

SIOUX FALLS SCHOOL BOARD
Wednesday, February 4, 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. Good News
- IV. Approval of Minutes Held on January 7, 2026
- V. Persons Wishing to Address the School Board on Non-Agenda Items
- VI. Persons Wishing to Address the School Board on Agenda Items
- VII. Approval of Agenda
- VIII. Conflicts of Interest
- IX. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval of Contracts
 2. Approval of Disposal of School District Property
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
- X. Reports of the President
 - A. Student Engagement Update
 - B. Vet Tech Update
 - C. Medical Coding Update
 - D. Vice President of Finance Report
- XI. Second Read Sioux Falls School District/STC Policies/Regulations
 - A. STC 130 - Disclosure and Authorization of Contractual Conflict
 - B. STC 431 - Uncollected Accounts Receivable
 - C. STC 432 - Inventories
 - D. STC 520 - Student Transportation in Private Vehicles
 - E. STC 523 - Vehicle Usage
 - F. STC 532 - On-Campus and Off-Campus Signage
 - G. STC 842 - Community Resource People
 - H. STC 1011 - Social Media Acceptable Use
 - I. STC 1020 - Facility Use
- XII. Adjournment

**Southeast Tech
Good News Report
EXECUTIVE SUMMARY**

Purpose:

To inform the Sioux Falls School Board of the Southeast Technical College Good News Report.

Southeast Technical College has been awarded a \$49,850 seed grant through the NSF ECORE initiative at Black Hills State University. This funding will support the *Experience CTE: Through Engineering Technology and Advanced Manufacturing Pathways* project, which addresses South Dakota's ongoing workforce shortages in CAD, digital design, automation, and precision manufacturing—particularly in rural and underserved communities.

The project expands hands-on engineering learning for K–12 students and educators through three key strategies:

1. Experience CTE on-campus immersion events that expose students to engineering technology and advanced manufacturing.
2. A mobile engineering technology lab that brings high-tech, engineering-focused activities directly to rural schools.
3. Professional development for K–12 educators to strengthen their confidence and capacity in teaching engineering-aligned STEM concepts.

The initiative aims to increase student engagement, enhance college and career readiness, and build a sustainable, statewide ecosystem that supports engineering-rich STEM learning.

Administrative Recommendation to School Board:

To acknowledge the Good News report.

SCHOOL BOARD MEETING

Wednesday, January 7, 2026

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, January 7, 2026, at 4:01 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, Marc Murren, Gail Swenson, Dawn Marie Johnson. Absent: None

Action ST00980

A motion was made by Marc Murren and seconded by Dawn Marie Johnson, four (5) votes “yes” on roll call **approving the minutes of meetings** held on December 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 ST00981

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

* * * * *

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

Action ST00982

A motion was made by Dawn Marie Johnson and seconded by Elizabeth Duffy, four (5) votes “yes” on roll call, **approving Item A through C on the consent agenda** as follows:

A. **Approving the Authorizations and Ratifications**, as follows:

A.1. **Approval/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.	S2603432	Texas Book Company	Used Textbooks for Resale	\$60,000.00
b.	S2603434	ATI Assessment Technologies Inst	LPN Spring Course Material	\$178,500.00

A.2. Acknowledging the administration’s report of the **study of bids** which have been received during the prior 30 days and were opened, read, and tabulated in the Central Services Center—Purchasing Department and approving the bids of the lowest responsible bidders in accordance with the tabulated lists of contract awards that have been placed on file for reference purposes, as follows:

- a. Pepsi Beverage Company. for Beverages RFP, see PD #3509 and FY26 Legal Publication #7 be awarded to Pepsi Beverage Company for their lowest responsible bid, and authorizing the Business Manager to issue a contract to be executed by Pepsi Beverage Company (see MRF #ST714 and Contract 26-006),and

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

A.3.. Disposal of School District Property

Authorizing the disposal of surplus 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 Frentz Anthony Conrad Erica Strouth	\$0	STC-017
i.	Wacom Inkling kit (50 units)	STC	Patrick Frentz Anthony Conrad Erica Strouth	\$0	STC-017

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

Item No.	Contract Number	Contractor	Project	Cost
a.	STC26-001	Architecture Inc.	Architecture/Engineering Services for House Construction Project	\$4,200,000.00

B. Approving the **Consolidated Report of Trust and Agency Funds** of January 7, 2026, and stating for the record that as of November 30, 2025, receipts total \$19,074,033.42 and disbursements total \$16,711,267.17 (MRF #ST715).

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 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

C2. 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

Action ST00982, continued Wednesday, January 7, 2026

Student Help, Part-Time, Hourly

Dummer, Caitlyn	Scarborough	01-05-26	\$20.05
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Employment Contract, Non-Exempt, Full-Time, Hourly

Schwartz, Samuel	Business Office	11-24-25	\$31.10
	12-Month, 1.0 FTE		
	Level 8, Step 4		

Other Help, Part-Time, Hourly

Sterud, Matthew	Testing Center	12-01-25	\$16.50
Stahly, Kimeron	Tutor	01-05-26	\$25.00

C3. 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

Action ST00983

STC Campus Counselor Nicole McMillin and Student Success Advisor Megan Rothenberger shared a Wellbeing and Counseling Services Update for Southeast Tech (MRF #ST716). From December 13, 2024 to July 18, 2025 120 total students utilized services. From July 19, 2025 to December 12, 2025 123 total students utilized services. The report consisted of monthly pop-ups, student engagement surveys, how to help students in distress, shelter for family safety and details on a recent de-stress fest. Future work will focus on expanding student wellbeing initiatives, strengthening community partnerships, supporting faculty with training and protocols, and institutionalizing mental health and suicide prevention measures.

