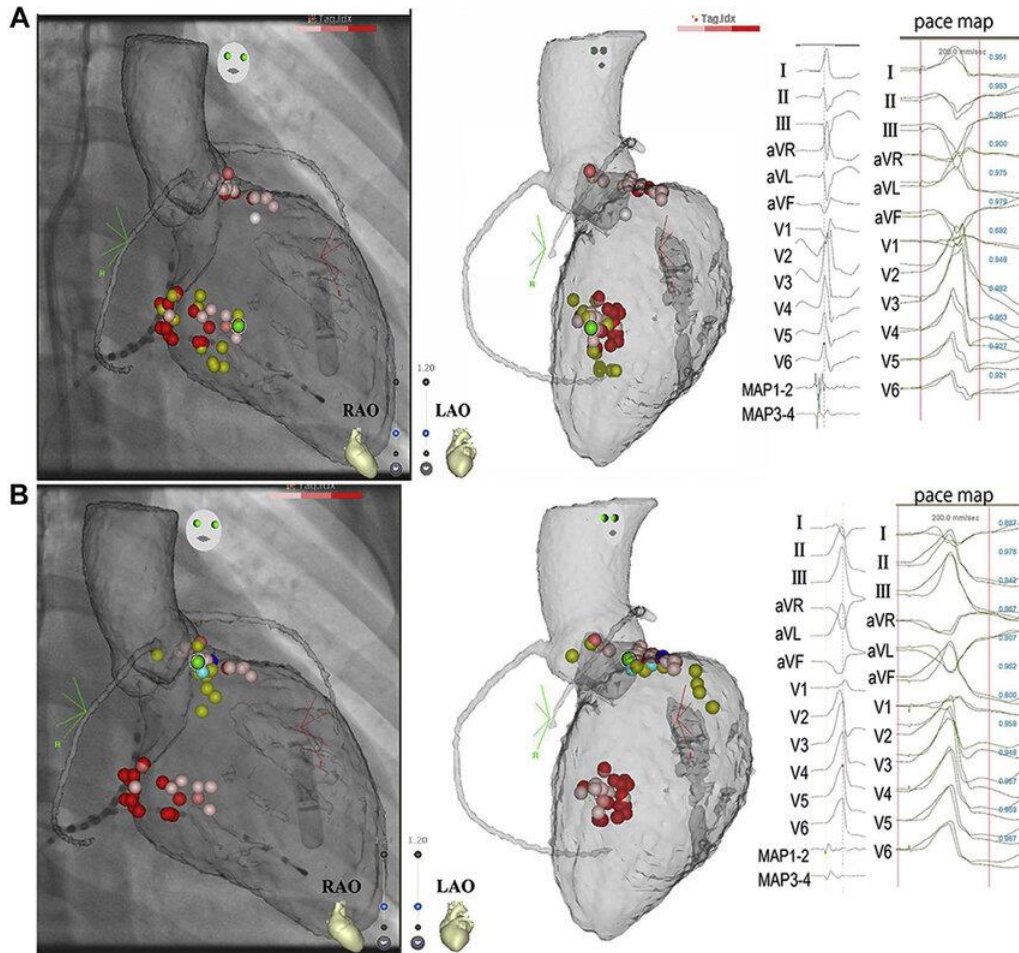
Coronary Angiogram



# STRUCTURAL HEART PROCEDURES



# ELECTROPHYSIOLOGY PROCEDURES



# WHAT ARE WE LEARNING

## Program Curriculum | 77 Credits Minimum

---

### Prerequisites to Invasive Cardiovascular

---

- [GEN ED REQ - Invasive Cardiovascular Technology Mathematics Requirement](#) 3 or 4 Credit Hours
- [GEN ED REQ - Invasive Cardiovascular Technology Natural Sciences Requirement](#) 7 Credit Hours
- [SSS 100 - Student Success Seminar](#) 2 Credit Hours
- [HC 106 - Certified Nursing Assistant \(CNA\)](#) 3 Credit Hours
- [HC 117 - Medical Language](#) 1 Credit Hours

### Fall Semester

---

- [GEN ED REQ - Invasive Cardiovascular Technology Communications Requirement](#) 3 Credit Hours
- [HC 103 - Interprofessional Health Care](#) 3 Credit Hours
- [CVI 103L - Invasive Diagnostic Procedures I Lab](#) 1 Credit Hours
- [CVI 104 - Asepsis & Cardiac Cath Related Surgical Procedures](#) 2 Credit Hours
- [CV 131 - Cardiovascular Physiology and Pathologies](#) 3 Credit Hours

