

# 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:** 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

## OFF-CAMPUS LOCATIONS

**CUC:** Capitol University Center

**RCHEC:** Rapid City Higher Education Center

**SDPURC:** SD Public Universities & Research Center

## 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 Regent's director and assistant director 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 Regent's director 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.

**COHE:** Council of Higher Education. The recognized faculty union.

**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

**RCC:** Research and Commercialization Council

**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

## **DIVISIONS**

**CEO:** Chief Executive Officer

**CITO:** Chief Information Technology Officer

**ESC:** Enrollment Services Center

**EUC:** Electronic University Consortium

**OPM** - Office of Procurement Management

**RIS:** Regents Information Systems

**SDLN:** South Dakota Library Network

## **STATE AGENCIES**

**AG:** Attorney General

**BFM:** Bureau of Finance and Management

**BOA:** Bureau of Administration

**BOP:** Bureau of Personnel

**DENR:** Department of Environment and Natural Resources

**DLA:** Department of Legislative Audit

**DOE:** Department of Education

**DOL:** Department of Labor

**DOT:** Department of Transportation

**DSS:** Department of Social Services

**LRC:** Legislative Research Council

**SDRS:** South Dakota Retirement System

## **DEFINITIONS**

**3n:** National Notification Network; software and database which contains contact information for SDBOR students, faculty and staff and allows SDBOR to contact large number of individuals in the event of an emergency.

**A/E:** Architect/Engineer

**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.

**ACH:** Automatic Clearing House

**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 purposes.

**ACT Comp:** American College Testing Comprehensive. A comprehensive exam which comes in an objective form used for measuring student achievement.

**AD:** Active Directory

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

**AGB:** Association of Governing Boards

**AP:** Accounts Payable

**ARSD:** Administrative Rules of South Dakota

**ASP:** Application Service Provider

**Banner:** Version/suite of application modules from Sungard Higher Education

**BANSECR:** Banner Security

**BDS:** Budget Development System

**BI Publisher:** Oracle's Business Intelligence Publisher reporting tool

**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.

**Career Service Employee:** Career Service Employees are employees that are provided for under SDCL 3-6A-13, which applies to all positions in the executive branch of state government. The only exceptions to the Career Service Act (CSA) for the Board of Regents System would include division directors, deputy division directors, and supervisors who determine and publicly advocate substantive program policy, persons who provide legal counsel, and confidential assistants to exempt employees; presidents, deans, administrative and policy-making positions, student health service physicians, teaching and professional research positions under the jurisdiction of the State Board of Regents and other directors or administrative policy-making positions of such institutions as determined by the personnel commissioner; heads of, teachers, and medical physicians of, the several institutions under the jurisdiction of the executive branch and other administrative and policy-making positions of such institutions as determined by the personnel commissioner.

**CBT:** Computer Based Training

**CEEB:** Code assigned by the College Board to identify all secondary educational institutions.

**Citrix:** software solution for accessing the Mainframe

**Clone:** Copy of a database instance

**COA:** Chart of Accounts

**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. There currently are two different CBAs for the Regental System. They are Special Schools and Higher Education.

**College Board:** National non-profit organization of college and high schools. Administers the SAC examination and the Advanced Placement Program.

**Colleague** - Student Information System

**CPIP:** Campus Pipeline Integration Protocol

**CSA:** Career Service Act

**CY:** Calendar year

**DATATEL:** Student Information System

**DBA:** DataBase Administrator

**Discoverer:** Oracle Discoverer Plus or Viewer tool for end users to go against the HR/Finance data

**D2L:** Desire to Learn, the Learning Management System used by SDBOR

**eCAP:** electronic Common Admissions Application

**e~print Reports:** web-based report distribution and archiving system

**EDW:** Enterprise Data Warehouse

**EOD:** End of day

**EOM:** End of the month

**ERD:** Entity Relationship Diagrams

**Evision:** Vendor for the Intellectcheck and FormFusion software solutions

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

**Exempt, Non-Faculty Employee:** Classification of non-CSA employees. Includes instructional and non-instructional administrators and professional/technical staff.

**Exempt Status:** The Fair Labor Standards Act allows employers to exempt employees from federal and state overtime requirements. An employee is exempt if determined to be an executive, an administrative or professional employee, a computer specialist, or an outside sales representative as defined by the Fair Labor Standards Act. Any classification (Faculty, CSA, and NFE) may be exempt if the position meets the FLSA criteria.

**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.

**Faculty Unit:** The faculty bargaining unit includes all persons whose teaching or research responsibilities are at least .5 FTE, except Medical School and Law School faculty, Institute of

Atmospheric Sciences staff, clinical faculty, and persons whose administrative duties involve the supervision of faculty unit members or the determination and implementation of institutional policies.

**Fair Labor Standards Act (FLSA):** Congress enacted in 1938 the Fair Labor Standards Act to eradicate unfair labor practices, disputes, and conditions. Since that time, the FLSA has been amended to include the Equal Pay Act, Portal-to-Portal Act, Child Labor, and many other changes. This federal act governs wage and hour.

**Family Medical Leave Act (FMLA):** Congress enacted in 1993 and was implemented to ensure that an employee could appropriately balance their family and work life. FMLA provides eligible employees with qualifying events up to 12 weeks of leave (paid or unpaid).

**FAQ:** Frequently Asked Questions

**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.

**FICE:** Number assigned by the Federal Interagency Commission on Education (FICE) to post-secondary educational institutions.

**FIS:** Financial Information System

**FNIS:** Foreign National Information System

**FOAPAL:** Accounting elements broken into Fund, Organization, Account, Program, Activity and Location

**FTP:** File Transfer Protocol

**FY or FYR:** Fiscal Year

**FLSA:** Fair Labor Standards Act. Employees subject to the provisions of the Fair Labor Standards Act are overtime eligible. FLSA-exempt employees may or may not be exempt from the Career Service Act.

