

CAMPUS BUSINESS OFFICER BENCHMARKING TOOL



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SACUBO



CACUBO



INTRODUCTORY WEBINAR

Welcome and introduction



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Webinar Topics

- I. Overview and History
- II. Purpose (what can I do with this?)
- III. Data Collection
- IV. Data Entry
- V. Comparing Institutions
- VI. Reports & Charts
- VII. Question and Answer

Project History

- SACUBO initiative
- Launched in 2012
- Evolved from spreadsheet collection and static reports to current online platform
- Growth: CACUBO added 2018; EACUBO and WACUBO added 2019

2018 Participation

Over 150 institutions

81% SACUBO; 19% CACUBO; 1% Other

25% Research; 24% Comprehensive; 31% Small; 20% Community College

72% Public; 28% Private

32% System; 68% Single Campus

Outsourcing:

69% Bookstore

72% Dining

33% Custodial

23% Grounds/Landscaping

10% Facilities Management

2018 Aggregate Data

Median UG Enrollment	5,567
Median GR Enrollment	1,121
Median Six-Year Graduation Rate	54%
Median Freshman Retention Rate	76%
Average tuition discount rate	24.2%

2018 Aggregate Data

Across all participants, state appropriations is 11.1% more than net tuition revenue

Only 21% budget depreciation (average of 2.5% budgeted)

On average, institutions have 1,244 full-time equivalent employees (excluding hospitals)

- 34.8% are Instruction
- 10.2% are Administration (Institutional Support)

Average compensation for Instruction \$87,849

For Administration \$86,093

What can I do with this?

Wayfinding Tool



What can I do with this?

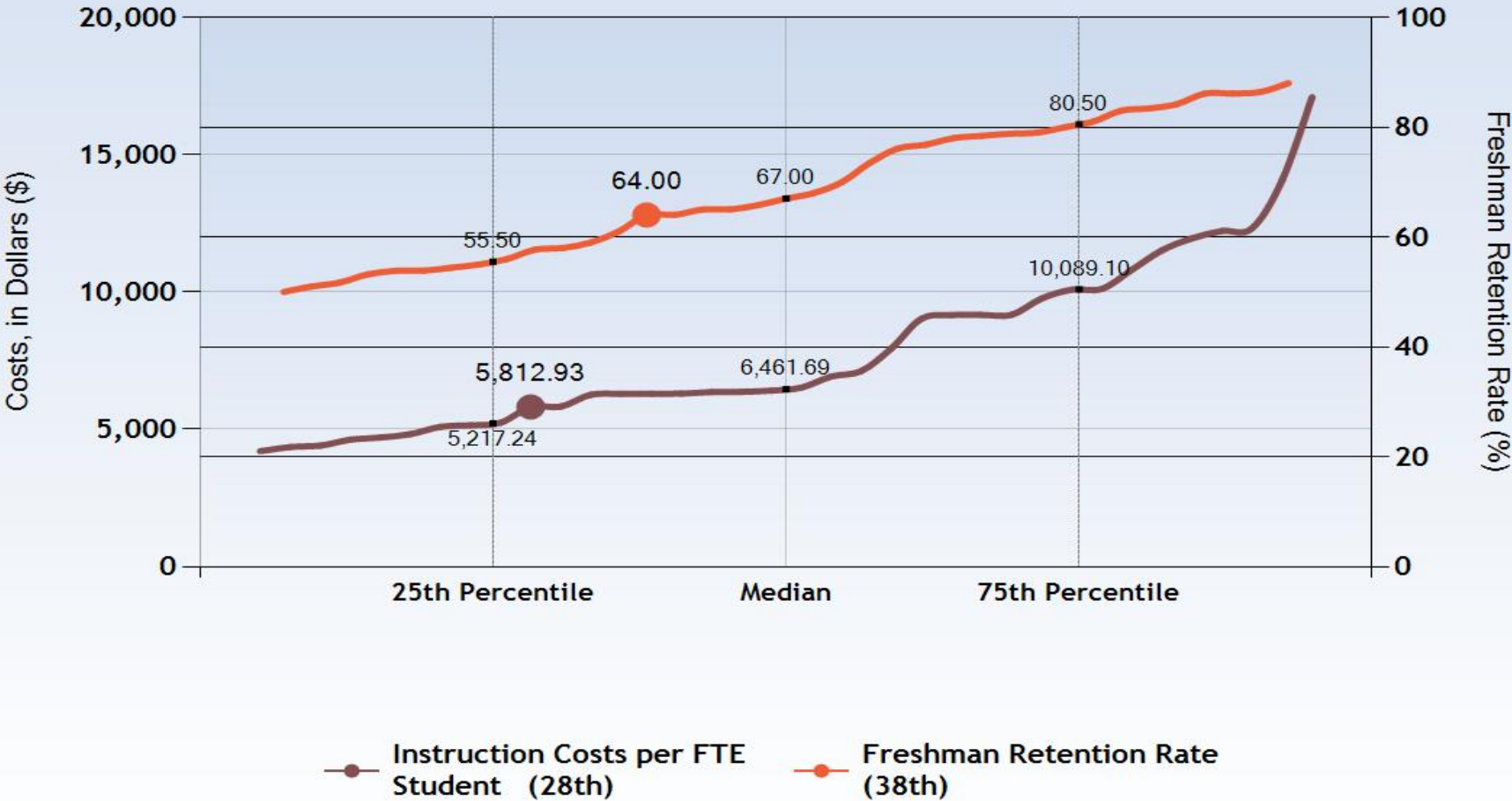
- How does our instruction spending per student compare to other institutions?
- Is my institution allocating sufficient funding to support student success rates?
- How does the ratio of administrative staff levels to instructional staff levels at my institution compare to our peer institutions?
- Is it possible to improve student graduation rates by reconsidering our spending allocations?

