

SIOUX FALLS SCHOOL BOARD
Wednesday, January 7, 2026 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
- IV. Approval of Minutes of December 3, 2025
- V. Approval of Agenda
- VI. Conflicts of Interest
- VII. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval of Contracts
 2. Approval/Ratification of Purchase Orders - Revised 1/06/2026 3:23 PM
 - S2603432 - Texas Book Company - Used Text Books for Resale
 - S2603434 - ATICourse Materials LPN
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
- VIII. Reports of the President
 - A. Wellbeing and Counseling Services Update
 - B. Law Enforcement Update
- IX. Review/Revise Sioux Falls School District/STC Policies/Regulations
- X. First Read Sioux Falls School District/STC Policies/Regulations
- XI. Adjournment

SCHOOL BOARD MEETING

Wednesday, December 3, 2025

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, December 3, 2025, at 4:00 p.m. in the Instructional Planning Center, 201 East 38th Street, Sioux Falls, South Dakota, with the following members present: President Nan Kelly, Elizabeth Duffy, Dawn Marie Johnson, Marc Murren, Gail Swenson. Absent: None.

* * * * *

Southeast Technical College once again held it's bi-annual Service To Community Days (or STC Days) the week of October 27-31, 2025. Many students and employees took the classroom off-campus to incorporate an element of community service into course objectives. Kristin Wellnitz, who serves as the Chair of the Civic Engagement Work Group, provided an overview of the service week's happenings. Locations for service this fall included agencies in which previous relationships had already been established, such as the Bishop Dudley Hospitality House, the Ronald McDonald House, the St. Francis House, and the Habitat ReStore, while also adding in a new partnership with Kids Against Hunger. To date this fall, we have recorded over 500 service hours by 450 people (more done that have not yet been recorded). The partnerships created, as well as the experiences gained are such a benefit to both Southeast Tech as an organization, and to those involved.

* * * * *

Action ST00973

A motion was made by Elizabeth Duffy and seconded by Gail Swenson, five (5) votes "yes" on roll call **approving the minutes of a meeting** held on November 5, 2025, and November 12, 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 ST00974

A motion was made by Marc Murren and seconded by Gail Swenson, 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 ST00975

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

Action ST00975, continued

A. Approving the Authorizations and Ratifications, as follows:

1. Approval/Ratification of Purchase Orders

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

Item	PO No.	Vendor	Description	Total Cost
a.	S2603004	Linde Gas & Equipment	Lincoln Power Wave Welders (4)	\$50,960

2. Disposal of School District Property

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

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	48' dry van trailers (2 units)	STC	Kevin Shotkoski Daniel Eisenvon Benjamin Ringling	\$500 each trade-in	STC-016

B. Approving the **Consolidated Report of Trust and Agency Funds** of December 3, 2025, and stating for the record that as of October 31, 2025, receipts total \$17,708,790.82 and disbursements total \$15,281,776.59 (MRF #ST710).

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, Hourly Dal, Adang	Scarborough	10-31-25
Instructor, Adjunct, Stipend Schoenfelder, Nicholas	Business Administration	11-07-25
Instructor, Adjunct, Hourly Nowell, Koree	Nursing & Health	11-21-25

Action ST00975, continued

C2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Hourly			
Fjeldheim, Elizabeth	Nursing & Health	11-17-25	\$34.00
Instructor, Adjunct, Per Credit Hour			
Green, Brittany	Mathematics	11-03-25	\$890.40
Other Help, Part-Time, Hourly			
Erickson, Brian	Testing Center	11-03-25	\$16.50

C3. Change of Status

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Peters, Kaylee	Adjunct Nursing Instructor Part-Time \$46.00/hour	Nursing Instructor 186-Day, 1.0 FTE Level 4, Step 5 Exempt \$33,335.00 100 days prorated	11-03-25
Vande Kamp, Sara	Director of Eastern SD- Perkins 12-Month, 1.0 FTE Exempt Level 9, Step 11 \$78,143/year	Director of Workforce Development 12-Month, 1.0 FTE Exempt Level 11, Step 13 \$61,073.18/year 172 days prorated	11-03-25

Action ST00976

Instructor Angela Landeen provided the Community Health Worker Certificate Program report (MRF ST#711). The Southeast Technical College Community Health Worker (CHW) Certificate Program is building South Dakota’s frontline public health workforce and expanding access to care for rural, tribal, and underserved communities. CHWs are trusted community-based health professionals who bridge health systems, social services, and individuals by providing health system navigation, resource coordination, health promotion and coaching, and education on chronic disease prevention and control. As of November 2025, South Dakota has a combined CHW/CHR workforce of 325 (85 long-standing Community Health Representatives and 240 newly trained CHWs), and Southeast Technical College has graduated 147 of those 240 new CHWs, 61% of the statewide pipeline, with a 93% retention rate into the workforce. Delivered as a one-semester, 10-credit online certificate aligned with state CHW standards, the program enrolls students from health systems, community organizations, and tribal partners and prepares them for Medicaid-reimbursable CHW roles supported by South Dakota’s CHW Medicaid State Plan Amendment.

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

Action ST00977

Adult Education and Literacy Program Director Jennnifer Keyes presented the Adult Education and Literacy Program Report (MRF ST#712). The Adult Education and Literacy Program, located on the Southeast Tech 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 participants. Highlights of the report included Programs – GED Preparation, Adult Basic Education, ESL Instruction, Distance Education, Funding, Demographics & Performance Statistics, Partnerships and Staff.

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

Action ST00978

Vice President of Finance Christine Goldsmith provided the Financial Update Report (MRF ST#713). Highlights of the report included high-level year-to-date revenues and expenses and an overview of 4-year comparison of combined fund balances.

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 Financial Update Report.**

Action ST00979

On motion by Marc Murren and seconded by Elizabeth Duffy, five (5) votes “yes” on roll call, the School Board **adjourned** at 5:11 p.m.

NAN KELLY
Presiding Officer

TODD VIK
Business Manager

SIOUX FALLS SCHOOL BOARD
Wednesday, January 7, 2025 4:00 p.m.

Nan Kelly
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Cory Clasemann
Southeast Tech President

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AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes Held on December 3, 2025
4. Persons Wishing to Address the School Board on Non-Agenda Items
5. Persons Wishing to Address the School Board on Agenda Items
6. Approval of Agenda
7. Conflicts of Interest
8. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval/Ratification of Purchase Orders
 2. Approval of Contracts
 - Beverage Vendor Recommendation
 - House Building Lab
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
9. Reports of the President
 - A. Wellbeing and Counseling Services Update
 - B. Law Enforcement Update
10. Adjournment

Next Meeting: February 4, 2026 4:00 pm

1. Approval of Contracts**Cory Claseman 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.				

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

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

Item	PO No.	Vendor	Description	Total Cost
	S2603432	TEXAS BOOK COMPANY	USED TEXTBOOKS FOR RESALE	60,000
	S2603434	ATI ASSESSMENT TECHNOLOGIES INST	LPN PSRING COURSE MATERIALS	178,500

3. 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.
a.	Epson Stylus Pro 9600	STC	Patrick Frentz Anthony Conrad Erica Strouth	\$0	STC-017
b.	Power Mac 65	STC	Patrick Frentz Anthony Conrad Erica Strouth	\$0	STC-017
c.	Epson Perfection 4870 Photo scanner	STC	Patrick Frentz Anthony Conrad Erica Strouth	\$0	STC-017
d.	Projector Screens (5 units)	STC	Patrick Frentz Anthony Conrad Erica Strouth	\$0	STC-017
e.	LACIE Lightscribe (3 units)	STC	Patrick Frentz Anthony Conrad Erica Strouth	\$0	STC-017
f.	LED Monitors (6 units)	STC	Patrick Frentz Anthony Conrad Erica Strouth	\$0	STC-017
g.	Mac keyboards (5 units)	STC	Patrick Frentz Anthony Conrad Erica Strouth	\$0	STC-017

h.	Wacom tablets kit (50 units)	STC	Patrick Frenz Anthony Conrad Erica Strouth	\$0	STC-017
i.	Wacom Inkling kit (50 units)	STC	Patrick Frenz Anthony Conrad Erica Strouth	\$0	STC-017

