

SCHOOL BOARD MEETING

Wednesday, July 8, 2020

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 8, 2020 at 11:00 a.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street, Sioux Falls, South Dakota, with the following members present: Nan Baker, Kate Parker, Todd Thoenke, Vice President Carly R. Reiter, President Cynthia Mickelson. Absent: none.

Action ST00476

A motion was made by Nan Baker and seconded by Carly R. Reiter, five (5) votes “yes” on roll call **approving the minutes of a meeting** held on June 3, 2020 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00477

A motion was made by Carly R. Reiter and seconded by Todd Thoenke, five (5) votes “yes” on roll call, **approving the agenda** as presented.

\* \* \* \* \*

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

Action ST00478

A motion was made by Kate Parker and seconded by Todd Thoenke, five (5) votes “yes” on roll call, **approving Item A through D on the consent agenda** as follows:

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

A1. **Approval of Contracts**

Authorizing the President and Vice President, Finance/Operations to enter into and execute contracts for and on behalf of Southeast Technical Institute as follows:

<b>Item No.</b>	<b>Contract Number</b>	<b>Contractor</b>	<b>Project</b>	<b>Cost/Revenue</b>
a.	21-001STC, MMF	RNL	Dynamic SEO Strategy	\$16,500
b.	21-002STC, EJV	Transact	EACCT Web Deposit, Online Photo Submission, TSE Hosting	\$163,431

**A2. Approval of Scholarship Awards**

Authorizing the administration of Southeast Technical College to execute any and all documents related to the Build Dakota Scholarship program.

The Build Dakota Scholarship program provides for full ride scholarships to students meeting eligibility requirements entering programs approved by the Build Dakota Scholarship Administration Board. The scholarship funds are distributed through the South Dakota Community Foundation.

**A3. Southeast Technical College Agreements**

Authorizing the Vice President of Academics at Southeast Technical College to execute agreements, for and on behalf of the District, between medical institutions for clinical sites for health programs, “early out agreements” between Southeast Technical College, businesses, and students, and articulation agreements.

**A4. Southeast Technical College Agreements**

Authorizing the President of Southeast Technical College to execute any and all agreements, on behalf of Southeast Technical College, for goods and services and further authorizing the Vice President of Finance/Operations of Southeast Technical College to approve the Consolidated Report of Trust and Agency Funds for Southeast Technical College and finally authorizing the Vice President of Finance/Operations to prepare and present the Finance Report and Finance Officer’s Monthly Report of Funds to the School Board.

**A5. Grant Application Approval Authorization**

Authorizing staff of Southeast Technical College to apply for grants as follows:

\$1,000 and less	Southeast Technical College Administrators may sign and send application (grant funds, if awarded, to be deposited into and expended from trust and agency account)
\$1,001 - \$15,000	Southeast Technical College Staff must send to the President of Southeast Technical College for signature, approval and mailing by U.S Mail and/or Electronic Mail (grant funds, if awarded, to be deposited into the Post-Secondary Vocational Fund and expensed by program according to established purchasing procedures; a supplemental budget will be written for these funds).
\$15,001 and more	Southeast Technical College Staff must send to the Southeast Technical College President for signature and School Board approval <b>before</b> mailing application by U.S. Mail and/or Electronic Mail (grant funds, if awarded, to be deposited into the Post-Secondary Vocational Fund and expenses by the program according to established purchasing procedures; a supplemental budget will be written for these funds).

with the understanding that procedures established under Policy/Regulation DIA/STI, DIA-R/STI and Policy/Regulation DJ/STI and DJ-R/STI will be followed.

**A6. Regular Payments for Flow-through Funds**

- a. Authorizing the President of Southeast Technical College and the Vice President of Finance/Operations at Southeast Technical College, to facilitate payment of fees from the Southeast Technical College Trust and Agency Fund for FY21, as follows:
 

1. US Bank	Facility Fees
2. South Dakota Department of Education	Maintenance & Repair Fees
3. South Dakota Department of Revenue	Sales Tax
4. Southeast Housing Foundation	Rent Receipts-Security Deposits
5. Electronic Fund Transfers	Tuition
6. Sioux Falls School District	Reimbursements/Transfers
7. Board of Regents	General Education Articulation Fees
  
- b. Authorizing the Treasurers to issue payments from the building Trust and Agency Accounts to the Sioux Falls School District to reimburse the District.
  
- c. With the understanding that the claims for the payment of fees shall be forwarded to the President of Southeast Technical College and/or Vice President of Finance/Operations at Southeast Technical College for review and approval.
  
- d. With the understanding that claims for the payment of District invoices shall be forwarded to the President of Southeast Technical College and/or Vice President of Finance/Operations at Southeast Technical College for review and approval and the payments from Trust and Agency Accounts of District invoices will appear in a subsequent Supplemental Budget.

**A7. Authorizing Continuance of Trust & Agency Accounts**

Authorizing the continuance of the following Trust & Agency Accounts for the fiscal year beginning July 1, 2020, and ending June 30, 2021, designating personnel as Treasurers for said funds, and authorizing said Treasurers to continue checking accounts in bank depositories, as follows:

Trust & Agency Account	Treasurer	Bank Depository
Tuition & Fees	Mike Stephens	Great Western
EFT Account	Mike Stephens	Great Western
ACH Account	Mike Stephens	Great Western
Southeast Blue Bucks	Mike Stephens	Great Western
Trust & Agency	Mike Stephens	Great Western
Southeast Bookstore T & A	Mike Stephens	Great Western

**A8. Designated Administration – Special Projects**

Designating the President of Southeast Technical College as an authorized representative of the Sioux Falls School District 49-5 of Sioux Falls, Minnehaha County, South Dakota for making proper application with agencies of the State of South Dakota and entering into and executing all documents required for federal funds and projects for Southeast Technical College for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

**A9. Adopting Policies**

Adopting the polices as set forth in sections A through K, inclusive of the Policy/Regulation manuals of the District and Southeast Technical College, from July 8, 2020, to the next annual meeting to be held on July 7, 2021, it being understood that the “policies are subject to revision at any time”, in accordance with Policy BG; and approving Regulations as set forth in the Policy/Regulation Manual of the District for the same period of time, with the understanding that none of the regulations are contradictor to the specifics or intent of Board Policy.