### Spring Semester

---

- \* [CPR - CPR Certification](#) Credit Hours
- [CV 125 - EKG Analysis & Interpretation I](#) 2 Credit Hours (8 weeks)
- [CV 135 - EKG Analysis & Interpretation II](#) 2 Credit Hours (8 weeks)
- [CVI 124 - Invasive Cardiovascular Pharmacology](#) 2 Credit Hours
- [CVI 133 - Radiation Physics & Safety](#) 2 Credit Hours
- [CVI 133L - Radiation Physics & Safety Lab](#) 1 Credit Hours
- [CVI 135 - Invasive Diagnostic Procedures II](#) 3 Credit Hours
- [CVI 135L - Invasive Diagnostic Procedures II Lab](#) 1 Credit Hours

### Summer Semester

---

- [GEN ED REQ - Invasive Cardiovascular Technology Social Sciences Requirement](#) 3 Credit Hours
- [CVI 202 - Invasive Peripheral Procedures](#) 1 Credit Hours
- [CVI 202L - Invasive Peripheral Procedures Lab](#) 1 Credit Hours
- [CVI 210L - Emergency Cardiac Care Lab](#) 1 Credit Hours
- [CVI 214 - Electrophysiology](#) 1 Credit Hours

### Fall Semester

---

- [CVI 211 - Invasive Interventional Procedures](#) 3 Credit Hours
- [CVI 211L - Invasive Interventional Procedures Lab](#) 1 Credit Hours
- [CVI 213 - Invasive Hemodynamics](#) 3 Credit Hours
- [CVI 213L - Invasive Hemodynamics Lab](#) 1 Credit Hours

### Spring Semester

---

- [CVI 233S - Invasive Cardio I Clinical](#) 13 Credit Hours

### Summer Semester

---

- [CVI 243S - Invasive Cardio II Clinical](#) 8 Credit Hours
- 

# CLINICALS



# INVASIVE STATISTICS

## 2024 - 2022 Retention Average By Graduation Year

Graduation Year	2024	2023	2022
# Initially Enrolled	8	12	11
# Added to Class	0	1	0
Attrition Due to General Education Courses	0	0	0
Attrition Due to Non-Academic Reasons	1	0	3
Attrition Due to Professional Courses	0	1	2
# Dropped Out	1	1	5
# In-Progress or Stopped Out	0	0	0
# Graduated	7	12	6
Retention Percentage	87.50%	92.31%	54.55%