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 11/30/2025
STC Bookstore	\$ 35,918.59	\$ 649.31	\$ -	\$ 36,567.90
STC EFT	\$ 173,026.18	\$ 4,725,717.41	\$ 5,129.00	\$ 4,893,614.59
STC Tuition & Fees	\$ 2,615,205.08	\$ 14,237,788.96	\$ 16,691,879.89	\$ 161,114.15
STC T & A	\$ 104,122.55	\$ 13,005.85	\$ 12,570.50	\$ 104,557.90
STC ACH	\$ 181,019.51	\$ 89,805.97	\$ -	\$ 270,825.48
STC Blue Bucks	\$ 41,201.71	\$ 7,065.92	\$ 1,687.78	\$ 46,579.85
TOTALS	<u>\$ 3,150,493.62</u>	<u>\$ 19,074,033.42</u>	<u>\$ 16,711,267.17</u>	<u>\$ 5,513,259.87</u>

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

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Student Help, Part-Time, Hourly		
Sidders, Trinity	Scarborough	12-23-25
Instructor, Full-Time, Annual		
Wolf, Tori	Nursing & Health	12-15-25
Nussbaum, Sarah	Nursing & Health	12-15-25
Galvin-Siebenaler, Teka	Nursing & Health	12-23-25
Employee, Full-Time, Hourly		
Hollingshead, Kyle	Custodial	12-12-25
Sandstede, Kevin***	Custodial	01-02-26
Other Help, Part-Time, Hourly		
Engelkes, Tracy	Food Service	11-18-25
Humrich, Elizabeth	Food Service	12-04-25

***Retirement

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Hourly			
Baker Jr., Lanny	Nursing & Health	11-24-25	\$34.00
Lee, Shelby	Nursing & Health	12-01-25	\$46.00
Instructor, Adjunct, Per Credit Hour			
FitzGibbon, John	Construction	12-01-25	\$821.50
Wrasper, Mitchell	Engineering	12-01-25	\$821.50
Arriolacolmenares, Joel	Law Enforcement	12-08-25	\$890.40
Student Help, Part-Time, Hourly			
Dummer, Caitlyn	Scarborough	01-05-26	\$20.05
Employment Contract, Non-Exempt, Full-Time, Hourly			
Schwartz, Samuel	Business Office 12-Month, 1.0 FTE Level 8, Step 4	11-24-25	\$31.10
Wells, Adam	Information Technology 12-Month, 1.0 FTE Level 11, Step 4	01-05-26	\$30.55
Other Help, Part-Time, Hourly			
Sterud, Matthew	Testing Center	12-01-25	\$16.50

SOUTHEAST TECH PERSONNEL REPORT

Wednesday, January 7th, 2026

Stahly, Kimeron	Tutor	01-05-26	\$25.00
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3. Employee Lump Sum Payment/Stipend

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Fischer, Anna	Enrollment Management	01-30-26	\$4,800.00
Homan, Fenecia	Academic Affairs	01-30-26	\$4,800.00

Southeast Technical College
Campus Counseling and Wellbeing Committee
EXECUTIVE SUMMARY

Purpose

This report provides the Sioux Falls School Board with an overview of student counseling services and campus wellbeing initiatives at Southeast Technical College. It includes utilization data from December 13, 2024, to the present, a summary of available counseling services, and updates on the work of the Campus Wellbeing Committee.

Highlights

- Number of students seeking and actively engaging in counseling services from December 13, 2024, to present
- Overview of the Campus Wellbeing Committee
- Summary of current wellbeing initiatives

Administrative Recommendation to the School Board

Acknowledge receipt of the Counseling Services and Wellbeing Report.



Campus Counseling

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

Campus Counselor



SOUTHEAST
Technical College

COUNSELING MODALITIES

Traditional Face to Face/In Office Counseling

TeleMental Health

- Teams-based Video Counseling
- Phone Counseling
- Text-based Counseling, Support and Accountability via Email
- Phone Check-ins for Support and Accountability

ADDITIONAL SERVICES

Alcohol & Other Drug (AOD) Abuse Services

- Evaluation, counseling, referral, and tracking for STC's Biennial Report
- Provided AOD counseling to **40 of 120 students** (Dec. 13, 2024 – July 18, 2025)
- Current reporting period (July 19, 2025 – present): **26 of 123 students**

Student Consultation and Referral: Internal Liaison and External Referrals

Instructor Consultation, including the use of Navigate360 for referrals

Preparation of Semester Counseling Reports and input into Watermark Planning & Self-Study

Member of the Wellbeing Committee



COUNSELING NUMBERS 2024-2025

Total Number of Students (not duplicated): 120 total students, Dec. 13, 2024, through July 18, 2025

(Winter Break, Spring Semester and Summer Semester)

Direct Counseling: 577.5 Hours

- 259 hours of Face-to-Face Counseling
- 318.5 hours of TeleHealth Counseling
 - 64 hours of Teams-based Counseling
 - 66 Hours of Phone Counseling
 - 47 Hours of Phone Check-ins
 - 141.5 Hours of Email-based Counseling

Indirect Counseling: 307 Hours

- 112 Hours of Reports and Recordkeeping
- 34 Hours of STC Meetings
- 41 Hours of Consultation and Referrals (in-house and community)
- 95.5 Hours of Programming (stats, Watermark, committee work, personal development, etc.)
- 24.5 Hours of Continuing Education/Personal Development

CAMPUS COUNSELING FALL 2025-26

Total Number of Students (not duplicated): 123 total students July 19, 2025, through Dec. 12, 2025

Direct Counseling: 472 Hours

- 270 hours of Face-to-Face Counseling
- 202 hours of TeleHealth Counseling
 - 33 hours of Teams-based Counseling
 - 17 Hours of Phone Counseling
 - 27 Hours of Phone Check-ins
 - 125 Hours of Email-based Counseling

Indirect Counseling: 285 Hours

- 104 Hours of Reports and Recordkeeping
- 23 Hours of STC Meetings
- 38 Hours of Consultation & Referrals (in-house and community)
- 61.5 Hours of Programming
- 58.5 Hours of Continuing Education/Professional Development

Summer and Fall Semester 2025-26 Trends

- Significant increase in Summer Counseling.
- I had contact with 44 students in the summer weeks between May 10 and Aug. 24, 2025.

Compared To...

- I had contact with 28 students in the summer weeks between May 4 and Aug. 25, 2024.
- Seeing an increase in engagement prior to and at the beginning of the semester. This increase can be attributed to student exposure at AARs and online orientation sessions, Navigate360 automatically sending students info if requested during by their intake survey, and the emails I send to all students after the semester begins.

MENTAL HEALTH NEEDS ACROSS CAMPUS

- I have seen an increase in the number of healthcare students processing end of life care and death of patients.
- During the accreditation session for Respiratory Therapy, the interviewing panel talked about RT students and professionals needing support as they encounter high rates of patient death.
- I have engaged in continuing education for Grief and Loss and will be doing more specific training related to Grief and Loss for Healthcare Professionals.
- In the general population, there has been a significant shift in the willingness to discuss mental health needs, and this is reflected in our student population.
- STC faculty and staff have voiced seeing an increase of students in distress on campus and in online classes and are asking for resources and support.
- Referrals to student counseling continue to increase; and the Wellbeing Committee is active in helping with resources and support for faculty and staff.



WELLBEING

Megan Rothenberger, MA



SOUTHEAST
Technical College

ASSISTING STUDENTS IN DISTRESS



HOW TO REPORT STUDENT DISTRESS

EMERGENCY

911 or Campus Security



EXAMPLE

Individual is actively attempting to harm themselves or others.

Person is threatening harm and has means to act.

RESPONSE

Contact Campus Security at 605-367-7847 and/or 911 for an immediate response.

CRISIS

See Something, Say Something Form



EXAMPLE

Student is having thoughts of self-harm but does not have the means; student is not acting like themselves and an intervention is needed.

RESPONSE

Complete the See Something, Say Something online form or call Campus Security at 605-367-7847. Follow-up will occur as needed per the incident.