**A10. Tuition and Fees for Southeast Technical College**

<u>Fee Type</u>	<u>Amount</u>	
Local Fees – Institute Fees, Student Government/Activity, Maintenance/Repair	\$86.00	per credit hour
State Fees - Facility	\$36.00	per credit hour
State Fees – Maintenance/Repair	\$6.00	per credit hour
Tuition	\$121.00	per credit hour
Online Courses	\$50.00	per credit hour
Laptop (Conditional Sales Agreement)-Macintosh	\$2,695.00	one-time fee
Laptop (Conditional Sales Agreement)-PC Advanced	\$1,195.00	one-time fee
Laptop (Conditional Sales Agreement)-PC Base (16 GB)	\$875.00	one-time fee
HVAC Course Fees	\$10.00	per credit hour
Law Enforcement Course Fees	\$10.00	per credit hour
LPN/RN Course Fees	\$25.00	per credit hour
Plumbing/Welding Course Fees	\$10.00	per credit hour
Testing Fees	\$8 - \$400	per test
Help Desk Support Fee-Student Provided Laptops	\$50.00	per hour
Application Fees	\$0 - \$35.00	one-time fee
Registration Fees	\$50.00 - \$75.00	one-time fee
Transcript Fee	\$10.00	each
Diploma Fees (Duplicate)	\$15.00	each
Payment Plan Registration	\$25.00	per plan
Late Payment Fees (3 – months maximum)	\$25.00	per month
Printing Charges (B&W, Color)	\$0.15/\$0.25	per image
<b>Scarborough (Child Care) Center Fees</b>		
Full Time (0 – 2 years) – Standard	\$185.00	per week
Full Time (3+ years) – Standard	\$165.00	per week
Part Time (0 – 2 years) – Standard	\$152.00	per week
Part Time (3+ years) - Standard	\$135.00	per week
Hourly	\$5.45	per hour
Registration Fee	\$35.00	per family

**A10. Tuition and Fees for Southeast Technical College (continued)**

**Corporate Education Fees**

Customized Classes	\$0 - \$950	per course
Computer Training	\$80 – \$400	per course
Computer Certification	\$1,200 - \$11,000	per certification
Carpentry Apprenticeship	\$995 - \$5,000	per course
Apprenticeship Classes	\$0 - \$5,000	per course
Truck Driving Courses	\$995 - \$4,500	per course
Applicant-Based Workshops	\$50 - \$1,200	per course
Welding	\$450 - \$7,000	per course
Welding Certification	\$300 - \$2,000	per course

**A11. Southeast Technical College – Building Rental Rates**

Approving Southeast Technical College building rental rates as follows:

Building Rental Rates						
Room Type	State of South Dakota (i.e. Political Subdivision) (Non-Profit Events)	State of South Dakota (i.e. Political Subdivision) (For Profit Events)	Non- Profit Community Groups	For Profit Community Groups	After Hours (Non-Profit Groups)	After Hours (For Profit Groups)
Classroom (max cap. 30)	No charge	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$75 – ½ Day \$150 – Full Day	\$75 – ½ Day \$150 – Full Day	\$100 – ½ Day \$200 – Full Day
Large Classroom (max cap. 40)	No charge	\$75 – ½ Day \$150 – Full Day	\$75 – ½ Day \$150 – Full Day	\$100 – ½ Day \$200 – Full Day	\$100 – ½ Day \$200 – Full Day	\$200 – ½ Day \$400 – Full Day
HC257, MC101, Commons Areas	No charge	\$100 – ½ Day \$200 – Full Day	\$100 – ½ Day \$200 – Full Day	\$300 – ½ Day \$600 – Full Day	\$300 – ½ Day \$600 – Full Day	\$400 – ½ Day \$800 – Full Day
Hub Auditorium	No charge	\$300 – ½ Day \$600 – Full Day	\$300 – ½ Day \$600 – Full Day	\$450 – ½ Day \$900 – Full Day	\$450 – ½ Day \$900 – Full Day	\$600 – ½ Day \$1200 – Full Day
Instructional Labs (staff presence required for each hour lab in use)	\$50/hour/each staff required	\$450 – ½ Day \$900 – Full Day Plus \$50/hour/each staff required	\$450 – ½ Day \$900 – Full Day Plus \$50/hour/each staff required	\$600 – ½ Day \$1200 – Full Day Plus \$50/hour/each staff required	\$600 – ½ Day \$1200 – Full Day Plus \$75/hour/each staff required	\$750 – ½ Day \$1500 – Full Day Plus \$75/hour/each staff required
Technology Fee (Southeast staff assistance with Lessee's technology needs)	No charge	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day Plus \$45/hour/each staff required	\$50 – ½ Day \$100 – Full Day Plus \$45/hour/each staff required
Facilities Staff Fee	No charge	No charge	No charge	No charge	\$45/hour/each staff required	\$45/hour/each staff required
Set Up/Tear Down Fee	\$0 - \$250 per event					

Deviations from the Building Rental Rate Schedule may be granted and must be approved by the President.