# INVASIVE STATISTICS

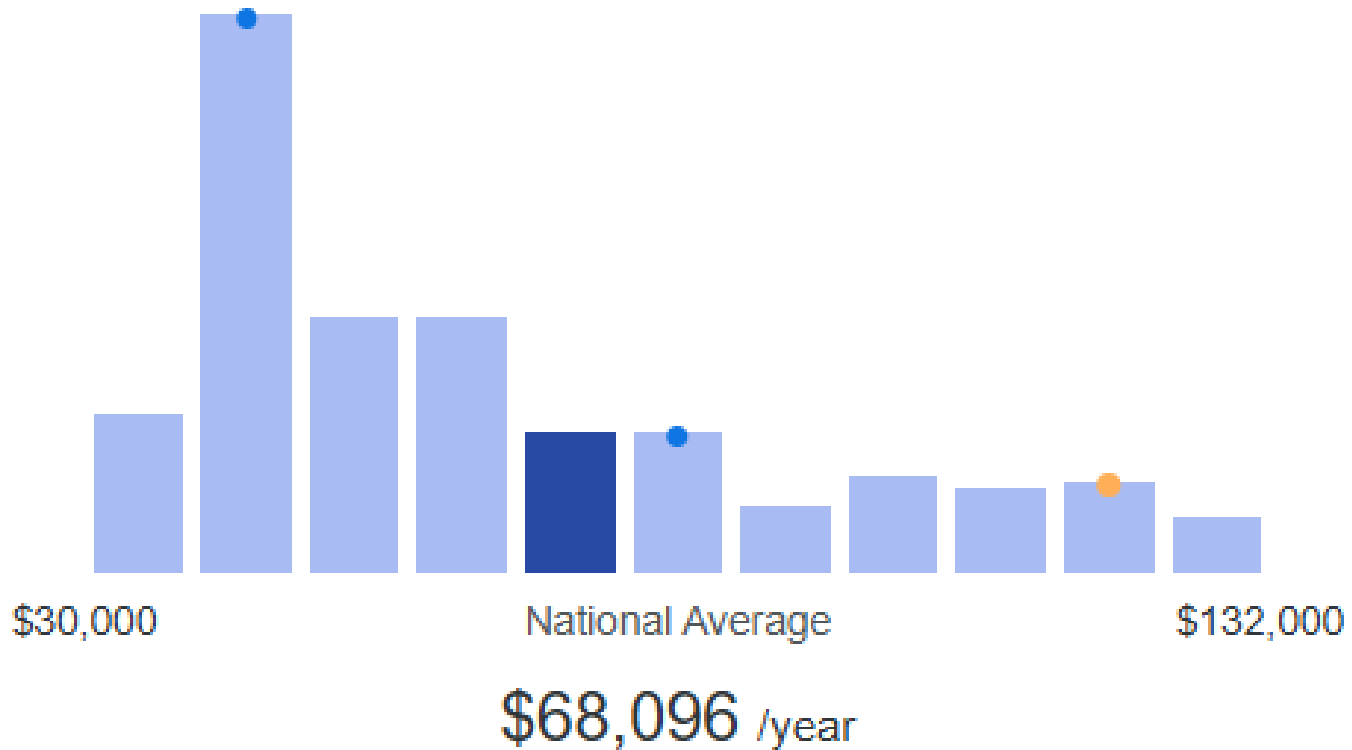
## Credentialing Exams

Edit the details for each exam and a 'Continue' button will appear at the bottom of the list to proceed to the next step.

CCI RCIS	Threshold	Passing Average			<a href="#">complete</a>
	60%	2024: 100% 3-Year: 100%			
Graduation Year		2024	2023	2022	
# Graduates		7	12	6	
# Graduates Attempted		7	12	6	
# Graduates Passed - 1st Attempt		7	12	4	
# Graduates Passed - Subsequent Attempts		0	0	2	

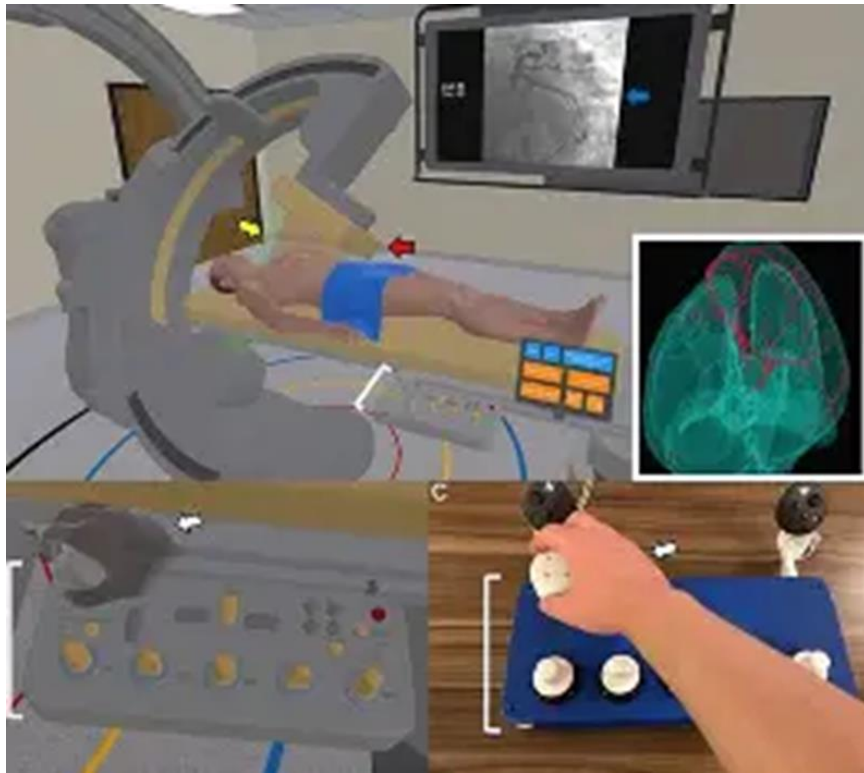
# LET'S TALK MONEY

## How Much Do Rcis Jobs Pay per Year?



# WHAT'S NEXT!- SIMULATION

Cath Lab VR



SimMan Vascular





**SOUTHEAST**  
Technical College

**Southeast Technical College**  
Marketing Update  
**EXECUTIVE SUMMARY**

**Purpose:**

To provide the School Board with an update on Southeast Technical College’s 2025–2026 enrollment marketing campaign and other ongoing marketing initiatives.