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

Action ST00984

STC Instructors Skip Miller and Keith Gries presented The Law Enforcement Update (MRF #ST717). The program aims to provide a superior learning environment that prepares students for professional policing through technology use, problem-solving, communication, and professionalism. The curriculum covers key areas such as constitutional and criminal law, accident investigation, firearms training, emergency vehicle operation, and use of force protocols. The program maintains strong partnerships with local and state law enforcement agencies, is accredited annually by South Dakota Law Enforcement Training, and demonstrates consistent student enrollment, retention, and high in-field placement rates, with recent reciprocity exam pass rates reaching 100%.

Following general discussion, a motion was made by Elizabeth Duffy and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call **acknowledging the Law Enforcement Program Update Report.**

Wednesday, January 7, 2026

Action ST00985

A motion was made by Gail Swenson 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 #ST718), as follows:**

- 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

Action ST00986

A motion was made by Gail Swenson and seconded by Elizabeth Duffy, five (5) votes “yes” on roll call, **approving the first reading of the following (see MRF #ST719) as follows:**

- STC 130 – Disclosure and Authorization of Contractual Conflict
- STC431 – Uncollected Accounts Receivable
- STC 432 – Inventories
- STC520 – Student Transportation in Private Vehicles

Action ST00987

On motion by Marc Murren and seconded by Dawn Marie Johnson, 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, February 4 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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 - H. STC 1011 - Social Media Acceptable Use
 - I. STC 1020 - Facility Use
12. Adjournment

Next Meeting: March 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.	STC26-002	Questions & Solutions Engineering, Inc.	Commissioning Services for James Abdnor Center for Advanced Manufacturing	\$86,000

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

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.	ViewSonic VT2216-L	STC	Lori Hout Gerald Stroth Ethan Freisz	\$0	STC-018
b.	Nady VHF Amplifier	STC	Lori Hout Gerald Stroth Ethan Freisz	\$0	STC-018
c.	Panasonic VCR	STC	Lori Hout Gerald Stroth Ethan Freisz	\$0	STC-018
d.	Dell LCD Monitor	STC	Lori Hout Gerald Stroth Ethan Freisz	\$0	STC-018
e.	Epson Projector (3)	STC	Lori Hout Gerald Stroth Ethan Freisz	\$0	STC-018
f.	Xerox Printer (2)	STC	Lori Hout Gerald Stroth Ethan Freisz	\$0	STC-018
g.	Apple Ipad Air	STC	Lori Hout Gerald Stroth Ethan Freisz	\$0	STC-018
h.	HP Zbook	STC	Lori Hout	\$0	STC-018

			Gerald Stroth Ethan Freisz		
i.	Liebert UPS	STC	Lori Hout Gerald Stroth Ethan Freisz	\$0	STC-018
j.	Car-o-Liner welders (2 units)	STC	Dana Davis Daniel Eisenvos Vincent Berry	\$2,500	STC-019
k.	Chief Velocity Measuring System	STC	Dana Davis Daniel Eisenvos Vincent Berry	\$2,500	STC-019
l.	AMI Panel Beater (2 units)	STC	Dana Davis Daniel Eisenvos Vincent Berry	\$200	STC-019
m.	Duster 3000 downdraft (4 units)	STC	Dana Davis Daniel Eisenvos Vincent Berry	\$400	STC-019
n.	Lincoln Power Welder (2 units)	STC	Dana Davis Daniel Eisenvos Vincent Berry	\$2,500	STC-019
o.	Semi-trailers (2 units)	STC	Lisa Devorak Kelly Beck Dominque Krinke	\$5,000	STC-020
p.	Wheelchair	STC	Lisa Devorak Kelly Beck Dominque Krinke	\$20	STC-020

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 12/31/2025
STC Bookstore	\$ 35,918.59	\$ 782.21	\$ -	\$ 36,700.80
STC EFT	\$ 173,026.18	\$ 8,007,146.21	\$ 4,446,126.12	\$ 3,734,046.27
STC Tuition & Fees	\$ 2,615,205.08	\$ 20,826,348.04	\$ 18,682,416.44	\$ 4,759,136.68
STC T & A	\$ 104,122.55	\$ 28,547.89	\$ 12,834.12	\$ 119,836.32
STC ACH	\$ 181,019.51	\$ 90,774.08	\$ -	\$ 271,793.59
STC Blue Bucks	\$ 41,201.71	\$ 7,744.91	\$ 1,993.73	\$ 46,952.89
TOTALS	<u>\$ 3,150,493.62</u>	<u>\$ 28,961,343.34</u>	<u>\$ 23,143,370.41</u>	<u>\$ 8,968,466.55</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		
Williams, Emily	Scarborough	01-07-26
Pieretti, Chantasia	Tutor	01-09-26
Fields, Shaleah	Scarborough	01-16-26
Employee, Full-Time, Annual		
Altman, Riley	Admissions	01-16-26
Employee, Full-Time, Hourly		
Ruby, Evan Wade	Nursing & Health	01-26-26
Instructor, Adjunct		
Price Lee, Julia	Psychology	01-26-26
Goldsmith, Sandee	Psychology	01-26-26
Merrill, Kathryn	American Sign Language	01-26-26
Other Help, Part-Time, Hourly		
Fluit, Heather	Tutor	01-15-26

