South Dakota Board of Regents
Jargon

The purpose of this list is to assist in the identification of the jargon used on a nearly daily basis by members of the Board of Regents staff, university staff, and the individuals outside of the office who are familiar with the workings of the Regental system. This list is not all-inclusive; it is meant as a basis, and suggestions for acronyms, phrases, and terms that should be added are welcomed.

REGENTAL INSTITUTIONS

- **BHSU**: Black Hills State University, Spearfish, SD
- **DSU**: Dakota State University, Madison, SD
- **NSU**: Northern State University, Aberdeen, SD
- **SDSMT (SD Mines)**: South Dakota School of Mines & Technology, Rapid City, SD
- **SDSU**: South Dakota State University, Brookings, SD
- **USD**: University of South Dakota, Vermillion, SD
- **SDSBVI**: South Dakota School for the Blind & Visually Impaired, Aberdeen, SD
- **SDSD**: South Dakota School for the Deaf, Sioux Falls, SD
- **USD Community College for Sioux Falls**: University Center in Sioux Falls, SD (formerly known as UC-Sioux Falls and USDSU)
- **BHSU-Rapid City**: University Center in Rapid City, SD (formerly known as UC-Rapid City)

BOARDS AND COUNCILS

- **AAC**: Academic Affairs Council. A regental system committee composed of the vice president’s for academic affairs at the six universities and staffed by the Board office’s vice president and associate vice president of academic affairs. AAC is a working committee that reviews academic issues, conducts studies, and makes recommendations to the Board through the Council of Presidents and Superintendents (COPS).

- **BAC**: Business Affairs Council. A Regental system committee composes of the vice presidents for business and finance/business managers of the universities and special schools and staffed by the Board office’s vice president of finance and administration.
BAC is a working committee that reviews fiscal issues, conducts studies and makes recommendations to the Board through COPS.

**BOR:** Board of Regents. As defined by SDCL 13-49-1. Control of educational institutions vested in board--Appointment of members. The control of the public postsecondary educational institutions of the state offering college credit which are sustained wholly or in part by the state shall be vested in a board of nine members, designated as the Board of Regents. The members shall be appointed by the Governor, by and with the consent of the Senate.

**Committee A:** Committee on Academic & Student Affairs. Subcommittee of the Board of Regents charged with recommending and approving items related to academic student related programs and policies.

**Committee B:** Committee on Budget & Finance. Subcommittee of the Board of Regents charged with recommending and approving items related to facilities, tuition and fees, budgetary issues.

**COPS:** Council of Presidents and Superintendents. The senior Board of Regents policy advisory group consisting of the six university presidents and the superintendents of the special schools and chaired by the Regents’ Executive Director.

**RAC:** Research Affairs Council. RAC provides leadership and coordination for the system’s research agenda and for maximizing the system’s investment in research infrastructure, including equipment, facilities, human resources, and programs.

**RCC:** Research and Commercialization Council. The Research and Commercialization Council was created after the big push for university research work in the Rounds’ administration. It’s the group that approves certain state-supported grants and the Governor’s Research Centers. Governor appoints the members.

**SAC:** Student Affairs Council. A Regental system committee that advises the Board of Regents through the COPS and that includes a student affairs representative from each campus.

**TAC:** Technology Affairs Council. TAC reviews existing or proposed uses of technology and policies and make recommendations to the Board through the Council of Presidents and Superintendents.

**Other Terms Frequently Used:**

**Academic Freedom:** Rights extended to faculty members to encourage the full and free scholarly examination and discussion of viewpoints. Academic freedom assures faculty the prerogative to select subjects of research and scholarly endeavor, to introduce relevant topics into their classes, and to define their positions with respect to such matters solely on the basis of their own
professional judgment, without requiring prior approval and without fear of retaliation for the discussion or advocacy of unpopular views.

**AASCU:** American Association of State Colleges and Universities

**Academic Program:** A prescribed selection of coursework that leads to a credential that is certified on an official transcript. Academic programs include majors, minors, certificates, and specializations.

**ACT:** American College Testing, Inc. A company which produces student tests and surveys and is best known for its Assessment test used frequently for college admission and scholarship award purposes.

**ADA:** Americans with Disabilities Act. Prohibits discrimination on the basis of disability.

**A/E:** Architect/Engineer

**AG:** Attorney General

**AGB:** Association of Governing Boards

**ARSD:** Administrative Rules of South Dakota

**Banner:** Finance & Human Resources Processing System AND Student Information System

**BDS:** Budget Development System

**BFM:** Bureau of Finance and Management

**BHR:** Bureau of Human Resources

**BOA:** Bureau of Administration

**Building Committee:** Committee appointed for each capital improvement project. Includes the Executive Director (committee chair), the institutional president, a member of the Board of Regents, and the State Engineer.