---

**Highlights:**

**Student-Centered Focus:** The 2025–2026 enrollment campaign emphasizes the student experience, highlighting hands-on learning and real-world outcomes.

**Storytelling Across Platforms:** Additional initiatives showcase the STC story through student success stories, workforce connections, and campus culture.

**Website Health Update:** Includes an overview of the current performance, engagement metrics, and continuous improvements to the STC website.

---

**Administrative Recommendation to School Board:**

To acknowledge the Southeast Technical College Marketing update.



**S** SOUTHEAST  
Technical College

# MARKETING ENROLLMENT CAMPAIGN 2025-26

Jen Lambley

Director of Marketing and Communications



**SOUTHEAST**  
Technical College



**YOUR CAREER IS  
IN YOUR HANDS**

# STUDENT-FOCUSED CAMPAIGN DETAILS

- Stresses hand-on learning.
- Utilizes a mix of channels.
- Draws awareness to STC and encourages engagement with the brand.
- Encompasses user-generated content from real STC students.
- Features lab spaces and STC facilities.





THIS IS MY  
**CLASSROOM**



THIS IS MY  
**TEXTBOOK**



THIS IS MY  
**HOMEWORK**



THIS IS MY  
**DESK**

# MERIT

TARGET

Students, parents, high schools, legislators, media

SHARE

Recipients share organically on their social platforms

DRIVE

Increase traffic on Southeast Tech's website



Photo Caption: Southeast Tech's 25-26 Student Engagement Board leaders. From left, Taylor Hansen, Marketing Chair; Natalie Bruske, Secretary; and Angel Palacios, President.



 **Taylor Hansen**  
Majoring in Cardiovascular Sonography  
[Southeast Technical College](#)  
From Lead, SD

## Taylor Hansen Elected to STC Student Engagement Board Leadership

October 3, 2025

Taylor Hansen has been named the Marketing Chair of Southeast Technical College's Student Engagement Board. Hansen was elected by the board at its kickoff meeting earlier this fall.

SEB is a student-led group designed to expand opportunities for involvement, events and connection on campus. It helps shape and promote student events such as the annual Talent Show and Easter Egg Hunt, while also providing input on intramurals and clubs.

# STUDENT SPOTLIGHTS



## [Student Spotlight: Designing a Future in Architectural Engineering Technology](#)

AUG 25, 2025 10:41 AM

For Sioux Falls native Alex Welbig, attention to detail has always been second nature. Whether it's perfecting a bodybuilding routine, designing a winning middle school T-shirt or envisioning a building from the ground up, Welbig has a knack for precision.



## [Student Spotlight: Rooted in Passion, Growing Toward Conservation](#)

AUG 04, 2025 11:33 AM

When Ty Stuart first started growing and collecting plants, he never imagined it would become the foundation for his future career. What began as a hobby soon blossomed into a passion--and now, a purpose.

# WEBSITE – ALWAYS EVOLVING

- Landing page refresh
- Program page re-organization
  - Additional student testimonials
  - Full-width graphic elements
  - Reviewing copy for search engine optimization (SEO)
  - More user-friendly navigation
- Working out validation and accessibility issues



Southeast Technical College allowed me to get my education in a timely, hand-on manner, which are huge benefits. I learn best by doing and can say STC was the right choice for me.