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Hourly			
Wolf, Tori	Nursing & Health	01-05-26	\$46.00
Galvin-Siebenaler, Teka	Nursing & Health	01-12-26	\$34.00
Anderson, Stephenie	Nursing & Health	01-05-26	\$34.00
Liebl, Amanda	Nursing & Health	01-19-26	\$34.00
Other Help, Part-Time, Hourly			
Tegels, Morgan	Tutor	01-05-26	\$25.00
Instructor, Adjunct, Per Credit Hour			
Steffen, Dane	Nursing & Health	02-04-26	\$943.40
Student Help, Part-Time, Hourly			
Krempges, Jasmine	Tutor	01-08-26	\$16.50
Instructor, Exempt, Full-Time, Salaried			
Johnson, Derick	Respiratory Therapy 206-Day, 1.0 FTE Level 2, Step 10 103 Days prorated	01-26-26	\$36,152.50

3. Change of Status

Name

McMackin, Kayla

Delete

Adjunct Business Admin.
Instructor
Part-Time

\$890.40/credit hour

Add

Agriculture Business Administration Instructor
186-Day, 1.0 FTE
Level 6, Step 8
Exempt
\$35,884/annual
93 days prorated

Effective Date

01-05-26

Southeast Technical College

Student Engagement Highlights

EXECUTIVE SUMMARY

Purpose:

To provide the School Board with an update on student engagement at Southeast Technical College and the ways engagement supports student success, connection, and persistence.

Highlights are as follows:

- **Fall Student Engagement Survey**
An overview of results from the Fall Student Engagement Survey will be shared, along with how those findings are actively guiding decision-making.
 - **Student Engagement Opportunities**
The report will introduce the breadth of engagement opportunities available to students.
 - **Student Engagement Board**
The Student Engagement Board's mission and goals will be introduced.
 - **Ongoing Evaluation**
As student interests and demographics evolve, student engagement efforts will continue to be evaluated and refined.
-

Administrative Recommendation to School Board:

To acknowledge the Student Engagement Report.



Student Engagement

Kally Jorgensen, Student Success Advisor & Student Engagement Coordinator

Taylor Hansen, First Year Student, Cardiovascular Sonography



SOUTHEAST
Technical College

Student Engagement Survey Summary Fall 2025

466 current Southeast Technical College (STC) students completed a survey about engagement on campus between August 25 and September 21, 2025. 73 reported living on campus. 79% of respondents were between 18-22 years of age. The survey was built around the STC Wellness Wheel.



Of the 466 respondents:

Academic:

- 42% indicated Study Groups are the most beneficial academic support service to them
- 68% are interested in a Study Skills & Time Management workshop
- 48% indicated interest in a workshop on Test Taking & Anxiety

Career:

- 56% would attend a resume help session
- 55% would like to learn how to set up and maximize their LinkedIn profile
- 56% would attend an Industry Partner Panel if held on campus during the day

Emotional:

- 91% are aware of STC's on-campus counselor
- 59% would participate in an activity between classes
- *Possible activities include:*

Activity	Number
Therapy Animals	69
Crafts/Art	64
Yoga/Stretching/Relaxation	55
Sports/Physical Activities	35
General Interest or Uncertainty	28
Free Food	25
Plants	21
Online/Unavailable to Attend	16
Networking/Job Fair/Career	13
Brain Breaks/Games	4

Financial:

- 61% would attend a Personal Finances 101 session
- 68% would attend a session about how to buy a home

Social:

- 22% indicated interest in esports
- The number of students who said they were involved in intramurals, academic organizations, and/or student clubs was low.

Physical:

- 43% indicated they would participate in a group fitness class at STC
- 19% indicated they participate in intramural sports
- *Type of Group Fitness Class students would participate in if offered:*

Type of Class	Number
None/Not Interested	147
Yoga/Pilates	118
Weightlifting/Powerlifting	62
Running/Walking/Jogging	17



Additional Questions:

- 67% indicated they would participate in more campus activities if there was an hour during the week when no classes were scheduled.

Next steps:

- Share results with constituent groups.
- Survey responses show minimal common availability by day and time.

Selected Quotes from Survey Respondents:

- *“I just want less reasons to want to leave the campus immediately after all my classes for the day end.”*
- *“I have the worst financial anxiety ever. I love finding ways to save and make money.”*
- *“Southeast Tech should build a weight room allowing and promoting the physical health and wellbeing of young students especially ones preparing to go into a physically demanding field.”*
- *“Maybe a fitness club would be a good idea so that a bunch of people who like to lift can meet up.”*
- *“There are multiple reasons I do not partake in sports or clubs due to their times. For example, the clubs I am most interested in were volleyball and bowling; however, they both clash with my Church and Work schedules. I also have not joined any clubs because I haven't seen a lot of advertising for them or anything that I would find interesting to join.”*

SOUTHEASTTECH.EDU/GETINVOLVED



Student Engagement - Get Involved

Get Involved. Stay Connected. Succeed Together.

Welcome to Southeast Technical College!

Explore events, intramural sports, student perks and more—because students who engage in campus life build stronger connections, stay motivated and thrive both in the classroom and beyond.