- Created and posted
- Educational session for faculty and staff
- Help care for students and connect them with resources

SHELTER FOR FAMILY SAFETY

- Campus Resilience Index goal to create protective environments
- Awareness building event
- Utilized for student support
- Student Success Advisor tour

DE-STRESS FEST

- Attended by 145 students this fall and 80 in spring





FUTURE WORK

- More wellbeing events for students
- Create and deepen community partnerships
- Supporting faculty with skill building and protocol to support students
- Solidify and institutionalize protocol for student mental health and suicide prevention



SOUTHEAST
Technical College

Law Enforcement Science Academic Program Report

Executive Summary

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

Students in the Law Enforcement program at STC study the essential elements of accident investigation, constitutional and criminal law, juvenile justice, report writing, traffic regulations, firearms training, emergency vehicle operation, and the use of force, along with pressure point control tactics. After completing the Law Enforcement Science program, students can take a reciprocity exam to obtain law enforcement certification, administered by the South Dakota Law Enforcement Standards and Training Commission.

Administrative Recommendation to School Board: Acknowledge the Law Enforcement Academic Program report.



Law Enforcement Science (AAS)

Skip Miller and Keith Gries

January 2026



SOUTHEAST
Technical College

FACULTY

Adjunct Instructors:

- Keith Allenstein
(Constitutional Law, Civil Law)
- Kay Oelkers
(PPCT)
- Tarah Walton
(Crisis Intervention, Multiculturalism)
- Joel ArriolaColmenares
(First Responder & First Aid)
- Tonya Schoenfelder
(Phys Fitness & Nutrition Wellness)

Lead Instructors:



Rich "Skip" Miller



Keith Gries

PROGRAM OUTCOMES

Technology

- Demonstrate the effective applications of sciences and technology utilized in the performance of the police mission.

Problem Solving

- Assess information and evidence to bring calls for service to an acceptable conclusion.
- Has a clear understanding of Procedural Justice and its importance to the police role.
- Exhibits understanding, flexibility, adaptability, tolerance, compassion, and equality for everyone.

Communication

- Prepares accurate, factual and clearly written reports.

Professionalism

- Practices safe and legal operation of the common tools of a law enforcement officer.
- Prepares accurate, factual and clearly written reports.

KEY CONCEPTS & TOPICS

The mission of the **STC Law Enforcement** program is to provide a superior learning environment that teaches students to protect those that they will serve in the most effective and respectful means possible.

Stand out Professionally: You will learn to meet departmental goals, use technology in investigations, apply relevant law, and appropriately and lawfully apply use of force.

Problem Solve: Public service professionals are adept critical thinkers. Your work requires quick, appropriate responses and you will become skilled at applying successful policing strategies in your area.

Know your Role: Southeast Tech faculty will instruct you on the critical part that you play in communicating with your team and the public, in testifying accurately, in keeping accurate and factual reports, and in working professionally with others in the justice system.

Accident investigation

Constitutional and criminal law

Juvenile justice

Report writing

Traffic regulation

Firearms training

Emergency vehicle operation

Use of force and pressure point control tactics (PPCT).

PROGRAM HIGHLIGHTS & ACCOMPLISHMENTS





PARTNERSHIPS

- Sioux Falls PD
- Minnehaha County Sheriff's Office
- SD Highway Patrol
- SD Corrections
- Juvenile Detention
- Lincoln County Sheriff's Office
- State of SD LET



ACCREDITATION

- Accredited yearly through South Dakota Law Enforcement Training

PROGRAM DATA

PROGRAM		Law Enforcement							
Program Capacity for Incoming Cohort							45		
		2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Total Fall Enrollment		57	64	62	48	41	43	53	58
	New Students	32	41	34	22	25	26	30	32
	Returning Students	25	23	28	26	16	16	21	26
	Transfer Students						1	2	
Program Retention Rate		71%	73%	63%	74%	74%	76%	84%	
<i>SDBOTE Fall to Fall = Completion + Returning</i>									
# of Graduates		15	14	19	18	14	15	13	
<i>Fall, Spring, Summer combined</i>									
In-Field Placement Rate		89%	88%	88%	74%	78%	92%	87%	
<i>SDBOTE Prior Academic Year</i>									

In field 87% for class of 2023-24

Total Fall Enrollment Demographics			
Status			
	Full Time	36	49
	Part Time	7	9
Age			
	18-23	34	53
	24+	9	5
Gender			
	Female	12	15
	Male	31	43
	Unknown/Other		0
Outside SD		4	4
Known Non-White		11	15
First Generation		10	11

PROGRAM DATA

Reciprocity

- 2022: 90% pass rate
- 2023: 100% pass rate
- 2024: 100% pass rate



SOUTHEAST
Technical College

Policy/Regulation Revisions

STC 220 – Board Member Conflict of Interest
STC 521 – Use of Private Vehicles on College Business
STC 630 – Naming Facilities
STC 913 – Tobacco Free College

Executive Summary

Purpose:

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

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

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

STC 220 – Board Member Conflict of Interest – Updated language
STC 521 – Use of Private Vehicles on College Business – Update wording and liability
STC 630 – Naming Facilities – Changes in titles and requirements
STC 913 – Tobacco Free College – Update of terminology and wording

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

Policy Review Recommendation to School Board:

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



SCHOOL BOARD MEMBER CONFLICT OF INTEREST

Southeast Technical College Policy STC 220

1. Purpose

~~Southeast Technical College's Sioux Falls School District~~ school board (School Board) members and ~~the Southeast Technical College (STC)~~ take conflict of interest matters seriously and expect all employees and school board members to adhere to their responsibility of reporting conflicts of interest accordingly.

2. General Statement of Policy

A School Board member shall not perform any labor or furnish equipment or supplies for compensation. ~~He/She/They~~ shall not be interested directly in any contract with the School District which may have remunerative awards to the School Board member unless certain conditions allowed by both SDCL 6-1-2 and Ch. 3-23 are met in full. Contracts entered in violation of this policy may be void.

No School Board member may participate in discussing or vote on any issue in which the member has a conflict of interest. Each member shall decide if any potential conflict of interest requires such member to be disqualified from participating in discussion or voting. However, no member may participate in discussing or vote on an issue if the following circumstances apply:

- The member has a direct pecuniary interest in the matter before the Board; or
- At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.

If a member with a direct pecuniary interest participates in discussion or votes on a matter before the Board, that member's vote will be invalidated.

No elective county, municipal or state officer or the holder of any other office, the duties of which are incompatible or inconsistent with the duties of a Board member, shall be eligible for such membership.

In addition to this policy, Board members are required to disclose conflicts, or potential conflicts, in accordance with ~~Board policy AH~~Policy STC 130 – Disclosure and Authorization of Contractual Conflicts.

3. Other Related Policies

~~AH – Disclosure and Authorization of Contractual Conflicts~~STC 130 Disclosure and Authorization of Contractual Conflict

4. Dissemination of Policy and Training

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

Legal References:

SDCL

6-1-1 _____ Local officer's interest in public purchase or contract unlawful -- Contract void.

6-1-2 _____ Conditions under which contract with local officer permitted -- Contract voidable if _____ conditions not fully met.

6-1-17 _____ Official prohibited from discussing or voting on issue if conflict of interest exists -- Legal _____ remedy.

13-20-2.1 _____ Interest of school district officer or employee in sale of school equipment as _____ misdemeanor – Exception

13-7-3 Public office incompatible with board membership.

Ch 3-23 Conflicts of Interest

Board Approved:

Policy		Board Action	(formerly 8250)	
adopted:	05-28-68		(formerly BCB/STC	07-01-25)
amended:	10-25-93	27458.2c.		
amended:	10-24-05	34245		
amended:	09-14-09	35488		
amended:	08-12-13	36693		
reviewed:	08-13-18	38110		



SOUTHEAST
Technical College

USE OF PRIVATE VEHICLES ON ~~SCHOOL~~ COLLEGE BUSINESS

Southeast Technical College Policy STC 521

1. Purpose

Employees of Southeast Technical College (STC) who are requested to travel by an administrator, and who are required to provide their own transportation, shall be entitled to claim a mileage reimbursement. The purpose of this policy is to establish that employees who use personal vehicles for approved college Southeast Technical College (STC) business must do so in compliance with college requirements and are eligible for mileage reimbursement at authorized rates.

