SCHOOL BOARD MEETING

<div align="right">Wednesday, January 6, 2016</div>

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, January 6, 2016 at 3:45 pm in the Instructional Planning Center, 201 East 38th Street, Sioux Falls, South Dakota, with the following members present: Kate Parker, Carly Reiter, Vice President Todd Thoelke and President Kent Alberty. Absent: Douglas C. Morrison. Jeffrey Holcomb, President of Southeast Tech, and Rich Kluin, Vice President of Finance and Operations, were also present.

<div align="center">Action ST00095</div>

A motion was made by Carly Reiter and seconded by Todd Thoelke, four (4) votes "yes" on roll call, **approving the minutes of a meeting** held on December 2, 2015, which were furnished to the Sioux Falls Argus Leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

<div align="center">Action ST00096</div>

A motion was made by Todd Thoelke and seconded by Carly Reiter, four (4) votes "yes" on roll call, **approving the agenda** as presented.

<div align="center">Action ST00097</div>

A motion was made by Kate Parker and seconded by Todd Thoelke, four (4) votes "yes" on roll call, **approving Item A through D on the consent agenda**, as follows:

A. Accepting the **Consolidated Report of Trust and Agency Funds** of January 6, 2016 and stating for the record that as of November 30, 2015, receipts total $22,284,615.81 and disbursements total $21,440,426.93 (see MRF #ST81).

B. Approving the **Vice President of Finance and Operation's Report** of January 6, 2016 in accordance with the SDCL §13-8-35 (see MRF #ST82) and directing that detailed statement of receipts and balances on hand, as of November 30, 2015, be published as part of these minutes, in accordance with SDCL §13-8-3.

C. **Approving financial transactions** of Southeast Tech – November 2015 (see MRF #ST83).

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

D1. **CHANGE IN EMPLOYMENT STATUS.**   Accepting the change in employment status, as of the effective date indicated, of the personnel identified below who were previously employed by Board Action:

Name	Effective Date
Employment Contract, 12 Month	
Brick, Emily	01/08/16
Federal Work Study Assignment	
Bruining, Samantha	12/11/15
McDonald, Trevor	12/11/15
Ramsbey, Tyler	12/11/15
Instructor, adjunct	
Conrad, Terry	12/11/15
Lorang, Luke	12/11/15
Instructor, part-time	
Benson, Caitlin	05/29/15
Nesheim, Carly	11/02/15
Student Help, part-time	
Decker, Anthony	01/08/16
Hamilton, Christopher	12/22/15

D2. SALARY ADJUSTMENT

Name	Current	Proposed
Instructor, Adjunct, Fall 2015 Session, Addendum to Budget, lump sum		
Marvel, Rhonda	TAACCCT3 Grant, LPN Clinical $1,091.30	TAACCCT3 Grant, LPN Clinical $3,840.30 Eff. 10/13/15
Other Help, part-time, per hour		
Ramsbey, Tyler	Student Success, Library Student Help, $10.00	Student Success, Library Other Help, $11.00 Eff. 12/14/15
Southeast Tech Tutor, part-time, per hour		
Ramsbey, Tyler	Student Success Lab Student Tutor, Accounting, $10.00	Student Success Lab Southeast Tech Tutor Accounting, $11.00 Eff. 01/12/16

D3. EMPLOYMENT RECOMMENDATIONS

Name	Effective Date	Pay
Federal Work Study, per hour		
Fuhrer, Chelsea	01/11/16	$10.00
Instructor, part-time, per hour		
Lunde, Lloyd	01/01/16	$46.01
Other Help, part-time, per hour		
Stephens, Connie	12/07/15	$11.00
Student Help, part-time, per hour		
Currie, Catlin	12/14/15	$10.00
Fick, Meranda	01/11/16	$10.00
Howard, Charlene	12/14/15	$10.00

Action ST00098

Tracy Noldner, Vice President of Student Affairs and Institutional Research, presented the Models of Excellence: Southeast Tech's Academic Recovery Program Report. (see MRF #ST84) University Business is a print and online magazine dedicated to providing information to post-secondary institutes regarding higher education trends, college news from across the country, product showcases, educational resources, etc. Twice a year the magazine recognizes innovations in education through its "Models of Excellence" awards. Southeast Technical Institute's Academic Recovery Program was one of seventeen colleges who received the University Business Winter 2015 Models of Excellence award.