Events

Stay connected and make the most of your Southeast Tech experience. Explore upcoming events, career-building workshops, and hands-on learning opportunities.

[View Student Events](#)



STUDENT ACTIVITIES

Welcome Picnic and Student Activities Fair

Wednesday, August 27, 2025, 11:00 AM - 1:00 PM (Central Time)

The HUB



EXTERNAL EVENTS

The Real Reiter Cup, Gene and Bill Memorial Tournament

Saturday, September 6, 2025, 9:00 AM - 4:00 PM (Central Time)

Hidden Valley Golf Course

\$30.00 - \$40.00



STUDENT ACTIVITIES

Supporting You: Boundaries, Self-Care and Coping Skills

Monday, September 29, 2025, 10:00 AM - 11:00 AM (Central Time)

George S. Mickelson Center Room 101

Free

FALL EVENTS

- Welcome Picnic, Activities & Part-Time Job Fair (partnership with Career Services)
 - Over 1,000 STC Community Members participated
- Community Blood Bank
 - Total of 28 units donated, which will help 84 local patients
- Great Shots
 - 74 students participated
- De-Stress Fest (partnership with Wellbeing)
 - 145 students participated



INTRAMURALS



- Fall: 170 students
 - Bowling
 - Disc Golf
 - Soccer
 - Trap Shooting
 - Volleyball
- Spring
 - Basketball
 - 2 Coed, 12 Men's Teams
 - Bowling

ACADEMIC ORGANIZATIONS

- Early Childhood
- Landscape/Horticulture
- Nursing/LPN
- Civil Engineering Tech/Land Survey Science
- Home Builder's Association
- Sonography Student Organization
- Skills USA
- Sports Turf
- Media Communications
- Computer Programming
- SCVANTA (new!)



CLUBS

- Turning Point USA
- ROOTS Multicultural Club
- Veteran's Club
- Southeast Pride Club
- Gaming Club
- STC Literary Magazine
- Campus Crusade for Christ (CRU)
- Personal Finance Club (new!)



STUDENT ENGAGEMENT BOARD

- Mission: The Student Engagement Board at Southeast Technical College provides the student body with activities and events that build community, promote civic responsibility and improve the student experience. Students active in SEB plan and organize activities and events on campus and in the community.
- 3 Officers (President, Vice President & Marketing Chair)



SEB FALL EVENTS



- Fall Painting
 - Largest attendance with 67 students
- Costume Contest
- ABC Drive
- Game Fest
- Cookie Decorating & Hot Chocolate Table at De-Stress Fest

SEB SPRING EVENTS & GOALS

- SkyZone
- Talent Show
- Spring Painting
- Easter Egg Hunt
- Earth Day Community Service Project
- Table at De-Stress Fest
- Recognition & marketing presence
- Acquire more members

JUMP INTO A NEW SEMESTER!

JOIN US AT SKY ZONE, FREE TO ALL STC STUDENTS!

LIMITED SPOTS SO SIGN UP NOW!

JAN. 29 FROM 2:30–4 P.M.

SKY ZONE (5129 S SOLBERG AVE)



SCAN THE QR CODE TO
FILL OUT THE WAVIER
AND SIGN UP!



SEB STUDENT
Engagement
BOARD

WHERE WE ARE GOING

- Continue to administer the Student Engagement Survey and offer signature events
 - De-Stress Fest
 - Professional Headshot/Resume Review
 - Blood Drives
 - Great Shots, Sky Zone or other off-campus opportunities
- Pulse of campus and adapt to needs of students
- Evaluate co-curricular programming (part of Strategic Goal)

ANY QUESTIONS?





SOUTHEAST
Technical College

Veterinary Technology Program Report Executive Summary

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

Southeast Technical College started instruction in the Veterinary Technology program in Fall 2020. The Veterinary Technology program graduated its first class in Summer 2022 and will graduate its 5th cohort this summer.

The Veterinary Technology program is currently accredited by the American Veterinary Medical Association. Southeast Tech has been in compliance with our accreditation annually and will have our next site visit in September 2027.

Attainment of the AVMA Accreditation allows Southeast Veterinary Technology students to sit for the Registered Veterinary Technician Exam.

To support students, Southeast Technical College has a modern laboratory space that mirrors what students will see in industry. Our two-year curriculum provides knowledge in small and large animals. A key factor for the Veterinary Technology program is our agreement with McCrossan Boy's Ranch for large animal laboratories, we also have agreements with the Sioux Falls Area Humane Society and local rescue groups. We house canines and felines on campus from Tuesday morning-Friday mornings. This allows students hands on experience of caring for the animals, performing physical examinations, vaccination, sample collection for laboratory analysis, performing anesthesia, dental prophylaxis, assisting with ovariohysterectomy and orchiectomy procedures on canines and felines.