2. General Statement of Policy

All employees required to drive a personal vehicle in performance of their duties must have a valid driver's license and be able to provide proof of auto insurance annually in compliance with all applicable South Dakota statutes and regulations.

A claim for mileage reimbursement shall be submitted at least annually and no later than June 30th of the fiscal year in accordance with direction given by the Southeast Technical College STC Finance Office. The claim shall be submitted to the STC Finance Office on a mileage form provided by the STC Finance Office. The mileage claimed shall be approved by the STC Finance Office. The mileage rate paid shall be that established by the State Board of Finance and the Internal Revenue Service per policy Sioux Falls School Board. DKC/STC DKC R/STC. STC 452 and STC 452.1

Employees who use privately owned vehicles for official college business must hold a valid driver's license and maintain automobile insurance that meets or exceeds state requirements. Proof of insurance must be provided upon request by the College STC.

Mileage reimbursement for approved travel will follow the state rate as established by the Sioux Falls School District as part of their Employee Travel Procedures applicable policies and procedures.

Use of personal vehicles for college STC purposes does not make the College STC liable for damages to the employee's vehicle or for claims arising from its operation. The employee's personal insurance coverage is primary responsible in the event of an accident or loss.

3. Related Policies

~~ECE/STC~~ ~~ECE R/STC~~ STC 514 – Seat Belt Use
STC 452 & 452.1 - Expense Authorization/Reimbursement

~~Sioux Falls School District Human Resources – Employee Travel Page~~
~~(<https://www.sf.k12.sd.us/o/careers/page/employee-travel>)~~

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	(formerly 4159.1)
adopted:	09-28-81	19896	(formerly EEBB/STC 07-01-25)
amended:	06-28-82	20343	
amended:	09-27-93	27432.3f	
reviewed:	02-11-02	30073	
amended:	09-22-08	35166	
amended:	01-24-11	35956	
amended:	07-15-11	36117	



NAMING FACILITIES, PROGRAMS, AND TITLED POSITIONS

Southeast Technical College Policy STC 630

1. Purpose

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

2. General Statement of Policy

Process

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

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

A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition. The length of time for completion of the pledge will be determined by the President in coordination with the STC Foundation. Similarly, a naming agreement based on an estate plan commitment is contingent on the realization of that estate gift.

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

Naming Tributes Guidelines

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

2. Naming in Recognition of Distinguished Services may honor a gift of time or talent that has had a significant positive impact on STC over an extended period of years or to the State of South Dakota. The President, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the ~~STC Tech Council and the Sioux Falls~~ School Board for approval.

3. Naming recognition for a faculty or titled position requires the creation of an endowed fund where the annual dividends should pay 50% of the salary and benefits of the position. The final naming recognition agreement shall have the signatures of the STC President and Donor Entity in consultation with the STC Foundation after approval from the ~~Sioux Falls~~ School Board ~~and STC Tech Council~~.

4. Naming recognition for a specific program, club, or academic area of study requires creation of an endowed fund where the annual dividends will pay 35% of the annual expenses of the program, club or academic area of study. The final naming recognition agreement shall have the signatures of the STC President and Donor entity in consultation with the STC Foundation and after approval from the ~~Sioux Falls~~ ~~Sioux Falls~~ School Board ~~and STC Tech Council~~.

5. All other campus naming opportunities such as classrooms, labs, large interior and exterior spaces will be on a case-by-case basis and consistent with this policy.

Physical Property

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

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

Rights and Responsibilities

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

- Public announcements: the right to determine content, timing, location, and frequency of any announcements associated with the gift.
- Physical and electronic markers: A donor's input shall be taken into consideration in a naming opportunity; however, all naming should meet STC branding specifications. Any deviation requires approval of relevant STC leadership with input from the STC Foundation.

- Care and maintenance: the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any physical markers.

Permanency of Names

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

- Significant renovation or addition to a facility.
- Action by the named individual, group or company that brings discredit to STC or that compromises the public trust.
- Failure by the named individual, group, or company to fulfill agreed upon obligations.
- The demolition of a facility.
- A request by the named group or company to change the name due to a business merger or acquisition.
- The dissolution of a named group or company.
- Following the permanent closure of an endowed position or program, STC consult with the donor or heirs on a new mission. If none are available, the STC President in consultation with the ~~Foundation Director~~ STC Foundation shall redirect the endowment to a new STC opportunity that is similar to its original charter.

An endowed fund can be liquidated to serve the institution in a dire financial emergency. The STC President can liquidate an endowed fund in consultation with the ~~Foundation Director~~ STC Foundation and two thirds vote of the ~~STC Tech Council~~ Sioux Falls School Board. Note: endowed funds held at the Sioux Falls Area Community Foundation are not a liquid asset and cannot be liquidated.

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

Authority and Approvals

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

All named property is property of STC or the South Dakota Health & Educational Facilities Authority (HEFA).

3. Definitions

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

~~4. Reporting Procedures~~

~~Insert Text Here~~

5.4. Dissemination of Policy and Training

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

Board Approved:

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

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



SOUTHEAST
Technical College

TOBACCO-FREE ~~INSTITUTE~~ COLLEGE

Southeast Technical College Policy STC 913

1. Purpose

~~Southeast Technical College (STC) is dedicated to providing a healthy, comfortable, and productive environment for staff, 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 students resist tobacco use.~~ Southeast Technical College (STC) is committed to providing a healthy, comfortable, and productive environment for all employees, students, and visitors. STC recognizes that education plays a vital role in shaping behaviors that promote good health and well-being. Therefore, STC actively supports efforts to prevent tobacco use and encourages all members of the campus community to adopt and maintain tobacco-free lifestyles.

2. General Statement of Policy

~~STC is concerned about the individuals' health and well-being of its employees and students. Therefore, STC promotes a smoke-free and tobacco-free environment shall promote nonsmoking and non-use of tobacco products among its staff and students on campus.~~

~~Smoking and use of tobacco and vape products by students shall be prohibited on STC property. This shall include buildings, grounds, parking areas, sidewalks surrounding buildings, and STC owned or provided vehicles. This includes all enclosed indoor areas under the control of the STC including work areas, employee lounges and restrooms, conference and classrooms, hallways as well as STC grounds, parking areas, sidewalks surrounding buildings, and STC owned vehicles.~~ The use of smoking, tobacco, and vape products are prohibited on all STC property. This includes, but is not limited to:

- All campus buildings and enclosed indoor areas under STC's control (such as work areas, employee lounges, restrooms, conference rooms, classrooms, and hallways);
- All outdoor areas, including campus grounds, parking lots, and sidewalks surrounding buildings; and
—All STC-owned or STC-provided vehicles.

Visiting Students and Other Minors

~~Visiting students and other minors who are observed smoking or using tobacco products on STC property shall be asked to refrain on STC property and will be reported to law enforcement. This shall include STC buildings, grounds, parking areas, sidewalks surrounding buildings, and STC owned /provided vehicles. Signs will remind visitors of the smoke free environment policy.~~

3. Definitions

~~Insert Text Here~~ 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~~ all members of the STC community. ~~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 or disciplinary action.

- Employees should report a violation of the policy to their supervisor.
- Students should report to an ~~instructor~~ instructor or Office of Student Affairs.

Any violation of this policy by students shall be subject to Policy STC 930.