**A12. Charges Relating to Open Records Requests**

Approving the charges for open records requests as follows:

- a. Photocopying - \$0.25 per page
  - b. Data/Document Retrieval -
    - 1. \$5.00 per 15 minute segment of time after the first 15 minutes for classified staff
    - 2. \$20.00 per 15 minute segment of time after the first 15 minutes for professional staff
- B. Approving the **Consolidated Report of Trust and Agency Funds** of July 8, 2020 and stating for the record that as of May 31, 2020, receipts total \$41,325,648.25 and disbursements total \$38,472,663.63. (see MRF #ST359)
- C. Approving the **Vice President of Finance and Operation’s Report** of July 8, 2020 in accordance with the SDCL §13-8-35 (see MRF #ST360) and directing that detailed statement of receipts and balances on hand, as of May 31, 2020, be published as part of these minutes, in accordance with SDCL §13-8-3.
- 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>Employment Contract, 220 Day, full-time</b>		
Johnson, Anna	Student Success	07-10-20
<b>Instructor, 186 Day, full-time</b>		
Amor, Patrick	Automotive Tech	06-30-20
<b>Instructor, part-time</b>		
Manes, Matthew	Gen Ed, Math	05-08-20
Reid, Salena	Surgical Tech	04-21-19
<b>Lab Assistant, part-time</b>		
Heppner, Hannah	Surgical Tech	11-14-19
<b>Student Help, part-time</b>		
Hegge, Nadine	Scarborough Center	05-15-20

D2. **Change of Status**

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
<b>Employment Contract, 12 Month, full-time, exempt, per annual</b>			
Foster, Fenecia	Academic Affairs	Instructor, 206 Day, 1.0 FTE, Lane 7, Step 9, \$68,593.00, FY20	Assoc Dean Curr & Instr, EmpCon, 12Mo, 1.0 FTE, Level O, Step 6, \$92,196.00, Effec. 07-01-20
Kramer, Jaclyn	Academic Affairs	Instructor, 186 Day, 1.0 FTE, Lane 6, Step 10, \$61,385.00, FY20	Assoc Dean Curr & Instr, EmpCon, 12Mo, 1.0 FTE. Level O, Step 6, \$92,196.00, Effec. 07-01-20

D3. **Salary Change**

<u>Name</u>	<u>Location/ Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
<b>Instructor, FY2019-20, South Dakota HB 1182 annual stipend, lump sum</b>				
Stahl, Emily	Vet Tech	04-14-20	\$4,634.00	\$4,386.21

D4. **Lane Change and Work Schedule Change**

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
<b>Instructor, full-time, per annual</b>			
Schwartz, Colette	Nursing Pgm	186 Day, 1.0 FTE, Lane5, Stp10, \$59,340.00, FY20	206 Day, 1.0 FTE, Lane6, Stp10 \$67,986.00, Effec. 07-01-20

D5. **Work Schedule Change**

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
<b>Instructor, full-time, per annual</b>			
Cummings, Debborah	Pharmacy Tech	206 Day, 1.0 FTE, Lane5, Stp10, \$65,719.00, FY20	186 Day, 1.0 FTE, Lane5, Stp10 \$59,340.00, Effec. 07-01-20

D5. **Work Schedule Change** (continued)

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
<b>Instructor, full-time, per annual</b>			
Osborn, Michelle	Nursing Pgm	186 Day, 1.0 FTE, Lane4, Stp10, \$57,293.00, FY20	206 Day, 1.0 FTE, Lane4, Stp10 \$63,454.00, Effec. 07-01-20

D6. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Employment Contract, 12 Month, full-time, exempt, per annual</b>			
VandeKamp, Sara	Perkins Consortium Dir 1.0 FTE, Level I, Step 7	07-01-20	\$61,171.00
<b>Other Help, part-time, per hour</b>			
Sackett, Julie	Test Center Proctor	05-31-20	\$27.77
<b>Instructor, Doctorate Stipend, per annual</b>			
Stahl, Emily	Vet Tech, 3 months prorated	04-14-20	\$247.79
<b>Instructor, full-time, exempt, per annual</b>			
Ellerbusch, Jenna	Invasive Cardiovascular, 1.0 FTE, 226 Day, Lane 4, Step 10	07-01-20	\$69,614.00
McElroy, Joshua	Accounting, 1.0 FTE, 206 Day, Lane 6, Step 10	07-01-20	\$67,986.00
<b>Instructor, Non-Clinical Instructor/Other Instructor Activity, part-time, per hour</b>			
Cermak, Audree	Vet Tech	06-17-20	\$32.00/\$24.00
<b>Instructor, Non-Clinical Instructor, part-time, per hour</b>			
Castardo, Ruby	COVID-19 Taskforce	05-10-20	\$32.00
Penning, Jolene	COVID-19 Taskforce	05-10-20	32.00
<b>Instructor, Other Instructor Activity, part-time, per hour</b>			
Heppler, Jeffrey	Horticulture Tech	07-01-20	\$24.00
Ogdie, Cathleen	Phlebotomy	06-17-20	24.00
<b>Instructor, 2020 Summer Adjunct Budget, lump sum</b>			
Adamson, Heather	Gen Ed, English	05-18-20	\$2,520.00
Bartell-Nowak, Kate	Business Admin	05-18-20	2,670.00
Braucht, Jason	CIS	05-18-20	2,520.00