**CACUBO:** Central Association of College and University Business Officers

**Capital Improvement:** A new facility or the addition, expansion, or extension of an existing facility.

**CEO:** Chief Executive Officer
COHE: Council of Higher Education. A subsidiary of the South Dakota Education Association, COHE was formerly the recognized faculty collective bargaining unit for university faculty. COHE remains the recognized collective bargaining unit for the two special K-12 schools.

Collective Bargaining Agreement (CBA): An agreement negotiated between a labor union and an employer that sets forth the terms and conditions of employment for the employees who are members of that labor union. Currently, Council of Higher Education is the recognized labor union for the two special K-12 schools. In 2020, the SD Legislature passed a law prohibiting collective bargaining by university employees of the Board of Regents.

College Board: National non-profit organization of college and high schools that administers the SAT examination and the Advanced Placement Program.

Common Course Catalog: The catalog of courses available within the Regental system that ensures that courses offered by multiple institutions have the same number, name, description and are transferable to other Regental universities.

Common Transcript: The process of recording coursework that ensures seamless transfer of courses between Regental universities.

CSA: Civil Service Act

DANR: Department of Agriculture and Natural Resources

DLA: Department of Legislative Audit

DOE: Department of Education

DLR: Department of Labor and Regulation

DOT: Department of Transportation

DSS: Department of Social Services

Ellucian – Banner: Technology provider of the Human Resource/Finance Information and Student Information Systems (ERP) for the Regental institutions.

EPSCoR: Experimental Program to Stimulate Competitive Research, a major NSF program.

ESC: Enrollment Services Center: Located in Vermillion, ESC provides centralized admissions processing, document imaging, financial aid services, and academic catalog maintenance functions to students and the six public universities in South Dakota.

EUC: Electronic University Consortium. EUC coordinates distance education course offerings of the six public universities.
**Expenditure Authority:** Legislative approval to expend funds not included in the General Fund Appropriation. Usually encompasses fees and federal or other funds.

**Faculty Senate:** The most common name for faculty bodies that are formed to advise the administration in matters related to the curriculum, student affairs, and academic standards.

**Fees:** Student assessment by institution for special purposes; fees may be assessed per credit hour, by course, or on a semester basis. Categories include university support, general activity, student health, special discipline, residence halls, food service, and vehicle registration.

**FTE:** Full-Time Equivalent. Definition to measure employee time for budgeting and student enrollment based upon credit hours.

**Employee FTE:** A number which designates staffing level where one full-time equivalent position is equal to the number of days, Monday through Friday, in a fiscal year, multiplied by eight hours per day. It excludes: paid overtime hours; hours paid to an employee assigned to a light duty position as approved by the commissioner of the Bureau of Personnel due to a temporary partial disability as defined in subdivision 62-1-1(8); hours paid for accumulated annual leave and sick leave upon employee termination; hours paid to patient employees of the institutions under the control of the Department of Human Services and the Department of Military and Veterans Affairs; hours paid to work-study students enrolled in postsecondary educational institutions or postsecondary students employed pursuant to chapter 3-6B; and hours paid to members of boards and commissions pursuant to §4-7-10.4. For purposes of salary computation a nine month or more per year full-time teaching or research faculty person, or the equivalent thereof, at the institutions under the jurisdiction of the Board of Regents shall be considered one full-time equivalent

**Student FTE:** Undergraduate: 15 credit hours per semester  
Graduate: 12 credit hours per semester  
Law: 15 credit hours per semester  
Medicine: 19 credit hours per semester

**FY:** Fiscal Year. State fiscal years begin on July 1 and end on June 30. Federal fiscal years begin on October 1 and end on September 30. Fiscal years are identified according to the calendar year in which they end, thus South Dakota’s FY10 begins on July 1, 2009 and ends on June 30, 2010.

**GOAC:** The Legislature’s Government Operations and Audit Committee

**Graduate Assistant:** Employees that are currently enrolled in a graduate program who may grade papers, supervise labs, and teach courses under the supervision of regular full-time faculty employees.
**HEFF:** Higher Education Facilities Fund. A fund used to meet the lease obligations to SDBA for financed buildings and to maintain Regental system buildings. Revenue for this fund is generated from 11.5% of all tuition paid.

**HLC:** Higher Learning Commission. The regional body authorized by the federal government to accredit institutions of higher education in South Dakota.