Benchmarking Data for Decision-Making

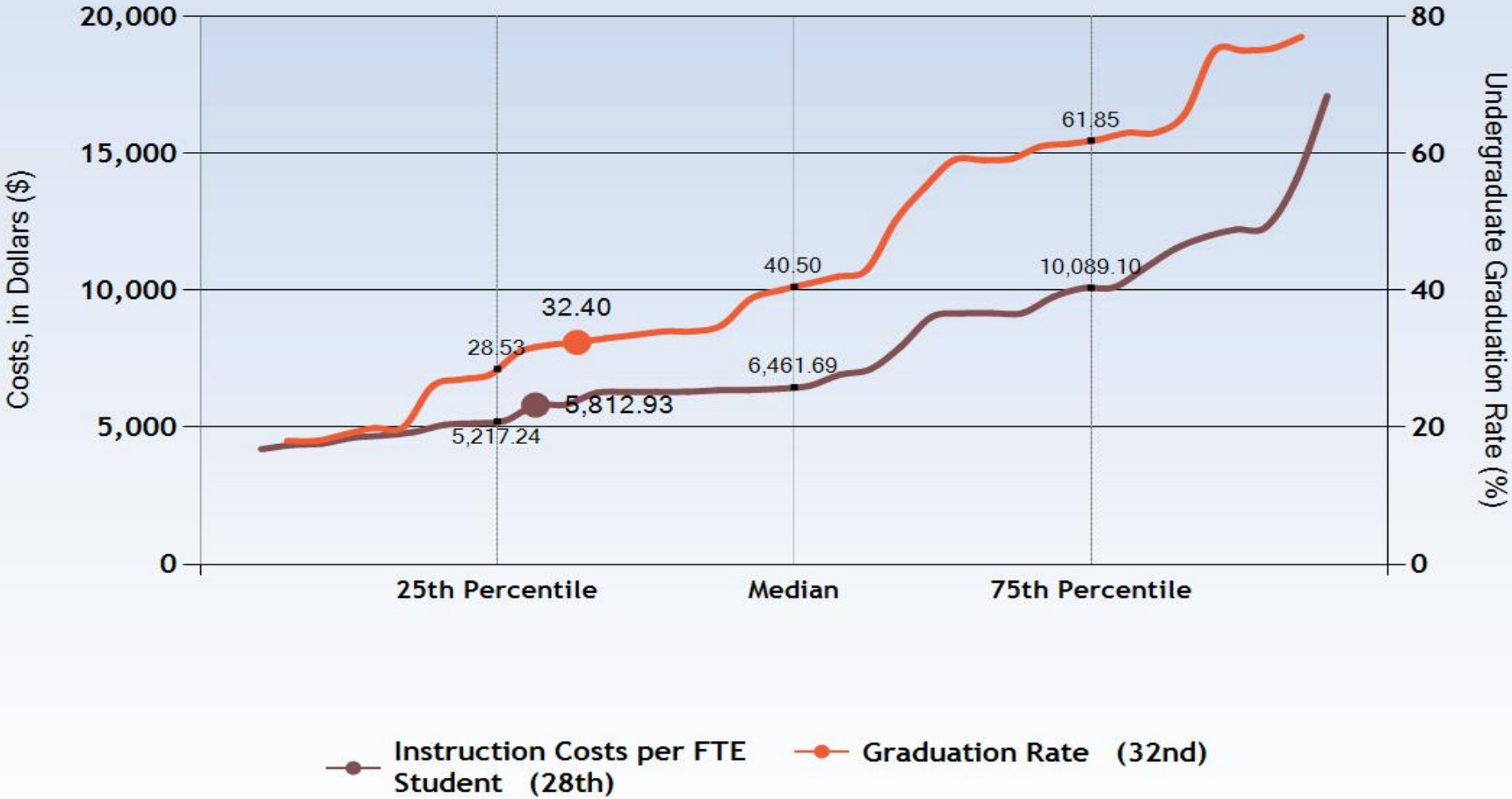
Henderson State University Profile

- Approximately 3,600 students
 - 3,000 undergrad; 600 masters and specialist
- Liberal Arts focus
- Top majors: Business, Aviation, Nursing, Biology, Teacher Education