D6. **Employment Recommendations** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, 2020 Summer Adjunct Budget, lump sum</b>			
Cox, Bryan	Physics	05-18-20	\$2,520.00
Davis, Chris	Accounting	05-18-20	10,080.00
Ekstrum, Jacqueline	Health Core	05-18-20	2,670.00
Entringer, Stephanie	Nursing	05-18-20	2,520.00
Foster, Fenecia	Gen Ed, Math	05-18-20	5,520.00
Freitag, Crystal	Medical Coding	05-18-20	2,520.00
Guggisberg-Coners, Heidi	Gen Ed, Speech	05-18-20	2,520.00
Hoier, Patrick	Invasive Cardiovascular	07-01-20	1,916.32
Hunking, Debra	Gen Ed, English	05-18-20	8,040.00
Judeh, Huda	CIS	05-18-20	2,520.00
Kiecksee, William	Business Admin	05-18-20	2,520.00
Kramer, Jaclyn	Nursing	05-18-20	3,000.00
Larsen, Kristin	Gen Ed, Math	05-18-20	5,040.00
LeLoux, Loretta	Early Childhood Spec	05-18-20	600.00
Lindell, Mark	Gen Ed, Speech	05-18-20	2,520.00
McGee, Patricia	Business Admin	05-18-20	3,360.00
McManus, Stacy	Business Admin	05-18-20	5,040.00
Mekelburg, Erin	Business Admin	05-18-20	2,520.00
Melroe, Shelby	Gen Ed, Sociology	05-18-20	2,520.00
Miller, Catherine	Vascular Sonography	07-01-20	931.59
Morris, Roger	CIS	05-18-20	2,325.00
Nankivil, Ashley	Medical Coding	05-18-20	2,670.00
Nowak, Deborah	CIS	05-18-20	4,200.00
Penning, Jolene	Medical Assisting	05-18-20	2,823.00
Perkins-Hicks, Debra	Health Core	05-18-20	1,024.00
Peters, Dennis	Business Admin	05-18-20	2,520.00
Pommer, Jacqueline	CIS	05-18-20	3,000.00
Post, Sherri	Health Core	05-18-20	9,240.00
Pottratz, Jennifer	Nursing	05-18-20	3,360.00
Rose, Jean	Bus Admin & Accounting	05-18-20	5,880.00
Saeger, Amanda	Health Core	05-18-20	2,520.00
Sanders, Stacy	Gen Ed, Sociology	05-18-20	2,520.00
Schaffer, Kenneth	CIS	05-18-20	3,100.00
Tebay, Kristina	Nursing	05-18-20	3,360.00
VanOverbeke, Jeffrey	Gen Ed, Speech	05-18-20	2,520.00
Wadhwa, Anju	CIS	05-18-20	3,360.00
Weihe, Kimberly	Marketing	05-18-20	5,040.00
Wellnitz, Kristin	Gen Ed, Psychology	05-18-20	5,040.00
Werkmeister, Myra	Nursing	05-18-20	775.00
Williams, Brian	Marketing	05-18-20	2,520.00
Windish, Aubrey	Gen Ed, English	05-18-20	2,520.00
Wolff, Dana	Bus Admin	05-18-20	6,480.00

D7. **2020-2021 Staff Recommendations**

<b><u>Name</u></b>	<b><u>Salary</u></b>
<b>Administrator, per annual</b>	
Fischer, Megan Marie	\$118,806.00
Griggs, Robert J	161,839.00
Kluin, Richard L	131,699.00
Possehl, Kristin	109,476.00
Peters, Craig S	109,476.00
Valdez, Benjamin Anthony	131,699.00
VanLaecken, Erik Jon	117,265.00
<b>Classified Staff, per hour</b>	
Anderson, Curtis J	\$17.02
Arnoldy, David M	21.82
Avdic, Darko	16.52
Bartlett, Cindy Kay	20.49
Becker, Sheryl Marie	16.52
Buxton, Craig J	15.67
Duus, Kristi	17.80
Dyce, Dayna	18.56
Ebeling, Bryanna	17.60
Eklund, Anne Louise	19.34
Feller, Raymond John	18.04
Friesz, Ethan Ryan	27.34
Heald, David S	26.19
Hout, Lori Jean	28.04
Ingber, Ronald R	17.19
Johnson, Brent R	16.17
Johnson, Troy A	21.60
Kerfeld, Tammy R	20.49
Kramer-Hermanson, Michael Thomas	18.37
Mayer, Eric M	18.04
Miranowski, Devin James	17.80
Oorlog, Lori K	28.04
Piskic, Hajrudin	16.17
Prouty, Terry A	27.24
Sackett, Julie Anne	27.77
Sahuric, Ferid	17.19
Sandstede, Kevin R	22.90
Sauer, Dennis Jerome	15.67
Stoltenburg, Thomas	15.50
Strouth, Erica Nicole	22.25
Van-Zee, Joyce Marie	26.99
Wagner, Keith Patrick	31.84
Weinmann, Mark A	20.49
Weis, Anthony Ray	17.19
Willuweit, Bernadette A	28.04

D7. **2020-2021 Staff Recommendations** (continued)