**HRD:** Human Resource Directors. A regental task force committee composed of the Human Resource Directors and chaired by the SDBOR Director of Human Resources. The primary goal of this group is to work collaboratively on personnel issues, policies, and strategic initiatives for the regental system. All proposed personnel policy and process changes are forwarded to the appropriate councils for approval.

**HRFIS:** Human Resource/Finance Information System (AKA Banner)

**HSDC:** High School Dual Credit. Courses that provide dual credit for high school and college completion with a subsidy provided by the state legislature.

**Intent to Plan:** Request from a university for authorization to develop a new program proposal.

**ITQ:** Improving Teacher Quality – Title II federally funded grant program for the improving teacher quality in the classroom.

**LRC:** Legislative Research Council

**Maintenance:** Recurrent, day-to-day, periodic or scheduled work required to preserve or immediately restore a facility to such conditions that it can be effectively used for its designed purpose.

**Management Report:** The report prepared for the Board’s formal evaluation sessions with presidents and superintendents. A report is provided for each executive session with the Board.

**M&R:** Maintenance and repair.

**MHEC:** Midwestern Higher Education Compact.

**NACUA:** National Association of College and University Attorneys

**NACUBO:** National Association of College and University Business Officers

**NASH:** National Association of System Heads

**NCATE:** National Council for Accreditation of Teacher Education

**NCHEMS:** National Center for Higher Education Management Systems
**Nonexempt Status:** The Fair Labor Standards Act requires that all employees that are not exempt be entitled to overtime pay of at least one-and-one-half times (1 ½) his/her regular rate for hours worked in excess of 40 in any workweek.

**Non-Faculty Exempt:** Non-Faculty Exempt (NFE) are employees that are not faculty but are exempt from the State Civil Service System. These are employees who perform administrative and professional support functions.

**Non-Unit Faculty:** Non-Unit Faculty are employees that are in faculty related position who are exempt from the State Career Service System and exempt from the bargaining unit (COHE) and perform research, instruction, and other faculty duties. Departments that are exempted from the COHE collective bargaining agreement are Medical School, Law School, and the Institute of Atmospheric Sciences.

**OE:** Operating Expenses. Budget includes travel, contractual services, supplies and materials, and capital assets.

**One-Time Funds:** Funds that are not built into the base operating budget.

**Operating Budget:** Planned operating funds for an agency. The operating budget shows the number of employees, types of operating expenses, and fund sources for institutions on a fiscal year basis.

**OSE:** Office of the State Engineer. A state service agency with the statutory authority, in concern with a building committee, for the design and supervision of all capital improvement and maintenance and repair projects.

**Other Funds:** A funding source composed of auxiliary enterprise revenue, student fees, grants, and various sources which may or may not be dedicated.

**PEPL:** Public Entity Pool for Liability

**Personal Services:** Salaries and benefits for employees

**Personnel Support Pool:** Pool of funds designated to pay for accrued sick and annual leave payments for state funded employees.

**Program 01:** NACUBO budget code for instruction. Includes all activities that are part of an institution’s instructional programs.

**Program 02:** NACUBO budget code for research. Includes all expenditures for activities specifically organized to produce research outcomes, whether commissioned by an external agency or separately budgeted by an organizational unit within the institution.
**Program 03:** NACUBO budget code for public service. Includes funds expended for activities that are established primarily to provide non-instructional services to individuals and groups external to the institution.

**Program 04:** NACUBO budget code for academic support. Fund expended primarily to provide support services for instruction, research and public service, such as libraries, computing centers, and educational media.

**Program 05:** NACUBO budget code for student services. Funds expended for office of admissions and registrar and activities whose primary purpose is to contribute to the student’s emotional and physical well-being and to intellectual, cultural, and social development outside the context of the formal instructional program.

**Program 06:** NACUBO budget code for institutional support. Activities for central executive-level activities, fiscal operations, space management, personnel logistical activities that provide procurement, store rooms, printing, community, and alumni relations.

**Program 07:** NACUBO budget code for operations and maintenance of physical plant, including management of buildings, grounds, utilities, and equipment.

**Program 08:** NACUBO budget code for scholarships and fellowships. Expenditures for scholarships and fellowships in the form of outright grants to students selected by the institutions and financed from current funds, restricted or unrestricted.

**Program 09:** NACUBO budget code for auxiliary enterprises. Expenditures for entities that exist to furnish goods or service to students, faculty or staff, and charge a fee for the goods and services.

**Project Revenue:** Usually dormitory or student union buildings that are constructed using bonds for financing. Payment on the bonds is secured by revenue generated through the use of the facility or by assessment to students.

