



# Finance and Admin Newsletter

December 2016

Issue 5

## PURCHASING MODULE

### FEATURED GROUP

The **Purchasing Module Group** meets via conference call the third Wednesday of each month. Members include: Darby Ganschow, Kyra Blatchford, Karen Bravek, Brenda DenOtter, Michelle Elkin, Claudean Hluchy, Rob Houdek, Dennis Konkler, Nancy McKenzie, Barbara Mustard, Vicki Soren, Crystal Sturdevant, Lorraine Talks, Linda Van De Rostyne, Kristi Voss, Ellen Walker, and Earl Weisenburger. One of the main responsibilities of the purchasing department at each of the BOR institutions is to assist in procuring equipment, supplies, and services in a cost effective and timely manner. During this process, the buyer must consider several options when determining the best method to purchase the requested item or service. State contracts are used whenever possible but that is not the only source. The buyer may use a competitive bid process through our online bid systems (Sourcing Manager or State Procurement site), an RFP process, or they may solicit informal quotes via phone or email. They may also use one of the several national purchasing cooperatives available to us; a few examples include Midwestern Higher Education Compact (MHEC), National Association of State Procurement Officers (NASPO) and National Intergovernmental Purchasing Alliance (National IPA). In total there are approximately ten different cooperatives available to us.

Cooperative buying is nothing new. However, in recent

years, we have noticed more and more cooperatives becoming available. Most cooperatives focus on government and educational institutions and maintain contracts for these entities to use. Cooperative purchasing agreements aren't always the best solution, but often times are cost effective and provide an efficient process. The Purchasing Module Group continues to evaluate contracts from the many cooperatives and will use them when it is in the best interest of the institution.

Topics discussed during the Purchasing Module Group's call in November included: possible punch-out catalogs with Heartland Paper (custodial supplies), B&H Photo and Troxell Communications (audio/visual equipment and supplies). We are considering using the National IPA contract pricing for these catalogs.

The FY17 goals for the Purchasing Module Group include: 1. develop an end-user survey related to the recent update to commodity code mapping; 2. determine if the forms featured in SDezBuy would provide opportunities for forms such as the W9; 3. review commodity code descriptions for accuracy; and 4. review state purchasing procedures on the purchasing assessment fee. Subcommittees have been developed for each of these goals.

The Purchasing Module Group asks for help from departments when soliciting W9 forms from vendors. It is important to have a purchase order distribution email address or fax number included with the W9. Without this information, purchase orders may be delayed.





## Current Projects

The **Banner Technology Committee** continues their work on supporting Human Resource and Finance calendar year end. The Banner Operational Data Store, Banner Application upgrades and HR/Fin calendar year changes are planned to be completed in December.

FY17 is year 10 of our statewide Blackboard contract. The **Blackboard Management Committee** along with the **Business Affairs Council** is currently reviewing our current contract in preparation for a 5-year renewal. Both groups are planning on meeting with Blackboard in December to discuss the growth of the card system and what can be expected over the next five years. We are discussing the current software as well as possible future features. We will also be discussing our goals for the next five years and what is the best way to achieve them. All of this will be done in preparation for our 5-year contract which will take effect July 1, 2017.

**Ellucian Update:** For approximately two years Monte Kramer and Dave Hansen have been meeting quarterly with Ellucian leadership to discuss challenges related to Colleague software releases in support of requested functionality. With the Oracle migration largely complete, their discussions have moved to other long-term goals particularly those supporting student success and operational expectations and efficiencies.

One of the goals is to improve delivery of software enhancements in a timely way without significant modifications. The current implementation of Student Planning demonstrates our inability to deploy the software enhancements in a timely, cost effective manner. A new financial aid self-service module is available today, but, given our experience with Student Planning, the time and dollar commitment to implement is concerning. Ellucian has been challenged to provide options to maintain our unique single integrated system approach. We can continue to operate as we do today and modify new releases when available to support the functionality we want/need, or, we can consider migrating to the Banner system that has recently been updated to include multi-entity processing (MEP) capability as part of the baseline product in areas of the student system.

For the last three months, Ellucian leadership has been evaluating our current modifications to Colleague to assess if they can be addressed in Banner using the MEP functionality and working on a conversion plan and pricing. On November 2, 2016, the Ellucian team met with SDBOR leadership and campus/system experts to discuss the Banner solution and identify additional concerns and strategies regarding a potential conversion. The overview addressed Mobile and Portal, financial aid, integration and reporting, navigation and users, general Banner Student functionality, current modification and MEP functionality, pricing and a conversion timeline. The South Dakota team expressed a number of concerns. Via webinar on November 18, 2016, Ellucian presented responses to each of the concerns. The South Dakota team continues to investigate issues being raised and challenge the solution being promoted by Ellucian. The biggest concern is the investment in people and time to get the conversion done. A student system conversion is a significant undertaking that requires careful consideration and planning. There has been no final decision made on whether SDBOR will move to Banner Student, although, it is evident that it offers us a better path to meet the expectations of the universities and to provide solutions to support students while maintaining our system approach. The next step is to broaden the inclusion of campus personnel in the discussion and to demo Banner Student to the many users across the system.

*Merry Christmas  
&  
Happy New Year*



*From the Pierre  
BOR Staff*