<b><u>Name</u></b>	<b><u>Salary</u></b>
<b>Classified Staff, per hour</b> (continued)	
Wood, Levi Simon	\$24.88
Woodard, Judy Ann	18.18
Wynthein, Dan T	30.81
<b>Employment Contract, per hour</b>	
Buseman, Nathan W	\$26.13
Evenson, Glade Alan	28.27
Landhuis, Carmen LeeMae	20.50
Miller, Amy Lynn	24.79
Muhs, Jon S	26.13
Simonsen, Laura	13.60
Williamson, Darla Rae	22.57
<b>Employment Contract, per annual</b>	
Bormann, Amanda Grace	\$80,203.00
Carruthers, Tara Ann	39,009.00
Danielson, Jacqueline Jean	69,351.00
Dorman, Scott W	64,267.59
Fischer, Anna Lee	56,034.00
Frey, Amanda	73,333.00
Fuerstenberg, Kim M	38,592.00
Furth, Shannon Marie	51,388.00
Grabowska, Lynette K	69,351.00
Hansen, Micah Richard	73,333.00
Harder, Elizabeth R	57,558.00
Hawks, Paula Ann	56,986.00
Herr, Steven Jon	59,275.00
Jaskulka, Thomas	67,999.00
Johnson, Anna Kathleen	54,697.00
Lambley, Jennifer Jo Hodny	63,679.00
Olson, Emily J	56,414.00
Oswald, Vicki Lea	63,679.00
Rathsachack, Ashley Nichole	51,388.00
Reisch, Chelsea Janee	55,269.00
Schuetten, Amanda Ellen	51,388.00
Sjogren, Robin R	39,415.00
Shoenrock, Shelly	50,366.00
Skiff, Jason S	61,171.00
Skorczewski, Tamara L	60,420.00
Stephens, Michael	77,708.00
Struck, Kathryn	77,708.00
Strouth, Gerard J	85,291.00
VanZanten, Andrew G	60,545.00
Vortherms, Kristie Kay	79,086.00

D7. **2020-2021 Staff Recommendations** (continued)

<b><u>Name</u></b>	<b><u>Salary</u></b>
<b>Employment Contract, per annual</b> (continued)	
Weber, Joseph L	\$51,388.00
Westcott, Jamie	77,708.00
Williamson, Stephen Ronald	79,086.00
Winter, Karen Lynn	54,454.00
Zellmer, LaDonna Jean	54,942.00
<b>Instructor, per annual</b>	
Adamson, Heather	\$55,484.00
Anderson, Sarah	69,614.00
Bartels, Brent	55,406.00
Berry, Vincent Todd	58,921.00
Bezdichek, Michael Thomas	55,246.00
Borgen, Cory A	67,986.00
Breitling, Rodney Jerae	65,478.00
Castardo, Ruby Ann	67,986.00
Conrad, Anthony T	57,293.00
Cox, Bryan J	61,385.00
Davis, Chris E	61,385.00
Davis, Dana Kent	55,246.00
Dvanajscak, Amanda Jo	65,275.00
Entringer, Stephanie Rose	67,986.00
Hanson, Mylynn Jean	61,385.00
Haynes, Matthew Charles	57,293.00
Heath, Lynn	72,100.00
Highfill, Rhoda	61,385.00
Howard, Dennis	63,454.00
Hunking, Debra Lee	72,519.00
Hunter, Marcus L	55,246.00
Jensen, Marcia	63,454.00
Kassing, Elizabeth Kay	57,293.00
Keyes, Jennifer Joan	63,454.00
Lang, Sarah Elizabeth	66,380.00
Larsen, Kristin Jenell	65,478.00
LeLoux, Loretta K	61,385.00
Lease, Sara Jane	74,586.00
McManus, Stacy Leanne	61,385.00
McNickle, Ginger Marie	61,385.00
Merritt, Jason James	70,253.00
Miller, Richard Carle	61,187.00
Morris, Roger A	57,293.00
Mower, Britney Joy	63,168.00
Nowak, Deborah A	63,431.00
Penning, Jolene	65,719.00
Pepper, Dustin G	65,275.00
Pepper, Merrel Lewis	65,478.00
Peters, Dennis A	63,431.00

D7. **2020-2021 Staff Recommendations** (continued)

<b><u>Name</u></b>	<b><u>Salary</u></b>
<b>Instructor, per annual</b> (continued)	
Pommer, Jacqueline Kay	77,072.00
Post, Sherri Lyn	65,478.00
Pothast, Lee Allen	67,986.00
Pottratz, Jennifer Jo	65,666.00
Rose, Jean M	63,431.00
Russell, Dennis Gary	72,519.00
Saugstad, Jeanette Linn	57,293.00
Schaffer, Kenneth W	55,940.00
Schneider, Nicholas B	57,293.00
Schroeder, Johnnie L	61,385.00
Shotkoski, Kevin Lee	59,340.00
Solberg, Megan	55,584.00
Stahl, Emily	70,162.00
Stoltenburg, Nathan	59,472.00
Tebay, Kristina	67,986.00
Tunge, Paul James	61,385.00
VanOverbeke, Jeffrey S	63,431.00
Warkenthien, Richard W	57,293.00
Weihe, Kimberly Elnora	61,385.00
Wellnitz, Kristin Kay	63,930.00
Wendell, John Michael	59,340.00
Werkmeister, Myra Jean	64,775.00
Williams, Brian Keith	63,431.00
Wohlwend, Bruce T	63,431.00
Wolff, Dana H	65,478.00
<b>Program Assistant, per hour</b>	
Hulm, Micaela	\$12.51
Krueger, Sierra	13.13
Weihe, Connor	14.79

Action ST00479

Rich Kluin, Vice President of Finance and Operations presented the FY21 proposed Budget for tentative adoption. (MRF #ST361) Southeast Tech began its initial budget process in December 2019 with the establishment of budget guidelines and timelines for completion. Between December 2019 and June 2020, Southeast Tech Administration developed program budgets at the cost center level for presentation to the Southeast Tech Council. The Southeast Tech Council includes one School Board member and community members representing key industry segments. The Southeast Tech Council met on June 23, 2020 by TEAMS video conference to review the FY21 preliminary budget prepared by Southeast Tech.

