



COMMUNITY COLLEGE DATA BOOK

Glossary

January 2016

★ LEADING HIGHER EDUCATION ★



KANSAS BOARD OF REGENTS

GLOSSARY

Academic Support (Finance Category) - Expenses of activities and services that support the institution's primary objective of instruction, research, and public service. This category includes the "Academic Support" category from technical college audited financial statements.

Administrative Faculty and Staff - Positions listed in the College and University Professional Association for Human Resources (CUPA-HR) "Administrators in Higher Education Salary Survey", including executive officers, senior institutional officers, academic deans, institutional administrators, and the heads of divisions, department or centers.

Administrative (Finance Category) - Revenues of or relating to the management of a company, school, or other organization. This category includes the "Administrative" category from technical college audited financial statements.

Assessed Valuation – The dollar value assigned to a property for purposes of measuring applicable taxes. Assessed valuation is used to determine the value of a residence for tax purposes and tax comparable home sales and inspections into consideration. It is the value placed on real estate or personal property by government (or court appointed) assessors for determining ad valorem taxes, or to levy damages on the orders of a court.

Associate Degree - An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

Auxiliary Expense - Expenses for self-supporting operations of the institution that exist to provide a service to students, faculty, or staff where the fee is related to the cost of the service. This category includes the "Auxiliary Expense", "Auxiliary Enterprises", and "Auxiliary" categories from technical college audited financial statements.

AY - Abbreviation for academic year; the academic year for the Regents institutions (and the state) refers to a sequence of Summer, Fall, Spring, the given year being the year in which the spring semester occurs (i.e. the 2015 Academic Year for data collection, covers Summer 2014 + Fall 2014 + Spring 2015). This is referred to as the data collection academic year.

- For **tuition and fees only**, "Academic Year" refers to a sequence of Fall, Spring, and Summer, the given year being the year in which the spring and summer semesters occur (i.e. the 2015 Academic Year for tuition, covers Fall 2014 + Spring 2015 + Summer 2015).
- Please note that the difference in academic year is for **tuition and fees only**, and all other tables or notes referencing AY in this publication are referring to **data collection** academic year.

Bonded Indebtedness - The entire indebtedness of a corporation or a state that is represented by the bonds that it has issued. This debt is secured by an issued bond with the monies received to be used for corporate purposes.

Building - A roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment. A building is a) attached to a foundation; b) roofed; c) serviced by a utility, exclusive of lighting; and d) a source of significant repair and maintenance activities.

Capital Outlay - The cost of acquiring plant assets, adding to plant assets, and adding utility to plant assets for more than one accounting period. This category includes the "Capital Outlay" category from technical college audited financial statements.

Cash - An asset account that contains currency, coins, money orders, checking account balances and, in some states, specific government securities with a term of less than one year. It does not, however, include loan or mortgage proceeds, which must be paid back with interest.

Certificates of Participation - Tax-exempt bonds issued by state entities usually secured with revenue from an equipment or facility lease. These certificates enable governmental entities to finance capital projects without technically issuing long-term debt.

Classified Staff - Positions listed in the CUPA-HR "Non-Exempt Staff in Higher Education Salary Survey", including non-exempt office/clerical staff, technical/paraprofessional staff, skilled craft staff, and service/maintenance staff. Does not include positions filled by student workers as part of work-study or other financial aid programs.

Cohort – A specific group of student established for tracking purposes.

College and University Professional Association for Human Resources (CUPA-HR) - CUPA-HR is an association for human resources professionals in higher education. The organization provides opportunities for members to connect with one another and to develop professionally by hosting conferences and webinars, publishing tools and resources, and offering online communities for collaboration. CUPA-HR also partners with other higher education and HR management associations to advocate on legislative and compliance issues that impact the higher education workplace.

Cost of Sales and Services - Expenses related to the revenues of sales and services such as educational activities and hospitals. This category includes the "Cost of Sales and Services of Educational Departments" category from technical college audited financial statements.