**Regental Civil Service Advisory Council (RCSAC):** The Regental Civil Service Advisory Council was created to promote communications between the Board of Regents, Office of the Executive Director, Council of Presidents and Superintendents, and Civil Service employees through discussion of matters of concern to all parties. The Council is to discuss issues and exchange ideas to improve the conditions of employment and to present other concerns of the Civil Service employees within the regental system.

**Regular Full-time Employee:** In accordance with SDCL § 2-14-2(12), a regular full-time employee is an employee who is employed by the agency to work a predetermined schedule of at least forty (40) hours per normal workweek and has completed his/her training period. A regular full-time employee may be exempt or nonexempt and is eligible for benefits.

**Regular Part-time Employee:** A regular Part-time Employee is an employee who regularly works fewer than forty (40) hours per week but more than twenty (20) hours per week and has
completed his/her training period. A regular part-time employee may be exempt or nonexempt and is eligible for certain benefits.

**Renovation:** Total or partial upgrading of the facility to higher standards of quality or efficiency than originally existed.

**Repair:** Restoration of a facility to such a condition that it may be effectively utilized for its designated purpose.

**Restricted Funds:** Funds that are limited by the donor or other external agencies to specific purposes. Funds may include state, federal, or private grants and contracts.

**Revolving Funds:** A fund which accumulates revenue, which in turn helps support the activities which generate the revenue. For example, institutions bill departments for the use of automobiles and those funds are used for the purchase of gas, oil, maintenance, etc., which is necessary to keep the automobiles available for use.

**RIS:** Regents Information Systems. Located in Sioux Falls, RIS supports the statewide technology needs of the Board of Regents and its institutions. All computing purchases and network activities are coordinated through this office, promoting the sharing of hardware, software and services.

**Rolling Budget System:** Computer mechanism utilized to transmit budgetary information to the Governor’s Budget Office (Bureau of Finance and Management).

**RDC:** Regental Database Consortium: RDC maintains and negotiates agreements with library database services for the six public universities as well as many private institutions and public libraries within the state.

**S&PL:** School and Public Lands

**Salary Enhancement Fee:** Student-assessed fee used to augment faculty salaries within the specified discipline.

**SCF:** Salary Competitiveness Fee

**School and Public Lands Funds:** Endowed state lands which generate revenue from sale or lease which is dedicated to the support of higher education institutions.

**SNAP:** System Navigation Access Portal. This portal allows access to various tools and programs utilized in the Finance and Human Resources departments. The portal also provides employees necessary tools for managing their leave and time reporting.

**SDBA:** South Dakota Building Authority, a quasi-state agency which the state uses to issue bonds and receive lease payments, for the purpose of financing capital improvements.
SDCL: South Dakota Codified Laws

SDRS: South Dakota Retirement System

SHEEO: State Higher Education Executive Officers

SHEFO: State Higher Education Finance Officers

Special Discipline Fees: Student assessed fees used to support the operating expenses of the specified discipline.

Special Schools: South Dakota School for the Blind and Visually Impaired and South Dakota School for the Deaf

State Funds: The combining of general funds, tuition and fees, and School and Public Lands funds into a common revenue classification.

STUDENT: STudent University Digital ENTerprise

Student Employees: Full-time students who work on a limited basis.

Tech Fellows: Employees that are currently enrolled as a full-time student and work with information technology in support of a course or courses. The primary focus of Tech Fellows is technology in the classroom.

Terminal Degree: The highest degree granted in a discipline, usually a Ph.D. or in education an Ed.D. Possession of a terminal degree typically implies that the hold has demonstrated an ability to perform original scholarship or research in his or her discipline. First professional degrees in law, medicine, and Masters of Fine Arts are treated as terminal degrees in those academic programs.

Tuition and Fees: Per credit hour assessment to students which provides general financial support for Higher Education. The fees include: application, transcript, late registration, late payment, and reinstatement.

Unrestricted Funds: Funds that are not specifically restricted by the donor or other external agency as to their use. These may include state appropriations, auxiliary enterprises, tuition and fees, etc.

WCET: Western Cooperative for Educational Telecommunications

WebCT: Provider of e-learning systems for higher education institutions.

WICHE: Western Interstate Commission on Higher Education.
**WUE:** Western Undergraduate Exchange Program, a WICHE program, whereby students from WICHE states can attend certain or all programs at 150% of the states undergraduate tuition rates.

**WRGP:** Western Regional Graduate Program, a WICHE program, whereby students from WICHE states can attend specific graduate programs at 150% of the states undergraduate tuition rates.