**Alex Esquibel '24**

Civil Engineering Technology and Land Surveying Science

## **SURGICAL TECHNOLOGY**

Admission Criteria

Additional Program Requirements

Cost and Scholarship Opportunities

Curriculum

Faculty

Job Outlook

Mission

Program Outcomes

Student Experiences


Student Organizations

Technology Requirements

Virtual Campus and Lab Tour

# SITE REPORT – A QUICK SNAPSHOT

**Site Score** ?



95

Site Name: www

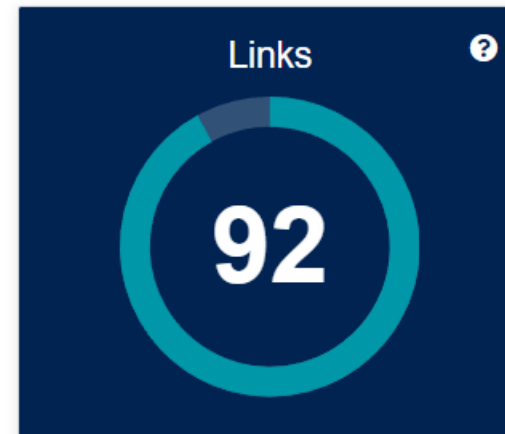
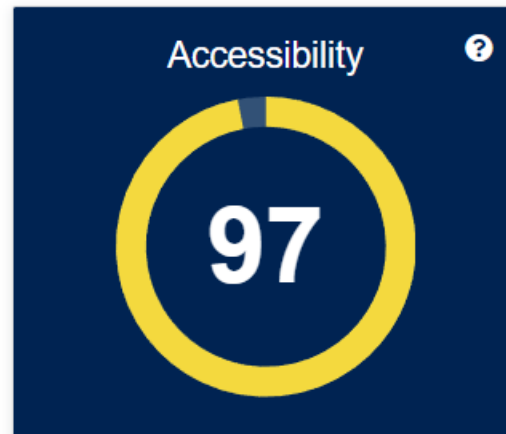
Last Completed: 10/20/2025 at 7:31 PM

Total Pages: 999

Robots.txt: ✓ [View File](#)

Sitemap.xml: ✓ [View File](#)

[SHARE REPORT](#)





**SOUTHEAST**  
Technical College

# Naming for the Homebuilding Laboratory

## Executive Summary

**Purpose of Report:** To gain approval for The Wells Fargo Homebuilding Laboratory

---

Wells Fargo is a multinational financial services company chartered in Sioux Falls, South Dakota. Wells Fargo's footprint in American banking can be traced back to 1852.

Wells Fargo has been a steady donor to the Southeast Technical College Foundation since 2002 supporting the Annual Fund, Student Scholarships, the Emergency Retention Fund, Jumpstart and Financial Literacy seminars within New Student Orientation. Because of this historical relationship and Wells Fargo's approval of the Foundation's and College's use past gifts, Wells Fargo requested a proposal to perpetuate homebuilding in the region. The team of Dr. Cory Clasemann, Dr. Fenecia Homan and Foundation Associate Vice President Stephen Williamson submitted a proposal to build a homebuilding laboratory where students from multiple disciplines can annually build and provide a new home appropriate for a first-time homebuyer. This proposal was well received by the Wells Fargo national office and the Foundation and College received a grant of \$2,000,000 dollars from Wells Fargo to build an indoor homebuilding facility.

The College and Foundation will be discussing with partners the opportunity to invest in this project and expect to break ground on this facility in the Spring of 2026. We ask the school board to vote affirmatively name this new facility, "The Wells Fargo Homebuilding Laboratory."

---

**Administrative Recommendation to School Board:** Approval of the name, "The Wells Fargo Homebuilding Laboratory."



# Naming Proposal: Homebuilding Laboratory

Stephen Williamson, Associate Vice President for  
External Relations and the STC Foundation



**SOUTHEAST**  
Technical College



# WELLS FARGO

- Wells Fargo is a multinational financial services company chartered in Sioux Falls, South Dakota. Wells Fargo's footprint in American banking can be traced back to 1852
- Wells Fargo has been a steady donor to the Southeast Technical College Foundation since 2002 supporting the Annual Fund, Student Scholarships, the Emergency Retention Fund, Jumpstart and Financial Literacy seminars within New Student Orientation
- In October Wells Fargo provided a gift of \$2,000,000 to Southeast Technical College through the Foundation to build a homebuilding Laboratory

# REQUEST FOR APPROVAL

Request for approval by the Sioux School Board that the new Homebuilding Laboratory at Southeast Technical College be named in honor of Wells Fargo

The Wells Fargo Homebuilding Laboratory



**SOUTHEAST**  
Technical College

## **Southeast Technical College**

Financial Update

### **EXECUTIVE SUMMARY**

**Purpose:**

Provide the School Board with 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.



