



# Finance and Admin Newsletter

November 2016

Issue 4

PAM  
CRAWFORD

NEW RIS STAFF PERSON

## Building Codes May Be Changing

Pam Crawford started October 17th as Dave Hansen's program assistant at RIS. She and her husband Gerry moved to Tea from Huron. They are originally from Mitchell, living in Huron for the past 8 years where she worked at the Natural Resources Conservation Service (NRCS).

Gerry is in fuel sales and was employed by North Central Farmers Elevator, and previously at SD Wheat Growers. He retired this past December but just started working again with Energy Solutions as a fuel sales rep. They now live closer to their three children and seven grandchildren. Besides spending time with family, Pam and Gerry enjoy camping, fishing on the Missouri, gardening, and spoiling their grandchildren.

## Banner XE Implementation Being Planned

The **Banner Technology Committee** is currently working on Banner administrative system upgrades and the necessary upgrades to support Human Resource and Finance year end. Fall 2016's upgrades will include Banner Human Resource, Position Control, General, and Banner Student modules. Users can utilize the RIS Book Shelf for the latest Ellucian user and release guide information. Also, RIS is working with Ellucian and planning for future implementation of Ellucian Extensibility (XE) for Banner. No timelines for implementation of Banner XE have been identified yet.

*Where is the OIN building on the campus of the School for the Deaf or the MIER building on the campus of South Dakota School of Mines & Technology?*

The Regental system currently uses an alpha smart code to identify our buildings in Banner and Colleague as well as a number of other student applications. The first code identifies the campus and the following three letters relate to the abbreviation of the building name. Our insurance carrier has been assigning building numbers, but we are not sure where they came from or if anyone is using them. For instance code "#1-AdminBldg": which administration building on which campus does this reference? Who knows? Campuses use numeric codes to identify buildings, especially for emergency services, signage, and maps.

Given the above, there seems to be value in adding a numeric code for each building that could be used across all systems. Such a code would be in addition to the alpha code used in Colleague and Banner. A work team from across the Regental system has met to discuss and fact gather. A building code crosswalk is being developed to help us understand the codes currently in use. This work team has been tasked to present a recommendation to TAC and BAC in the coming months.





## Current Projects

The RIS **Decision System Support team** continues their work on the National Student Clearing House data import, adding to the existing Student Success Analytics database. That project is on-going so watch for more updates in the future.

If you have questions or suggestions, please e-mail us at [SDBOR-DSS@sdbor.edu](mailto:SDBOR-DSS@sdbor.edu)

Per **Enrollment Service Center**, on October 3<sup>rd</sup>, the system launched a limited go-live for electronic transcripts; this involved two schools: SDSMT and DSU. Because of extensive testing/problem solving in the preceding months, the launch was smooth, organized, and manageable. Minor glitches were readily and immediately resolved. The full go-live commenced on October 17<sup>th</sup>. This expansion to include all universities has bumped up the number of transcript requests placed electronically through Parchment. However, we are successfully managing the work load. All requests are promptly addressed and turnaround time is short. ESC staff are thrilled to play an instrumental role in the transition to the new era of electronic transcripts, serving as the centralized figure in fulfillment of transcript requests (both paper and electronic); thank you, everyone, for your belief in us!


Also, another immunization season just wrapped up in October. This term, 29,227 students were obligated by state law/BOR policy to demonstrate immunity to three contagious diseases (measles, mumps, and rubella). Because of the combined efforts of so many – particularly the university Immunization Coordinators – our regental system obtained documentation for all but one student (who was administratively withdrawn). This success rate (99.99%) is simply astounding! Did you know that ESC plays a role? Trudy Zalud serves as the system go-to person; she tracks compliance and provides consultation to the universities, particularly in context of tricky situations. Further, Kay Farrar supports the universities as requested by sorting through non-compliance lists, identifying high schools of students who comprise the lists, and then calling those high schools; she persuades staff members to share any/all vaccination documentation. As a unit, we are pleased to be of assistance.

The **Fixed Assets Group** met October 19, 2016. Currently, campuses are adding capital equipment into the finance module as reported. The first quarter depreciation report was run in audit mode so that campuses could verify that the calculations were correct. A couple changes need to be made to a couple of assets. The overall report from the campuses was positive. They are scheduled to meet again on January 18, 2017.