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 930 – Student Discipline

STC 714 – Tobacco-Free ~~Institute~~ College

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 or place of employment prohibited

34-46-14 Smoking in public or place of employment prohibited

Board Approved:

Policy	Board Action			
adopted:	05-12-97	28784	(formerly JICG/STC	07-01-25)
reviewed:	03-22-10	35655		
reviewed:	08-09-10	35793		
amended:	03-26-12	36325		

Policy/Regulation Revisions

STC 130 – Disclosure and Authorization of Contractual Conflict

STC 431 – Uncollected Accounts Receivable

STC 432 - Inventories

STC 520 – Student Transportation in Private Vehicles

STC 523 – Vehicle Usage

STC 532 – On-Campus and Off-Campus Signage

STC 842 – Community Resource People

STC 1011 – Social Media Acceptable Use

STC 1020 – Facility Use

Executive Summary

Purpose:

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

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

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

STC 130 – Disclosure and Authorization of Contractual Conflict

STC 431 – Uncollected Accounts Receivable

STC 432 - Inventories

STC 520 – Student Transportation in Private Vehicles

STC 523 – Vehicle Usage

STC 532 – On-Campus and Off-Campus Signage

STC 842 – Community Resource People

STC 1011 – Social Media Acceptable Use

STC 1020 – Facility Use

These policies will require a second reading. They will be posted for public review on the School District and STC website and return to the board on February 4, 2026.

Policy Review Recommendation to School Board:

Acknowledge first reading of STC 130, STC 431, STC 432, STC 520, STC 523, STC 532, STC 842, STC 1011 and STC 1020 with the understanding that it will return for a second reading on February 4, 2026.

Report prepared by: President's Office

Presented by: School Board Member on Policy Review Committee

01-07-26



Disclosure and Authorization of Contractual Conflicts

Southeast Technical College Policy STC 130

1. Purpose

Southeast Technical College (STC) expects all employees and Sioux Falls School Board members to exhibit integrity and transparency by ensuring all contractual relationships are free from actual or perceived conflicts of interests. This policy establishes clear guidelines for the disclosure and authorization of any potential interests or direct benefits that may arise between officials and entities engaged in contracts with STC.

2. General Statement of Policy

Direct Benefit or Interest in a Contract

No required employee may have an interest in a contract nor receive a direct benefit from a contract, in an amount greater than five thousand dollars (\$5,000) with the same party within a 12-month period to which STC is a party, unless the interest is disclosed and Sioux Falls School Board (School Board) authorizes the contract when necessary, as provided by this policy.

A required employee receives a direct benefit from a contract when the Required Employee or Related Person:

1. Is a party to or intended beneficiary of any contract with STC or the Sioux Falls School District (the District);
2. Has more than a five percent ownership interest in an entity that is party to any contract with STC or the District;
3. Acquires property under the contract; or
4. Will receive compensation, commission, promotion, or any other monetary benefit directly attributable to any contract with STC or the District.

A required employee has an interest in a contract when the required employee or related person:

1. Is employed by a party to any contract with STC or the District; or
2. Receives more than nominal compensation or reimbursement for actual expenses for serving on the board of directors of an entity that derives income or commission directly from the contract or acquires property under the contract.

A Required Employee does not derive a direct benefit from, or have an interest in, a contract:

1. Based solely on the value associated with the person's publicly-traded investments or holdings, or the investments or holdings of any other person with whom the person lives with or comingles assets;
2. By participating in a vote or decision in which the person's only interest arises from an act of general application;

3. Based on the person receiving income as an employee or independent contractor of a party with whom STC the District has a contract, unless the person receives an increase in compensation or a promotion directly attributable to the contract, or unless the person is employed by the party as a board member, executive officer, or other person working for the party in an area related to the contract;
4. If the contract is for the sale of goods or services, or for maintenance or repair services, in the regular course of business, at a price at or below a price offered to all customers;
5. If the contract is subject to the public bidding process;
6. If the contract is with the official depository as set forth in SDCL 6-1-3;
7. Based solely on the person receiving nominal income or compensation, a per diem authorized by law, or for actual expenses incurred; or
8. If the contract or multiple contracts with the same party within a 12-month period is in an amount less than five thousand dollars (\$5,000).

3. Definitions

Required Employee: Board member, administrator, or other employee with the authority to enter into a contract or spend money in an amount greater than five thousand dollars (\$5,000).

Related Person: the spouse of a required employee or any person the required employee lives with and comingles assets.

4. Reporting Procedures

Disclosure and Authorization Procedure

The School Board shall place on its regular meeting agenda an inquiry for conflict disclosures prior to the consideration of any substantive matters.

If the required employee is a School Board member, the School Board member shall be excused from discussion and consideration of the School Board's inquiry into the conflict. And, if an actual or perceived conflict exists, the School Board member should excuse themselves from any discussion and vote on the substantive matter at that School Board meeting and any subsequent School Board meetings in accordance with Policy STC 220 - School Board Member Conflict of Interest.

This policy requires good faith disclosure. Any person who knowingly violates this policy may be removed from office or employment and may face criminal sanction. A contract made in violation of this policy may be voidable and any benefit derived from a knowing violation may be subject to disgorgement.

When a conflict exists, the required employee must submit the disclosure form to the District Business Manager at least four business days before a scheduled meeting in order to be included in the posted agenda and acted upon at the next scheduled School Board meeting. The request must be made prior to entering, or within Forty-five (45) days, after entering into the contract.

Direct Benefit

The School Board may authorize the required employee to derive a direct benefit from a contract when the School Board finds the terms of the contract are fair, reasonable, and not contrary to the public interest.

The Disclosure Form shall identify:

1. All parties to the contract;
2. The person's role in the contract or transaction;
3. The purpose or objective of the contract;
4. The consideration or benefit conferred or agreed to be conferred upon each party;
5. The duration of the contract;
6. Any other relevant information; and
7. A statement explaining why the School Board should authorize the direct benefit as fair, reasonable, and not contrary to the public interest.

Each disclosure, and the School Board's determination, shall be listed in the minutes and shall be publicly available. The School Board President shall formalize the School Board's determination on an authorization form. The disclosure forms and authorization forms shall be filed with the Auditor General and Attorney General and shall also be kept on file with the Business Manager.

If the School Board rejects authorization, the contract is voidable and subject to disgorgement, or the required employee may choose to resign.

Ongoing conflicts shall be re-disclosed at the Annual School Board meeting in July, but no new authorization is required.

Interest in a Contract

The Disclosure Form shall identify:

1. The existence of the contract; and
2. The person's role in the contract.

School Board authorization is not required for the required employee to have an interest in a contract. Each disclosure shall be included in the School Board minutes. The disclosure forms shall be kept on file with the Business Manager.

5. Dissemination of Policy and Training

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

Legal References:

SDCL Ch. 3-23 Conflicts of Interest

SDCL Ch. 6-1-3 Deposit of funds permitted despite bank connection of public officer

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



UNCOLLECTED ACCOUNTS RECEIVABLE

Southeast Technical College Policy STC 431

1. Purpose

~~Insert Text Here~~ This policy outlines how Southeast Technical College (STC) manages unpaid student accounts balances, checks returned for insufficient funds, and other delinquent obligations. The intent is to safeguard institutional resources, treat all account holders fairly, and comply with applicable state statutes.

2. General Statement of Policy

~~The Southeast Technical College (STC) Vice President of Finance, or designee, is authorized to turn over to a collection agency insufficient funds checks and other receivables which have been determined by the administration to be uncollectable; it being understood that prior to turning the accounts over to the agency the administration has made every reasonable effort to collect the accounts; and further authorizing the STC Vice President of Finance, or designee, to enter into and execute, agreements and/or documents as necessary to effect the collection of the accounts; it being further understood that the collection agency is to receive reimbursement based on an established collection fee schedule.~~

Southeast Technical College STC will make reasonable efforts to collect delinquent accounts directly from the debtor prior to referral. These efforts may include billing statements, reminder notices, payment plan arrangements, and other outreach. When such efforts do not result in payment, the College STC may refer the obligation to the South Dakota Obligation Recovery Center.

The Vice President of Finance, or designee, is authorized to oversee all collection efforts on unpaid accounts and to refer accounts to either the South Dakota Obligation Recovery Center or an approved external collection agency when internal efforts have been unsuccessful.

Collection costs, fees, and surcharges assessed by the Obligation Recovery Center or other collection agencies, as permitted by law, will be the responsibility of the debtor. The College STC may also impose holds on student accounts for unpaid balances. Such holds may restrict registration or participation in future courses or programs until financial obligations are satisfied.