# FINANCIAL UPDATE

Sioux Falls School Board Meeting – November 2025



**SOUTHEAST**  
Technical College

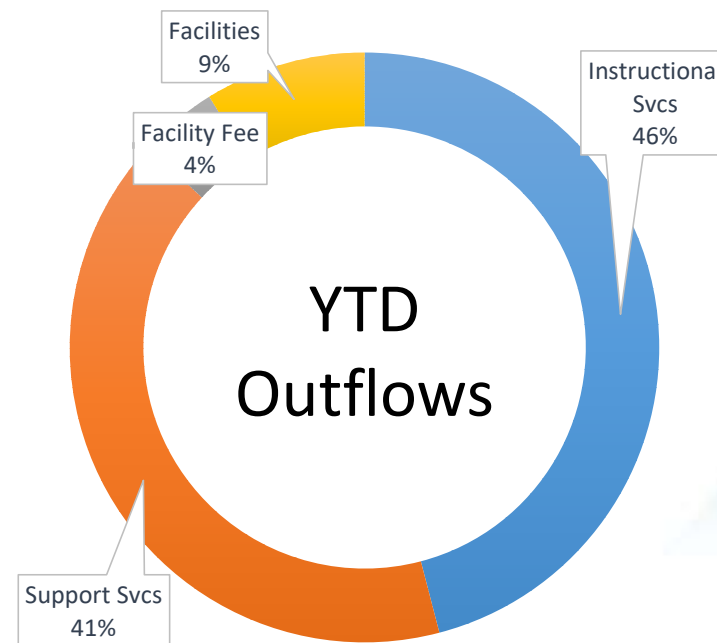
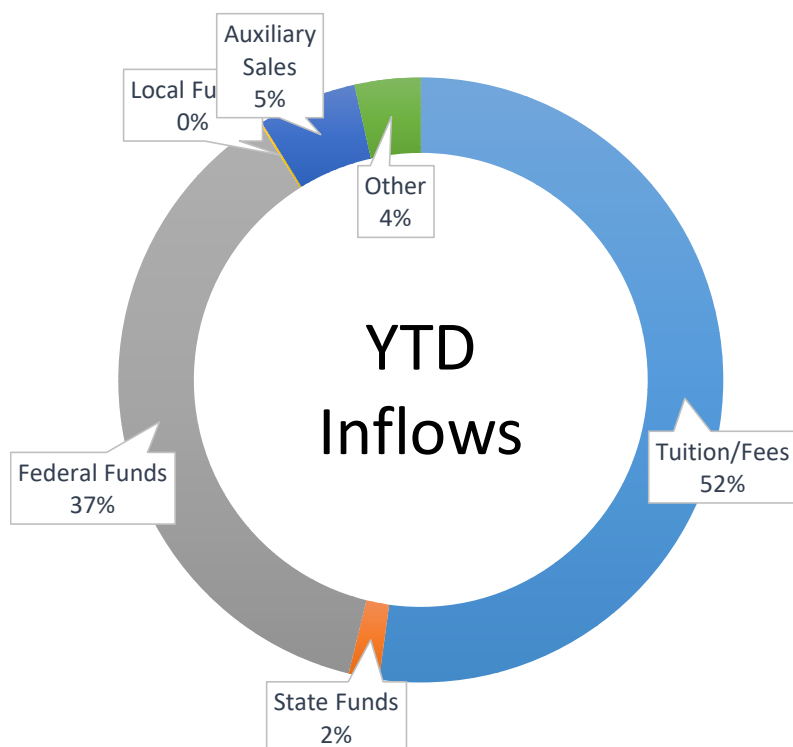
# FY26 KEY INFLOWS AND OUTFLOWS

16% of FY Completed

▲ \$1.2M total inflow

▼ \$6M total outflow

▼ \$4.8M net outflow



Source: 10/2025 eFinance Rainbow Reports

# FY26 YTD BUDGET COMPARISON

16% of FY Completed

REVENUES	Budget	YTD Actual	%
Tuition/Fees	\$18.4M	\$628k	3%
State Funds	\$13.9M	\$19k	0%
Federal Funds	\$3.1M	\$448k	14%
Local Funds	\$412k	\$1k	0%
Auxiliary Sales	\$3.5M	\$63k	1%
Other	\$523k	\$42k	8%
<b>Total Revenues:</b>	<b>\$40M</b>	<b>\$1.2M</b>	<b>3%</b>
Instructional Services	\$18.8M	\$2.7M	14%
Support Services	\$13.2M	\$2.5M	19%
Facility Fee	\$2M	\$262k	13%
Facilities	\$6M	\$534k	9%
<b>Total Expenses:</b>	<b>\$40M</b>	<b>\$6M</b>	<b>15%</b>