The FY21 budget is being presented to the School Board on our current knowledge base and the assumptions that come with it. The 2020 legislature provided for a two-percent increase in the per-student-allocation (PSA). Additionally, the legislature provided \$1.5 million for equipment

purchases, with the funds to be disbursed across the four technical colleges. For the purposes of preliminary adoption, Southeast Tech has removed those additional legislative funding mechanisms pending a potential legislative special session. In absence of revision to the current legislative appropriations, the final adoption of the FY21 budget in September will include additional requests.

The State Board of Technical Education (BOTE) approved the FY21 tuition rate at their March 2020 meeting. The approved tuition rate will remain unchanged for FY21 and is set at \$121 per credit. The BOTE approved an increase of \$1 per credit for the state facility fee and shifted the \$1 per credit fee for Program Outreach to Maintenance and Repair.

On a local level, Southeast is not requesting an increase in local fees and is not currently planning for any additional program charges.

#### POSTSECONDARY FUND OVERVIEW

	Budgeted FY20	Projected FY20	Change	Budgeted FY21	Change
<b>Revenue</b>	\$24.61M	\$23.40M	(\$1.21M)	\$23.70M	(\$0.91M)
<b>Expense</b>	\$25.51M	\$21.07M	(\$4.44M)	\$23.70M	(\$1.81M)
<b>Fund Balance Change</b>	(\$0.90M)	\$2.33M	\$3.23M	\$0.00	\$0.90M
<b>Fund Balance</b>	\$4.32M	\$6.65M	\$2.33M	\$6.65M	\$2.33M

Enrollments (credits) from February 2019 through January 2020 serve as the foundation (baseline) for measuring enrollment trends for the subsequent budget year. FY21 credit projections are reflective of the recent (one-year) upward trend in enrollments. The largest increases in are coming from dual enrollment enrollments and new programs in Dental Assisting and Veterinarian Technician. Program enrollments (FTE based) by division for FY20 and FY21 are provided in the following table.

<b>Program Enrollments</b>	<b>FTE</b>		<b>Change</b>	<b>% Change</b>
<b>Division</b>	<b>FY20</b>	<b>FY21</b>		
<i>Agriculture</i>	47.67	66.83	+19.16	+40.19%
<i>Architecture &amp; Construction</i>	176.98	202.03	+25.05	+14.15%
<i>Arts, A/V Technology</i>	53.55	50.46	-3.09	-5.77%
<i>Business, Management</i>	348.53	313.37	-35.16	-10.09%
<i>Health Science</i>	565.51	580.83	+15.32	+2.71%
<i>Human Services</i>	33.52	34.83	+1.31	+3.91%
<i>Information Technology</i>	235.46	248.00	+12.54	+5.33%
<i>Law, Public Safety</i>	55.29	64.28	+8.99	+16.26%
<i>Manufacturing</i>	59.96	52.40	-7.56	-12.61%
<i>Marketing, Sales &amp; Service</i>	52.68	54.50	+1.82	+3.45%
<i>STEM</i>	77.92	53.64	-24.28	-31.16%
<i>Technical Studies</i>	0.00	0.20	+0.20	100.00%
<i>Transportation, Distribution</i>	139.36	148.84	+9.48	+6.80%
<i>Program Prep</i>	24.49	18.39	-6.10	-24.91%
<i>Dual Credit/Concurrent</i>	65.67	93.27	+27.60	+42.03%

<b>Totals</b>	<b>1,936.59</b>	<b>1,981.87</b>	<b>+45.28</b>	<b>+2.34%</b>
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**IMPACT TO STUDENTS:**

The FY21 budget presentation reflects no increase in the per credit tuition rate, which was established by the State Board of Technical Education (BOTE) in March of 2020.

The BOTE did increase the State Facility Fee by \$1 per credit. The State Facility Fee is used to pay the debt service on bonds issued to construct facilities on the four technical college campuses.

The BOTE also redirected \$1 per credit from Program Outreach to Maintenance and Repair. Southeast is not proposing an increase to local fees at this time. The current impact of the FY21 budget to Southeast Tech students is an overall increase of \$1 per credit, which represents a 0.4% increase over the FY20 per credit charges incurred by students.

<b>Charges to Students</b>	<b>FY20</b>	<b>FY21</b>	
<b>Tuition/Fees</b> <i>(all credits)</i>	<b>Per Credit</b>	<b>Per Credit</b>	<b>Change</b>
<i>Tuition</i>	\$121.00	\$121.00	+\$0.00
<i>Local/State Fees</i>	127.00	128.00	+\$1.00
<b>Total</b> <i>(all credits)</i>	<b>\$248.00</b>	<b>\$249.00</b>	<b>+\$1.00</b>
<b>Program Specific</b>	<b>Per Credit</b>	<b>Per Credit</b>	<b>Change</b>
<i>LPN Courses</i>	\$50.00	\$50.00	+\$0.00
<i>RN Courses</i>	\$50.00	\$50.00	+\$0.00
<i>HVAC</i>	\$10.00	\$10.00	**
<i>Law Enforcement</i>	\$10.00	\$10.00	**
<i>Plumbing/Mechanical</i>	\$10.00	\$10.00	**
<i>Welding</i>	\$10.00	\$10.00	**
<b>Enrollment Specific</b>	<b>Per Credit</b>	<b>Per Credit</b>	<b>Change</b>
<i>Online Fees</i>	\$50.00	\$50.00	**

\*\* *Dependent individual student course enrollments.*

**IMPACT TO STAFFING LEVELS:**

Southeast is looking to increase staff levels in the FY21 budget by a total of 6.0 FTE. Proposed additions of the FY21 budget are reflected in the following table.