3. Dissemination of Policy and Training

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

Legal References:

SDCL 1-55-1:16 South Dakota Obligation Recovery Center

Board Approved:

Policy		Board Action	(formerly 3460)	
adopted:	10-09-72		(formerly DIBA/STC	07-01-25)
amended:	05-10-76			
amended:	08-14-95	28225		
amended:	01-09-06	34304		
reviewed:	04-14-11	36027		



INVENTORIES

Southeast Technical College Policy STC 432

1. Purpose

The purpose of the policy is to ensure compliance with state laws regarding public property of at Southeast Technical College (STC) with a useful life beyond one year and an acquisition value of \$5,000 or more.

2. General Statement of Policy

~~The Sioux Falls School District Business Manager shall require an annual inventory to be taken of all Southeast Technical College (STC) public property as required by law.~~

The policy of the College STC is to provide a reasonable measure of control to safeguard College STC assets, properly categorize inventoried items to accurately appear on the College's STC's financial statements, and correctly dispose of unneeded inventory items.

An annual review of inventory assets will be conducted by the Finance Department; any missing or severely damaged items will require additional investigation and review.

3. Definitions

~~Insert Text Here~~ "Assets"- means land, buildings, improvements other than buildings, construction in progress, books, and equipment. Both titled and non-titled vehicles are considered equipment.

~~4.~~ Reporting Procedures

~~Insert Text Here~~ An annual inventory report will be completed and filed in the Finance Department by June 30th of each year, available for review and audit.

5.4. _____ Dissemination of Policy and Training

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

Legal References:

Administrative Rule 10:02:01:01-:07 – Public personal property requiring inventory

SDCL

4-11-6 Accounting manual for counties, municipalities, school districts, and their agencies

5-24-1 Annual inventory of personal property required by local officers and employees

5-24-2 Costs or value to be shown in inventory - Filing

5-24-3 Place of filing of duplicate inventory

- 5-24-4 Purchased property to be noted in inventory report
- 5-24-5 Lost or destroyed property to be noted in inventory-Date and circumstances shown
- 5-24-6 Civil liability of officers failing to account for property
- 5-24-7 Delivery of public property to successor in office-Receipt given to successor
- [13-16-33 School annual financial reports](#)

Other References:

[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 3440)	
adopted:	10-09-72		(formerly DID/STC	07-01-25)
amended:	05-10-76			
amended:	08-14-95	28225		
amended:	01-09-06	34304		
reviewed:	04-14-11	36027		



SOUTHEAST
Technical College

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Southeast Technical College Policy STC 520

1. Purpose

~~Southeast Technical College (STC) recognizes the need for STC school employees to use their own vehicles to transport students for STC purposes. The purpose of the policy is to reduce the risk to students and Southeast Technical College (STC).~~

2. General Statement of Policy

~~To safeguard employees, employees and students in matters of liability, particularly as it relates to an employee transporting a student or students, the following procedures shall be followed.~~

- ~~1. To use a private vehicle to transport students for STC purposes, the individual must have authorization by the President or program supervisor designee.~~
- ~~2. Employees authorized to use their vehicles to transport students for STC purposes shall provide evidence of primary automobile liability coverage as required by South Dakota law. STC will provide excess coverage beyond primary automobile liability coverage. Employees who will be transporting students should contact their insurance companies, informing the agent of this transportation. If for some reason an an employee's primary automobile insurance does not provide coverage, the employee will be considered insured under excess liability policy. Should an increase in premium be required for an employee to maintain his/her current level of coverage, the employee must submit written documentation of the increase in premium to the Vice President of Finance and Operations. Upon validation and approval by the Vice President of Finance and Operations, STC will reimburse the employee the cost of the increase.~~
- ~~3. In case of an accident, STC shall assume no liability over and above any valid or collectable insurance.~~
- ~~4. Mileage will be reimbursed for employees transporting students for school purposes at the established District rate. Reimbursement shall be claimed via the online in-district mileage claim form and at times specified by the Sioux Falls School District Finance Office. See Policy EEBB/STC ~~STC 521~~ — Use of Private Vehicles on School Business.~~

The policy of ~~the College~~ STC is that employees of STC will not use personal vehicles to transport students on College STC-related business, program field trips, or other educational experiences hosted off campus.

Students are not authorized to perform College STC related duties or errands with a personal vehicle.

3. Definitions

None.

4. Related Policies

~~STC 521 – Use of Private Vehicles on School Business~~

~~STC 514 – Seat Belt Use~~

~~STC 924 – STC 924.1 – Student Travel~~

5. Dissemination of Policy and Training

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

Board Approved:

Policy		Board Action	(formerly 4159.1)
adopted:	11-25-13	36784	(formerly EEAG/STC 07-01-25)



Southeast Technical College Vehicle Usage

Southeast Technical College Policy STC 523

1. Purpose

Southeast Technical College (STC) acknowledges the necessity for STC employees and designated students to utilize STC-owned vehicles. To ensure the safety and proper use of these vehicles, the following policy must be adhered to.

2. General Statement of Policy

- A. All STC vehicles are owned by STC. The Sioux Falls School District will carry required insurance on all STC vehicles as stated in Policy STC 522. The cost of the insurance will be billed to STC. All STC vehicles will carry a valid insurance card.
- B. STC vehicles will only be used for STC business, including:
 - a. Drivers must complete the Authorization for Motor Vehicle Report at least 2 days prior to the date of departure, unless otherwise approved by the President or the President's designee
 - b. College sponsored, structured, and scheduled activity where the travel is directly supported by college departments.
 - c. Recruitment of prospective students, faculty, or staff.
 - d. Any other transportation to further the mission of STC and approved by the President or their designee.
 - e. STC vehicles will NOT be used for personal or non-STC business.
- C. Any driver of an STC vehicle traveling on a public roadway must be properly licensed for the classification of that vehicle. Proof of the proper license must be presented at the request of a STC Administrator or Law Enforcement Agent.
- D. Driver's Responsibility:
 - a. No tobacco/vape products or alcoholic beverages are allowed in STC vehicles.
 - b. Drivers shall observe speed limits and all other applicable traffic laws.
 - c. The driver of the STC vehicle is responsible for any cost incurred for parking or moving violations received while operating the STC vehicle. All parking or moving violations must be promptly reported to STC Human Resources.
 - d. Safety belts will be always worn in compliance with Policy STC 514.
 - e. Remove litter and trash from the vehicle prior to returning the vehicle.
 - f. Any damage, accident, vandalism or other vehicle problems shall be reported to the driver's immediate supervisor and the VP of Technology and Operations upon return to campus.
 - g. Exercise proper care and caution at all times.
- E. Vehicle Accident
 - a. Contact law enforcement. If it is possible and safe, do not move the vehicle until law enforcement arrives.

- b. In case of a fatality, serious bodily injury, or serious property damage, immediately contact the administrator that you report to.
- c. Report all accidents, no matter how minor, to the driver's immediate supervisor and the VP of Technology and Operations at the earliest possible time.
- d. Obtain insurance information of any other vehicle involved along with the driver's name, address and phone number if possible.
- e. Get any information about any witnesses including name, address and phone number if possible.
- f. The driver and any passengers will each complete a See Something, Say Something/Concerning Behavior Report to document the accident.

3. Definitions

- A. STC Vehicles - any vehicle that is owned by STC or SFSD that is driven or used for STC purposes.
- B. Driver - the individual authorized to operate the STC vehicle for official STC business
- C. Public Roadway- Every way or place of whatever nature open to the public for purposes of vehicular travel.

4. Reporting Procedures

STC vehicles will be assigned to STC programs or departments for that program or department's use. Any STC employee that would like to utilize an STC vehicle that is not assigned to a program or department (fleet vehicle) will make the request in Astra Schedule. The request will include at minimum:

- a) Name of requestor
- b) Date(s) the vehicle is needed
- c) Purpose of travel
- d) Preferred vehicle for the travel

Once the approval has been given to the request, the person making the request will obtain the vehicle keys. The vehicle will be parked in the parking area on the South side of the HUB.

Any fuel, maintenance, or emergency repairs that are needed while the vehicle is in transit will be paid either using a STC credit card or with an employee's personal credit card. If an employee credit card is used, reimbursement can be requested. If requested, the reimbursement request will be accompanied with receipts of the purchase submitted by the employee. The driver may authorize repairs/expenses under \$1000 if necessary. Costs over \$1000 require prior approval from the VP of Technology and Operations (or designee).