Southeast Tech requires that all students on Financial Aid Warning for the first time take a two credit Academic Recovery course. The course is designed to build on the student's past successful experiences and provide academic and personal support. Attrition rates of these students is down as much as 15%, and the number of students taking the course who return to good standing or remain on warning is up 20%. Students also value the course with a rating of 7.3 out of 10 on course benefits. Southeast Tech's Academic Recovery Program show students that Southeast Tech cares about students and their success. It offers a way to get student's academics "back on track" and avoid losing financial aid. The results have been excellent, and the program has now received national recognition for its effectiveness.

Following general discussion, a motion was made by Kate Parker and seconded by Carly Reiter, four (4) votes "yes" on roll call, **acknowledging the Models of Excellence: Southeast Tech's Academic Recovery Program Report.**

<u>Action ST00099</u>

Tracy Noldner, Vice President of Student Affairs and Institutional Research, presented information on Higher Learning Commission Accreditation. (see MRF #ST85)

Southeast Tech uses the Academic Quality Improvement Program (AQIP) process to assure that the Institute meets the accreditation requirements of the Higher Learning Commission. The eight-year AQIP cycle requires the Institute to meet specific criteria in order to maintain its accreditation:

- Action Projects (minimum of three) with annual updates: Current Action Projects - "Strategic Planning Process", "Develop a More Comprehensive Entrance Requirement Process", "Professional Development", and "Increasing Access for Underserved Populations".

- Strategy Forums (two per eight-year accreditation cycle): Strategy Forums re-emphasize and align continuous quality improvement, develop specific action projects for implementation and instruct institute personnel on how to effectively use quality improvement tools. Southeast Tech held an on-site Strategy Forum conducted by AQIP mentors on March 9 – 11, 2015.

- Systems Portfolio (reviewed twice per cycle): The Systems Portfolio describes Southeast Tech's processes, results, and improvements. Southeast Tech is currently updating its portfolio for a Fall 2016 review.

- Comprehensive Quality Review (two possible within eight-year cycle): HLC can require a quality review in 2017-2018, but this is unlikely. The 2021-2022 quality review requires an on-site peer review. HLC then determines the Reaffirmation of Accreditation, ending the eight-year cycle.

Southeast Tech is progressing well on its AQIP eight-year accreditation cycle. This year the Institute will complete the revision of its portfolio and will submit it to AQIP for review in Fall 2016.

Following general discussion, a motion was made by Todd Thoelke and seconded by Kate Parker, four (4) votes "yes" on roll call, **acknowledging the Higher Learning Commission Accreditation Report.**

<u>Action ST00100</u>

Jim Jacobsen, Vice President of Academics, provided an Academic Program Accreditation Report (see MRF #ST86). Higher Education Accreditation is a type of quality assurance process under which services and operations of post-secondary educational institutes or programs are evaluated by an external body to determine if applicable standards are met. Academic program accreditation provides a number of benefits for programs, students and graduates including: industry recognition, access to resources, training and curriculum and advancement for graduates.

Program accreditation represents a significant commitment of time and resources by faculty and staff to obtain academic program accreditation. Southeast Tech has a number of programs that

have obtained accreditation and these programs are concentrated in three institutes: Institute of Health Services, Institute of Industrial Technology and Institute of Transportation Technology.

Following general discussion, a motion was made by Todd Thoelke and seconded by Kate Parker, four (4) votes "yes" on roll call, **acknowledging the Academic Program Accreditation Report**.

Action ST00101

On motion by Todd Thoelke and seconded by Kate Parker, four (4) votes "yes" on roll call, the School board **adjourned** at 4:12 pm.

KENT ALBERTY_____ _____
        Presiding Officer

TODD VIK_____
        Business Manager