Source: 10/2025 eFinance Rainbow Reports

**STC - Natural Classifications by Fund -**

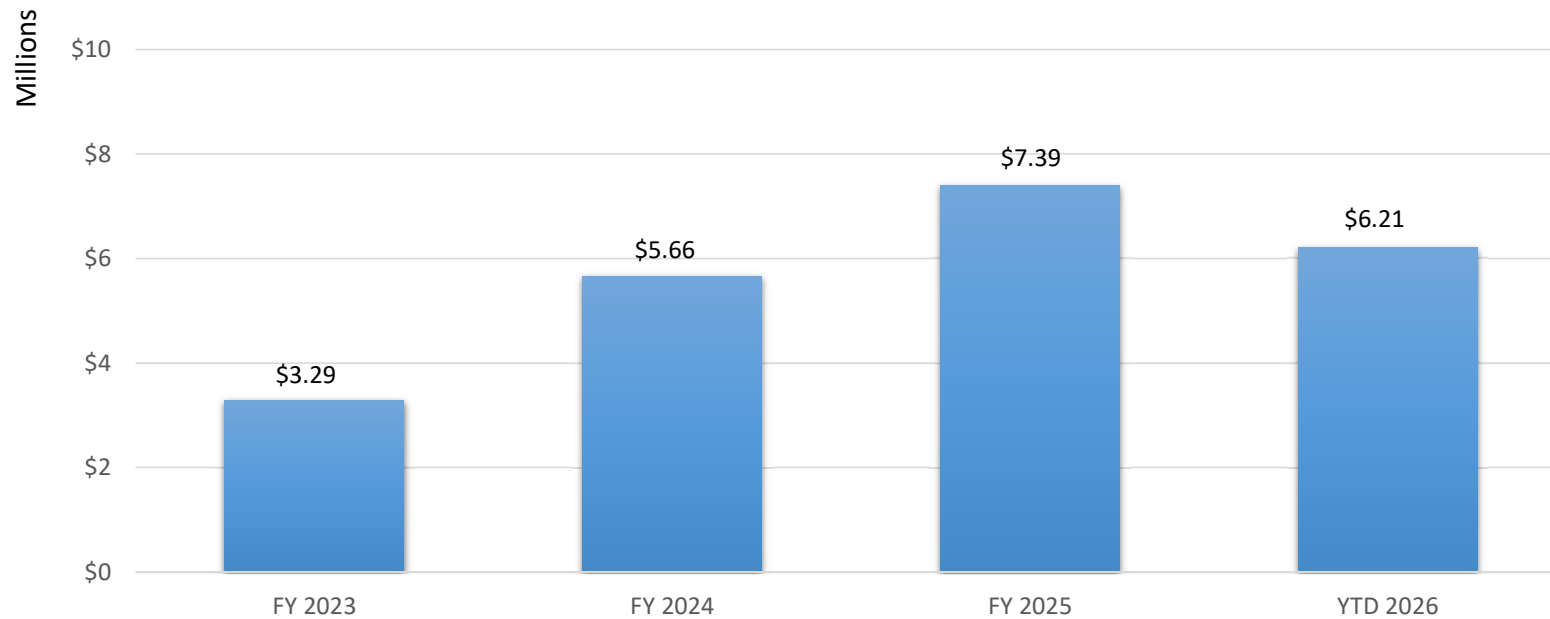
*FY 26 Revenues & Expenses - as of August 31, 2025*