No transportation of students will be allowed unless authorized by the President or their designee.

Any complaints alleging misuse of a STC owned vehicle will result in an investigation. If the complaint is found to be valid, the driver can be denied further use of STC owned vehicles and may face disciplinary action, up to and including termination, depending on the nature of the misuse.

5. Related Policies

STC 514 – Seat Belt Use

STC 520 – Staff Transportation of Students in Private Vehicles

STC 522 – Business and Personnel Transportation Insurance

6. Dissemination of Policy and Training

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

Legal References: SDCL 31-1-1

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



On-Campus and Off-Campus Signage

Southeast Technical College Policy STC 532

1. Purpose

This policy establishes guidelines for the creation, display, and maintenance of Southeast Technical College (STC) signage across and at off-campus sites, ensuring consistency with the college's branding and values. It aims to promote a unified campus culture, provide clear criteria for utilizing external logos, and ensure proper representation of STC in all visual communications.

2. General Statement of Policy

This policy applies to all signage with STC branding, including, but not limited to, exterior signs, interior signs, wayfinding, illuminated signs, digital images and video, temporary signage, flyers, posters and pamphlets; and it applies to all STC divisions and departments, as well as articulating colleges, industry partners, community partners, and businesses associated with STC.

General Guidelines

All signage with STC logos, images, or other graphics must adhere to the Brand Identity Standards manual issued by STC and undergo review by the STC Office of Marketing and Communications before printing, installation, and/or distribution.

STC Branding and Exclusive Use

Murals, logos, and other signage visible from the exterior of buildings or located in high traffic areas such as lobbies, prominent hallways and commons are reserved for use only by STC.

Partnerships, External Logos, and Co-Branding

- Interior and exterior signage, logos, murals, or other artwork associated with external entities, such as partnering colleges or industry organizations, must be co-branded to maintain a balance between STC's branding and that of the partner entity, ensuring that STC's visual identity remains prominent.
- Co-branded signage will be placed in areas of campus not considered high traffic areas, such as near academic departments, in stairwells, or along secondary hallways.
- All locations for co-branded signage should be reviewed by STC Office of Marketing and Communications prior to beginning design work to ensure optimal utilization of campus space.
- All images and logos used in co-branded materials must be approved by STC Office of Marketing and Communications to ensure adherence to branding standards, sizing, placement, and quality.
- All co-branded murals and artwork may remain in place for three (3) years, at which time displays will be reassessed and renewed, updated, or removed to ensure displays are indicative of current

partnerships and utilize campus space effectively. This stipulation is to be stated in Memorandums of Understanding (MOUs) with partnering organizations.

Review and Approval Process by STC Office of Marketing and Communications

- **Compliance**

All departments must adhere to this signage policy to ensure alignment with STC's brand identity and visual standards. Non-compliance may result in the removal or modification of unauthorized signage.

3. Definitions

Co-branded signage: Promotional or informational displays that feature the logos, colors, or design elements of both STC and a partnering organization.

External Logo: A logo belonging to an off-campus organization or business; not belonging to STC.

Mural: Artwork painted or applied directly onto a wall, ceiling, or other permanent surface.

4. Related Policies

STC 630 - Naming Facilities

STC 1025 - Commercial Activities

5. Reporting Procedures

All branded signage must be reviewed by the STC Office of Marketing and Communications.

Any individual or group that wishes to display flyers, posters, digital images, or other promotional materials must present the flyer, digital image, or other promotional material to STC Office of Marketing and Communications for approval.

All flyers, posters, digital images, or other promotional materials will be removed within five (5) business days after the event or date of completion.

Any items that are not in compliance with this policy will be immediately removed by STC.

STC employees and students who believe an item is not in compliance with this policy should report it to STC Office of Marketing and Communications for review.

6. Dissemination of Policy and Training

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

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

Board Approved:



COMMUNITY RESOURCE PEOPLE

Southeast Technical College Policy STC 842

1. Purpose

Southeast Technical College (STC) values the engagement of Community Resource People and Organizations as an important resource for our campus community. Inviting these individuals or groups to participate in STC classes, organizations, or clubs provides opportunities to share knowledge and expertise that enrich the learning environment. These presentations are intended to support and advance STC's mission by promoting a positive, inclusive, and educational experience for all. Presentations by community resource people will:

- align with the goals of Southeast Technical College and the appropriate curriculum
- match the program needs of the students

2. General Statement of Policy

This policy was created to give guidance for speakers that are invited onto STC property for the purpose of having exclusive control over an event or STC location. This does not include a speaker that is on campus for an non-STC affiliated event and does not conduct a presentation.

Presentations by Community Resource People will:

- Align with the goals of Southeast Technical College
- Match the needs of the students
- Add to the diversity of thought on campus as a whole
- Allow for questions, discussion and interaction with attendees
- Enhance or compliments the offerings of STC

The presentation must be accurate and may not reflect adversely on any group or person because of their race, color, religion, creed, ancestry, gender, sexual orientation, national origin, age, ~~disability~~disability, or occupation.

Employees must remain with students during presentations. Instructors or administrators are required to interrupt or suspend a presentation if the content is in conflict with this policy. Employees will report any such incidents to the supervising administrator. Any presentation that is interrupted or suspended and reported to an administrator shall be reviewed, and the person or organization may be banned from further presentations on STC campus.

3. Definitions

- ~~Community Resource People~~ are external individuals invited by STC to lecture or present information to students and/or employees. The role of the Community Resource People is to provide information.
- STC Location is a room, audience, event, or meeting, regardless of location, where Community Resource People lecture or present to students or employees.

4. Reporting Procedures

Obtain prior approval from immediate supervisor.

5. Dissemination of Policy and Training

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

Board Approved:

Policy		Board Action	(formerly IJOB/STC	07-01-25)
adopted:	04-10-06	34394		
reviewed:	06-28-10	35747		
amended:	07-16-25	ST00930		



Social Media Acceptable Use

Southeast Technical College Policy STC 1011

1. Purpose

This policy establishes guidelines for using social media to represent or discuss matters related to Southeast Technical College (STC) and sets forth rules for the administration of STC social media sites.

2. General Statement of Policy

This policy applies to STC affiliated social media accounts as well as any online platform that could be reasonably attributed to represent STC including: video, audio, and photo sharing services; social bookmarking site; public comment sections; user created web pages; and any other internet-based social media applications similar in purpose or function.

CONTENT GUIDELINES

STC employees and students must not post confidential or proprietary or protected information about STC, or its students, employees, or alumni. Employees must follow all applicable federal regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), as well as all relevant STC privacy and confidentiality policies. Employees or students who share confidential information may face disciplinary action.

STC employees and students are reminded that they must comply with all STC policies including related prohibitions on harassment and discrimination (including retaliation).

No person may use STC's name to promote a product, cause, or political party or candidate.

BRANDING AND LOGO USAGE

All STC-affiliated social media accounts must follow the branding standards set forth in the Branding Identity Standards Manual, including appropriate sizing, placement, aspect ratios of all STC logos, and the correct use of color palettes and typography.

No person may use STC logos, images, or iconography without explicit STC consent.

INTELLECTUAL PROPERTY

STC employees and students shall not disclose information that is private, commercially sensitive, or protected intellectual property on STC-affiliated social media accounts without the consent of STC. This includes copyrighted material and images or content generated without permission regardless of the source.

TERMS OF SERVICE

All STC employees and students shall obey the Terms of Service for all social media platforms.

ACCOUNT ADMINISTRATION

OBTAINING AN ACCOUNT

Student groups, academic departments, and STC offices wishing to activate a new STC-affiliated account shall contact STC Marketing Office for permission, criteria, guidelines, and best practices.

ACCOUNT ADMINISTRATORS

STC Marketing Office personnel will have administrative access to all STC-affiliated social media sites.

STUDENT ORGANIZATIONS

All student organization accounts will be overseen by a full-time STC employee who will also serve as an administrator on the page, in addition to STC Marketing Office personnel.