Administrative Recommendation to School Board: Acknowledge the report about the Veterinary Technology Program



SOUTHEAST
Technical College

Veterinary Technician Program

Emily Stahl, DVM

Program Director

Program Highlights

- Program
 - 4 semesters of coursework
 - 16-week internship
- Student Enrollment
 - 2nd Semester-26 students
 - 4th Semester- 26 Students
- American Veterinary Medical Association (AVMA) Accreditation
 - Site Visit January 26th-27th 2022 and accreditation granted April 2022
 - Been in compliance with AVMA Accreditation annually
 - Next Site Visit September 2027

Program Highlights Continued

- USDA Inspection
 - Annual inspections have revealed no non-compliant issues
- Partner with McCrossan Boys Ranch, Sioux Falls Area Humane Society, Local Rescue groups
 - Provide vaccination, spay and neuter surgical procedures, laboratory examinations, dental prophylaxis, diagnostic imaging to our canine and feline patients
 - Utilize McCrossan's horses, cattle and sheep for hands on skills

Curriculum

Sem	Course #	Course Name	Credits
FA 1	SSS 100	Student Success	2
FA 1	VET 110	Intro to Vet Tech	3
FA 1	VET 117	Vet Med Term	1
FA 1	VET 118	VET A&P I	3
FA 1	VET 118L	VET A&P I Lab	1
FA 1	VET 120	Veterinary Laboratory I	3
Sp 1	Gen Ed	Gen Ed (ENGL/CIS/MATH)	3
SP 1	Gen Ed	Gen Ed (ENGL/CIS/MATH)	3
Sp 1	VET 119	VET A&P II	3
Sp 1	VET 122	Veterinary Laboratory II	4
Sp 1	VET 200	Vet Nursing & Diseases I	3
FA 2	VET 125	Vet Pharm	3
FA 2	VET 135	Lab Animals & Exotics	2
FA 2	VET 136	Large Animal I	3
FA 2	VET 210	Anesthesiology & Pain Management	3
FA 2	VET 210L	Anesthesiology & Pain Lab	1
FA 2	VET 2XX	Vet Nursing & Diseases II	3
SP 2	Gen Ed	Gen Ed (ENGL/CIS/MATH)	3
SP 2	VET 131	Imaging	2
SP 2	VET 131L	Imaging Lab	1
SP 2	VET 215	Surgical Assisting	2
SP 2	VET 215L	Surgical Assisting Lab	1
SP 2	VET 216	Vet Dentistry	2
SP 2	VET 216L	Vet Dentistry Lab	1
SP 2	VET 236	Large Animal II	3
Su 2	VET 2XX	VTNE Review & Clinical	6

Scrub/Pack Area & Clinical Lab



Surgery Suite & Radiology Suite



Canine Housing



Feline Housing & Exercise Room



Pocket Pet Housing



Laboratory & Classroom





southeasttech.edu

Southeast Tech
Academic Affairs Update
Medical Coding Program
EXECUTIVE SUMMARY

Purpose:

To inform the Sioux Falls School Board of Southeast Technical Colleges' Medical Coding Associate of Applied Science Program of updates on related program development and activities as well as preparation for accreditation from Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

Southeast Technical College's Medical Coding Program continues to mature as it seeks to meet the needs of industry. This report provides a description of graduate employment settings, contributions to industry coding and billing efforts, current certificate, diploma, and associate degree options, student demographics, employment and labor statistics,

The program is currently being reviewed in pursuit of CAHIIM accreditation. The required eligibility criteria have been identified and met, and curriculum sequencing and alignment work is underway. Eligibility documentation and proposed curriculum will be submitted to the Southeast Technical College Curriculum Committee in February 2026.

In conjunction with the accreditation process, a marketing and recruitment plan will be developed to support program enrollment. Future articulation opportunities with CAHIIM-accredited bachelor's degree programs will also be explored to provide students with clear educational pathways beyond the associate degree.

These initiatives have been established to support workforce demand for credentialed medical coders and to align with institutional priorities on program quality, accreditation, and lifelong student success.

Administrative Recommendation to School Board:

To acknowledge the Medical Coding Program report.

Medical Coding Program

Sarah Anderson, MBA, BS-HIM,
RHIT, CPC, CIC

Program Director



SOUTHEAST
Technical College

WHAT IS MEDICAL CODING?



The process of translating healthcare diagnoses, procedures, and services into HIPAA-compliant, standardized code sets.



Reviewing health records and assigning codes that accurately capture each patient's health story, supporting clinical care, reimbursement, and health data integrity across the healthcare system.



MEDICAL CODING ROLES SUPPORT

Hospitals and Health Systems

Clinics

Urgent Care

Revenue Cycle Companies



WHY MEDICAL CODING MATTERS

- Reimbursement Accuracy
 - Ensures providers are paid correctly, and patients' charges are accurate.
- Data for Quality Research
 - Supports quality measures, research, and population health by turning codes into standardized health data.
- National Standards
 - Uses required code sets (HIPAA-compliant) across all healthcare settings.



STC MEDICAL CODING-TODAY

Certificate-18 credits

- Prepares students for the Certified Professional Coder (CPC) credential through the American Academy of Professional Coders (AAPC)
 - Medical Language
 - Basic Anatomy and Physiology
 - ICD10CM/CPT/HCPCS II coding

Diploma-35 Credits

- Prepares students for the Certified Professional Coder (CPC) credential through the American Academy of Professional Coders (AAPC)
 - General Education courses
 - Health Information Management course
 - Medical Billing and Insurance

STC MEDICAL CODING-PRESENT

- AAS-61 Credits
 - Prepares students for the Certified Professional Coder (CPC) credential through the American Academy of Professional Coders (AAPC).
 - Prepares students for the Certified Inpatient Coder (CIC) credential or the CCS credential through AHIMA.
 - Stackable courses from certificate through AAS
 - Additional Courses in:
 - Compliance and Regulations
 - Interprofessional Healthcare
 - Advanced Coding (Inpatient)
 - Revenue Cycle
 - Pathophysiology
 - Basic Pharmacy
-

STC MEDICAL CODING-FUTURE

The AAS program is seeking CAHIIM accreditation (Commission on Accreditation of Health Information and Informatics Management).