16.6% of FY Cor

	(23) General Fund	(23) Pass Thru	(52/53/54) Auxiliary	(23) Grants	(23) Plant	(23) Reserved	YTD Cumulative Total	FY26 Budget	YTD %
<b>Beginning Balance</b>	\$11,011,869					\$0	.		
<i>Inflow/Revenues:</i>									
Tuition & Fees	\$ 366,563	\$ 262,057			\$ -		\$ 628,620	\$ 18,489,875	3.4%
Auxiliary Services			\$ 63,549				\$ 63,549	\$ 3,510,000	1.8%
State Funding					\$ -		\$ -	\$ 13,956,162	0.0%
Federal Funding				\$ 448,352			\$ 448,352	\$ 3,128,157	14.3%
Local Funding				\$ 1,400			\$ 1,400	\$ 412,446	0.3%
Other Sources	\$ 42,452	\$ -				\$ -	\$ 42,452	\$ 523,000	8.1%
<b>Total Revenues:</b>	<b>\$ 409,015</b>	<b>\$ 262,057</b>	<b>\$ 63,549</b>	<b>\$ 449,752</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,184,373</b>	<b>\$ 40,019,640</b>	<b>3.0%</b>
<i>Outflow/Expenses:</i>									
Personnel & Benefits	\$ 3,253,666		\$ 107,395	\$ -	\$ 145,058	\$ -	\$ 3,506,119	\$ 23,161,569	15.1%
Resale Inventory			\$ 386,468				\$ 386,468	\$ 2,184,500	17.7%
Advertising	\$ 15,296		\$ 3,783				\$ 19,079	\$ 386,500	4.9%
Dues, Fees, Subscriptions	\$ 115,055		\$ 28,256	\$ -	\$ -		\$ 143,311	\$ 860,230	16.7%
Equipment	\$ -		\$ 2,030	\$ 924,535			\$ 926,565	\$ 2,154,580	43.0%
Food	\$ 7,958		\$ 51				\$ 8,010	\$ 154,150	5.2%
Fuel	\$ 4,144		\$ -		\$ -		\$ 4,144	\$ 31,000	13.4%
Insurance					\$ 112,339		\$ 112,339	\$ 450,000	25.0%
Postage	\$ 3,404		\$ 2,395		\$ -		\$ 5,799	\$ 177,250	3.3%
Printing	\$ 1,135						\$ 1,135	\$ 132,350	0.9%
Professional Services	\$ 46,679		\$ 463	\$ -	\$ -		\$ 47,142	\$ 2,722,577	1.7%
Rental/Lease	\$ 39,219				\$ -		\$ 39,219	\$ 331,153	11.8%
Repairs/Maintenance	\$ 29,704		\$ 487	\$ -	\$ 77,616	\$ -	\$ 107,807	\$ 871,555	12.4%
Staff Development	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	0.0%
Supplies	\$ 31,455		\$ 6,697	\$ -	\$ -		\$ 38,152	\$ 1,788,379	2.1%
Textbooks/Software	\$ 348,464		\$ 163				\$ 348,627	\$ 1,169,650	29.8%
Travel & Registrations	\$ 23,865			\$ -			\$ 23,865	\$ 194,257	12.3%
Utilities					\$ 61,383		\$ 61,383	\$ 727,800	8.4%
Other Expenses	\$ 14,590	\$ 262,057				\$ -	\$ 276,647	\$ 2,457,140	11.3%
Transfers In/Out:	\$ 1,345,817	\$ -	\$ (474,639)	\$ (474,783)	\$ (396,395)	\$ -	\$ -		
<b>Total Expenses:</b>	<b>\$ 5,280,451</b>	<b>\$ 262,057</b>	<b>\$ 63,549</b>	<b>\$ 449,752</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 6,055,810</b>	<b>\$ 40,019,640</b>	<b>15.1%</b>
<b>Ending Balance</b>	<b>\$ 6,140,433</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ (4,871,437)</b>		

# STC COMBINED FUND BALANCES

16% of FY Completed



Source: eFinance Balance Sheet Reports



**SOUTHEAST**  
Technical College

## **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 policies for second reading.

---

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

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

STC 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

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

---

#### **Policy Review Recommendation to School Board:**

Approve second reading of STC 110, STC 422, STC 423, STC 430, STC 714, and STC 856.



**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'sSTC'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 CollegeSTC 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~~ Sale of surplus property – Notice - Exceptions
- 6-13-5 ~~Receipt of sealed bids – Sale to highest bidder – Reappraisals –~~ Absence of bids – Private 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 <u>by publication</u>
6-13-7	<u>Persons prohibited from purchasing surplus property - Exception</u>
6-13-8	Deposit and credit of sale revenue
6-13-9	<u>Sale of real property under installment contract</u>
6-13-10	<u>Acceptance of bid for installment contract</u>
6-13-11	<u>Board approval of installment contract sales</u>
6-13-12	<u>Full purchase price paid in cash – Execution of deed</u>
6-13-13	<u>Less than full amount of purchase price in cash – Execution of contract for deed</u>
6-13-14	<u>Transfer, license, or sale of computer software – Notice to board</u>

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

## ~~Policies and Regulations~~

### ~~NEPN Code: DFF-R/STI~~

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#### ~~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.~~
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- ~~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

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



## 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~~ 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 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	



## ~~Policies and Regulations~~

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

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#### ~~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.~~

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- ~~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.~~
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  - ~~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.~~

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



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	



## 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: