

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, August 6, 2025 4:00 PM**

**Carly Reiter**  
**President**

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

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

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

## **AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Good News report
- IV. Persons Wishing to Address the School Board on Non-Agenda Items
- V. Persons Wishing to Address the School Board on Agenda Items
- VI. Approval of Minutes of July 16, 2025.
- VII. Approval of Agenda
- VIII. Conflicts of Interest
- IX. Approval of Consent Agenda
  - A. Authorizations and Ratifications  
Exhibit reposted at 1:25 p.m. on 08.06.25
    1. Amending Prior Board Action
    2. Approval/Ratification of Purchase Orders
  - B. Approval of Consolidated Report of Trust and Agency Funds
  - C. Approval of Personnel Report
- X. Reports of the President
  - A. Summer 2025 Campus Events Report
  - B. M & R Report  
Exhibit reposted at 4:30 pm on 08.05.25
  - C. Vision 2025 Update
- XI. Review/Revise Sioux Falls School District/STC Policies/Regulations
  - A. STC 713 Alcohol Free Workplace - withdrawal (merged with STC 711)
- XII. Second Read Sioux Falls School District/STC Policies/Regulations
  - A. STC 504 Weapons on Campus
  - B. STC 711 Drug-Free Workplace
- XIII. Adjournment

## SCHOOL BOARD MEETING

Wednesday, July 16, 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, July 16, 2025, at 4:00 p.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street, Sioux Falls, South Dakota, with the following members present: President Nan Kelly, Elizabeth Duffy, Dawn Marie Johnson, Marc Murren, Gail Swenson. Absent: None.

\* \* \* \* \*

Megan, Fischer, Vice President for Enrollment and Student Affairs, reported that Southeast Technical College's marketing efforts have been recognized on a national level with two "Silver" – level recognitions in the 40<sup>th</sup> Annual Educational Advertising Awards (EduAD), the largest educational advertising awards competition in the country. STC's awards were for the 24-25 Viewbook and its Integrated Marketing Campaign. The awards are beneficial because they validate STC's marketing strategy and strengthen the STC brand, while building trust with students and their families and supporting enrollment goals.

The marketing department, consisting of director Jen Lambley and graphic designer Carmen Landhuis, were also present to discuss the awards.

\* \* \* \* \*

### Action ST00925

A motion was made by Dawn Marie Johnson and seconded by Gail Swenson, five (5) votes "yes" on roll call **approving the minutes of meetings** held on June 18, 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 ST00926

A motion was made by Gail Swenson and seconded by Elizabeth Duffy, five (5) votes "yes" on roll call, **approving the agenda, with the removal of 12.C STC 714 Tobacco-Free College First Read, as presented.**

\* \* \* \* \*

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

Action ST00927

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

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

- A1. Haber Truck and Trailer Sales, LLC for Used Class 8 Semi Tractors (see PD#3505 and SFSD FY25 Legal Publication #84) be awarded to Haber Truck and Trailer Sales for their lowest responsible bid in the amount of \$74,800.00 and authorizing the Business Manager to issue a contract to be executed by Haber Truck and Trailer Sales (see MRF#ST678 and Contract 26-001) and

- A2. Linde for Welders (see PD#3508 and SFSD FY25 Legal Publication #88) to be awarded to Linde for their lowest responsible bid in the amount of \$63,700 and authorizing the Business Manager to issue a contract to be executed by Linde (see MRF#ST679) and Contract 26-002).

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 STC 440.

- B. **Approving the Authorizations and Ratifications**, as follows:

- B1. Approval/Ratification of Purchase Orders**

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

| <b>Item</b> | <b>PO No.</b>   | <b>Vendor</b>                       | <b>Description</b>                                      | <b>Total Cost</b> |
|-------------|-----------------|-------------------------------------|---|-------------------|
| a.          | <b>S2600878</b> | Elevate Healthcare Inc              | Patient Simulator with Attachments and Training         | \$99,974.62       |
| b.          | <b>S2600879</b> | Elevate Healthcare Inc              | Patient Simulator with Accessories                      | \$47,230.37       |
| c.          | <b>S2600880</b> | Elevate Healthcare Inc              | Patient Simulators with Accessories                     | \$181,020.21      |
| d.          | <b>S2601025</b> | Johnstone Supply                    | HVAC, Plumbing and Electricians Tool Kits for Resale    | \$75,000          |
| e.          | <b>S2601028</b> | Cengage Learning                    | New Textbooks for Resale                                | \$300,000         |
| f.          | <b>S2601029</b> | McGraw-Hill Education               | New Textbooks for Resale                                | \$150,000         |
| g.          | <b>S2601030</b> | Pearson Education, Inc              | New Textbooks for Resale                                | \$150,000         |
| h.          | <b>S2601031</b> | Matthews Book Company               | New Textbooks for Resale                                | \$100,000         |
| i.          | <b>S2601036</b> | GT Marketplace LLC                  | Used Textbooks for Resale                               | \$100,000         |
| j.          | <b>S2601037</b> | Texas Book Company                  | Used Textbooks for Resale                               | \$75,000          |
| k.          | <b>S2601038</b> | Innovative Office Solutions         | Uniforms for Resale                                     | \$50,000          |
| l.          | <b>S2601055</b> | Elsevier, Health Science Div        | New Textbooks for Resale                                | \$100,000         |
| m.          | <b>S2601056</b> | Snap-On Industrial                  | Transportation Tool Kits – BD                           | \$150,000         |
| n.          | <b>S2601063</b> | ATI Assessment Technologies Inst    | RN ATI Access Code/Textbook Bundle for Resale           | \$73,600          |
| o.          | <b>S2601064</b> | ATI Assessment Technologies Inst LL | ATI Access Code/Textbook Bundle for Resale              | \$210,000         |
| p.          | <b>S2601067</b> | Hawks Learning Systems              | New Access Codes and Textbooks for Resale               | \$100,000         |
| q.          | <b>S2601115</b> | GE Medical Systems                  | Ultrasound and Accessories - Voluson Expert 18 BT25 USA | \$224,320         |
| r.          | <b>S2601116</b> | Elevate Healthcare Inc              | Aria Patient Simulator and Accessories                  | \$159,524.27      |
| s.          | <b>S2601183</b> | Elevate Healthcare Inc              | Aria Patient Simulator and Accessories                  | \$148,979.05      |
| t.          | <b>S2601184</b> | Elevate Healthcare Inc              | Apollo Patient Simulator and Accessories                | \$136,888.47      |

**B2. Amendment of Previous School Board Action**

Typos corrected for 1% raise. Amending Action ST00919D. FY26 Southeast Tech Salary Schedule – Instructor 186 Day, Employment Contract 210 day, Employment Contract 220 day, Custodial Hourly Shift Differential, dated 06.18.25, to the following:

| <b>Instructor<br/>186 - Day</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>1</b>                        | 49,428   | 51,405   | 53,383   | 55,359   | 57,336   | 59,314   | 61,291   | 63,267   |
| <b>2</b>                        | 50,910   | 52,948   | 54,984   | 57,021   | 59,058   | 61,092   | 63,131   | 65,166   |
| <b>3</b>                        | 52,395   | 54,492   | 56,585   | 58,682   | 60,777   | 62,874   | 64,970   | 67,062   |
| <b>4</b>                        | 53,877   | 56,032   | 58,186   | 60,342   | 62,497   | 64,651   | 66,807   | 68,961   |
| <b>5</b>                        | 55,359   | 57,575   | 59,786   | 62,003   | 64,218   | 66,432   | 68,648   | 70,860   |
| <b>6</b>                        | 56,842   | 59,117   | 61,390   | 63,665   | 65,936   | 68,210   | 70,485   | 72,758   |
| <b>7</b>                        | 58,325   | 60,657   | 62,992   | 65,324   | 67,658   | 69,989   | 72,325   | 74,654   |
| <b>8</b>                        | 59,809   | 62,200   | 64,594   | 66,984   | 69,376   | 71,768   | 74,162   | 76,554   |
| <b>9</b>                        | 61,291   | 63,743   | 66,193   | 68,648   | 71,097   | 73,547   | 76,000   | 78,450   |
| <b>10</b>                       | 62,773   | 65,286   | 67,795   | 70,306   | 72,819   | 75,328   | 77,839   | 80,351   |

| <b>Employment<br/>Contract 210 -<br/>Day</b> | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> | <b>F</b> | <b>G</b> | <b>H</b> | <b>I</b> | <b>J</b> |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>1</b>                                     | 25,091   | 28,604   | 32,157   | 36,363   | 40,821   | 45,448   | 50,033   | 54,953   | 61,388   | 66,206   |
| <b>2</b>                                     | 25,365   | 28,915   | 32,508   | 36,760   | 41,268   | 45,944   | 50,580   | 55,553   | 62,060   | 66,928   |
| <b>3</b>                                     | 25,639   | 29,227   | 32,859   | 37,158   | 41,712   | 46,441   | 51,124   | 56,153   | 62,729   | 67,650   |
| <b>4</b>                                     | 25,913   | 29,539   | 33,210   | 37,555   | 42,158   | 46,937   | 51,673   | 56,754   | 63,399   | 68,373   |
| <b>5</b>                                     | 26,187   | 29,853   | 33,563   | 37,952   | 42,605   | 47,434   | 52,218   | 57,355   | 64,069   | 69,096   |
| <b>6</b>                                     | 26,460   | 30,165   | 33,914   | 38,349   | 43,051   | 47,930   | 52,764   | 57,953   | 64,741   | 69,819   |
| <b>7</b>                                     | 26,736   | 30,478   | 34,263   | 38,747   | 43,496   | 48,425   | 53,311   | 58,553   | 65,411   | 70,542   |
| <b>8</b>                                     | 27,010   | 30,789   | 34,616   | 39,143   | 43,941   | 48,920   | 53,857   | 59,155   | 66,080   | 71,266   |
| <b>9</b>                                     | 27,282   | 31,103   | 34,965   | 39,539   | 44,388   | 49,417   | 54,403   | 59,754   | 66,751   | 71,988   |
| <b>10</b>                                    | 27,557   | 31,413   | 35,317   | 39,937   | 44,834   | 49,914   | 54,950   | 60,354   | 67,423   | 72,710   |
| <b>11</b>                                    | 27,831   | 31,726   | 35,668   | 40,334   | 45,278   | 50,410   | 55,495   | 60,955   | 68,091   | 73,434   |
| <b>12</b>                                    | 28,106   | 32,039   | 36,020   | 40,731   | 45,724   | 50,907   | 56,043   | 61,552   | 68,762   | 74,155   |
| <b>13</b>                                    | 28,379   | 32,350   | 36,372   | 41,128   | 46,171   | 51,403   | 56,588   | 62,153   | 69,433   | 74,878   |
| <b>14</b>                                    | 28,653   | 32,662   | 36,723   | 41,526   | 46,617   | 51,899   | 57,135   | 62,754   | 70,103   | 75,603   |
| <b>15</b>                                    | 28,926   | 32,975   | 37,073   | 41,922   | 47,063   | 52,396   | 57,681   | 63,353   | 70,774   | 76,325   |
| <b>16</b>                                    | 29,200   | 33,288   | 37,424   | 42,319   | 47,507   | 52,893   | 58,228   | 63,954   | 71,442   | 77,049   |

| Employment Contract 220 - Day | A      | B      | C      | D      | E      | F      | G      | H      | I      | J      |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1                             | 26,285 | 29,967 | 33,689 | 38,095 | 42,765 | 47,612 | 52,414 | 57,571 | 64,313 | 69,357 |
| 2                             | 26,572 | 30,292 | 34,057 | 38,511 | 43,232 | 48,131 | 52,988 | 58,198 | 65,015 | 70,114 |
| 3                             | 26,859 | 30,618 | 34,423 | 38,927 | 43,700 | 48,653 | 53,559 | 58,827 | 65,716 | 70,871 |
| 4                             | 27,147 | 30,947 | 34,791 | 39,343 | 44,165 | 49,173 | 54,133 | 59,457 | 66,418 | 71,629 |
| 5                             | 27,434 | 31,273 | 35,159 | 39,758 | 44,633 | 49,691 | 54,704 | 60,085 | 67,121 | 72,387 |
| 6                             | 27,721 | 31,602 | 35,528 | 40,175 | 45,100 | 50,212 | 55,276 | 60,713 | 67,824 | 73,144 |
| 7                             | 28,008 | 31,927 | 35,894 | 40,590 | 45,566 | 50,731 | 55,849 | 61,341 | 68,525 | 73,901 |
| 8                             | 28,295 | 32,255 | 36,263 | 41,006 | 46,036 | 51,250 | 56,421 | 61,970 | 69,228 | 74,657 |
| 9                             | 28,582 | 32,583 | 36,631 | 41,422 | 46,500 | 51,772 | 56,994 | 62,599 | 69,929 | 75,414 |
| 10                            | 28,868 | 32,910 | 36,999 | 41,837 | 46,969 | 52,292 | 57,567 | 63,227 | 70,632 | 76,174 |
| 11                            | 29,156 | 33,236 | 37,366 | 42,252 | 47,435 | 52,812 | 58,138 | 63,857 | 71,333 | 76,931 |
| 12                            | 29,443 | 33,565 | 37,735 | 42,669 | 47,903 | 53,330 | 58,710 | 64,485 | 72,037 | 77,688 |
| 13                            | 29,730 | 33,891 | 38,101 | 43,086 | 48,368 | 53,850 | 59,283 | 65,114 | 72,739 | 78,445 |
| 14                            | 30,017 | 34,220 | 38,470 | 43,502 | 48,836 | 54,371 | 59,856 | 65,742 | 73,440 | 79,202 |
| 15                            | 30,304 | 34,546 | 38,838 | 43,918 | 49,302 | 54,890 | 60,428 | 66,371 | 74,143 | 79,958 |
| 16                            | 30,591 | 34,872 | 39,205 | 44,334 | 49,770 | 55,411 | 61,001 | 66,999 | 74,846 | 80,718 |

| Matrix below includes \$0.60 shift differential |       |       |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|-------|-------|
| Custodial Hourly                                | Ix    | Jx    | Kx    | Lx    | Mx    | Nx    | Ox    |
| 1   | 21.08 | 22.81 | 23.86 | 26.62 | 29.53 | 32.45 | 35.59 |
| 2   | 21.3  | 23.05 | 24.11 | 26.91 | 29.85 | 32.79 | 35.97 |
| 3   | 21.53 | 23.29 | 24.36 | 27.19 | 30.16 | 33.14 | 36.36 |
| 4   | 21.76 | 23.53 | 24.61 | 27.47 | 30.47 | 33.49 | 36.73 |
| 5   | 21.98 | 23.78 | 24.88 | 27.75 | 30.78 | 33.84 | 37.11 |
| 6   | 22.2  | 24.02 | 25.13 | 28.04 | 31.11 | 34.18 | 37.5  |
| 7   | 22.43 | 24.26 | 25.38 | 28.32 | 31.42 | 34.54 | 37.88 |
| 8   | 22.64 | 24.5  | 25.63 | 28.6  | 31.73 | 34.89 | 38.27 |
| 9   | 22.87 | 24.75 | 25.89 | 28.89 | 32.06 | 35.23 | 38.64 |
| 10  | 23.1  | 24.99 | 26.14 | 29.17 | 32.37 | 35.58 | 39.03 |
| 11  | 23.32 | 25.23 | 26.4  | 29.45 | 32.69 | 35.93 | 39.41 |
| 12  | 23.54 | 25.47 | 26.65 | 29.73 | 33.01 | 36.27 | 39.79 |
| 13  | 23.77 | 25.71 | 26.91 | 30.02 | 33.32 | 36.62 | 40.17 |
| 14  | 24    | 25.96 | 27.16 | 30.31 | 33.63 | 36.97 | 40.56 |
| 15  | 24.21 | 26.2  | 27.41 | 30.6  | 33.95 | 37.31 | 40.94 |
| 16  | 24.43 | 26.44 | 27.65 | 30.89 | 34.27 | 37.66 | 41.31 |

C. Approving the **Consolidated Report of Trust and Agency Funds** of July 16, 2025, and stating for the record that as of May 31, 2025, receipts total \$59,033,581.41 and disbursements total \$52,800,694.49 (MRF #ST680).

D. Accepting the **Southeast Tech Personnel Report**, as follows:

D1. **Resignations**

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

| <u>Name</u>                           | <u>Location/Position</u>       | <u>Effective Date</u> |
|---------------------------------------|--------------------------------|-----------------------|
| <b>Student Help, Part-Time</b>        |                                |                       |
| Schumacher, Matthew                   | Information Technology         | 07-03-25              |
| <b>Instructor, Adjunct, Part-Time</b> |                                |                       |
| Kaufmann, Molly                       | Nursing & Health               | 06-06-25              |
| <b>Instructor, Full-Time</b>          |                                |                       |
| Stubbe, Scott                         | Interim Engineering Instructor | 06-11-25              |
| Stoltenburg, Nathan                   | Construction                   | 07-10-25              |

D2. **Employment Recommendations**

| <u>Name</u>  | <u>Location/Position</u>  | <u>Effective Date</u> | <u>Amount</u> |
|--|---|-----------------------|---------------|
| <b>Instructor, Adjunct, Hourly</b>                 |   |                       |               |
| Downs, Alizabeth                                   | Nursing & Health  | 07-01-25              | \$46.00       |
| Kannegieter, Tawni                                 | Nursing & Health  | 07-01-25              | \$46.00       |
| <b>Instructor, Adjunct, Per Credit Hour</b>        |   |                       |               |
| McMackin, Kayla                                    | Agribusiness  | 07-07-25              | \$890.40      |
| <b>Student Help, Part-Time, Hourly</b>             |   |                       |               |
| Kramer, Autumn                                     | Student Success   | 06-17-25              | \$15.00       |
| Davis, Kenzie                                      | Scarborough   | 06-16-25              | \$15.00       |
| <b>Other Help, Part-Time, Hourly</b>               |   |                       |               |
| Perez-Chenge, Sydney                               | Tutor   | 06-17-25              | \$25.00       |
| VanLaecken, Tate                                   | Groundskeeping  | 06-09-25              | \$17.00       |
| <b>Employment Contract, Full-Time, Hourly</b>      |   |                       |               |
| Polechshuk, Kristina                               | Campus Visit Coordinator<br>12-Month, 1.0 FTE<br>Lane 9, Step 8<br>1 day prorated | 06-30-25              | \$25.99       |
| <b>Instructor, Full-Time, Salaried</b>             |   |                       |               |
| Smidt, Marie                                       | Nursing Instructor<br>226-Day, 1.0 FTE<br>Lane 6, Step 10<br>6 days prorated      | 06-23-25              | \$2,405.87    |
| Barse, Caasha                                      | Nursing Instructor<br>226-Day, 1.0 FTE<br>Lane 4, Step 9                          | 07-01-25              | \$85,427.00   |
| <b>Instructor, Adjunct Spring Semester Stipend</b> |   |                       |               |
| Adamson, Heather                                   | English   | 02-28-25              | \$2,671.20    |

D2. **Employment Recommendations, continued**

| <b><u>Name</u></b>  | <b><u>Location/Position</u></b> | <b><u>Effective Date</u></b> | <b><u>Amount</u></b> |
|---|---------------------------------|------------------------------|----------------------|
| <b>Instructor, Adjunct Spring Semester Stipend, continued</b> |                                 |                              |                      |
| Albers, Diana   | Nursing & Health                | 02-28-25                     | \$3,561.60           |
| Allenstein, Keith   | Law Enforcement                 | 02-28-25                     | \$2,671.20           |
| Atkins, Melissa   | Early Childhood                 | 02-28-25                     | \$2,671.20           |
| Baker, Shelly   | Business Administration         | 02-28-25                     | \$5,660.40           |
| Barrow, Nathan  | English                         | 02-28-25                     | \$2,671.20           |
| Becker, Luke  | Business Administration         | 02-28-25                     | \$10,684.80          |
| Blok, Kelly   | Computer Info. Systems          | 02-28-25                     | \$2,671.20           |
| Borgen, Cory  | Sports Turf Management          | 02-28-25                     | \$1,643.00           |
| Brandt, Nicole  | Nursing & Health                | 02-28-25                     | \$4,929.00           |
| Bursheim, Erica   | Nursing & Health                | 02-28-25                     | \$2,464.50           |
| Byall, Jennifer   | Mathematics                     | 02-28-25                     | \$2,671.20           |
| Carlson, Rebecca  | Dental Assisting                | 02-28-25                     | \$1,643.00           |
| Castello-Pagan, Jennifer                                      | Spanish                         | 02-28-25                     | \$2,671.20           |
| Cavin, Georgina   | Business Administration         | 02-28-25                     | \$3,561.60           |
| Conrad, Anthony   | Media Design                    | 02-28-25                     | \$821.50             |
| Cox, Bryan  | Mechatronics                    | 02-28-25                     | \$2,176.00           |
| Cruse, Laura  | English                         | 02-28-25                     | \$2,671.20           |
| Davis, Chris  | Business Administration         | 02-28-25                     | \$3,561.60           |
| Ekstrum, Jacqueline   | Nursing & Health                | 02-28-25                     | \$7,547.20           |
| Ellerbusch, Jenna   | Nursing & Health                | 02-28-25                     | \$2,464.50           |
| Erdman, Corliss   | Nursing & Health                | 02-28-25                     | \$4,929.00           |
| Frohwein, Jeffrey   | Business Administration         | 02-28-25                     | \$8,013.60           |
| Gacke, Bridgett   | Nursing & Health                | 02-28-25                     | \$890.40             |
| Gertsma, Leann  | English                         | 02-28-25                     | \$5,342.40           |
| Hakeman, Bradley  | Mechanical Engineering          | 02-28-25                     | \$2,671.20           |
| Halfpop, Emily  | Natural Science                 | 02-28-25                     | \$3,561.60           |
| Hansen, Blair   | Nursing & Health                | 02-28-25                     | \$12,322.50          |
| Harding, Kimberly   | Business Administration         | 02-28-25                     | \$2,671.20           |
| Heckenlaible, Justin  | Computer Info. Systems          | 02-28-25                     | \$2,671.20           |
| Heppler, Jeffrey  | Horticulture                    | 02-28-25                     | \$3,956.80           |
| Hogan, Stephanie  | Environmental Science           | 02-28-25                     | \$5,342.40           |
| Honey, Andrew   | Computer Info. Systems          | 02-28-25                     | \$1,780.80           |
| Horan, Steven   | Business Administration         | 02-28-25                     | \$8,904.00           |
| Ivarsen, McCade   | Business Administration         | 02-28-25                     | \$5,342.40           |
| Jensen, Marcia  | Dental Assisting                | 02-28-25                     | \$3,286.00           |
| Jones, Suzanne  | Early Childhood                 | 02-28-25                     | \$8,013.60           |
| Judeh, Huda   | Computer Info. Systems          | 02-28-25                     | \$8,013.60           |
| Klinger, Brittany   | Nursing & Health                | 02-28-25                     | \$2,464.50           |
| Larsen, Kristin   | Mathematics                     | 02-28-25                     | \$2,671.20           |
| Lemke, Sean   | Psychology                      | 02-28-25                     | \$7,393.50           |
| Letsche, Paul   | Land Survey                     | 02-28-25                     | \$2,464.50           |
| Lindell, Mark   | Speech                          | 02-28-25                     | \$8,013.60           |
| Livermont, Derek  | Computer Info. Systems          | 02-28-25                     | \$3,286.00           |
| Lothrop, LeAnn  | Computer Info. Systems          | 02-28-25                     | \$5,342.40           |
| McGee, Patricia   | Business Administration         | 02-28-25                     | \$5,660.40           |
| McManus, Stacy  | Business Administration         | 02-28-25                     | \$8,013.60           |
| Mehlhaf, Samantha   | Veterinary Technology           | 02-28-25                     | \$2,830.20           |

D2. **Employment Recommendations, continued**

| <u>Name</u>   | <u>Location/Position</u>  | <u>Effective Date</u> | <u>Amount</u> |
|---|---------------------------|-----------------------|---------------|
| <b>Instructor, Adjunct Spring Semester Stipend, continued</b> |                           |                       |               |
| Mekelburg, Erin   | Computer Info. Systems    | 02-28-25              | \$2,671.20    |
| Melroe, Shelby  | Sociology                 | 02-28-25              | \$10,684.80   |
| Mills, Ann  | Chemistry                 | 02-28-25              | \$7,123.20    |
| Morris, Brandon   | Computer Info. Systems    | 02-28-25              | \$2,671.20    |
| Morris, Roger   | Computer Info. Systems    | 02-28-25              | \$5,342.40    |
| Nowell, Koree   | Nursing & Health          | 02-28-25              | \$6,816.50    |
| Nussbaum, Sarah   | Nursing & Health          | 02-28-25              | \$3,561.60    |
| Oelkers, Kayla  | Law Enforcement           | 02-28-25              | \$2,176.00    |
| Olson, Margaret   | Dental Assisting          | 02-28-25              | \$821.50      |
| Osborn, Michelle  | Nursing & Health          | 02-28-25              | \$2,671.20    |
| Otto, Josette   | Nursing & Health          | 02-28-25              | \$2,464.50    |
| Penning, Jolene   | Nursing & Health          | 02-28-25              | \$4,107.50    |
| Pepper, Merrel  | Computer Info. Systems    | 02-28-25              | \$3,561.60    |
| Perkins-Hicks, Debra  | Natural Science           | 02-28-25              | \$11,320.80   |
| Peters, Dennis  | Business Administration   | 02-28-25              | \$2,671.20    |
| Pierce, Steven  | Media                     | 02-28-25              | \$3,561.60    |
| Price Lee, Julia  | Psychology                | 02-28-25              | \$8,490.60    |
| Reagan, Kelly   | English                   | 02-28-25              | \$2,671.20    |
| Reimnitz, Laura   | Veterinary Technology     | 02-28-25              | \$4,929.00    |
| Rieck, Matthew  | Mathematics               | 02-28-25              | \$10,684.80   |
| Ringling, Benjamin  | Horticulture              | 02-28-25              | \$1,780.80    |
| Rose, Jean  | Business Administration   | 02-28-25              | \$8,490.60    |
| Saeger, Amanda  | Nursing & Health          | 02-28-25              | \$2,830.20    |
| Schnider, Nicole  | Nursing & Health          | 02-28-25              | \$5,462.00    |
| Schoenfelder, Nicholas  | Business Administration   | 02-28-25              | \$2,464.50    |
| Schoenfelder, Tonya   | Law Enforcement           | 02-28-25              | \$5,440.00    |
| Schwebach, Gregory  | Architectural Engineering | 02-28-25              | \$3,286.00    |
| Stacey, Taylor  | Mathematics               | 02-28-25              | \$5,342.40    |
| Stoltenburg, Nathan   | Construction              | 02-28-25              | \$2,464.50    |
| Strouth, Gerard   | Computer Info. Systems    | 02-28-25              | \$3,561.60    |
| Stueven, Rebecca  | Nursing & Health          | 02-28-25              | \$4,107.50    |
| Talcott, Roberta  | Business Administration   | 02-28-25              | \$2,830.20    |
| Traylor, Michael  | Computer Info. Systems    | 02-28-25              | \$3,286.00    |
| Tschetter, Lisa   | Nursing & Health          | 02-28-25              | \$7,393.50    |
| VanOverbeke, Jeffrey  | Speech                    | 02-28-25              | \$2,671.20    |
| Vettrus, Jill   | Mathematics               | 02-28-25              | \$3,561.60    |
| Vockrodt, Mary  | Nursing & Health          | 02-28-25              | \$5,342.40    |
| Wadhwa, Anju  | Computer Info. Systems    | 02-28-25              | \$8,013.60    |
| Walker, Allison   | Dental Assisting          | 02-28-25              | \$821.50      |
| Walton, Evan  | English                   | 02-28-25              | \$5,342.40    |
| Walton, Tarah   | Law Enforcement           | 02-28-25              | \$1,780.80    |
| Weber, Jessica  | Business Administration   | 02-28-25              | \$3,561.60    |
| Wellnitz, Kristin   | Psychology                | 02-28-25              | \$5,342.40    |
| Wendell, John   | Automotive                | 02-28-25              | \$890.40      |
| Williams, Brian   | Business Administration   | 02-28-25              | \$5,342.40    |
| Wolff, Dana   | Business Administration   | 02-28-25              | \$6,603.80    |

D2. **Employment Recommendations, continued**

| <b><u>Name</u></b>                                  | <b><u>Location/Position</u></b> | <b><u>Effective Date</u></b> | <b><u>Amount</u></b> |
|---|---------------------------------|------------------------------|----------------------|
| <b>Instructor, Adjunct, Summer Semester Stipend</b> |                                 |                              |                      |
| Adamson, Heather                                    | English                         | 07-31-25                     | \$2,671.20           |
| Anderson, Sarah                                     | Nursing & Health                | 07-31-25                     | \$821.50             |
| Bursheim, Erica                                     | Nursing & Health                | 07-31-25                     | \$2,464.50           |
| Byall, Jennifer                                     | Mathematics                     | 07-31-25                     | \$7,123.20           |
| Cruse, Laura  | English                         | 07-31-25                     | \$5,342.40           |
| Davis, Chris  | Business Administration         | 07-31-25                     | \$10,684.80          |
| Devorak, Lisha                                      | Nursing & Health                | 07-31-25                     | \$5,342.40           |
| Ebbing, Michael                                     | Business Administration         | 07-31-25                     | \$2,671.20           |
| Ehresmann, Hanna                                    | Nursing & Health                | 07-31-25                     | \$2,671.20           |
| Ekstrum, Jacqueline                                 | Nursing & Health                | 07-31-25                     | \$7,836.40           |
| Ellerbusch, Jenna                                   | Nursing & Health                | 07-31-25                     | \$3,264.00           |
| Erdmann, Corliss                                    | Nursing & Health                | 07-31-25                     | \$2,464.50           |
| Gacke, Bridgett                                     | Nursing & Health                | 07-31-25                     | \$2,671.20           |
| Gertsma, Leann                                      | English                         | 07-31-25                     | \$2,671.20           |
| Halfpop, Emily                                      | Natural Science                 | 07-31-25                     | \$3,561.60           |
| Harding, Kimberly                                   | Business Administration         | 07-31-25                     | \$5,342.40           |
| Honey, Andrew                                       | Computer Info. Systems          | 07-31-25                     | \$8,013.60           |
| Ivarsen, McCade                                     | Business Administration         | 07-31-25                     | \$2,671.20           |
| Klinger, Brittany                                   | Nursing & Health                | 07-31-25                     | \$2,464.50           |
| Landeen, Angela                                     | Nursing & Health                | 07-31-25                     | \$2,830.20           |
| Larsen, Kristin                                     | Mathematics                     | 07-31-25                     | \$2,671.20           |
| Lindell, Mark                                       | Speech                          | 07-31-25                     | \$2,671.20           |
| Livermont, Derek                                    | Computer Info. Systems          | 07-31-25                     | \$3,286.00           |
| Lothrop, LeAnn                                      | Computer Info. Systems          | 07-31-25                     | \$2,671.20           |
| McManus, Stacy                                      | Business Administration         | 07-31-25                     | \$2,671.20           |
| Mekelburg, Erin                                     | Computer Info. Systems          | 07-31-25                     | \$2,671.20           |
| Melroe, Shelby                                      | Sociology                       | 07-31-25                     | \$5,342.40           |
| Mills, Ann  | Chemistry                       | 07-31-25                     | \$7,518.40           |
| Nussbaum, Sarah                                     | Nursing & Health                | 07-31-25                     | \$890.40             |
| Osborn, Michelle                                    | Nursing & Health                | 07-31-25                     | \$2,671.20           |
| Perkins-Hicks, Debra                                | Natural Science                 | 07-31-25                     | \$7,547.20           |
| Peters, Dennis                                      | Business Administration         | 07-31-25                     | \$5,342.40           |
| Price Lee, Julia                                    | Psychology                      | 07-31-25                     | \$2,830.20           |
| Ringling, Benjamin                                  | Horticulture                    | 07-31-25                     | \$2,868.80           |
| Rieck, Matthew                                      | Mathematics                     | 07-31-25                     | \$5,342.40           |
| Rose, Jean  | Business Administration         | 07-31-25                     | \$5,660.40           |
| Schnider, Nicole                                    | Nursing & Health                | 07-31-25                     | \$1,909.50           |
| Stacey, Taylor                                      | Mathematics                     | 07-31-25                     | \$2,671.20           |
| Stahl, Emily  | Veterinary Technology           | 07-31-25                     | \$5,660.40           |
| Stueven, Rebecca                                    | Nursing & Health                | 07-31-25                     | \$2,464.50           |
| Tschetter, Lisa                                     | Nursing & Health                | 07-31-25                     | \$2,464.50           |
| VanOverbeke, Jeffrey                                | Speech                          | 07-31-25                     | \$5,342.40           |
| Vettrus, Jill                                       | Mathematics                     | 07-31-25                     | \$2,671.20           |
| Vockrodt, Mary                                      | Nursing & Health                | 07-31-25                     | \$5,342.40           |
| Wadhwa, Anju  | Computer Info. Systems          | 07-31-25                     | \$2,671.20           |
| Wellnitz, Kristin                                   | Psychology                      | 07-31-25                     | \$5,342.40           |
| Williams, Brian                                     | Business Administration         | 07-31-25                     | \$5,342.40           |

D2. **Employment Recommendations, continued**  
**Instructor, Adjunct, Summer Semester Stipend**

| <u>Name</u>               | <u>Location/Position</u> | <u>Effective Date</u> | <u>Amount</u> |
|---------------------------|--------------------------|-----------------------|---------------|
| Wolff, Dana               | Business Administration  | 07-31-25              | \$2,830.20    |
| Wynia, Derek              | Construction             | 07-31-25              | \$4,847.20    |
| de Zuviria Padlock, Maria | Computer Info. Systems   | 07-31-25              | \$2,464.50    |

D3. **Employee Lump Sum Payment/Stipend**

| <u>Name</u>          | <u>Location/Position</u>    | <u>Effective Date</u> | <u>Amount</u> |
|----------------------|-----------------------------|-----------------------|---------------|
| Kramer, Jaclyn       | Interim VP Academic Affairs | 05-30-25              | \$3,612.83    |
| Stelley, Lynard      | AWS Certifications          | 02-28-25              | \$1,000.00    |
| Haynes, Matthew      | Habitat for Humanity        | 02-28-25              | \$2,000.00    |
| McGuire, Annie       | Over Workload               | 02-28-25              | \$3,943.00    |
| Vettrus, Jill        | Out of District Mileage     | 02-28-25              | \$500.00      |
| Livermont, Derek     | Lab Stipend                 | 02-28-25              | \$225.00      |
| Dyke, Amy            | Lead Custodian              | 06-30-25              | \$500.00      |
| Chabala, Stephen     | Groundskeeper               | 06-30-25              | \$500.00      |
| Johnson, Troy        | Maintenance                 | 06-30-25              | \$1,000.00    |
| Kramer-Hermanson, M. | Custodial Manager           | 06-30-25              | \$1,000.00    |
| Woessner, Conner     | Scarborough Center          | 06-30-25              | \$500.00      |
| Sjogren, Robin       | Scarborough Center          | 06-30-25              | \$500.00      |
| Menholt, Jade        | Bookstore                   | 06-30-25              | \$500.00      |
| Skiff, Jason         | Bookstore Manager           | 06-30-25              | \$500.00      |
| Friesz, Ethan        | Information Technology      | 06-30-25              | \$500.00      |
| Albrecht, Jennifer   | Information Technology      | 06-30-25              | \$500.00      |
| Noble, Caleb         | Information Technology      | 06-30-25              | \$500.00      |
| Oorlog, Lori         | Information Technology      | 06-30-25              | \$500.00      |
| Hout, Lori           | Information Technology      | 06-30-25              | \$500.00      |
| Dose, Thomas         | Information Technology      | 06-30-25              | \$500.00      |
| Strouth, Gerard      | Information Technology      | 06-30-25              | \$1,000.00    |
| Borman, Amanda       | Information Technology      | 06-30-25              | \$1,000.00    |
| Kassing, Elizabeth   | Engineering Camp            | 07-31-25              | \$500.00      |
| Schwebach, Greg      | Engineering Camp            | 07-31-25              | \$500.00      |
| Letsche, Paul        | Engineering Camp            | 07-31-25              | \$500.00      |
| Lalley, Aaron        | Engineering Camp            | 07-31-25              | \$500.00      |
| Cox, Bryan           | Engineering Camp            | 07-31-25              | \$500.00      |
| Stubbe, Scott        | Engineering Camp            | 07-31-25              | \$500.00      |
| Haynes, Matthew      | HS Student Mentoring        | 07-31-25              | \$500.00      |
| Borgen, Cory         | Groundskeeping              | 07-31-25              | \$2,000.00    |
| Stelley, Lynard      | AWS Accreditation           | 07-31-25              | \$2,000.00    |
| Bird, Tracy          | Conference Coordination     | 07-31-25              | \$943.40      |
| Carlson, Rebecca     | Practicum Site Visits       | 07-31-25              | \$7,485.00    |
| Jensen, Marcia       | Practicum Site Visits       | 07-31-25              | \$9,356.25    |
| Hansen, Blair        | Accreditation               | 07-31-25              | \$9,302.64    |
| McGuire, Annie       | Practicum Site Visits       | 07-31-25              | \$6,950.60    |
| Otto, Josette        | Practicum Site Visits       | 07-31-25              | \$9,356.25    |
| Penning, Jolene      | Practicum Site Visits       | 07-31-25              | \$6,900.60    |
| Jordahl, Lindsay     | Practicum Site Visits       | 07-31-25              | \$328.60      |
| Willer, Lexie        | Practicum Site Visits       | 07-31-25              | \$1,971.60    |
| Rau, Brooklyn        | CPR Coordination            | 07-31-25              | \$600.00      |

**D3. Employee Lump Sum Payment/Stipend**

| <u>Name</u>     | <u>Location/Position</u> | <u>Effective Date</u> | <u>Amount</u> |
|-----------------|--------------------------|-----------------------|---------------|
| LeLoux, Loretta | VPAA Search Committee    | 07-31-25              | \$500.00      |
| Strouth, Gerard | Network Support          | 07-31-25              | \$440.00      |

Action ST00928

Kelli Rogotzke provided the Build Dakota Update Report (MRF #ST681). Build Dakota Updates and Future Goals included: Build Dakota applicants saw an increase from previous years, All Build Dakota recipients have an industry partner, The Build Dakota cycle for employers, and Holistic support Build Dakota scholars receive. Goals for 2025-2026 focus around continuing to build strong relationships with employers for both Build Dakota and student scholars.

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

Action ST00929

Vice President of Finance Christine Goldsmith provided the Financial Update Report. (MRF #682). Highlights of the Financial report included an overview of high-level year-to-date revenues and expenses, an overview of 4-year comparison of combined fund balances and an overview of historical LC financial ratios.

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

Action ST00930

A motion was made by Gail Swenson and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call, approving the review of and/or revision of policies and accompanying regulations (see MRF #683), as follows:

- STC 264 School Board Member Compensation and Expenses
- STC 410 Taxing and Borrowing
- STC 415 Funds from Federal Tax Sources
- STC 420 Investing – withdrawal
- STC 507 Southeast Tech Closing and Cancellation
- STC 842 Community Resource People

Action ST00931

A motion was made by Gail Swenson and seconded by Elizabeth Duffy, five (5) votes “yes” on roll call, approving the first reading of Policy STC504 Weapons on Campus, as presented (see MRF #ST684).

continued

Wednesday, July 16, 2025

Action ST00932

A motion was made by Marc Murren and seconded by Gail Swenson, five (5) votes, “yes” on roll call, approving the first reading of Policy STC711 Drug-Free Workplace, as presented (see MRF #ST684).

Action ST00933

On motion by Dawn Marie Johnson and seconded by Elizabeth Duffy, five (5) votes “yes” on roll call, the School Board **adjourned** at 4:46 p.m.

NAN KELLY

Presiding Officer

TODD VIK

Business Manager

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, August 6, 2025 4:00 p.m.**

**Nan Kelly**  
**President**

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

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

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

## **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Good News report
4. Approval of Minutes of Meeting Held on July 16, 2025
5. Persons Wishing to Address the School Board on Non-Agenda Items
6. Persons Wishing to Address the School Board on Agenda Items
7. Approval of Agenda
8. Conflicts of Interest
9. Approval of Consent Agenda
  - A. Authorizations and Ratifications
    1. Amendment of Previous School Board Action
  - B. Approval of Consolidated Report of Trust and Agency Funds
  - C. Approval of Personnel Report
10. Reports of the President
  - A. Summer 2025 Campus Events Report
  - B. M & R Update
  - C. Vision 2025 Update
11. Review/Revise Sioux Falls School District/STC Policies/Regulations
  - A. STC 713 Alcohol Free Workplace – withdrawal (merged into STC 711)
12. Second Read Sioux Falls School District/STC Policies/Regulations
  - A. STC 504 Weapons on Campus
  - B. STC 711 Drug-Free Workplace
13. Adjournment

**1. Amendment of Previous School Board Action** **Christine Goldsmith 367-5692**

The 12-month Employment Schedule was unintentionally omitted from the June 18, 2025 Board authos under Action ST00919D. The schedule was included in the June 18, 2025 Board minutes.

| Employment Contract 12 Month | A      | B      | C      | D      | E      | F      | G      | H      | I      | J      | K      | L       | M       | N       | O       |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|
| 1                            | 28,795 | 32,825 | 36,904 | 41,732 | 46,847 | 52,157 | 57,419 | 63,065 | 70,450 | 75,977 | 81,938 | 88,365  | 95,298  | 101,290 | 107,279 |
| 2                            | 29,108 | 33,184 | 37,307 | 42,187 | 47,358 | 52,725 | 58,045 | 63,753 | 71,220 | 76,806 | 82,831 | 89,329  | 96,339  | 102,395 | 108,450 |
| 3                            | 29,423 | 33,543 | 37,709 | 42,641 | 47,870 | 53,295 | 58,672 | 64,442 | 71,989 | 77,636 | 83,726 | 90,295  | 97,379  | 103,489 | 109,621 |
| 4                            | 29,738 | 33,901 | 38,112 | 43,099 | 48,382 | 53,864 | 59,299 | 65,132 | 72,758 | 78,465 | 84,621 | 91,260  | 98,419  | 104,608 | 110,794 |
| 5                            | 30,053 | 34,259 | 38,515 | 43,553 | 48,894 | 54,434 | 59,924 | 65,821 | 73,527 | 79,295 | 85,517 | 92,224  | 99,460  | 105,712 | 111,965 |
| 6                            | 30,368 | 34,618 | 38,917 | 44,008 | 49,405 | 55,005 | 60,553 | 66,509 | 74,298 | 80,125 | 86,411 | 93,190  | 100,501 | 106,819 | 113,136 |
| 7                            | 30,682 | 34,976 | 39,321 | 44,466 | 49,915 | 55,574 | 61,180 | 67,197 | 75,066 | 80,954 | 87,305 | 94,153  | 101,541 | 107,925 | 114,308 |
| 8                            | 30,995 | 35,334 | 39,725 | 44,921 | 50,427 | 56,143 | 61,806 | 67,885 | 75,835 | 81,785 | 88,200 | 95,121  | 102,582 | 109,030 | 115,479 |
| 9                            | 31,310 | 35,692 | 40,127 | 45,376 | 50,939 | 56,714 | 62,434 | 68,574 | 76,603 | 82,614 | 89,094 | 96,083  | 103,622 | 110,137 | 116,651 |
| 10                           | 31,625 | 36,051 | 40,531 | 45,833 | 51,451 | 57,282 | 63,060 | 69,263 | 77,373 | 83,443 | 89,988 | 97,049  | 104,662 | 111,243 | 117,823 |
| 11                           | 31,939 | 36,409 | 40,933 | 46,287 | 51,962 | 57,853 | 63,688 | 69,952 | 78,143 | 84,274 | 90,884 | 98,015  | 105,705 | 112,349 | 118,994 |
| 12                           | 32,253 | 36,767 | 41,336 | 46,742 | 52,475 | 58,421 | 64,315 | 70,639 | 78,913 | 85,103 | 91,781 | 98,979  | 106,744 | 113,455 | 120,164 |
| 13                           | 32,569 | 37,126 | 41,740 | 47,198 | 52,987 | 58,990 | 64,941 | 71,329 | 79,681 | 85,932 | 92,675 | 99,944  | 107,785 | 114,560 | 121,335 |
| 14                           | 32,882 | 37,484 | 42,142 | 47,653 | 53,497 | 59,562 | 65,568 | 72,017 | 80,451 | 86,762 | 93,569 | 100,908 | 108,825 | 115,666 | 122,507 |
| 15                           | 33,197 | 37,844 | 42,546 | 48,110 | 54,008 | 60,129 | 66,195 | 72,706 | 81,220 | 87,592 | 94,464 | 101,874 | 109,866 | 116,772 | 123,679 |
| 16                           | 33,512 | 38,201 | 42,947 | 48,566 | 54,520 | 60,699 | 66,823 | 73,396 | 81,991 | 88,421 | 95,359 | 102,839 | 110,907 | 117,878 | 124,850 |

**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   |
|------|----------|---------------------------|---|--------------|
| a.   | S2601503 | VITAL SOURCE TECHNOLOGIES | EBOOK, DIGITAL COURSE CODES, AND IA PRODUCT       | \$300,000.00 |
| b.   | S2601504 | SHI INTERNATIONAL CORP    | MICROSOFT CAMPUS AGREEMENT STUDENTS AND EMPLOYEES | \$70,139.29  |
| c.   | S2601548 | LAWRENCE & SCHILLER       | FY26 PROFESSIONAL SERVICES                        | \$50,000.00  |
| d.   | S2601547 | LAWRENCE & SCHILLER       | FY26 ADVERTISING BUY                              | \$250,000.00 |
| e.   | S2601560 | JENZABAR INC              | JENZABAR RECRUITMENT MANAGER YEAR 5/5             | \$55,000.00  |

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

**CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS**

|                    | Balance<br>7/1/2024           | Received<br>to date            | Disbursed<br>to date           | Balance<br>6/30/2025          |
|--------------------|-------------------------------|--------------------------------|--------------------------------|-------------------------------|
| STC Bookstore      | \$ 34,241.55                  | \$ 1,677.04                    | \$ -                           | \$ 35,918.59                  |
| STC EFT            | \$ 711,543.15                 | \$ 15,746,757.29               | \$ 16,285,274.26               | \$ 173,026.18                 |
| STC Tuition & Fees | \$ 1,814,579.07               | \$ 53,887,826.54               | \$ 53,087,200.53               | \$ 2,615,205.08               |
| STC T & A          | \$ 105,673.19                 | \$ 77,470.24                   | \$ 79,020.88                   | \$ 104,122.55                 |
| STC ACH            | \$ 4,850.45                   | \$ 176,169.06                  | \$ -                           | \$ 181,019.51                 |
| STC Blue Bucks     | \$ 23,135.54                  | \$ 21,226.53                   | \$ 3,160.36                    | \$ 41,201.71                  |
| <b>TOTALS</b>      | <u><u>\$ 2,694,022.95</u></u> | <u><u>\$ 69,911,126.70</u></u> | <u><u>\$ 69,454,656.03</u></u> | <u><u>\$ 3,150,493.62</u></u> |

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

| <u>Name</u>                           | <u>Location/Position</u> | <u>Effective Date</u> |
|---------------------------------------|--------------------------|-----------------------|
| <b>Employment Contract, Full-Time</b> |                          |                       |
| Horner, Lindsey                       | Scarborough              | 07-22-25              |
| Weeldreyer, Bill                      | Custodial                | 07-31-25              |
| Entringer, Stephanie                  | Nursing & Health         | 07-31-25              |
| <b>Administrator, Full-Time</b>       |                          |                       |
| Possehl, Kristin***                   | Nursing & Health         | 07-29-25              |

\*\*\*Retirement

2. **Employment Recommendations**

| <u>Name</u>                                 | <u>Location/Position</u>  | <u>Effective Date</u> | <u>Amount</u> |
|---|---|-----------------------|---------------|
| <b>Instructor, Adjunct, Hourly</b>          |   |                       |               |
| Vercruyse, Brett                            | Nursing & Health  | 07-10-25              | \$34.00       |
| <b>Instructor, Adjunct, Per Credit Hour</b> |   |                       |               |
| Thompson, Brennan                           | Sociology   | 07-01-25              | \$890.40      |
| Lawrenson, Chris                            | Land Survey   | 07-28-25              | \$821.50      |
| Kastein, Shari                              | General Education   | 07-28-25              | \$890.40      |
| Edberg, Joey                                | English   | 07-29-25              | \$890.40      |
| Bechtold, Angela                            | American Sign Language  | 07-29-25              | \$890.40      |
| <b>Administrator, Full-Time, Salaried</b>   |   |                       |               |
| Homan, Fenecia                              | Vice President of Academic Affairs<br>12-Month, 1.0 FTE<br>Level 2, Step 4<br>242 days prorated | 07-28-05              | \$150,627.85  |
| <b>Instructor, Full-Time, Salaried</b>      |   |                       |               |
| Virchow, Lanny                              | Nursing Instructor<br>226-Day, 1.0 FTE<br>Lane 4, Step 10                                       | 07-16-25              | \$85,427.00   |
| Adamson, Thomas                             | English Instructor<br>186-Day, 1.0 FTE<br>Lane 6, Step 8  | 07-24-25              | \$71,768.00   |

3. **Change of Status**

| <u>Name</u>     | <u>Delete</u>   | <u>Add</u>  | <u>Effective Date</u> |
|-----------------|---|---|-----------------------|
| Anderson, Sarah | Medical Coding & Billing Instructor<br>226-Day, 1.0 FTE | Medical Coding & Billing Instructor<br>226-Day, 1.0 FTE | 07-01-25              |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                      |  |  |          |
|----------------------|--|--|----------|
|                      | Level 4, Step 10<br>\$84,581/annual  | Level 5, Step 10<br>\$88,476/annual  |          |
| Hansen, Blair        | Medical Lab Technician<br>Instructor & Program Director<br><br>226-Day, 1.0 FTE<br>Level 5, Step 10<br>\$87,600/annual             | Medical Lab Tech<br>Instructor & Program<br>Director<br><br>226-Day, 1.0 FTE<br>Level 6, Step 10<br>\$91,527/annual          | 07-01-25 |
| Vanden Bosch, Raquel | Diagnostic Medical<br>Sonography Instructor &<br>Program Director<br>226-Day, 1.0 FTE<br>Level 5, Step 10<br>\$87,600/annual       | Diagnostic Medical<br>Sonography Instructor<br>& Program Director<br>226-Day, 1.0 FTE<br>Level 6, Step 10<br>\$91,527/annual | 07-01-25 |
| Zillgitt, Emily      | Director of Admissions<br>12-Month, 1.0 FTE<br>Level 11, Step 5<br>\$84,670/annual   | Director of Admissions<br>12-Month, 1.0 FTE<br>Level 11, Step 9<br>\$88,212/annual   | 07-01-25 |
| Goldsmith, Christine | Vice President of Finance<br>12-Month, 1.0 FTE<br>Level 3, Step 5<br>\$160,010/annual  | VP of Finance<br>12-Month, 1.0 FTE<br>Level 2, Step 4<br>\$162,454/annual  | 07-01-25 |
| VanLaecken, Erik     | Vice President of Technology<br>& Operations<br>12-Month, 1.0 FTE<br>Level 3, Step 5<br>\$160,010/annual                           | Vice President of<br>Technology & Ops<br>12-Month, 1.0 FTE<br>Level 2, Step 4<br>\$162,454/annual                            | 07-01-25 |
| Kramer, Jaclyn       | Associate Dean of Curriculum<br>& Instruction<br>Employment Contract<br>12-Month, 1.0 FTE<br>Level 15, Step 10<br>\$116,656/annual | Dean of Curriculum<br>& Instructor<br>Administrator<br>12-Month, 1.0 FTE<br>Level 7, Step 5<br>\$134,340/annual              | 07-01-25 |
| Letcher, Deborah     | Associate Dean of Curriculum<br>& Instruction<br>Employment Contract<br>12-Month, 1.0 FTE<br>Level 15, Step 16<br>\$123,614/annual | Dean of Curriculum<br>& Instructor<br>Administrator<br>12-Month, 1.0 FTE<br>Level 7, Step 5<br>\$134,340/annual              | 07-01-25 |
| Williamson, Stephen  | Foundation Director  | Associate VP of<br>External Relations &  | 07-01-25 |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                    |  |  |          |
|--------------------|--|--|----------|
|                    | 12-Month, 1.0 FTE<br>Level 12, Step 14<br>\$99,909/annual  | The STC Foundation<br>12-Month, 1.0 FTE<br>Level 14, Step 12<br>\$113,455/annual                                 |          |
| Pommer, Jacqueline | Director of IE & Associate<br>VP of Faculty Development<br>12-Month, 1.0 FTE<br>Level 15, Step 9<br>\$115,496/annual | Dean of Academic<br>Excellence<br>12-Month, 1.0 FTE<br>Level 15, Step 16<br>\$124,850/annual                     | 07-01-25 |
| Huizing, Susanne   | Director of Student Success<br><br>12-Month, 1.0 FTE<br>Level 11, Step 9<br>\$88,212/annual                          | Director of Student<br>& Co-Curricular<br>Assessment<br>12-Month, 1.0 FTE<br>Level 12, Step 8<br>\$95,121/annual | 07-01-25 |
| Oswald, Vicki      | Executive Assistant to the<br>President<br>12-Month, 1.0 FTE<br>Level 9, Step 15<br>\$80,416/annual                  | Senior Executive Asst.<br>to the President<br>12-Month, 1.0 FTE<br>Level 10, Step 14<br>\$86,762/annual          | 07-01-25 |
| Fischer, Megan     | Vice President of Enrollment<br>Management<br><br>12-Month, 1.0 FTE<br>Level 3, Step 5<br>\$160,010/annual           | VP of Enrollment<br>Management & Student<br>Affairs<br>12-Month, 1.0 FTE<br>Level 2, Step 4<br>\$162,454/annual  | 07-01-25 |
| Chabala, Stephen   | Groundskeeper<br>12-Month, 1.0 FTE<br>Level 3, Step 2<br>\$23.27/hour  | Groundskeeper<br>12-Month, 1.0 FTE<br>Level 4, Step 2<br>\$26.58/hour  | 07-01-25 |
| Johnson, Troy      | Maintenance Engineer<br>12-Month, 1.0 FTE<br>Level 4, Step 14<br>\$29.41/hour  | Maintenance Engineer<br>12-Month, 1.0 FTE<br>Level 5, Step 14<br>\$33.03/hour                                    | 07-01-25 |
| Sjogren, Robin     | Scarborough Center Director<br><br>220-Day, 1.0 FTE<br>Level 5, Step 16<br>\$49,277/annual                           | Scarborough Center<br>Director<br>12-Month, 1.0 FTE<br>Level 8, Step 16<br>\$73,396/annual                       | 07-01-25 |
| Menholt, Jade      | Bookstore Associate  | Assistant Bookstore<br>Manager   | 07-01-25 |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                     |  |  |          |
|---------------------|--|--|----------|
|                     | Clerical<br>12-Month, 1.0 FTE<br>Level 8, Step 6<br>\$22.56/hour   | Employment Contract<br>12-Month, 1.0 FTE<br>Level 5, Step 3<br>\$47,903/annual                               |          |
| Dyke, Amy           | Lead Custodian<br><br>12-Month, 1.0 FTE<br>Level 3, Step 4<br>\$23.77/hour                                 | Assistant Manager of Facilities<br>12-Month, 1.0 FTE<br>Level 5, Step 5<br>\$30.18/hour                      | 07-01-25 |
| Donnelli, Makenna   | Scarborough Childcare Teacher<br>Program Assistant<br>184-Day, 1.0 FTE<br>Level 2, Step 12<br>\$21.88/hour | Scarborough Childcare Teacher<br>Employment Contract<br>210-Day, 1.0 FTE<br>Level 3, Step 10<br>\$22.58/hour | 07-01-25 |
| Headington, Tiffany | Scarborough Childcare Teacher<br>Program Assistant<br>184-Day, 1.0 FTE<br>Level 3, Step 7<br>\$21.98/hour  | Scarborough Childcare Teacher<br>Employment Contract<br>210-Day, 1.0 FTE<br>Level 3, Step 11<br>\$22.79/hour | 07-01-25 |
| Trenary, Debra      | Scarborough Childcare Teacher<br>Program Assistant<br>184-Day, 1.0 FTE<br>Level 2, Step 7<br>\$20.86/hour  | Scarborough Childcare Teacher<br>Employment Contract<br>210-Day, 1.0 FTE<br>Level 3, Step 5<br>\$21.58/hour  | 07-01-25 |
| Welch, Madison      | Scarborough Childcare Teacher<br>Program Assistant<br>184-Day, 1.0 FTE<br>Level 2, Step 2<br>\$19.85/hour  | Scarborough Childcare Teacher<br>Employment Contract<br>210-Day, 1.0 FTE<br>Level 3, Step 1<br>\$20.78/hour  | 07-01-25 |
| Devorak, Lisha      | Nursing Instructor<br>206-Day, 1.0 FTE<br>Level 6, Step 10<br>\$82,601/annual                              | Nursing Instructor<br>226-Day, 1.0 FTE<br>Level 6, Step 10<br>\$91,527/annual                                |          |
| Ehresmann, Hanna    | Adjunct Nursing Instructor<br>Part-Time<br><br>\$46.00/hour  | Nursing Instructor<br>226-Day<br>Level 6, Step 8<br>\$87,202/annual  | 07-01-25 |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                   |   |   |          |
|-------------------|---|---|----------|
| Merritt, Jason    | Dean of Curriculum & Instruction<br>Administrator<br>12-Month, 1.0 FTE<br>Level 7, Step 4<br>\$129,797/annual | Dean of Curriculum & Instruction<br>Administrator<br>12-Month, 1.0 FTE<br>Level 7, Step 5<br>\$134,340/annual | 07-01-25 |
| Stephens, Michael | Director of Accounting<br>12-Month, 1.0 FTE<br>Level 12, Step 16<br>\$102,839/annual                          | Director of Accounting<br>12-Month, 1.0 FTE<br>Level 13, Step 16<br>\$110,907/annual                          | 08-01-25 |
| Weerheim, Erin    | Accountant I<br>12-Month, 1.0 FTE<br>Level 9, Step 9<br>\$36.58/hour  | Accountant<br>12-Month, 1.0 FTE<br>Level 10, Step 9<br>\$39.49/hour   |          |
| Williams, Emily   | Student Scarbrough Worker<br><br>Part-Time<br>Student Rate<br>\$15.00/hour                                    | Part-Time Childcare<br>Teacher<br>Part-Time<br>Level 1, Step 1<br>\$18.52/hour                                | 08-01-25 |
| Leffring, Holly   | Business Office Associate<br><br>12-Month, 1.0 FTE<br>Level 7, Step 4<br>\$28.32/hour                         | Student Accounts<br>Coordinator<br>12-Month, 1.0 FTE<br>Level 8, Step 4<br>\$31.10/hour                       | 08-01-25 |
| VanBriesen, Tonya | Executive Finance Assistant<br>12-Month, 1.0 FTE<br>Level 7, Step 4<br>\$28.32/hour                           | Finance Coordinator<br>12-Month, 1.0 FTE<br>Level 8, Step 4<br>\$31.10/hour                                   | 08-01-25 |
| Gefroh, Heidi     | Human Resources Director<br><br>12-Month, 1.0 FTE<br>Level 11, Step 16<br>\$95,359.00/annual                  | Director of Human<br>Resources<br>12-Month, 1.0 FTE<br>Level 12, Step 16<br>\$102,839.00/annual               | 08-01-25 |

**4. FY2025-2026 Wage Rates**

| <b><u>Name</u></b>                           | <b><u>Location/Position</u></b> | <b><u>Effective Date</u></b> | <b><u>Amount</u></b> |
|--|---------------------------------|------------------------------|----------------------|
| <b>12-Month Employees, Full-Time, Hourly</b> |                                 |                              |                      |
| Albrecht, Jennifer                           | Information Technology          | 07-01-25                     | \$31.43              |
| Anderson, Curtis                             | Custodial                       | 07-01-25                     | \$23.39              |
| Anderson, Troy                               | Custodial                       | 07-01-25                     | \$20.47              |
| Avdic, Darko                                 | Custodial                       | 07-01-25                     | \$22.71              |
| Beck, Kelly                                  | Administrative Assistant        | 07-01-25                     | \$25.16              |
| Buseman, Nathan                              | Financial Aid                   | 07-01-25                     | \$33.40              |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                      |                          |          |         |
|----------------------|--------------------------|----------|---------|
| Hamer, Debra         | Custodial                | 07-01-25 | \$20.47 |
| Hollingshead, Kyle   | Custodial                | 07-01-25 | \$21.15 |
| Hout, Lori           | Information Technology   | 07-01-25 | \$34.44 |
| Johannsen, Jessica   | Administrative Assistant | 07-01-25 | \$24.21 |
| Kramer-Hermanson, M. | Custodial                | 07-01-25 | \$38.04 |
| Landhuis, Carmen     | Marketing                | 07-01-25 | \$28.93 |
| Mayer, Eric          | Custodial                | 07-01-25 | \$23.83 |
| Mendoza, Domingo     | Custodial                | 07-01-25 | \$20.47 |
| Muhs, Jon            | Financial Aid            | 07-01-25 | \$33.40 |
| Noble, Caleb         | Information Technology   | 07-01-25 | \$33.14 |
| Oorlog, Lori         | Information Technology   | 07-01-25 | \$34.44 |
| Polechshuk, Kristina | Administrative Assistant | 07-01-25 | \$25.99 |
| Rau, Brooklyn        | Administrative Assistant | 07-01-25 | \$23.51 |
| Sahuric, Ferid       | Custodial                | 07-01-25 | \$23.60 |
| Sandstede, Kevin     | Custodial                | 07-01-25 | \$30.28 |
| Sauer, Dennis        | Custodial                | 07-01-25 | \$21.59 |
| Schuetz, Amanda      | Administrative Assistant | 07-01-25 | \$23.51 |
| Simonsen, Laura      | Food Service             | 07-01-25 | \$25.08 |
| Strouth, Erica       | Student Success          | 07-01-25 | \$28.13 |
| Valdez, Martin       | Business Office          | 07-01-25 | \$29.22 |
| Van Emmerik, Annette | Administrative Assistant | 07-01-25 | \$25.16 |
| Weeldreyer, Bill     | Custodial                | 07-01-25 | \$20.69 |
| Welch, John          | Custodial                | 07-01-25 | \$20.93 |
| Weston, Shasta       | Student Access Coach     | 07-01-25 | \$24.08 |

**12-Month Administrators, Full-Time, Annual**

|                     |                             |          |              |
|---------------------|-----------------------------|----------|--------------|
| Possehl, Kristin    | Dean of Curr. & Instruction | 07-01-25 | \$134,340.00 |
| Schneider, Nicholas | Dean of Curr. & Instruction | 07-01-25 | \$134,340.00 |
| Clasemann, Cory     | President                   | 07-01-25 | \$185,000.00 |

**186-Day Faculty, Full-Time, Annual**

|                        |                         |          |             |
|------------------------|-------------------------|----------|-------------|
| Adamson, Heather       | General Education       | 07-01-25 | \$75,328.00 |
| Albers, Diana          | Nursing & Health        | 07-01-25 | \$75,328.00 |
| Anderson, Adam         | Diesel Technology       | 07-01-25 | \$67,795.00 |
| Bezdichek, Michael     | Electrician             | 07-01-25 | \$67,795.00 |
| Byall, Jennifer        | General Education       | 07-01-25 | \$75,328.00 |
| Carlson, Rebecca       | Nursing & Health        | 07-01-25 | \$70,306.00 |
| Cermak, Audree         | Veterinary Technology   | 07-01-25 | \$67,795.00 |
| Christian, Becca       | Nursing & Health        | 07-01-25 | \$73,547.00 |
| Conrad, Anthony        | Media Design            | 07-01-25 | \$70,306.00 |
| Cox, Bryan             | Mechatronics            | 07-01-25 | \$75,328.00 |
| Cruse, Laura           | General Education       | 07-01-25 | \$78,450.00 |
| Davis, Chris           | Business Administration | 07-01-25 | \$75,328.00 |
| Davis, Dana            | Collision               | 07-01-25 | \$67,795.00 |
| De Zuviria-Padlock, M. | CIS                     | 07-01-25 | \$65,936.00 |
| Ebbing, Michael        | Business Administration | 07-01-25 | \$75,328.00 |
| Eisenvos, Daniel       | HVAC                    | 07-01-25 | \$75,328.00 |
| Frentz, Patrick        | Digital Media           | 07-01-25 | \$61,390.00 |
| Garcia, Joshua         | Automotive              | 07-01-25 | \$62,773.00 |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                      |                         |          |             |
|----------------------|-------------------------|----------|-------------|
| Gries, Keith         | Law Enforcement         | 07-01-25 | \$67,795.00 |
| Halfpop, Emily       | Natural Science         | 07-01-25 | \$75,328.00 |
| Harding, Kimberly    | Business Administration | 07-01-25 | \$75,328.00 |
| Haynes, Matthew      | Construction Mngmt.     | 07-01-25 | \$70,306.00 |
| Honey, Andrew        | CIS                     | 07-01-25 | \$66,432.00 |
| Hunter, Marcus       | Electrician             | 07-01-25 | \$67,795.00 |
| Johnson, Jarrod      | HVAC                    | 07-01-25 | \$67,795.00 |
| Kassing, Elizabeth   | Engineering             | 07-01-25 | \$75,328.00 |
| Larsen, Kristin      | General Education       | 07-01-25 | \$80,351.00 |
| LeLoux, Loretta      | Early Childhood         | 07-01-25 | \$75,328.00 |
| Letsche, Paul        | Engineering             | 07-01-25 | \$67,795.00 |
| McGuire, Annie       | Nursing & Health        | 07-01-25 | \$65,286.00 |
| Mekelburg, Erin      | CIS                     | 07-01-25 | \$75,328.00 |
| Nussbaum, Sarah      | Nursing & Health        | 07-01-25 | \$75,328.00 |
| Pepper, Merrel       | CIS                     | 07-01-25 | \$80,351.00 |
| Peters, Dennis       | Business Administration | 07-01-25 | \$77,839.00 |
| Saugstad, Jeanette   | Nursing & Health        | 07-01-25 | \$70,306.00 |
| Schaffer, Kenneth    | CIS                     | 07-01-25 | \$70,306.00 |
| Schwebach, Gregory   | Engineering             | 07-01-25 | \$66,984.00 |
| Shotkoski, Kevin     | Diesel Technology       | 07-01-25 | \$72,819.00 |
| Solberg, Megan       | Nursing & Health        | 07-01-25 | \$75,328.00 |
| Steinmetz, Jason     | Diesel Technology       | 07-01-25 | \$67,795.00 |
| Stelley, Lynard      | Welding                 | 07-01-25 | \$67,795.00 |
| Unzicker, Chelsea    | Nursing & Health        | 07-01-25 | \$68,648.00 |
| VanOverbeke, Jeffrey | General Education       | 07-01-25 | \$77,839.00 |
| Vettrus, Jill        | General Education       | 07-01-25 | \$80,351.00 |
| Warkenthien, Richard | Media Design            | 07-01-25 | \$70,306.00 |
| Weber, Jessica       | Business Administration | 07-01-25 | \$75,328.00 |
| Wellnitz, Kristin    | General Education       | 07-01-25 | \$80,351.00 |
| Wendell, John        | Collision               | 07-01-25 | \$72,819.00 |
| Williams, Brian      | Business Administration | 07-01-25 | \$77,839.00 |
| Wohlwend, Bruce      | CIS                     | 07-01-25 | \$77,839.00 |
| Wolf, Tori           | Nursing & Health        | 07-01-24 | \$66,321.00 |

**206-Day Faculty, Full-Time, Annual**

|                       |                       |          |             |
|-----------------------|-----------------------|----------|-------------|
| Berry, Vincent        | Plumbing              | 07-01-25 | \$72,305.00 |
| Borgen, Cory          | Sports Turf Mgmt.     | 07-01-25 | \$83,427.00 |
| Burshiem, Erica       | Nursing & Health      | 07-01-25 | \$72,348.00 |
| DeHaai, Sarah         | Nursing & Health      | 07-01-25 | \$83,427.00 |
| Galvin-Siebenaler, T. | Nursing & Health      | 07-01-25 | \$83,427.00 |
| Howard, Dennis        | Welding               | 07-01-25 | \$77,867.00 |
| Jensen, Marcia        | Nursing & Health      | 07-01-25 | \$77,867.00 |
| Lalley, Aaron         | Engineering           | 07-01-25 | \$88,990.00 |
| Miller, Richard       | Law Enforcement       | 07-01-25 | \$75,085.00 |
| Mohamud, Doanh        | Nursing & Health      | 07-01-25 | \$74,189.00 |
| Otto, Josette         | Nursing & Health      | 07-01-25 | \$80,646.00 |
| Penning, Jolene       | Nursing & Health      | 07-01-25 | \$80,646.00 |
| Pottratz, Jennifer    | Nursing & Health      | 07-01-25 | \$88,990.00 |
| Prouty, Terry         | Automotive Technology | 07-01-25 | \$75,085.00 |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                   |                  |          |             |
|-------------------|------------------|----------|-------------|
| Schwartz, Colette | Nursing & Health | 07-01-25 | \$83,427.00 |
|-------------------|------------------|----------|-------------|

**226-Day Faculty, Full-Time, Annual**

|                      |                       |          |             |
|----------------------|-----------------------|----------|-------------|
| Atkinson, Alexander  | CDL                   | 07-01-25 | \$85,427.00 |
| Bird, Tracy          | Nursing & Health      | 07-01-25 | \$97,628.00 |
| Burns, Shannan       | Nursing & Health      | 07-01-25 | \$79,324.00 |
| Ellerbusch, Jenna    | Nursing & Health      | 07-01-25 | \$85,427.00 |
| Entringer, Stephanie | Nursing & Health      | 07-01-25 | \$97,628.00 |
| Gacke, Bridgett      | Nursing & Health      | 07-01-25 | \$91,527.00 |
| Jordahl, Lindsay     | Nursing & Health      | 07-01-25 | \$85,427.00 |
| Landeen, Angela      | Nursing & Health      | 07-01-25 | \$97,628.00 |
| Landry, London       | Nursing & Health      | 07-01-25 | \$91,527.00 |
| Osborn, Michelle     | Nursing & Health      | 07-01-25 | \$91,527.00 |
| Pepper, Dustin       | Nursing & Health      | 07-01-25 | \$88,476.00 |
| Ringling, Benjamin   | Horticulture          | 07-01-25 | \$91,527.00 |
| Rivere, Brittany     | Nursing & Health      | 07-01-25 | \$91,527.00 |
| Sparkman, Jennifer   | Nursing & Health      | 07-01-25 | \$91,527.00 |
| Stahl, Emily         | Veterinary Technology | 07-01-25 | \$95,322.00 |
| Ware, Brian          | CDL                   | 07-01-25 | \$79,324.00 |
| Willer, Lexie        | Nursing & Health      | 07-01-25 | \$81,389.00 |

**210-Day Employees, Full-Time, Annual**

|                 |                        |          |             |
|-----------------|------------------------|----------|-------------|
| Fischer, Anna   | Enrollment Management  | 07-01-25 | \$71,442.00 |
| Keyes, Jennifer | Adult Education & Lit. | 07-01-25 | \$77,049.00 |
| Langbehn, Amber | Nursing & Health       | 07-01-25 | \$68,091.00 |

**12-Month Employees, Full-Time, Annual**

|                     |                            |          |              |
|---------------------|----------------------------|----------|--------------|
| Altman, Riley       | Admissions                 | 07-01-25 | \$58,045.00  |
| Anderson, Alexander | Student Success            | 07-01-25 | \$76,603.00  |
| Bormann, Amanda     | Information Technology     | 07-01-25 | \$115,479.00 |
| Carruthers, Tara    | Student Success            | 07-01-25 | \$77,373.00  |
| Dorman, Scott       | Admissions                 | 07-01-25 | \$75,808.00  |
| Dose, Thomas        | Information Technology     | 07-01-25 | \$97,049.00  |
| Eklund, Anne        | Adult Education & Lit.     | 07-01-25 | \$72,017.00  |
| Fiala, Hayden       | Admissions                 | 07-01-25 | \$58,045.00  |
| Fjelland, Lauren    | Enrollment Management      | 07-01-25 | \$73,527.00  |
| Fox, Sheila         | Academic Resources Coord.  | 07-01-25 | \$54,067.69  |
| Friesz, Ethan       | Information Technology     | 07-01-25 | \$75,835.00  |
| Furth, Shannon      | Admissions                 | 07-01-25 | \$80,451.00  |
| Hansen, Micah       | Financial Aid              | 07-01-25 | \$93,569.00  |
| Hartman, Jacquelyn  | Student Access Coach       | 07-01-25 | \$60,553.00  |
| Hill, Tyler         | Testing Center Manager     | 07-01-25 | \$67,885.00  |
| Jones, Dayna        | Enrollment Management      | 07-01-25 | \$79,295.00  |
| Jorgensen, Kally    | Student Success            | 07-01-25 | \$76,603.00  |
| Lambley, Jennifer   | Marketing                  | 07-01-25 | \$87,592.00  |
| Larson, James       | Compliance                 | 07-01-25 | \$91,260.00  |
| Prokop, Marcella    | Dir. Of Access/Opportunity | 07-01-25 | \$89,094.00  |
| Rathsachack, Ashley | Admissions                 | 07-01-25 | \$65,568.00  |
| Rinehart, Ronda     | Business Office            | 07-01-25 | \$95,359.00  |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                     |                        |          |              |
|---------------------|------------------------|----------|--------------|
| Robson, Lynette     | Financial Aid          | 07-01-25 | \$88,421.00  |
| Rogotzke, Kelli     | Student Success        | 07-01-25 | \$78,913.00  |
| Rothenberger, Megan | Student Success        | 07-01-25 | \$76,603.00  |
| Rowbotham, Aaron    | Student Housing        | 07-01-25 | \$71,989.00  |
| Shoenrock, Shelly   | Food Service           | 07-01-25 | \$64,315.00  |
| Skiff, Jason        | Bookstore              | 07-01-25 | \$78,143.00  |
| Strouth, Gerard     | Information Technology | 07-01-25 | \$118,994.00 |
| Vandekamp, Sarah    | Perkins Director       | 07-01-25 | \$78,143.00  |
| Vis, Ashley         | Student Success        | 07-01-25 | \$76,603.00  |
| Visconti, Michael   | Student Housing        | 07-01-25 | \$57,419.00  |
| Vortherms, Kristie  | Enrollment Management  | 07-01-25 | \$115,666.00 |
| Woessner, Connor    | Scarbrough             | 07-01-25 | \$56,143.00  |

**220-Day Employees, Full-Time, Annual**

|                   |                        |          |             |
|-------------------|------------------------|----------|-------------|
| Chabala, Robyn    | Adult Education & Lit. | 07-01-25 | \$55,849.00 |
| Harder, Elizabeth | Student Success        | 07-01-25 | \$73,440.00 |
| McMillin, Nicole  | Student Counseling     | 07-01-25 | \$69,228.00 |
| Talich, Rachel    | Adult Education & Lit. | 07-01-25 | \$55,849.00 |

**Scarbrough Program Assistants, Full-Time, Hourly**

|                 |            |          |         |
|-----------------|------------|----------|---------|
| Horner, Lindsey | Scarbrough | 07-01-25 | \$20.97 |
|-----------------|------------|----------|---------|

**Employee Student Club Advisors, Stipend**

|                     |                      |          |            |
|---------------------|----------------------|----------|------------|
| Anderson, Alexander | Bowling              | 07-01-25 | \$2,800.00 |
| Anderson, Sarah     | Student Organization | 07-01-25 | \$2,800.00 |
| Berry, Vincent      | Student Organization | 07-01-25 | \$3,286.00 |
| Borgen, Cory        | Student Organization | 07-01-25 | \$3,286.00 |
| Burns, Shannan      | Student Organization | 07-01-25 | \$821.50   |
| Carruthers, Tara    | Volleyball           | 07-01-25 | \$1,598.50 |
| Cruse, Laura        | Student Club         | 07-01-25 | \$265.00   |
| Ebbing, Michael     | Student Organization | 07-01-25 | \$2,800.00 |
| Frentz, Patrick     | Student Organization | 07-01-25 | \$3,286.00 |
| Frentz, Patrick     | Student Club         | 07-01-25 | \$265.00   |
| Gries, Keith        | Student Club         | 07-01-24 | \$265.00   |
| Harding, Kimberly   | Student Club         | 07-01-25 | \$530.00   |
| Haynes, Matthew     | Student Organization | 07-01-25 | \$1,643.00 |
| Honey, Andrew       | Student Organization | 07-01-25 | \$3,286.00 |
| Huizing, Susanne    | Student Organization | 07-01-25 | \$530.00   |
| Jordahl, Lindsay    | Student Organization | 07-01-25 | \$821.50   |
| Jorgensen, Kally    | Student Club         | 07-01-25 | \$530.00   |
| Kassing, Elizabeth  | Student Organization | 07-01-25 | \$1,643.00 |
| Landhuis, Carmen    | Bowling              | 07-01-25 | \$2,800.00 |
| LeLoux, Loretta     | Student Organization | 07-01-25 | \$3,286.00 |
| Letsche, Paul       | Student Organization | 07-01-25 | \$1,643.00 |
| Osborn, Michelle    | Soccer               | 07-01-25 | \$3,389.00 |
| Pottratz, Jennifer  | Student Organization | 07-01-25 | \$3,286.00 |
| Prokop, Marcella    | Student Organization | 07-01-25 | \$530.00   |
| Prouty, Terry       | Student Organization | 07-01-25 | \$3,286.00 |
| Ringling, Benjamin  | Student Organization | 07-01-25 | \$3,286.00 |

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, August 6<sup>th</sup>, 2025**

|                      |                      |          |            |
|----------------------|----------------------|----------|------------|
| Rogotzke, Kelli      | Basketball           | 07-01-25 | \$1,598.50 |
| Rogotzke, Kelli      | Disc Golf            | 07-01-25 | \$2,800.00 |
| Schwebach, Gregory   | Student Organization | 07-01-25 | \$1,643.00 |
| Valdez, Martin       | Student Organization | 07-01-25 | \$265.00   |
| Vanden Bosch, Raquel | Student Organization | 07-01-25 | \$821.50   |
| Vis, Ashley          | Basketball           | 07-01-25 | \$1,598.50 |
| Weston, Shasta       | Student Club         | 07-01-25 | \$530.00   |
| Willer, Lexie        | Student Organization | 07-01-25 | \$821.50   |
| Williams, Brian      | Trap Shooting        | 07-01-25 | \$2,800.00 |

**Per Student Allocation (Formerly HB1182 Funds), Annual**

|                      |                                |          |             |
|----------------------|--------------------------------|----------|-------------|
| Adamson, Heather     | English Instructor             | 07-01-25 | \$9,305.00  |
| Anderson, Adam       | Diesel Tech Instructor         | 07-01-25 | \$9,868.00  |
| Berry, Vincent       | Plumbing Instructor            | 07-01-25 | \$3,385.00  |
| Bezdichek, Michael   | Electrical Instructor          | 07-01-25 | \$4,587.00  |
| Cox, Bryan           | Mechatronics Instructor        | 07-01-25 | \$18,003.00 |
| Cruse, Laura         | English Instructor             | 07-01-25 | \$72.00     |
| Davis, Dana          | Collision Instructor           | 07-01-25 | \$1,117.00  |
| Eisenvos, Daniel     | HVAC Instructor                | 07-01-25 | \$4,116.00  |
| Garcia, Joshua       | Automotive Tech Instructor     | 07-01-25 | \$16,372.00 |
| Haynes, Matthew      | Construction Mgmt Instructor   | 07-01-25 | \$851.00    |
| Honey, Andrew        | Computer Programming Inst.     | 07-01-25 | \$17,289.00 |
| Howard, Dennis       | Welding Instructor             | 07-01-25 | \$1,624.00  |
| Hunter, Marcus       | Electrical Instructor          | 07-01-25 | \$3,291.00  |
| Jensen, Marcia       | Dental Assisting Instructor    | 07-01-25 | \$9,852.00  |
| Johnson, Jarrod      | HVAC Instructor                | 07-01-25 | \$9,868.00  |
| Kassing, Elizabeth   | Civil Engineering Instructor   | 07-01-25 | \$8,095.00  |
| Lalley, Aaron        | Mechanical Engineering         | 07-01-25 | \$2,470.00  |
| Prouty, Terry        | Automotive Tech Instructor     | 07-01-25 | \$10,929.00 |
| Schaffer, Kenneth    | Computer Network Inst.         | 07-01-25 | \$9,154.00  |
| Schwebach, Gregory   | Architectural Engineering Ins. | 07-01-25 | \$15,012.00 |
| Shotkoski, Kevin     | Diesel Tech Instructor         | 07-01-25 | \$4,844.00  |
| Stahl, Emily         | Veterinary Technology          | 07-01-25 | \$22,490.00 |
| Steinmetz, Jason     | Diesel Tech Instructor         | 07-01-25 | \$9,868.00  |
| Stelley, Lynam       | Welding Instructor             | 07-01-25 | \$671.00    |
| Vanoverbeke, Jeffrey | Speech Instructor              | 07-01-25 | \$1,444.00  |
| Wellnitz, Kristin    | Psychology Instructor          | 07-01-25 | \$5,412.00  |
| Willer, Lexie        | Nursing & Health               | 07-01-25 | \$6,498.00  |
| Wohlwend, Bruce      | CIS Instructor                 | 07-01-25 | \$1,636.00  |

**Instructor, Full-Time, Doctoral Stipend**

|              |             |          |            |
|--------------|-------------|----------|------------|
| Lally, Aaron | Engineering | 07-01-25 | \$1,000.00 |
| Stahl, Emily | Veterinary  | 07-01-25 | \$1,000.00 |

**Southeast Technical College**  
Summer 2025 Campus Events Report  
**EXECUTIVE SUMMARY**

**Purpose:**

Provide the Sioux Falls School Board an update of how Southeast Technical College continued to expand summer career exploration activities and partnerships with K-12 and industry partners, with plans to build on this momentum during the 2025–2026 academic year.

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Highlights of the presentation include the following:

- Southeast Tech partners with CTE, USD, Avera, Sanford, Stockwell Engineers, ACEC, AGC, and local high schools like Brandon Valley and Harrisburg to provide career and college exploration opportunities for young people.
  - Southeast Tech hosted 300 students for events in June and July.
  - A brief description of upcoming and ongoing events is planned for the 2025–2026 academic school year.
- 

**Administrative Recommendation to School Board:**

Acknowledge the Summer 2025 Campus Events Report given by the Pre-College Program Advisor about summer programming and recruitment efforts with high schooler students and STC’s plans for the 2025-2026 academic year.



# Summer 2025 Campus Events



**SOUTHEAST**  
Technical College

# ANNA FISCHER, PRE-COLLEGE PROGRAM ADVISOR

- 20 years at Southeast Tech
- Dual and concurrent credit
- Campus career exploration events



# MIDDLE SCHOOL CAMP MED

- June 2—5
- CTE Academy, Sanford Health and STC
  - 1-5 p.m. – 27 students in grades 6-9



- Days 1 and 2 at CTE Academy:
  - Sheep heart dissection
  - Heart stations – EKG, vitals, pulse, heart rate, blood pressure
  - Blood typing
  - Stop the bleed
  - Suturing
  - Tour of CTE
- Days 3 and 4 at STC/Sanford Health:
  - Toured STC Programs: Dental Assisting, Medical Lab Technology, Nursing, Surgical Technology, Sonography
  - Admissions Presentation/Campus Tour (GPA importance, HS courses, scholarships)
  - Sanford Research Center

# ENGINEERING CAMP

- June 2-5
- 24 students in grades 9-12
- Stockwell Engineers and ACEC  
(American Council of Engineering Companies)
- STC Tours and fieldtrips



- Day 1 - Land Surveying Science
  - Construction Staking activity with consultants assisting
- Civil Engineering Technology
  - Designing a West Side Transportation Corridor
  - Guest Speaker: Using Software in Design (Banner Assoc.)
  - Guest Speaker: SD Department of Transportation
  - Tour: Veterans Parkway (past, current and future projects) and Cliff Avenue Interchange
- Day 2 -
  - Sketching and software drawing activities
  - Popsicle stick tower building
  - Tour of recently completed building project
- Days 3 & 4 - Mechanical Engineering Technology and Mechatronics – Daktronics (Sioux Falls)

# USD HIGH SCHOOL HEALTH CAMP

- June 11
  - 1-week USD camp – at STC for day
- 43 students in grades 9–12
- STC program tours:
  - Surgical Technology
  - Medical Lab Technician
  - Sonography (Cardiovascular and Diagnostic Medical)
  - Admissions Presentation
  - Sanford Health Q&A Session



# ▲ AVERA HIGH SCHOOL CAMP

- Avera, CTE Academy and STC
- 27 students in grades 9—12
- June 18
- Avera Hospital
- 7 career areas – employee presentations, hands-on activities and shadow experiences (Radiology, Respiratory Therapy, Surgical Technology, ICU, Lab Tours, Behavioral Health)



# ASSOCIATED GENERAL CONTRACTORS (AGC) CONSTRUCTION ACADEMY

- 5 students
- Grades 11-12
- Classroom Instruction:
  - 5 college credits paid for by industry sponsors!
    - CMT 101 – Construction Basics
    - CMT 101L – Construction Basics Lab
    - DT 102 – Print Reading for Construction
- Paid, on-the-job training with sponsor
  - Lloyd Companies, Henry Carlson, Puetz Design and Build
- May 27—July 25



# HORTICULTURE ACADEMY

- 4 students
- Grades 11—12
- Classroom Instruction
  - 3 college credits
    - HT 111 Horticulture Science
    - HT 111L Horticulture Science Lab
- Paid, on-the-job training and paid tuition!
  - Landscape Garden Center (3)
  - Weller Brothers (1)
- May 27—July 19



# SUMMER DUAL CREDIT PROGRAMS

- CNA

- Hybrid format (online, lab at site and clinical)
- SD Board of Nursing Knowledge and Skills Testing
- Rising 12<sup>th</sup> Graders
  - Harrisburg – 15 students
  - Brandon Valley – 5 students

- SFSD College Start

- SF Development Foundation
- 1 student for summer
- 2 students for fall
- Rising 12<sup>th</sup> graders
  - Started program in Fall 2023.
  - Students continuing completion of LPN prerequisite courses.
  - These senior students will start the LPN program at STC in Spring 2025.
  - 2 successfully completed first semester of LPN Spring 2025 and will be graduating December 2025. Avera continued scholarship.

# UPCOMING 2025-2026 ACADEMIC YEAR

1. Fall High School Counselors Workshop at STC
2. Counselor Connections
3. AGC Construction Awareness Day
4. SFSD Sophomore Career Days
5. CTE Academy Tours at STC
6. Career Exploration Days
7. Campus Visit Days
8. Women in Science
9. HOSA–Future Health Professionals

## • Dual and Concurrent Credit Partnerships

- Avera Academy
- Sanford Classroom to Careers
- SFSD College Start – SF Development Foundation
- McCrossan Boys Ranch (Construction Management)
- Teachwell – Strive
- Harrisburg HS (Construction Management and CNA)
- Brandon Valley HS (CNA and MATH 100, MATH 101)
- West Central (Construction Management)
- CTE Academy (Information Technology, Accounting, Welding)
- Jefferson HS (ENGL 100, MATH 100, ENGL 101)



**SOUTHEAST**  
Technical College

**Southeast Technical College**  
M & R Update  
**EXECUTIVE SUMMARY**

**Purpose:**

Provide the Sioux Falls School Board an update on Maintenance and Repair at STC.

---

Highlights of the presentation include the following:

- Summer maintenance and repair projects included: Campus landscaping, TC cold storage roof repair, classroom and office flooring and paint, sidewalk repair, updating campus signage, AC replacement, and updating fences
  - Collaboration with SFSD and SD Board of Tech Ed and State Engineering office
  - M & R future project planning
- 

**Administrative Recommendation to School Board:**

Acknowledge the M & R Update Report.

# 2025 Campus Updates

SFSD STC School Board Meeting

August 6, 2025



**SOUTHEAST**  
Technical College

# OVERVIEW

- Summer Repair and Maintenance Projects
- Work with SFSD and State of SD Board of Tech Ed and State Engineering Office
- M&R Project Planning



# CAMPUS LANDSCAPING

- Mickelson Entrance



# CAMPUS LANDSCAPING

- Hub Entrance



# CAMPUS LANDSCAPING

- Wood Center Entrance



# CAMPUS LANDSCAPING

- Tech Center Entrance



# TECHNOLOGY CENTER COLD STORAGE ROOF



# CLASSROOM/OFFICE FLOORING AND PAINT



# CAMPUS SIDEWALK REPAIR



# CAMPUS SIGNAGE



# CAMPUS SIGNAGE



# CAMPUS SIGNAGE



# CAMPUS SIGNAGE



# CAMPUS SERVER ROOMS AC REPLACEMENT



# ED WOOD STORAGE AREA FENCING



# CAMPUS MAINTENANCE WORK ORDER SYSTEM



## Maintenance Request

+ Show Help - Hide Help

If you need to submit a maintenance request for a campus building or room

Requestor \*

Erik VanLaecken

Requestor Department \*

Leadership

Others to include on ticket

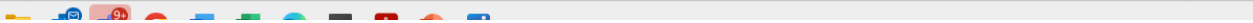
Start typing...

Subject \*

Description of request \*

Format Font Size **B** *I* U **S**

Revise with AI





# CAMPUS OUTDOOR SECURITY CAMERAS

- Completed Mickelson, Health Sim Center, Hub
- Technology Center
- Health Science and Ed Wood Possible Renovations



# CAMPUS TOILET PAPER DISPENSERS



# M&R POSSIBLE CUTS IMPACT

- Possible cuts to future M&R state funding
- Working hard on staying in front of projects





**SOUTHEAST**  
Technical College

## Vision 2025 Update Executive Summary

**Purpose of Report:** To inform the School Board about highlights and accomplishments of the Vision 2025 Strategic Plan.

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The Strategic Plan Update will report on the following areas:

- Vision 2025 Six Strategic Priorities and Major Accomplishments
- 

**Administrative Recommendation to School Board:** Acknowledge the Vision 2025 Strategic Plan Update report.

# VISION 2025

## HIGHLIGHTS AND ACCOMPLISHMENTS



**SOUTHEAST**  
Technical College

### **PRIORITY AREA 1: PARTNERSHIPS**

- Increased the number of coordinated college-wide community service events.
- Started tracking civic engagement hours for students and employees in 2024-25, logging 5,465 hours completed by 1370 individuals.
- Surpassed \$25 million Campaign NEXT goal and raised the target to \$30 million, which has also been exceeded.

### **PRIORITY AREA 2: ACADEMIC EXCELLENCE**

- Upgraded 80% of classrooms with HyFlex capabilities.
- Participated in the HLC Assessment Academy to develop a campus-wide assessment strategy.
- Opened a state-of-the-art healthcare simulation center.

### **PRIORITY AREA 3: ACCESS**

- Implemented a survey for new students to connect those in need with available resources.
- Launched the Access Coach program to support multilingual and Native American high school students within SFSD.
- Successfully obtained funding for six of nine submitted grant applications, with one application in progress.

### **PRIORITY AREA 4: ORGANIZATIONAL CULTURE**

- Initiated annual staff evaluations and transitioned faculty evaluation into NeoGov.
- Established the Staff Symposium as a platform for institutional updates, recognition of achievements and cross-departmental collaboration.
- Announced Winter Break closure to support employee well-being and encourage time for rest and rejuvenation.

### **PRIORITY AREA 5: MARKETING AND AWARENESS**

- Increased earned media through proactive storytelling and sponsored content.
- Upgraded campus signage to enhance and aesthetics and reinforce brand identity.
- Utilized ambassadors to strengthen STC's brand identity.

### **PRIORITY AREA 6: STUDENT SUPPORT**

- Achieved a 300% increase in student engagement with tutoring services.
- Implemented the Navigate student success and engagement platform to create integrated, holistic student support.
- Reorganized the Academic Resource Center (ARC) to streamline services and improve student access.

## **Policy/Regulation Revisions**

### **STC 713 – Alcohol Free Workplace Executive Summary**

**Purpose:**

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

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

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

STC 713 – Alcohol Free Workplace – Merged into STC 711 – Alcohol and Drug-Free Workplace

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

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**Policy Review Recommendation to School Board:**

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



## ALCOHOL-FREE WORKPLACE WITHDRAWAL

Southeast Technical College Policy GBECB/STC

### 1. Purpose

~~Southeast Technical College requires an alcohol-free learning and working environment.~~

~~The unlawful manufacture, distribution, dispensation, possession, or use of alcohol in the work place is prohibited.~~

~~As a condition of employment with Southeast Technical College, all employees are required to comply with this policy.~~

### 2. General Statement of Policy

~~Southeast Tech supports rehabilitation of employees with alcohol problems except in those circumstances where alcohol use has created or could create the risk of injury or death to other employees or to students. Employees may use benefits and leave for which they regularly qualify, in order to meet rehabilitation needs except in the cases governed by Regulation GBECA-R/STC.~~

~~Employees in safety sensitive positions or positions in which driving is an essential function of the position must notify the Southeast Tech Human Resources Department in writing no later than the start of the next work day of any arrest for an alcohol-related moving violation.~~

~~Discipline will be imposed for violations of this policy which may include a reprimand, suspension, or termination in accordance with the Southeast Tech Employee Handbook as well as a referral for prosecution, if appropriate.~~

#### **Assistance**

~~If an employee has an alcohol problem and voluntarily seeks help to overcome the problem, assistance is available to the employee either through the Sioux Falls School District insurance plan, if the employee is an enrolled participant, or the District's Employee Assistance Plan, if available. An employee's decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.~~

~~Southeast Tech has information available to all employees regarding resources available to assist with alcohol problems, including counseling or rehabilitation assistance.~~

### **Confidentiality**

Information obtained on individuals pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to alcohol use are confidential, and access to such records shall be in accordance with Southeast Tech policy. Medical records are not kept in the personnel file.

### **3. Definitions**

**Under the influence** means for the purpose of this policy that the employee is affected by an alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person's opinion.

**Possession** means the physical presence or presence after testing by a Medical Review Officer, of any detectable amount of alcohol.

**Reasonable suspicion** means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of alcohol.

**Workplace** includes Southeast Technical College property including motor vehicles, parking areas and sidewalks surrounding the building. Workplace also includes any site for the performance of work as a Southeast Tech employee, including but not limited to, student activities.

### **4. Reporting Procedures**

#### **Reasonable Suspicion**

1. Southeast Tech may request a Southeast Tech employee to undergo alcohol testing if there is reasonable suspicion that the employee is under the influence of alcohol during normal business hours or during a work assignment. There shall be no random testing. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

- A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or someone else for assistance.
- Information provided by a reliable and credible source with personal knowledge.
- Direct observation of alcohol use.
- Presence of the physical symptoms of alcohol use, i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.
- Possession of alcohol in the workplace.

- ~~Involvement in a work-related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.~~
- 2. ~~A positive result from the alcohol analysis may result in disciplinary action as identified in the negotiated agreement. Any employee refusing to submit to an alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering of any sample, container, equipment or documentation of the sampling process.~~
- 3. ~~Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching Southeast Tech property or the employee's personal property brought onto Southeast Tech property.~~

#### **Test Procedures**

~~The employee may be asked to submit to alcohol testing by a qualified medical physician or hospital at Southeast Tech expense and on Southeast Tech time. The employee can elect to have a staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to Southeast Tech.~~

~~A single occupational medicine provider has been selected (with a contract executed) to provide alcohol testing. All positive tests will be reviewed by a qualified Medical Review Officer (MRO).~~

~~Any employee refusing to submit to an alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.~~

~~An employee suspected of being under the influence will be driven to and from the testing site by a Southeast Tech representative. If the testing results are not immediately available, the employee will not be permitted to return to work, but placed on paid leave until the results are available. The employee may arrange for transportation from the testing site or transportation home shall be provided by the Southeast Tech representative.~~

~~A positive result from the alcohol test may result in disciplinary action or requirement of satisfactory participation in a rehabilitation program, in accordance with the Southeast Tech Employee Handbook, as well as a referral for prosecution, if appropriate.~~

#### **5. Related Policies**

- ~~GBECA/STCI — GBECA R/STCI — Drug and Alcohol Testing for Commercial Drivers~~
- ~~GBEB/STCI — Code of Conduct~~

~~6. Dissemination of Policy and Training~~

~~Every new employee must review this policy and its regulation and sign an acknowledgement form indicating they have received the information. Annually thereafter, employees will receive an overview, along with instructions to access the full policy and regulation on the Southeast Tech website, and will sign an acknowledgement form indicating they have received the information. Administrators shall submit the signed form to the Southeast Tech Human Resources Department.~~

Board Approved:-

~~Policy \_\_\_\_\_ Board Action~~

~~adopted: \_\_\_\_\_ 03-26-12 \_\_\_\_\_ 36325~~

~~reviewed: \_\_\_\_\_ 09-06-17 \_\_\_\_\_ ST00239~~

~~Regulation \_\_\_\_\_ Board of Action \_\_\_\_\_ (formerly 4134)~~

~~Approved: \_\_\_\_\_ 03-26-12 \_\_\_\_\_ 36325~~

~~Revised: \_\_\_\_\_ 09-06-17 \_\_\_\_\_ ST00239~~

## ~~Policies and Regulations~~

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

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#### ~~Personnel~~

##### ~~Alcohol Free Work Place~~

###### **Definitions**

~~“Under the influence” means for the purpose of this policy that the employee is affected by an alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person’s opinion.~~

~~“Possession” means the physical presence or presence after testing by a Medical Review Officer, of any detectable amount of alcohol.~~

~~“Reasonable suspicion” means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of alcohol.~~

~~“Work place” includes Southeast Technical College property including motor vehicles, parking areas and sidewalks surrounding the building. Work place also includes any site for the performance of work as a Southeast Tech employee, including but not limited to, student activities.~~

###### **Assistance**

~~If an employee has an alcohol problem and voluntarily seeks help to overcome the problem, assistance is available to the employee either through the Sioux Falls School District insurance plan, if the employee is an enrolled participant, or the District’s Employee Assistance Plan, if available. An employee’s decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary~~

action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.

Southeast Tech has information available to all employees regarding resources available to assist with alcohol problems, including counseling or rehabilitation assistance.

### Reasonable Suspicion

1. Southeast Tech may request a Southeast Tech employee to undergo alcohol testing if there is reasonable suspicion that the employee is under the influence of alcohol during normal business hours or during a work assignment. There shall be no random testing. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
  - A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or someone else for assistance.
  - Information provided by a reliable and credible source with personal knowledge.
  - Direct observation of alcohol use.
  - Presence of the physical symptoms of alcohol use, i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.
  - Possession of alcohol in the work place.
  - Involvement in a work related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.
2. A positive result from the alcohol analysis may result in disciplinary action as identified in the negotiated agreement. Any employee refusing to submit to an alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering of any sample, container, equipment or documentation of the sampling process.
3. Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not

~~limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching Southeast Tech property or the employee's personal property brought onto Southeast Tech property.~~

### **Test Procedures**

~~The employee may be asked to submit to alcohol testing by a qualified medical physician or hospital at Southeast Tech expense and on Southeast Tech time. The employee can elect to have a staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to Southeast Tech.~~

NEPN Code: GBECB-R/STI

Page 2 of 3

~~A single occupational medicine provider has been selected (with a contract executed) to provide alcohol testing. All positive tests will be reviewed by a qualified Medical Review Officer (MRO).~~

~~Any employee refusing to submit to an alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.~~

~~An employee suspected of being under the influence will be driven to and from the testing site by a Southeast Tech representative. If the testing results are not immediately available, the employee will not be permitted to return to work, but placed on paid leave until the results are available. The employee may arrange for transportation from the testing site or transportation home shall be provided by the Southeast Tech representative.~~

~~A positive result from the alcohol test may result in disciplinary action or requirement of satisfactory participation in a rehabilitation program, in accordance with the Southeast Tech Employee Handbook, as well as a referral for prosecution, if appropriate.~~

### **Confidentiality**

~~Information obtained on individuals pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to alcohol use are confidential, and access to such records shall be in accordance with Southeast Tech policy. Medical records are not kept in the personnel file.~~

**Special Provision for “Commercial Drivers”**

The provisions of this regulation shall not apply to “commercial drivers” as defined in Policy GBECA/STI. Testing and discipline of “commercial drivers” will be governed by Policy/Regulation GBECA/STI – GBECA R/STI.

**RELATED POLICIES:**

~~GBECA/STI – GBECA R/STI – Drug and Alcohol Testing for Commercial Drivers~~

~~GBEB/STI – Code of Conduct~~

~~Regulation \_\_\_\_\_ Board of Action \_\_\_\_\_ (formerly 4134)~~

~~Approved: 03-26-12 36325~~

~~Revised: 09-06-17 ST00239~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_~~

## **Policy/Regulation Revisions**

STC 504 – Weapons on Campus

STC 711 – Alcohol and Drug-Free Workplace

### **Executive Summary**

**Purpose:**

To bring to the School Board the above STC policies for second reading.

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

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

STC 504 – Weapons on Campus – Creation of policy addressing weapons on campus including South Dakota Law exceptions

STC 711 – Alcohol and Drug-Free Workplace – Update language and include alcohol

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

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**Policy Review Recommendation to School Board:**

Approve second reading of STC 504 – Weapons on Campus and STC 711 – Alcohol and Drug-Free Workplace.



## Weapons on Campus

Southeast Technical College Policy STC 504

### 1. Purpose

Subject to this policy, Deadly Weapons are prohibited on Southeast Technical College (STC) campus. Subject to some limitations, persons on the STC campus may possess Self Defense Weapons. This policy is to regulate the possession and use of Self-Defense Weapons on STC campus in compliance with South Dakota Codified Law 13-39A-43 and 13-39A-44 while prioritizing the safety and educational mission of STC.

### 2. General Statement of Policy

- A. General Rule: No Deadly Weapons.** Except for Self Defense Weapons possessed under this policy, all Deadly Weapons are prohibited on all areas of any STC campus.
- B. Exceptions to General Rule:**
- a. **Self Defense Weapons.** Subject to this policy, a person may carry, possess, store, or transport a concealed pistol and compatible ammunition (if such person has a Required Permit) and/or mace, pepper spray, or other chemical irritant.
  - b. **Law Enforcement.** Law enforcement officers acting in their official capacity.
  - c. **Ceremonial.** The ceremonial presence of any unloaded firearm at a color guard ceremony.
  - d. **Educational Programs.** Firearms, stun guns, or other deadly weapons used as part of any campus training program.
- C. Prohibited Areas:** Although permitted above, Self Defense Weapons are always prohibited in the following areas:
- a. Portions of a building or structure marked as "No Weapons - No Exceptions"
  - b. Rooms that are marked "No Weapons - No Exceptions"
  - c. In a building or structure during a special event marked "No Weapons - No Exceptions," provided that metal detectors and armed security personnel are present at every public entrance to restrict the possession of all Deadly Weapons.
- D. Compliance:** Prior to closing any portion of the campus or event to Self Defense Weapons, STC shall ensure that:
- a. **Compliance.** Any posting or closure of such room or event, building or event complies with the conditions of SDCL 13-39A-44.
  - b. **Prior notice.** STC shall use best efforts to notify students/attendees of any closure.

- c. **Marking.** All prohibited areas must be clearly marked at the entrance of such location.
- E. **Storage Requirements.** Any Self Defense Weapon not actively carried must be stored in a locked case or safe. The locked case and safe is at the cost and burden of the owner of the Self Defense Weapon.
- F. **Conduct Expectations:**
  - a. The goal of STC is to provide a safe learning environment, and the presence of Self Defense Weapons should enhance that environment but not detract from it.
  - b. Self Defense Weapon weapons must remain concealed and secured.
  - c. Displaying or brandishing a Self Defense Weapon, except in lawful self-defense, is prohibited and subject to disciplinary action.

Nothing in this policy modifies restrictions imposed by federal law (for example, gun free zones), or shall be construed as permitting a Deadly Weapon on STC (except for Self Defense Weapons identified above). Except as otherwise defined, definitions under South Dakota law shall apply to this policy.

### 3. Definitions

**Campus:** All property owned or controlled by STC, including buildings, grounds, and parking areas.

**Deadly Weapons.** Any dangerous Weapon, firearm, stun gun, knife, explosive or destructive device as defined by SDCL § 22-1-2.

**Required Permit:** A South Dakota enhanced permit, a restricted enhanced permit, or a reciprocal permit issued in accordance with SDCL § 23-7.

**Self Defense Weapon:** Any concealed pistol (as defined in SDCL § 22-1-2), and compatible ammunition, a stun gun (as defined in § 22-1-2) or mace, pepper spray, or other chemical irritant.

**Weapon.** Any Deadly Weapon and any Self Defense Weapon.

### 4. Reporting Procedures

- A. Suspected violations should be reported to Campus Security at 605-367-7847 or via See Something, Say Something - Concerning Behavior Report.
- B. Violations may result in disciplinary action, including suspension, expulsion, or termination, and referral to law enforcement.
- C. Campus Security officers are trained to enforce this policy and coordinate with other local law enforcement.
- D. Violations will be investigated promptly, with sanctions based on severity.
- E. No person may be penalized for possession of Self Defense Weapon unless the Prohibited Area was clearly marked.

F. Holders of a Required Permit possessing a Self Defense Weapon must carry their permit at all times and present it to Campus Security upon request.

5. Dissemination of Policy and Training

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

Legal References:

SDCL

13-39A-43 – Restrictions on lawful weapons prohibited.

13-39A-44 – Restrictions on lawful weapons prohibited--Exceptions--Weapon storage requirement--  
Applicability.

22-1-2 - Definitions

23-7 – Firearm Control

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

##/##/####

##/##/####

##/##/####



SOUTHEAST  
Technical College

## ALCOHOL AND DRUG-FREE WORKPLACE

Southeast Technical College Policy ~~GBEC/STC~~STC 711

### 1. Purpose

Southeast Technical College (STC) requires an alcohol and drug-free learning and working environment.

STC will comply with the Drug-Free Workplace Act. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substance, including marijuana or its derivatives, in the workplace is prohibited on campus and other work sites where employees may be assigned. In addition, the manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substances is prohibited on non-working time to the extent that it impairs an employee's ability to perform their job.

STC employees are prohibited from being under the influence of an alcoholic beverage and/or a drug, as defined below, while on campus, during the employee's working hours, and/or while representing STC.

### 2. General Statement of Policy

As a condition of employment with STC, all employees are required to comply with this policy.

1. While South Dakota law may permit certain actions regarding marijuana, the use and possession of marijuana, whether for medicinal or recreational purposes, is prohibited under federal law. Federal law classifies marijuana (cannabis) as a Schedule 1 controlled substance and criminalizes the growth or use of marijuana. The use of medical marijuana is also restricted by federal laws such as the Drug-Free Workplace Act and Drug-Free Schools and Communities Act.

~~1.2.~~ STC supports rehabilitation of employees with alcohol and/or drug abuse problems except in those circumstances where alcohol and/or drug use has created or could create the risk of injury or death to other employees or to students. Employees may use benefits and leave for which they regularly qualify, in order to meet rehabilitation needs except in the cases governed by ~~Regulation GBECAR/STC~~Policy STC 712.1~~†~~.

~~2.3.~~ Alcohol and dDrug-free awareness programs will be established to inform employees of this policy as well as the dangers of alcohol and/or drug abuse in the workplace and any available resources for counseling rehabilitation and employee assistance programs.

~~3.4.~~ Employees must notify the STC Human Resources Department in writing no later than five calendar days of any criminal conviction for [an alcohol and/or drug statute violation](#) ~~occurring in the workplace.~~

~~4.5.~~ STC will notify any granting agency in writing within 10 calendar days after receiving notice of a conviction for a drug statute violation occurring in the workplace from the employee or otherwise receiving actual notice of the drug conviction.

~~5.6.~~ Discipline will be imposed for violations of this policy which may include a reprimand, suspension, termination or requiring satisfactory participation in [an alcohol and/or drug abuse or rehabilitation program](#), ~~in accordance with the respective working agreement~~ as well as a referral for prosecution, if appropriate.

~~6.7.~~ STC will make a good faith effort, on a continuing basis, to maintain [an alcohol and](#) drug-free workplace.

~~7.8.~~ Every new employee will be [provided with](#) a copy of this policy and its [regulations](#). Annually thereafter, employees will receive an overview, along with instructions to access the full policy and regulation on the STC [website and](#) will sign an acknowledgement form indicating they have received the information. Administrators or designees shall submit the signed form to the STC Human Resources Department.

#### **Assistance**

If an employee has [an alcohol and/or drug problem](#) and voluntarily seeks help to overcome the problem, assistance is available to the employee through the Sioux Falls School District insurance plan, if the employee is an enrolled participant or the District's Employee Assistance Plan if available. An employee's decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.

STC has information available to all employees regarding resources available to assist with [alcohol and/or drug problems](#) including counseling or rehabilitation assistance.

#### **Special Provision for "Drivers"**

The provisions of this regulation shall not apply to "drivers" as defined in Policy ~~GBECA/STC~~ [STC 712](#). Testing and discipline of "drivers" will be governed by ~~Regulation Policy GBECA-R/STC~~ [STC 712.1](#).

### 3. Definitions

Alcohol includes any beverage used for the purpose of becoming intoxicated. This usually includes distilled spirits, wine, ciders, and malt beverages. This also includes ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

**Legal Drug** includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

**Illegal drug** means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. All substances listed in the Federal Control Substance Act, so called "designer drugs" which have not been included in the Federal Control Substances Act, and the misuse of other non-drug substances, such as glue, are covered by this definition. The term also includes prescribed drugs legally obtained but not being used for prescribed purposes.

**Under the influence** means for the purpose of this policy that the employee is affected by a drug or alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person's opinion.

~~**Possession** means the presence, after confirmation testing by a Medical Review Officer (A licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results), of any detectable amount of any drug.~~ means the state of having, owning, or controlling any amount of any drug or alcoholic beverage.

**Reasonable Suspicion** means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of drugs and/or alcohol.

**Workplace** includes all ~~Seatech~~ STC property including motor vehicles, parking areas and sidewalks surrounding the buildings. Workplace also includes any site for the performance of work as a ~~Seatech~~ STC employee, including but not limited to, student activities.

### 4. Reporting Procedures

1. **Reasonable Suspicion.** ~~Seatech~~ STC may request a ~~STC~~ Seatech employee to undergo drug and/or alcohol testing if there is probable cause that the employee is under the influence of drugs and/or alcohol during normal business hours or during a work assignment. There shall be no "random" testing. Circumstances which constitute a basis for determining probable cause may include, but are not limited to:

- A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or someone else for assistance.
  - Information provided by a reliable and credible source with personal knowledge.
  - Direct observation of drug or alcohol use.
  - Presence of the physical symptoms of drug and/or alcohol use, i.e., glassy or bloodshot eyes, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.
  - Possession of substances and/or alcohol as stated above. ~~in violation of Southeast Tech's policy GBEC/STC.~~
  - Involvement in a work-related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.
2. Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching Southeast TechSTC property or the employee's personal property brought onto Southeast TechSTC property.

### **Test Procedures**

The employee may be asked to submit to ~~medical~~ alcohol and/or drug testing by a qualified medical physician or hospital at Southeast TechSTC expense and on Southeast TechSTC time. The employee can elect to have another staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to Southeast TechSTC.

A single occupational medicine provider has been selected (with a contract executed) to provide drug and/or alcohol testing. The selection of a single laboratory will ensure one standard chain of custody procedure and consistency of processing. When an operating element feels that its requirements cannot be met by this laboratory, an alternate laboratory can be selected with prior approval of the President or designee.

All positive tests will be reviewed by a qualified Medical Review Officer (MRO) (a physician trained in the detection of substance misuse). The employee will have the opportunity to review the findings with the MRO prior to a report being returned to the appropriate administrator or supervisor. Failure to interview with an MRO within 48 hours of being contacted by the MRO will result in a report to the appropriate administrator or supervisor and disciplinary procedures will be followed. After receiving notice of positive test results from the MRO, the employee has 72 hours to request, in writing, to have the original sample sent to an alternate lab to be re-tested. The costs of re-tests requested by the employee are the employee's responsibility.

An employee refusing to submit to a drug and/or alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.

An employee suspected of being under the influence will be driven to and from the testing site by a ~~SouthEast Tech~~STC representative. If the testing results are not immediately available, the employee will not be permitted to return to work, but placed on paid leave until the results are available. The employee may arrange for transportation from the testing site or transportation home shall be provided by a ~~SouthEast Tech~~STC representative.

A positive result from the drug and/or alcohol test may result in disciplinary action or a requirement of satisfactory participation in a drug and/or alcohol abuse or rehabilitation program, in accordance with the ~~respective working agreement~~STC Employee Handbook, as well as a referral for prosecution, if appropriate.

#### **Confidentiality**

Information obtained on individuals pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to drug and/or alcohol use are confidential, and access to such records shall be in accordance with ~~SouthEast Tech~~STC policy. Medical records are not kept in the personnel file.

#### 5. Related Policies

~~GBECA/STCI – GBECA-R/STCI~~ STC 712 – STC 712.1 – Drug and Alcohol Testing for Commercial Drivers  
STC 709 - Code of Conduct

#### 6. Dissemination of Policy and Training

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

#### Legal References:

41 U.S.C. 702 et seq. Drug Free Workplace Act of 1988 (as amended)  
21 U.S.C. 811 Controlled Substances Act of 1970 (CSA)  
29 CFR Part 94 – Governmentwide Requirements for Drug-Free Workplace  
SDCL 22-42-19 – Drug and Alcohol Testing for Commercial Drivers

#### Board Approved:

|          |          |              |                                     |
|----------|----------|--------------|-------------------------------------|
| Policy   |          | Board Action | (formerly 4134)                     |
| adopted: | 07-10-89 | 24847K       | <u>(formerly GBEC/STC 07-01-25)</u> |

|          |          |          |
|----------|----------|----------|
| amended: | 09-27-93 | 27432.3f |
| amended: | 02-27-95 | 27953    |
| amended: | 03-11-96 | 28420    |
| amended: | 02-27-06 | 34355    |
| amended: | 10-25-10 | 35865    |
| amended: | 03-26-12 | 36325    |

|            |          |              |                 |
|------------|----------|--------------|-----------------|
| Regulation |          | Board Action | (formerly 4134) |
| approved:  | 09-27-93 | 27432.3f     |                 |
| revised:   | 03-11-96 | 28420        |                 |
| revised:   | 02-27-06 | 34355        |                 |
| revised:   | 10-25-10 | 35865        |                 |
| amended:   | 03-26-12 | 36325        |                 |
| reviewed:  | 09-06-17 | ST00239      |                 |



~~Policies and Regulations~~

~~NEPN Code: GBEC R/STI~~

## Personnel

### Drug-Free Work Place

#### Definitions

~~“Legal drug” includes prescribed drugs and over the counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.~~

~~“Illegal drug” means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. All substances listed in the Federal Control Substance Act, so called “designer drugs” which have not been included in the Federal Control Substances Act, and the misuse of other non-drug substances, such as glue, are covered by this definition. The term also includes prescribed drugs legally obtained but not being used for prescribed purposes.~~

~~“Under the influence” means for the purpose of this policy that the employee is affected by a drug or alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person’s opinion.~~

~~“Possession” means the presence, after confirmation testing by a Medical Review Officer (A licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results), of any detectable amount of any drug.~~

~~“Reasonable Suspicion” means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of drugs.~~

~~“Work place” includes all Southeast Tech property including motor vehicles, parking areas and sidewalks surrounding the building. Work place also includes any site for the performance of work as a Southeast Tech employee, including but not limited to, student activities.~~

### **Assistance**

~~If an employee has a drug problem and voluntarily seeks help to overcome the problem, assistance is available to the employee through the Sioux Falls School District insurance plan, if the employee is an enrolled participant or the District's Employee Assistance Plan if available. An employee's decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.~~

~~Southeast Tech has information available to all employees regarding resources available to assist with drug problems including counseling or rehabilitation assistance.~~

~~1. **Reasonable Suspicion.** Southeast Tech may request a Southeast Tech employee to undergo drug testing if there is probable cause that the employee is under the influence of drugs during normal business hours or during a work assignment. There shall be no "random" testing. Circumstances which constitute a basis for determining probable cause may include, but are not limited to:~~

- ~~● A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or someone else for assistance.~~
- ~~● Information provided by a reliable and credible source with personal knowledge.~~
- ~~● Direct observation of drug or alcohol use.~~
- ~~● Presence of the physical symptoms of drug use, i.e., glassy or bloodshot eyes, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.~~
- ~~● Possession of substances in violation of Southeast Tech's policy GBEC/STI.~~
- ~~● Involvement in a work related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.~~

~~2. Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching Southeast Tech property or the employee's personal property brought onto Southeast Tech property.~~

### **Test Procedures**

~~The employee may be asked to submit to medical testing by a qualified medical physician or hospital at Southeast Tech expense and on Southeast Tech time. The employee can elect to have another staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to Southeast Tech.~~

~~A single occupational medicine provider has been selected (with a contract executed) to provide drug testing. The selection of a single laboratory will insure one standard chain of custody procedure and consistency of processing. When an operating element feels that its requirements cannot be met by this laboratory, an alternate laboratory can be selected with prior approval of the President or designee.~~

~~All positive tests will be reviewed by a qualified Medical Review Officer (MRO) (a physician trained in the detection of substance misuse). The employee will have the opportunity to review the findings with the MRO prior to a report being returned to the appropriate administrator or supervisor. Failure to interview with a MRO within 48 hours of being contacted by the MRO will result in a report to the appropriate administrator or supervisor and disciplinary procedures will be followed. After receiving notice of positive test results from the MRO, the employee has 72 hours to request, in writing, to have the original sample sent to an alternate lab to be re-tested. The costs of re-tests requested by the employee are the employee's responsibility.~~

~~An employee refusing to submit to a drug test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.~~

~~An employee suspected of being under the influence will be driven to and from the testing site by a Southeast Tech representative. If the testing results are not immediately available, the employee will not be permitted to return to work, but placed on paid leave until the results are available. The employee may arrange for transportation from the testing site or transportation home shall be provided by a Southeast Tech representative.~~

~~A positive result from the drug test may result in disciplinary action or a requirement of satisfactory participation in a drug abuse or rehabilitation program, in accordance with the respective working agreement, as well as a referral for prosecution, if appropriate.~~

**Confidentiality**

~~Information obtained on individuals pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to drug use are confidential, and access to such records shall be in accordance with Southeast Tech policy. Medical records are not kept in the personnel file.~~

~~NEPN Code: GBEC-R~~

~~Page 4 of 4~~

**Special Provision for "Drivers"**

~~The provisions of this regulation shall not apply to "drivers" as defined in Policy GBECA/STI. Testing and discipline of "drivers" will be governed by Regulation GBECA-R/STI.~~

**Legal Reference:**

~~41 U.S.C. 702 et seq. Drug Free Workplace Act of 1988 (as amended)~~

~~21 U.S.C. 811 Controlled Substances Act of 1970 (CSA)~~

~~29 CFR Part 94 - Governmentwide Requirements for Drug Free Workplace~~

~~SDCL 22-42-19 - Drug free zones created - violation as felony~~

**RELATED POLICIES:**

~~GBECA/STI - GBECA-R/STI - Drug and Alcohol Testing for Commercial Drivers~~

|                    |              |                 |
|--------------------|--------------|-----------------|
| Regulation         | Board Action | (formerly 4134) |
| approved: 09-27-93 | 27432.3f     |                 |
| revised: 03-11-96  | 28420        |                 |
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revised: ~~10-25-10~~ 35865  
amended: ~~03-26-12~~ 36325  
reviewed: ~~09-06-17~~ ST00239