- 40-50% of undergrads are first-generation; 40-50% are low-income
- 6-year graduation rate 34%; First year retention rate 60%
- Reports are filtered for institutions with 2,000 – 6,500 undergraduate enrollment

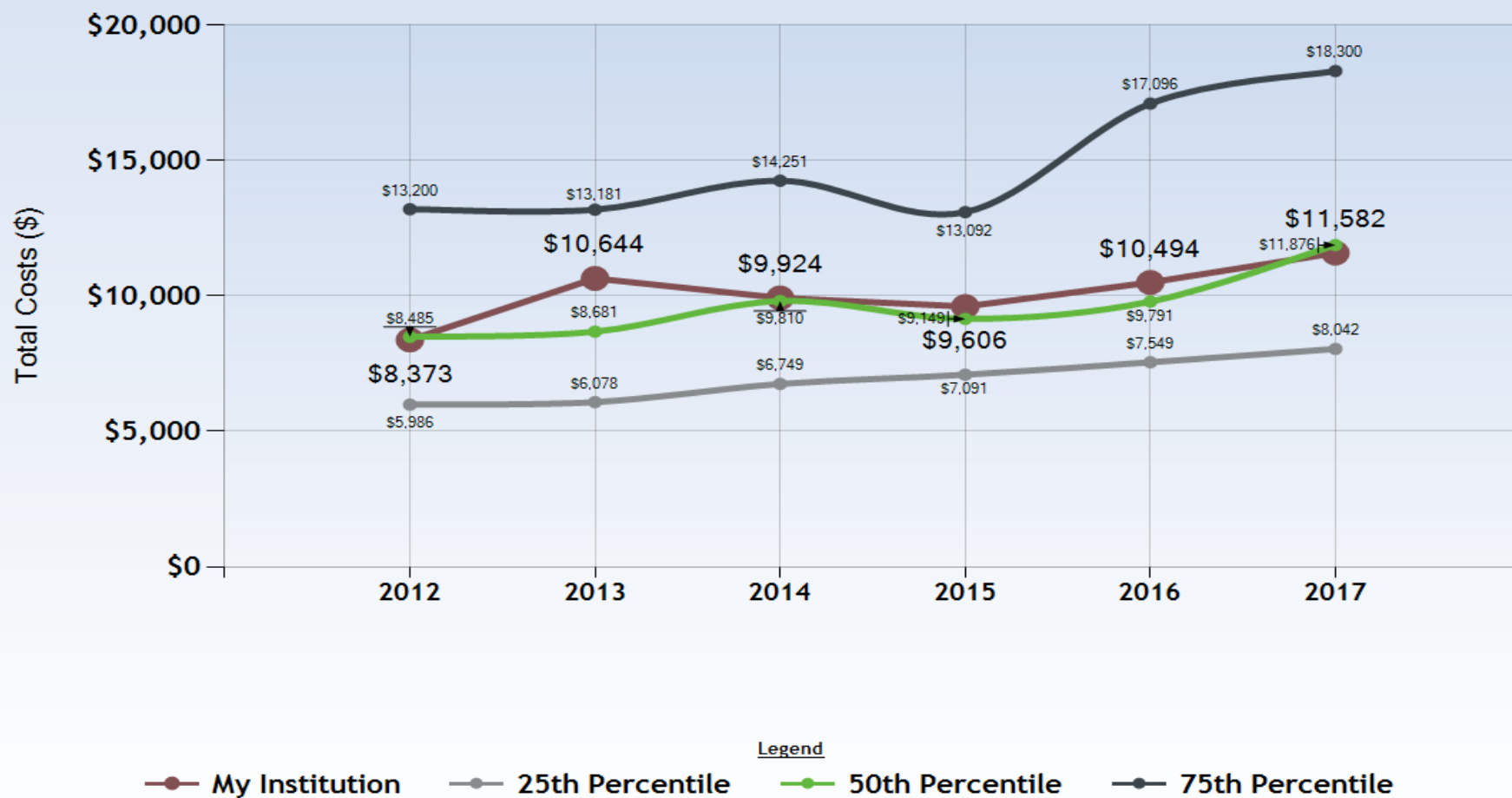
Instruction Costs per FTE Student & Freshman Retention Rate