County and Local Appropriations (Finance Category) - Amounts received from a local government through a direct appropriation of its legislative body, except for local grants and contracts. The appropriation amount is set aside for a specific purpose, typically to be later delegated for the necessities for business operations. This category includes the "County Appropriations" and "Local Appropriations" categories from technical college audited financial statements.

Credential Type - The credential type is the particular certificate or degree type a student earns in a given academic year. Credential types include short-term certificates, certificates, associate degrees, bachelor's degrees, master's degrees and doctoral degrees.

Depreciation (Finance Category) - The allocation of the cost of capital assets less any salvage value to expenses over the estimated useful life of the asset. This category includes the "Depreciation Expense", "Depreciation", and "Depreciation and Amortization" categories from technical college audited financial statements.

Entrance Year - The Entrance Year is defined as the year in which a student or group of students first entered Kansas' higher education system by enrolling in one of the system's 32 institutions.

Faculty - Includes all employees with faculty status.

Faculty and Professional Staff - 9, 10, 11, and 12-month instructors, in addition to positions listed in the CUPA-HR "Professionals in Higher Education Salary Survey", including academic advisers, librarians, museum and continuing education professionals, and professional staff in: instructional design/media, admissions and career counseling, student activities and registration, legal and human resources, equal opportunity/diversity, accounting, audit and finance/budget, materials management and business operations, development/fundraising, alumni relations, advancement services, communications/marketing, media/public relations, event/conference management, maintenance, design, and construction, engineers, environmental safety/risk management, facility operation and retail operations, IT applications, IT database, client support, and network support, IT systems support, security, and telecommunications, research, extension programs and technology transfer, health science and environmental sustainability, athletic affairs, trainers, head coaches, exempt office/clerical, skilled craft, and service/maintenance personnel. Does not include positions also reported as administrative or classified staff positions.

Faculty Phased Retiree - Faculty participating in a program that provides eligible full-time faculty members the opportunity to make an orderly transition to retirement through a period of reduced service during which the faculty member may begin withdrawing from departmental administrative obligations while continuing to teach, perform clinical responsibilities, and/or conduct research on a reduced schedule, in return for a reduced level of payment.

Federal Grants and Contracts (Operating/Non-Operating) - Revenue provided by federal agencies that are for training programs, research, or public service activities. Expenditures are typically reimbursable under the terms of a government grant or contract. This can also include some need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs. Federal Grants and Contracts (Operating) includes the "Federal Grants and Contracts" category from the operating section of technical college audited financial statements. Federal Grants and Contracts (Non-Operating) includes the "Federal Grants and Contracts", "Federal Pell Grants", "Carl Perkins", "Trac-7 Grant", "Trac-7 Grant Expenses" and "Federal Grants" categories from the non-operating section of the technical college audited financial statements.

First-Time Student - A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (College credits earned before graduation from high school).

FTE - Abbreviation for full time equivalent; as related to enrollment, one FTE student is represented by 15 credit hours. In relation to budgeted staff positions, technical colleges and the Washburn Institute of Technology have the option of reporting FTE as either a total calculated by the college or institution, or the sum of full time positions and 1/3 the number of part-time positions at the college or institution.

FY - Abbreviation for fiscal year; the fiscal year for technical colleges (and the state) covers the period July 1 through the following June 30.

General Fund - One of two major sources of funding of Regents institutions' operating budgets; general use funds consist of state general fund appropriations, general fee (tuition) revenue. During fiscal years 2010 and 2011, general use funds also may have included federal American Recovery and Reinvestment Act funds.

General Obligation Bonds - Debt instruments issued by states and local governments to raise funds for public works. They are backed by the full faith and credit of the issuing municipality. This type of bond is common in the United States, and secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders.