Students will be eligible to sit for the Registered Health Information Technician (RHIT) credential.

- Potential for additional Certified Coding Specialist (CCS) credential

New Courses

- Information Systems for HIM
- Health Information Technology and Data Management
- Management and Leadership in HIM
- Healthcare Data Analytics and Statistics for HIM
- Capstone PPE

PROGRAM DATA

- Currently Registered-59
- Demographics
 - Non-traditional
 - Part-time
 - Career change

Spring 2026 Student Information						
	# of students enrolled	# enrolled part-time	# enrolled full-time	Male	Female	average age
Medical Coding - Certificate	6	5	1	2	4	36
Medical Coding - 1-year Diploma	17	15	2	1	16	32
Medical Coding - AAS	36	29	7	5	31	34



SALARY RANGE

Sioux Falls, SD

Search new location



Salary Range

25th Percentile



Overview



587

Currently Employed



\$43,356

Average Salary



11

Job Postings

Top Occupations by Income

Health Information Technologists and Medical Registrars \$48,415

Medical Records Specialists \$38,297

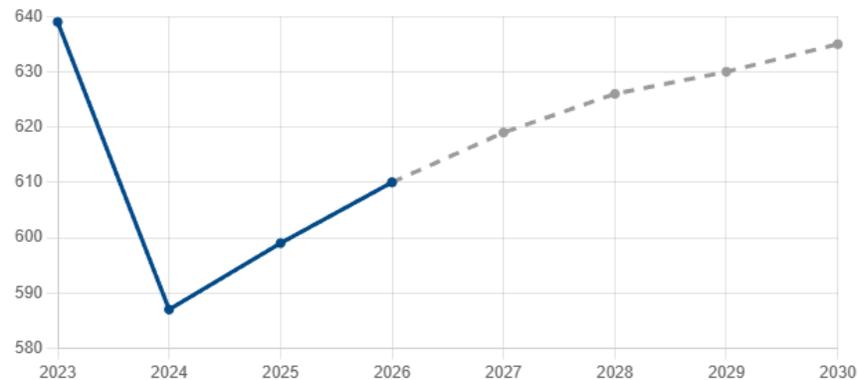
Employment Trends

-4.5%

Past Growth
2023-2026

4.1%

Projected Growth
2026-2030



Annual Employment Numbers

DATA-US BUREAU OF LABOR STATISTICS

Fastest growing occupations

Other available formats: [\(XLSX\)](#)

Table 1.3 Fastest growing occupations, 2024 and projected 2034 (Employment in thousands)

2024 National Employment Matrix title	2024 National Employment Matrix code	Employment, 2024	Employment, 2034	Employment change, numeric, 2024–34	Employment change, percent, 2024–34	Median annual wage, dollars, 2024 ^[1]
Health information technologists and medical registrars	29-9021	41.9	48.1	6.2	14.7	67,310

<https://www.bls.gov/emp/tables/fastest-growing-occupations.htm>

AI AND MEDICAL CODING

Uses Natural Language Processing (NLP) and Machine Learning (ML).

Interprets clinical documentation to assign codes.

Real-time coding edits (denials prevention).

Predictive analytics from past denials

Role is evolving

Validating codes and applying contextual knowledge and clinical validation to support codes assigned



EXAMPLES



“Patient has no fever.”

Fever is coded by AI



Ambiguous abbreviations-“PT c/o CP, hx of MS.”

CP misinterpreted as cerebral palsy, MS as mitral stenosis



“History of.”