**FogBugz:** Problem/Error tracking software

**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 FY05 begins on July 1, 2004 and ends on June 30, 2005.

**GASB:** Governmental Accounting Standards Board

**GOAC:** 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 20% of all tuition paid.

**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:** SD's Banner Human Resource and Finance systems

**HRIS:** Human Resource Information System

**IAM:** Identity Access Management

**Instance:** Various database areas/versions of the Banner system utilized for various purposes. Currently SD has the following instances: SEED, CONV, TEST, TRNG, DEVL, PPRD and PROD.

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

**INB:** Internet Native Banner

**JAR:** Java Archive

**JPI:** Java Plug In

**LDAP:** Lightweight Directory Access Protocol

**LDI:** Luminis Data Integration

**LDI E~proc:** Luminis Data Integration for Electronic procurement

**ListServ:** List Serves or collaborative memberships

**LMG:** Learning Management Gateway which supports the LDI event processing.

**Luminis:** Portal solution from SungardHE

**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.

**MHEC:** Midwestern Higher Education Compact

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

**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 Career 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.



**ODS Discoverer Plus/Viewer:** a reporting tool for end users to go against the HR/Finance data in SCT Banner

**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.

**Oracle:** Database platform that the Banner system runs on

**OSE:** Office of the State Engineer. A state service agency which has 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.

**OWB:** Oracle Warehouse Builder

**Part-time Employee:** A part-time employee is an employee who works fewer than twenty (20) hours per workweek and has completed his/her training period. A part-time employee may be exempt or nonexempt and is not eligible for benefits.

**PayPerS:** Payroll Personnel System

**PEPL:** Public Entity Pool for Liability

**Personnel 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.

**PIN:** Personal Identification Number

**PO:** Purchase Order

**PPLA:** PeopleAdmin System

**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.

**REED:** Research, Education, and Economic Development

**Regental Career Service Advisory Council (RCSAC):** The Regental Career Service Advisory Council was created to promote communications between the Board of Regents, Office of the Executive Director, Council of Presidents and Superintendents, and Career 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 Career 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.

**Repository:** Place where data is stored and maintained for future retrieval

**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.

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

**RPE:** Request for Product Enhancement

**Sabbatical:** A leave on full or partial pay to permit faculty members to pursue scholarly activities that could not be pursued effectively while discharging standard instructional, research, and service responsibilities.

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

**SAN:** Storage Area Network

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

**SDEzBuy:** SciQuest's Higher Market's system

**Seasonal or Temporary Employee:** A seasonal or temporary employee is an employee who is employed by the agency for a specified period of time or for the duration of a specified and definable project. A seasonal or temporary employee may be exempt or nonexempt and is not eligible for benefits.

**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

**SDOS:** South Dakota Opportunity Scholarship – A scholarship program created and funded by the state legislature for SD's high performing high school graduates who attend a SD post-secondary institution.

**SHEEO:** State Higher Education Executive Officers

**SHEFO:** State Higher Education Finance Officers

**SLK:** Special SungardHE file format similar to MicroSoft Excel spreadsheet.

**SNAP:** System Navigation Access Portal

**SNAP Channel:** area of information contained on the SNAP site

**Sourcing Manager:** Vendor IonWave's electronic purchasing/bid solution

**SOW:** Statement of Work

**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

**SR:** Service Request

**SSB:** Self-Service Banner

**SSO:** Single Sign-On

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

**STUDENT:** Student Information System

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

**Summit:** SungardHE user conference event

**SungardHE:** Vendor Sungard Higher Education

**Sungard-SCT:** Technology provider of the Human Resource/Finance Information System for the Regental institutions.

**TAR:** Tape ARchive

**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.

**Tenure Appointment:** A tenure contract entitles the faculty member to continued contracts until the employment relation is terminated by retirement, through a reduction in force, or for cause.

**Tenure Track Contract:** Appointment offered to a full-time faculty member who may be considered for a tenure contract at a later time and shall be of a definite term, not to exceed one year. Tenure track contracts need not be renewed, but failure to notify of non-renewal may give rise to a right of a subsequent term contract.

**Term Contract:** Part-time or full-time contract for a definite term not to exceed one year or overlap two fiscal years; terminates at the end of the term.

**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 holder 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.

**TestPortal:** Test system for SNAP, also referred to as TP

**Title VI:** That portion of the Civil Rights Act of 1964 that prohibits discrimination in program offerings based on race, color, religion, sex, or national origin.

**Title VII:** That portion of the Civil Rights Act of 1964 that prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin.

**Title IX:** That portion of the Higher Education Act Amendments of 1965 that prohibits discrimination based on gender.

**TQE:** Teacher Quality Enhancement Grant

**TRM:** Technical Reference Manual

**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.

**UAT:** User Acceptance Testing

**UDC:** Unified Digital Campus

**Unit Faculty:** Unit Faculty are employees that are in faculty related position who are exempt from the State Career Service System and perform research, instruction, and other faculty duties. These employees are members of the Council of Higher Education (COHE) which have a collective bargaining agreement (CBA) and are the recognized union representatives.

**Unix:** Hardware platform that both our Colleague and Banner systems run on.

**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.

**WA:** WebAdvisor, Self-service interface to Colleague for students and faculty.

**WAN:** Wide Area Network

**WCET:** Western Cooperative for Educational Telecommunications

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

**WICHE:** Western Interstate Commission on Higher Education.

**Windstar:** Windstar Tax Navigator software for International Tax and Immigration Compliance

**Workflow:** directs flow of information

**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.

**XML:** Extensible Markup Language

**XtenderSoluton:** module/suite for imaging and document management.