Gifts and Contributions (Operating/Non-Operating) - Revenues received from a transaction in which a government gives value without directly receiving equal value in exchange, specifically from gift and contribution transactions. Gifts and Contributions (Operating) includes the "Gifts and Contributions" category from the operating section of technical college audited financial statements. Gifts and Contributions (Non-Operating) includes the "Gifts and Contributions", "Contributions", "Contributed Services and Materials" and "Contributions (building/scholarships)" categories from the non-operating section of technical college audited financial statements.

Gross Area - Gross Area is the sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another.

Institutional Support (Finance Category) - Expenses for the day-to-day operational support of the institution. This category includes the "Institutional Support" and "Administration" categories from technical college audited financial statements.

Instruction (Finance Category) - Expenses of the colleges, schools, departments, and other instructional divisions of the institution as well as expenses for departmental research and public service not separately budgeted. This category includes the "Instruction" and "Instructional" categories from technical college audited financial statements.

Integrated Postsecondary Education Data System (IPEDS) - IPEDS is a system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. KBOR assists IPEDS by serving as state coordinator for all public and independent postsecondary educational institution surveys in Kansas.

Interest Expense - Interest paid by the institution for the use of money over a period of time. This category includes the "Interest Expense" category from technical college audited financial statements.

Investment Income - Revenues resulting from the investment of capital (cash or other assets) into investments, including endowment funds. This includes interest income, dividend income, rental income, or royalty income, as well as realized and unrealized gains/losses. This category includes the "Investment Income" category from technical college audited financial statements.

Kansas Higher Education Data System (KHEDS) - Passage of the Kansas Higher Education Coordination Act in 1999 gave KBOR coordinating authority over the community colleges, technical colleges, and the municipal university, in addition to its governing authority over the state universities. The act mandated that KBOR "collect and analyze data and maintain a uniform postsecondary education data base." In response to this legislation, KBOR developed the Kansas Higher Education Data System. KHEDS supports informed decision-making through the collection, analysis, and reporting of postsecondary education in Kansas.

KHERS – Abbreviation for the Kansas Higher Education Reporting System. It is a web-based reporting tool providing access to data about Kansas public postsecondary institutions. KHERS allows users to view trends, filter reports, and perform comparisons through regularly-updated dashboards, graphs and charts. KHERS can be accessed via <http://www.kansasregents.org/>, under the "Data" heading.

Lease Purchase Financing - An exercise of a governmental entity's authority to acquire or dispose of property. The issuance of bonds is an exercise of the authority to incur debt. Unlike a bond issue, a lease purchase financing is not considered to be debt for state law purposes, and no voter approvals are necessary to authorize the transaction.

Mill Levies – The amount of tax payable per dollar of the assessed value of a property. It is the assessed property tax rate used by local governments and other jurisdictions to raise revenue in order to cover annual expenses. The mill levy is calculated by determining how much revenue each taxing jurisdiction will need for the upcoming year, then dividing that projection by the total value of the property within the area, and finally adding up the rate from each jurisdiction to get the mill levy for the entire area. One mill is one dollar per \$1,000 dollars of assessed value.

Non-Operating - Non-operating activities are those outside of the operating activities of the institution. This is anything not related to the normal operations of the institution.

Operating - Operating revenues and expenses result from providing goods and services. Operating transactions are incurred in the course of the operating activities of the institution.

Operation and Maintenance of Plant - Expenses for operations established to provide service and maintenance related to campus grounds and facilities for educational and general purposes. This includes amounts charged to hospitals, independent operations, fire protection, property insurance, and similar items. This category includes the "Operation and Maintenance", "Operation and Maintenance of Plant", "Operation of Plant", "Maintenance", and "Physical Plant" categories from technical college audited financial statements.

Other Non-Operating Revenues- Other sources of non-operating revenues (expenses) not included in the specific non-operating revenues/expenses categories. This category includes the "Debt Service", "State Contributions to KPERS", "Farm Income", "Transfer from Endowment/Transfer to Endowment", "DST New Engines", "Fire/Smoke Damage Expenses", and "Reimbursements" categories from technical college audited financial statements.