Coded as current/acute



Scanned documents-not interpreted



AAPC (2025) AI and Medical Coding





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 – February 2026



SOUTHEAST
Technical College

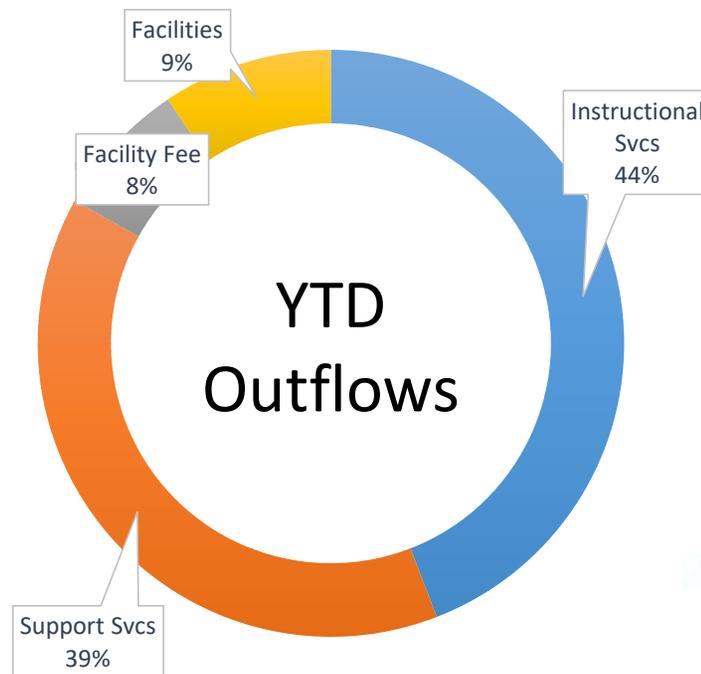
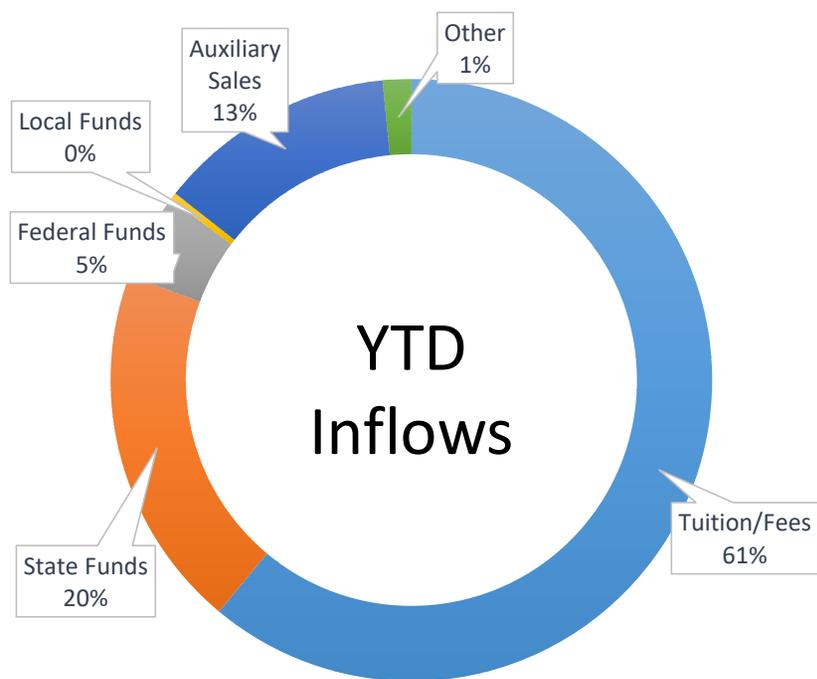
FY26 KEY INFLOWS AND OUTFLOWS

33% of FY Completed

▲ \$14.6M total inflow

▼ \$14M total outflow

▲ \$600k net inflow



Source: eFinance Rainbow Reports as of 10/31/25

FY26 YTD BUDGET COMPARISON

33% of FY Completed

REVENUES	Budget	YTD Actual	%
Tuition/Fees	\$18.4M	\$8.95M	49%
State Funds	\$13.9M	\$2.9M	21%
Federal Funds	\$3.1M	\$676k	22%
Local Funds	\$412k	\$58k	14%
Auxiliary Sales	\$3.5M	\$1.8M	53%
Other	\$523k	\$223k	43%
Total Revenues:	\$40M	\$14.6M	37%
Instructional Services	\$18.8M	\$6.3M	33%
Support Services	\$13.2M	\$4.7M	35%
Facility Fee	\$2M	\$1M	50%
Facilities	\$6M	\$2M	33%
Total Expenses:	\$40M	\$14M	35%

Source: eFinance Rainbow Reports as of 10/31/25

STC - Natural Classifications by Fund -

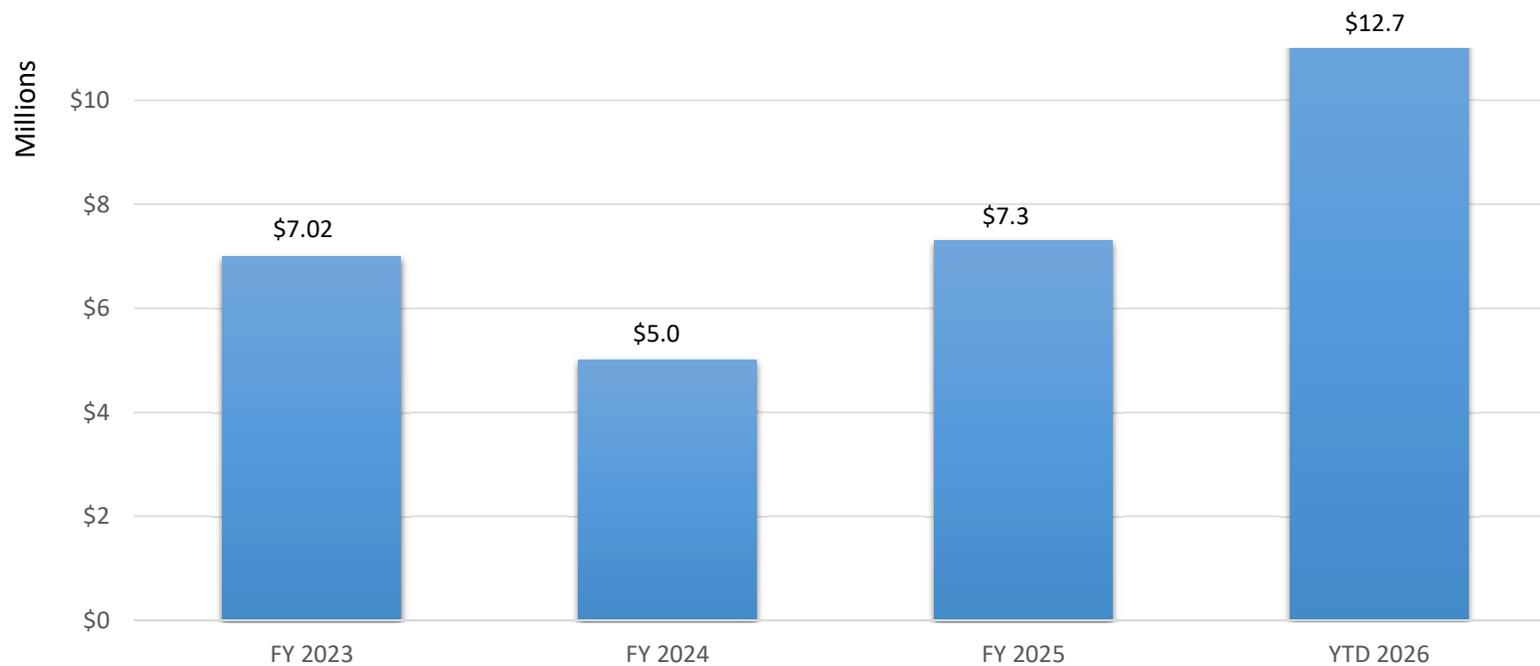
FY 26 Revenues & Expenses - as of October 31, 2025

