

1. Approval of Contracts

Robert Griggs 367-7485

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

Item No.	Contract Number	Contractor	Project	Cost/Revenue
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

2. Approval of Scholarship Awards

Megan Fischer 367-4624

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.

3. Southeast Technical College Agreements (annual item)

Robert Griggs 367-7485

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.

4. Southeast Technical College Agreements (annual item)

Robert Griggs 367-7485

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.

5. Grant Application Approval Authorization (annual item)

Robert Griggs 367-7485

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 before 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).
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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.

6. Regular Payments for Flow-through Funds (annual item) Rich Kluin 367-5692

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:

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|---|-------------------------------------|
| 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.

7. Authorizing Continuance of Trust & Agency Accounts (annual item) Rich Kluin 367-5692

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

8. Designated Administration – Special Projects (annual item) Robert Griggs 367-7485

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.

9. Adopting Policies (annual item) Robert Griggs 367-7485

Adopting the policies 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.

10. Tuition and Fees for Southeast Technical College (annual item) Rich Kluin 367-5692

<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

10. Tuition and Fees for Southeast Technical College (annual item) (continued)**Scarborough (Child Care) Center Fees**

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

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

11. Southeast Technical College – Building Rental Rates (annual item) Robert Griggs 367-7485

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.

12. Charges Relating to Open Records Requests (annual item)

Rich Kluin 367-5692

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