Other Operating Expenses - Other sources of operating expenses not included in the specific operating expenses categories. This category includes the "Other", "Self-insurance claims, net of premiums", and "Central Services" categories from technical college audited financial statements.

Other Operating Revenues - Other sources of operating revenues not included in the specific operating revenues categories. This category includes the "Other Operating Revenues", "Miscellaneous Operating Income", "Other", "Residential Life", "Student Center", and "Fund Raising Events" categories from technical college audited financial statements.

Per-Course Faculty - Faculty hired to teach specific courses and paid on a course-by-course basis.

Race/Ethnicity - Starting in Fall 2010, technical colleges and the Washburn Institute of Technology were required to report student's race/ethnicity according to definitions and parameters established by the U.S. Department of Education (IPEDS). According to these new definitions, a student's race/ethnicity can now be reported in four newly created or modified categories: *Black or African-American*, *Asian*, *Native Hawaiian/Pacific Islander*, and *Two or more races*. The other race/ethnicity reporting categories are *White*, *Non-resident Alien*, *American Indian/Alaska Native*, *Asian*, and *Unknown*. The Hispanic ethnicity category includes all students who reported a Hispanic ethnicity, regardless of their race selection. Due to these race/ethnicity modifications, starting in fall 2010, the students in the Hispanic ethnicity category increased; the students in the "Unknown" category decreased.

Realized Gains and Losses (Finance Category) - A gain resulting from selling an asset at a price higher than the original purchase price of the asset (or loss resulting from selling an asset at a price lower than the original purchase price of the asset). The gain is realized (recorded) once the sale occurs. This category includes the "Realized Gains and Losses", "Gain (Loss) on Sale of Assets", "Gain on Disposal of Property", "Loss on Asset Dispositions", and "Gain on Disposal of Equipment" categories from technical college audited financial statements.

Required Fees - Required fees include mandatory fees generally paid by all students. They do not include other fees institutions charge on a conditional basis (such as housing, certain lab fees, etc.).

Revenue Bonds - Municipal bonds that finance income-producing projects and are secured by a specified revenue source. Typically, revenue bonds can be issued by any government agency or fund that is run in the manner of a business – those entities having both operating revenues and expenses. This is a special type of municipal bond distinguished by its guarantee of repayment solely of revenues generated by a specified revenue-generating entity associated with the purpose of the bonds, rather than from a tax.

Sales and Services of Auxiliary Enterprises - Revenues either generated by or collected from the auxiliary enterprise operations, which exist to provide a service to students, faculty, or staff. Auxiliary enterprises are managed as self-supporting activities. This category includes the "Sales and Services of Auxiliary Enterprises" and "Auxiliary Enterprises" categories from technical college audited financial statements.

Sales and Services of Educational Departments (Finance Category) - Revenues from the sale of goods or services that are typically a small part of instruction, research or public service. This category includes the "Sales and Services of Educational Departments", "Charges for Services" and "Activity Fund Revenue" categories from technical college audited financial statements.

Scholarships and Financial Aid (Operating/Non-Operating) - The portion of scholarships and financial aid granted that exceeds the amount applied to institutional charges such as tuition, fees, room and board. The reported expense amount should exclude allowances and discounts. Scholarships and Financial Aid (Operating) includes the "Scholarships, Grants, Awards", "Financial Aid", "Scholarship and Financial Aid", "Federal Grant Expenditures", and "Carl Perkins Expenses" categories from the operating section of technical college audited financial statements. Scholarships and Financial Aid (Non-Operating) includes the "Scholarships" category from the non-operating section of technical college audited financial statements.

Staff - Includes all full-time and part-time employees not reported as faculty.