33% of FY Com

	(23) General Fund	(23) Pass Thru	(52/53/54) Auxiliary	(23) Grants	(23) Plant	(23) Reserved	YTD Grand Total	FY26 Budget	YTD %
Beginning Balance	\$12,436,270	\$ -	\$0	\$0	(\$0)	\$0			
<i>Inflow/Revenues:</i>									
Tuition & Fees	\$ 69,646						\$ 8,960,440	\$ 18,489,875	48.5%
Auxiliary Services			\$ 312,510				\$ 1,881,849	\$ 3,510,000	53.6%
State Funding	\$ 2,838,866			\$ -			\$ 2,876,391	\$ 13,956,162	20.6%
Federal Funding				\$ 106,457			\$ 676,399	\$ 3,128,157	21.6%
Local Funding				\$ 19,357			\$ 58,257	\$ 412,446	14.1%
Other Sources	\$ 100,914	\$ -					\$ 223,659	\$ 523,000	42.8%
Total Revenues:	\$ 3,009,426	\$ -	\$ 312,510	\$ 125,814	\$ -	\$ -	\$ 14,676,995	\$ 40,019,640	36.7%
<i>Outflow/Expenses:</i>									
Personnel & Benefits	\$ 1,769,225		\$ 81,305	\$ -	\$ 73,953		\$ 7,319,970	\$ 23,161,569	31.6%
Resale Inventory			\$ 725,070				\$ 1,266,073	\$ 2,184,500	58.0%
Advertising	\$ 92,239			\$ -			\$ 150,363	\$ 386,500	38.9%
Dues, Fees, Subscriptions	\$ 89,066		\$ 54,956	\$ -			\$ 389,246	\$ 860,230	45.2%
Equipment			\$ 429	\$ 545,460			\$ 1,793,420	\$ 2,154,580	83.2%
Food	\$ 4,322		\$ -	\$ -			\$ 44,916	\$ 154,150	29.1%
Fuel			\$ 2,077		\$ -		\$ 8,618	\$ 31,000	27.8%
Insurance					\$ 1,532		\$ 113,871	\$ 450,000	25.3%
Postage			\$ 1,241		\$ 7,421		\$ 28,984	\$ 177,250	16.4%
Printing	\$ 7,281						\$ 9,981	\$ 132,350	7.5%
Professional Services	\$ 87,067		\$ 562	\$ -	\$ -		\$ 205,685	\$ 2,722,577	7.6%
Rental/Lease	\$ 21,836				\$ -		\$ 106,062	\$ 331,153	32.0%
Repairs/Maintenance	\$ 18,802		\$ 814		\$ 97,449		\$ 438,041	\$ 871,555	50.3%
Staff Development	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	0.0%
Supplies	\$ 143,577		\$ 3,711	\$ -	\$ -		\$ 259,242	\$ 1,788,379	14.5%
Textbooks/Software	\$ 150,134		\$ 171	\$ -			\$ 603,957	\$ 1,169,650	51.6%
Travel & Registrations	\$ 11,376		\$ -	\$ -			\$ 47,739	\$ 194,257	24.6%
Utilities					\$ 80,999		\$ 213,359	\$ 727,800	29.3%
Other Expenses		\$ 175,264					\$ 1,052,657	\$ 2,457,140	42.8%
Transfers In/Out:	\$ 1,414,090	\$ (175,264)	\$ (557,826)	\$ (419,646)	\$ (261,354)		\$ -		
Total Expenses:	\$ 3,809,015	\$ -	\$ 312,510	\$ 125,814	\$ -	\$ -	\$ 14,052,183	\$ 40,019,640	35.1%
Ending Balance	\$ 11,636,681	\$ -	\$ (0)	\$ 0	\$ (0)	\$ -	\$ 624,812		

STC COMBINED FUND BALANCES

33% of FY Completed



Source: eFinance Balance Sheet Reports as of 10/31/2025



SOUTHEAST
Technical College

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 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 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 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 130, STC 431, STC 432, STC 520, STC 523, STC 532, STC 842, STC 1011 and STC 1020.

Report prepared by: President's Office

Presented by: School Board Member on Policy Review Committee

02-04-26



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 comes 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		



SOUTHEAST
Technical College

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/STCISTC 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: ##/##/####

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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 a 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