### Colleague ODS Refresh Schedule

Full ODS Refresh	9:00 p.m. – midnight (daily)
Financial Aid Refresh	midnight – 1:00 a.m. (daily)



You can change the number of entries you see in each screen in IBM Cognos connection by selecting the MY AREA OPTIONS  icon from your starting menu >> My Preferences and select Number of entries in View List option. Change the default from **15** to **99**.



## Current Projects (cont.)

Per **Shared International Employment Services**:

On May 4, 2016, USCIS published a proposed rule [81 FR 26903] that would change filing fees for USCIS applications and petitions as detailed in the table below. Public comment on the proposal was due on or before July 5, 2016.

On September 20, 2016, USCIS sent a final fee rule to OMB for review, after having taken into consideration comments received on the May 4, 2016 proposed fee rule. After OMB finishes reviewing the final rule, it will return it to USCIS, which will then publish it in the Federal Register with an effective date for the new fees. At this point, it is unknown how the final rule might differ from the proposed rule, if at all.

PROPOSED USCIS FEE CHANGES

Retrieved and modified from <http://www.nafsa.org/Content.aspx?id=53836> on 10/06/2016

Form #	Form Title	Current	Proposed	Change Amount	Change %
I-90	Application to Replace Permanent Resident Card	\$365	\$455	\$90	25%
I-102	Application for Replacement/Initial Nonimmigrant Arrival-Departure Document	\$330	\$445	\$115	35%
I-129	Petition for a Nonimmigrant worker	\$325	\$460	\$135	42%
I-131/I-131A	Application for Travel Document	\$360	\$575	\$215	60%
I-140	Immigrant Petition for Alien Worker	\$580	\$700	\$120	21%
I-485	Application to Register Permanent Residence or Adjust Status	\$985	\$1,140	\$155	16%
I-539	Application to Extend/Change Nonimmigrant Status	\$290	\$370	\$80	28%
I-765	Application for Employment Authorization	\$380	\$410	\$30	8%
I-824	Application for Action on an Approved Application or Petition	\$405	\$465	\$60	15%
I-191, I-192, I-193, I-212, I-601, I-602, I-612	Waiver Forms	\$585	\$930	\$345	59%
	Biometric Services	\$85	\$85	\$0	0%

## Upcoming Training

The **Budget and Finance modules** will be meeting at Cedar Shores in Chamberlain November 17, 2016. The main purpose of this face-to-face meeting is to develop a plan to implement potential changes in Banner for 2017 that depend upon the legislative action in 2017. Two of the main topics are:

- Establishing account coding within Banner for newly created federal and other fund centers within the state's accounting system; and
- Moving off-campus tuition from other funds to tuition funds.

More information will be sent to the budget and finance committee members regarding this meeting..

### Cognos Business Intelligence Training Opportunities

#### **Banner Cognos Finance Reporting**

**December 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> (1/2 day)**

**WHERE:** Pierre, SD

**INSTRUCTORS:** John Marsh, ASR Analytics, John Van Weeren, ASR Analytics

**HOW TO REGISTER:** Email Kimm Sundal at [kimm.sundal@sdbor.edu](mailto:kimm.sundal@sdbor.edu)

The intended outcomes of this course are:

- **Day 1 Banner ODS** – report conversion – this training will cover options for conversion of existing Banner ODS Finance Oracle reports into Cognos.
- **Day 2 Banner Transaction** – users will develop a select series of Finance reports using the BannerLIVE framework.
- **Day 3 (1/2 day)** will cover advanced topics related to Cognos reporting.

#### **Cognos Banner Report Development (FULL)**

**Nov 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> (1/2 day)**

**WHERE:** Pierre, SD

**INSTRUCTORS:** John Marsh, ASR Analytics, John Van Weeren, ASR Analytics

**HOW TO REGISTER:** Email Kayla Bastian or Kimm Sundal no later than **10/21/16**

The intended outcomes of this course are:

- **Day 1 Banner ODS** – report conversion – this training will cover options for conversion of existing Banner ODS Oracle reports into Cognos.
- **Day 2 Banner Transaction** – users will develop a select series of reports using the BannerLIVE framework.
- **Day 3 (1/2 day)** will cover advanced topics related to Cognos reporting.

# Happy Thanksgiving!