<b>Staffing Changes</b>		<b>FY20</b>	<b>FY21</b>	
	<b>Class</b>	<b>FTE</b>	<b>FTE</b>	<b>Change</b>
<b>Academics</b>				
Instructor - DMS	1171	-	1.00	+1.00
Instructor - Vascular	1171	-	1.00	+1.00
Instructor - ENDT	1171	1.00	-	-1.00
Instructor – Gen. Ed.	1171	1.00	-	-1.00
Instructor – Gen. Ed.	1171	0.50	1.00	+0.50
Instructor – Health Core/Phleb.	1171	1.00	-	-1.00
Instructor – Construction Mgmt.	1171	-	1.00	+1.00
Instructor – Law Enforcement	1171	-	1.00	+1.00
Instructor - Dental	1171	0.50	1.00	+0.50
Instructor – Vet Tech	1171	0.50	1.00	+0.50
Academic Dean	1110	-	1.00	+1.00
Associate Dean – LPN/RN	1191	-	1.00	+1.00
Associate Dean – HLC/IR/Gen. Ed.	1191	-	1.00	+1.00
Perkins Consortium Director	1191	-	1.00	+1.00
<b>Academics - Subtotal</b>		<b>4.50</b>	<b>11.00</b>	<b>+6.50</b>
<b>Enrollment Management</b>				
Associate Registrar	1191	-	1.00	+1.00
<b>Enrollment Management - Subtotal</b>		<b>0.00</b>	<b>1.00</b>	<b>+1.00</b>
<b>Student Affairs</b>				
Executive Director	1110	0.50	-	-0.50
Instructor – HLC TOSA	1172	0.50	-	-0.50
<b>Student Affairs - Subtotal</b>		<b>1.00</b>	<b>-</b>	<b>-1.00</b>
<b>Administration</b>				
Executive Director	1110	0.50	-	-0.50
<b>Administration - Subtotal</b>		<b>0.50</b>	<b>-</b>	<b>-0.50</b>

**Salary Considerations:**

The FY21 budget does not include an annual adjustment to the various salary schedules. Additionally, funding is not currently provided for lane advancements and/or step increases for all full time instructional and support staff.



**IMPACT TO SOUTHEAST:**

Preliminary results for FY20 will not be known until August 2020. Projections for how FY20 will end will be presented in July 2020 as part of the FY21 preliminary adoption request. In general terms, revenues are projected to exceed expenditures at the close of FY20. The positive variance will largely be due to timing differences between when construction projects are budgeted and actual expenditures are incurred. The funds necessary to complete the projects will be reserved and a supplemental appropriation presented in September 2020.

The FY20 budget called for the use of existing reserves to cover one-time expenditures for the early retirement incentives and the extension of Terry Avenue. The approved use of existing cash in FY20 was \$885,633.

**Revenue (Post-secondary Fund)**

Sources	FY20	FY21	+/-	Notes
Tuition	\$7,287,248	\$7,382,346	+\$95,098	Enrollment (+), Corporate Ed (-)
Fees	6,115,660	6,208,843	+93,183	Enrollment (+)
State Aid	7,378,067	7,088,315	-289,752	One Time (-), FY20 Enrollments (+)
Other State	1,530,848	423,955	-1,106,893	GOED (-), BOR (-)
Federal Sources	970,044	1,062,392	+92,348	Perkins (+)
Local Sources	1,339,768	\$1,532,320	+192,552	Laptop Sales (+), Foundation (-)
Existing Cash	885,633	0	-885,663	Early Retirement (-), Street Extension (-)
<b>Total</b>	<b>\$25,507,268</b>	<b>\$23,698,171</b>	<b>-\$1,809,097</b>	

Decreases in expenditures are primarily associated with the one-time events related to site improvements, early retirement payouts, and changes in the Board of Regents general education agreement.

**Expenditures (Post-secondary Fund)**

Uses	FY20	FY21	+/-	Notes
Full time Wages	\$10,695,030	\$10,491,878	-\$203,152	ERI (-500k), FTE Additions (+)
Part time Wages	1,374,237	1,424,644	+50,407	Instruction (+)
Benefits	3,589,054	3,754,310	+165,256	FTE Additions & Enrollments (+)
Services	3,379,271	3,060,524	-318,747	Contract Instruction (-), Architect Fees (-)
Supplies	1,664,482	2,106,130	+461,648	Laptops (+), Noncapitalized Equip (-)
Capital Equipment	436,976	550,616	+113,640	Perkins (Dental, Vet Tech, Land Surv.), IT
Capital Improvements	2,830,414	1,491,019	-1,339,395	Terry Avenue (-), Addition (-)
Other	1,557,804	819,050	-738,754	BOR (-), Bad Debt (+)
<b>Total</b>	<b>\$25,507,268</b>	<b>\$23,698,171</b>	<b>-\$1,809,097</b>	

**Fund Balance (Post-secondary Fund)**

The 5-year projection forecasts a declining fund balance over the next five years. The assumptions include an inflationary adjustment to tuition and local fees of 3.0% annually. Program enrollment is projected to remain flat within existing program offerings. State aid (per student allocation) is projected to grow at 2.0% annually. The actual state aid received is a function of the per student allocation, technical system enrollments, and enrollments in specific program at each technical college. Program in remaining revenue categories reflect no annualized growth.