RIGHT TO DEACTIVATE

If an account becomes inactive or does not follow institutional policy, STC retains the right to deactivate or delete the account(s).

PERSONAL PAGES

Personal social media pages should be kept separate from STC institutional, departmental, or organizational pages. Personal comments posted on social media must not be presented as official statements or opinions of STC, nor should they imply any affiliation with STC.

Users and administrators of social media sites must not use the sites for personal benefit or gain, for the benefit or gain of other individuals outside the organization, or in a way that compromises the security or integrity of STC property (including intellectual property), information, or software.

3. Definitions

Social media includes all digital platforms, websites, and applications that enable users to create, share, and engage with content or participate in social networking. This includes both public and private accounts or pages operated on behalf of STC or by individual employees or students representing the college.

4. Related Policies

STC 706 & STC 706.1 - Harassment

STC 709 – Code of Conduct

STC 910 & STC 910.1 - Harassment

STC 914 & STC 914.1 - Sex/Gender Harassment, Discrimination and Misconduct

STC 930 – Student Conduct/Discipline

5. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies, as well as in the Student Handbook and the academic catalog.

Board Approved:

Policy
adopted:

Date

Board Action



Community Use of Facilities

Southeast Technical College Policy STC 1020

1. Purpose

The primary purpose of the use of all buildings, grounds, property, and equipment (hereafter all referred to as "Facilities") at Southeast Technical College (STC) is to support STC's educational mission. STC Facilities are primarily used for academic purposes and student activities at STC. The purpose of this policy is to set forth STC policy and guidance for the use of STC Facilities for events and activities by external groups or organizations not affiliated with STC (hereafter "Organizations").

2. General Statement of Policy

STC believes that the use of STC facilities by educational institutions, businesses, and community organizations is in the community and STC's interest. The President or President's Designee has the authority to approve, on a case-by-case basis and in accordance with this policy, the use of STC facilities. No such use shall interfere with STC programs or activities.

All organizations using STC facilities will comply with all applicable laws and STC policies as a requirement of facilities use. These policies include, but are not limited to, tobacco, alcohol, and/or drug-free policies. Any organization violating this policy or related STC policies will be required to cancel any activities on STC grounds/property and will be denied any future request for use of STC Facilities.

Liability

Any person, persons, public body, or organizations using STC Facilities under this policy shall be responsible to STC for any and all damages that may be caused by reason of the Facilities used or occupied.

STC is not liable in any suit for damages, including, but not limited to, personal injuries, which may occur as a result of such use or occupancy, regardless of the cause of the injury (including the design, maintenance, and condition/ground/facility/property/equipment) unless caused by STC's own negligence .

Facility Use Requests

Any organization wishing to use STC Facilities must submit a request to the Office of the President or President's Designee.

STC facilities are not available for commercial activities, except as provided in Policy STC 1025. Activities that involve marketing or solicitation, direct or indirect, of STC employees or the general public are considered to be commercial and are disallowed under this policy.

All activities must be under the sponsorship and supervision of a competent adult(s) who is directly responsible to the organization requesting use of the facility. Each group is responsible for the behavior of participants in its group. When any participants are under 18 years of age, the minimum supervision ratio by an adult leader shall be 1 supervisor to 25 participants.

An on-duty STC administrator or custodian has the authority to terminate any activity at any time if, in their judgment, a violation of federal, state, or municipal law, or STC policy exists, or if the activity is deemed to be dangerous and/or hazardous to people or facilities. STC reserves the right to revoke any rental or facility use agreement at any time, without liability to STC or its officers, agents, or employees, when such action is deemed necessary.

Facility Rental Agreement

Organizations must sign and comply with the STC Facility Rental Agreement. Only an authorized representative from the requesting organization may sign the STC Facility Rental Agreement.

Rental fees/charges are set annually by STC and approved by the Sioux Falls School Board. STC may waive or modify fees/charges at the discretion of the President or President's Designee.

Organizations who wish to request a change of fees/charges must submit a written request to the Office of the President. If fees/charges are modified, such modification shall be identified in the Facility Rental Agreement.

In lieu of an STC Facility Rental Agreement, the President, or President's Designee, may enter into a memorandum of understanding or a joint use agreement (if applicable) with organizations or other governmental agencies for use (at no charge) of STC Facilities.

Additional Facility Use Requirements:

Cancellations/Conflicts

Cancellation of a signed Facility Rental Agreement must be received by STC at least seven (7) days prior to the beginning date of use. Failure to cancel may obligate the organization to pay for all custodial and other expenses incurred by STC in specifically preparing and/or opening the facility to meet the conditions of the Facility Rental Agreement.

STC reserves the right, as determined in STC's sole discretion, to cancel a Facility Rental Agreement in circumstances requiring STC's use of the facility for a college event or in the event of adverse weather conditions, without penalty to STC. All use of STC facilities by organizations will be automatically canceled when STC is closed due to inclement weather, emergency closures, or other similar circumstances.

Insurance coverage

Organizations that use STC Facilities must have in force, with insurers licensed to do business in the state of South Dakota, comprehensive general liability insurance with limits of no less than \$1,000,000 per occurrence and which includes coverage for defense costs. If such insurance contains a general aggregate limit, it shall apply separately and be no less than two times the occurrence limit. In addition,

every organization shall provide, on a replacement cost basis and with limits of no less than \$300,000 per occurrence (1) damage to rented premises coverage, or (2) broad form or special form property insurance that includes as covered property any STC buildings, grounds, property, and equipment used by the organization.

Every organization shall provide current proof of insurance establishing these requirements are met prior to using STC facilities. STC shall be named an additional insured on any such insurance policies. General liability insurance coverage may not be applicable to all governmental agencies.

Supervision

An STC custodian, or other STC employee, must be on duty whenever an organization uses STC facilities. STC custodial staff, or other STC employee, will ensure that the applicable section of the facility subject to the Facility Rental Agreement is open/closed at the designated times and that any requested set-up arrangements set forth in the Facility Rental Agreement have been completed.

The STC custodian, or other STC employee, shall have the responsibility and authority to restrict use to those hours and areas specified in the Facility Rental Agreement. Custodial staff or designee have the authority to ask organizations to leave the facility if members violate STC policy or the terms of the Facility Rental Agreement. Reason for discontinuation of the activity shall be reported to the President's Office and the Vice President of Technology and Operations the next business day.

Cleaning

Any cleaning or related custodial work that is required beyond normal facility use will be charged back to the organization subject to the Facility Rental Agreement. The charges will be the actual time and cost to clean the area or perform such custodial work.

Equipment

Equipment belonging to STC is not available for use by groups unless specified in the Facility Rental Agreement.

STC equipment is not available for use off the STC campus unless it is determined by STC to be beneficial to STC in carrying forward its mission and goals and, further, will be subject to the relevant program administrator's approval.

Lighting and Sound Equipment

Requests that require the use of STC light and/or sound systems and/or equipment are subject to prior approval on the basis of availability.

Catering

Any catering that is provided by the food service on campus shall be separate from the Facility Rental Agreement with STC.

Any other catering organization that is brought onto STC Facilities shall not use any supplies from the food service on campus and shall leave the STC Facilities in the same condition as it was prior to the event.

3. Definitions

“Adult leader”: A person over the age of 21 who is directing and supervising a group of minors for a class or activity.

“Facilities” / “Facility”: All STC building(s), ground(s), property, and/or equipment(s).

“Commercial”: Any activity, event, or performance conducted for the purpose of making a profit or selling or promoting a product or service.

4. Related Policies

STC 711 & STC 711.1 – Drug-Free Workplace

STC 714 – Tobacco-Free Schools/Use by Employees Prohibited

STC 913 – Tobacco-Free Schools/Use by Students Prohibited

STC 1025 – Commercial Activities

5. Dissemination of Policy and Training

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

The provisions of SDCL § 13-24-20 apply to this Policy in all respects, and no document or agreement may alter said application of this statute.

Legal References:

SDCL 13-24-9

SDCL 13-24-20

Board Approved:

Policy	Date	Board Action
approved:	xx/xx/xx	XXXXX