Short-Term Program Certificate - Certificate of Completion award earned by completing a KBOR designated stand-alone program. A stand-alone program is less than 16 credit hours, leads to an industry recognized credential, license, or certification and has been specified as a stand-alone program by KBOR's Workforce Development staff and included in the Program Inventory data system.

State and Local Grants and Contracts (Operating/Non-Operating) - Grants, merit scholarships, and tuition and fee waivers provided by the state government. Scholarships or gift-aid awards can also be awarded directly to the student from the local government. State and Local Grants and Contracts (Operating) includes the "State Grants and Contracts", "Local Grants", and "State and Local Grants and Contracts" categories from the operating section of technical college audited financial statements. State and Local Grants and Contracts (Non-Operating) includes the "State and Local Grants and Contributions", "Capital Outlay Grant", "Delta Dental Grant", "Delta Dental Grant Expenses", "NCK Rural Development Grant", "Grant JIST", "Grant JIST Expenses", "SESPT Grant", "SESPT Grant Expenses", "Donations and Local Grants", "GIT GOIN Camp", "Industrial Maintenance Workforce", "KHPOP Grant", and "State Grants and Contracts" categories from the non-operating section of technical college audited financial statements.

State Appropriations - Amounts received from a state government through a direct appropriation of its legislative body, except for state grants and contracts. The appropriation amount is set aside for a specific purpose, typically to be later delegated for the necessities of business operations. This could be a state budget fund saved for educational purposes. This category includes the "State Appropriations" and "State Aid" categories from technical college audited financial statements.

Student Services/Activities - Expenses for admissions, registrar activities, and activities where the primary purpose is to contribute to students' emotional and physical well-being, intellectual, cultural, and social development outside of

the formal instructional program. This category includes the "Student Services", "Student Activities", and "Student Support Services" categories from technical college audited financial statements.

Student Success Index - The Student Success Index refers to a broad indicator developed specifically to provide a more comprehensive picture of student success across the sectors of higher education within the state of Kansas. The index accounts not only for graduates but also for those students who are retained, that is, still pursuing an education, either at the institution in which they first enrolled or another institution within or outside the state's higher education system. A separate index is available for each of the four sectors:
http://data.kansasregents.org/data_collections/KHEDS/success_index.jsp

Technical Certificate A (16-29 Credit Hours) - Requires completion of an organized program of study in a technical area of at least 16 but less than 30 credit hours in length, at the postsecondary level (below the baccalaureate degree).

Technical Certificate B (30-44 Credit Hours) - Requires completion of an organized program of study in a technical area of at least 30 but less than 45 credit hours in length, at the postsecondary level (below the baccalaureate degree).

Technical Certificate C (45-59 Credit Hours) - Requires completion of an organized program of study in a technical area of at least 45 but less than 60 credit hours in length, at the postsecondary level (below the baccalaureate degree).

Tuition and Fees (Finance Category) - The amount of tuition and required fees that a typical student would be charged for a full academic year. Average tuition is estimated using 15 credit hours per semester, 30 credit hours per academic year. Required fees vary based on the institution and their set prices. This category includes the "Student Tuition and Fees", "Tuition and Fees, net", "Tuition and Fees", "Student Tuition", "Institution Fees", "Program Fees", "Testing Fee", and "Student Tuition and Fees - net" categories from technical college audited financial statements.

Unencumbered Cash - Any cash asset that is not anticipated to be needed to pay costs associated with the business. It is money that can be re-directed to unanticipated needs, direct to new development, or counted with other assets when profits are tallied.

Unrealized Gains and Losses (Finance Category) - This type of gain/loss that exists only in the books from any type of investment. The gain or loss is shown in the financial statements, but does not become recorded as a realized gain/loss until the sale of the investment occurs. This category includes the "Unrealized Gains and Losses", "Unrealized Gain (Loss) on Investments", and "Unrealized Appreciation (Depreciation) on Investments" categories from technical college audited financial statements.