Expenditure growth is projected at 2.0% annually for all fulltime wage categories, 4.0% annual for medical/dental insurances, and 2.0% for all remaining operating categories. Projections for capital equipment and capital improvements are reflective of the respective 5-year capital plans.

The 5-year projections reflect a conservative approach that potentially understates revenue growth and overstates expenditure growth. The 5-year outlook based upon the above assumptions reflects a declining fund balance through FY25. As a result, future annual budgets will be required careful consideration and development, with ongoing monitoring and adjustment to maintain the fiscal viability of Southeast Tech.

**ENTERPRISE FUNDS:**

<b>Bookstore Fund:</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
<b>Revenue</b>	\$2.44M	\$1.70M	(\$0.74M)
<b>Expense</b>	\$2.46M	\$1.69M	(\$0.77M)
	(\$0.02M)	\$0.01M	\$0.03M

<b>Food Service Fund:</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
<b>Revenue</b>	\$411k	\$415k	\$4k
<b>Expense</b>	\$423k	\$428k	\$5k
	(\$12k)	(\$13k)	(\$1k)

<b>Childcare Fund:</b>	<b>FY20</b>	<b>FY20</b>	<b>Change</b>
<b>Revenue</b>	\$325k	\$328k	\$3k
<b>Expense</b>	\$325K	\$328K	\$3k
	\$0k	\$0k	\$0k

**Budget Highlights (Enterprise Funds):**

- Operating subsidies from the Post-Secondary fund are included for the Food Service Fund (\$85k) and the Childcare Fund (\$39k). The FY21 operating expenditures in these funds are expected to exceed operating revenues.

**PROGRAM AREAS (Highlights and Initiatives)**

The following provides a snapshot, on a functional level, of the major initiatives that are being funded and supported with the proposed FY21 budget.

**Academics:**

- Medical Assistant Diploma ✓*
- Dental Assisting Diploma ✓*
- Construction Certificates ✓*
- Dual Credit Expansion ✓*
- LPN Expansion – Huron ✓*
- FY21 – Leadership Assignments*
- FY21 – New Program Development*

**Information Technology:**

- FY20 - Document Imaging Software ~*
- Campus Scheduling Software Update ✓*
- Phone System Software Update ✓*
- Two-Factor Authentication ✓*
- Server Replacements ✓*
- FY21 – Data Storage Replacement*
- FY21 – Distance Delivery Classrooms*

**Enrollment Management:**

- Website, SEO/Website Analytics ~*
- Expand Recruitment Communications ~*
- Lawrence & Schiller Marketing Campaign ~*
- ACT/NRCCUA Predictive Recruitment Modeling ~*
- Pilot Revised Student Success Offerings ~*
- FY21 – Leadership Transition*
- FY21 – Production Logo/Brand Materials*

**Administration:**

- FY20 - Expand Campus Safety Measures ~*
- Implement NEOGOV Applicant Software ✓*
- Restructure Community/Industry Relations ✓*
- FY20 - Expand NOW Capital Campaign ~*
- FY20 - Explore Partnership Opportunities ~*

**Student Affairs:**

- Develop and Expand Campus Life ~*
- Promote Civic Engagement ~*
- Support for Institutional Accreditation ~*
- Conduct Satisfaction Surveys ~*
- Support Diversity Outreach ~*
- FY21 – Leadership Transition*

**Finance/Operations:**

- Transition to Obligation Recovery Center ✓*
- FY20 - Explore New Bookstore Model ~*
- Implement Financial Edge Software ✓*
- Support New SFSD Financial Software ✓*
- Oversee Design/Construction Projects ✓*
- FY21 – Leadership Transition*

Following general discussion, a motion was made by Carly R. Reiter and seconded by Nan Baker, five (5) votes “yes” on roll call, **acknowledging the public hearing and tentatively approving the FY21 Southeast Technical College budget with the understanding the budget will be brought forward for final adoption in September 2020.**

Action ST00480

Associate Dean of Curriculum and Instruction Fenecia Foster provided an update on the preparations for the HLC reaccreditation assurance document and site visit. (MRF #ST362) The Higher Learning Commission (HLC) is the regional accrediting body for Southeast Tech. Reaccreditation is required every 10 years which will be in 2022-2023 for Southeast Tech. An update on the progress and the preparations regarding the quality initiative, the assurance document and the site visit was provided.

Following general discussion, a motion was made by Kate Parker and seconded by Carly R. Reiter, five (5) votes "yes" on roll call **acknowledging the Higher Learning Commission Comprehensive Visit Preparations Report.**

Action ST00481

Vice President of Academics Dr. Benjamin Valdez provided the Academic Affairs Update on Fall Semester Start Report. (MRF #ST00363) The Academic Affairs Leadership has been working diligently to review Southeast Tech protocols for the start of the fall semester. It is Southeast Tech's intention to have a traditional face-to-face start for the fall semester with students working hands on in the classroom. The board was provided an update on steps taken to ensure that Southeast Tech is able to start courses and provide a safe and healthy environment for the students, faculty and staff throughout the entire semester.

Following general discussion, a motion was made by Nan Baker and seconded by Kate Parker, five (5) votes "yes" on roll call **acknowledging the Academic Affairs Update on Fall Semester Start Report.**

Action ST00482

On motion by Nan Baker and seconded by Carly R. Reiter, five (5) votes "yes" on roll call, the School board **adjourned** at 11:45 a.m.

CYNTHIA H. MICKELSON  
Presiding Officer

TODD VIK  
Business Manager