Instruction Costs per FTE Student & Undergraduate Graduation Rate



Total Administrative Support Costs per FTE Student



Benchmarking Data for Decision-Making

Compensation & Benefits per FTE Employee

Function	My Institution (Percentile)	25th Percentile	Median	75th Percentile
Instruction	83,902 (51st)	71,275	83,747	103,354
Institutional Support	82,668 (65th)	62,936	72,293	94,316

Compensation & Benefits per FTE Student

Function	My Institution (Percentile)	25th Percentile	Median	75th Percentile
Instruction	\$5,349 (37th)	\$4,404	\$5,780	\$8,048
Institutional Support	\$1,565 (53rd)	\$1,030	\$1,517	\$2,821

Benchmarking Data for Decision-Making

Decisions supported by the data

- Quantity (per student) and Quality (per employee) of services in Key Areas
- Compensation Improvement Plan
- Investments in student success initiatives
 - Advising staff
 - Career services staff

Data Collection

Data sources

- University financial statements
- Employment data by functional area
- Student enrollment, retention and graduation data

Campus Business Officer Benchmarking Data Collection Worksheet		
This worksheet contains all of the questions you will encounter in the Campus Business Officer Benchmarking Tool. Use it as a reference and data collection tool.		
Question	Your Response	Help Text/Answer Options/Comments
Institution Details		
General Details		
Institution Region *Required Question	CACUBO, SACUBO	
Institution Category *Required Question	Research, Comprehensive, Small, Community	Research: Public or independent research universities and medical schools/centers. Carnegie categories - Research Universities High (RU/H) and Research Universities Very High (RU/VH) Comprehensive: Four-year public and independent institutions with enrollment above 4,000. Carnegie categories - Baccalaureate, Masters or Doctoral. Small: Four year public and independent institutions with full-time enrollment under 4,000; specialized institutions (art, engineering, technology, etc.); also includes two-year independent colleges and independent secondary schools. Community College: Two-year public institutions.
Institution Designation *Required Question	Public, Private	
Reporting System *Required Question	System/Multi-campus, Single Campus	
Outsourced Services *Required Question	Bookstore, Custodial/Building Services, Dining, Dormitories, Facilities Management/Maintenance, Grounds/Landscaping, Information Technology, Safety/Security, Other Auxiliary, N/A - We do not outsource services	
Intercollegiate Athletics Reported *Required Question	Student Services, Auxiliary, None	

Data Collection Worksheet

Financials		
Total State & Local Operating Appropriation (Non-Capital)		Public Schools Only. Private Schools Enter "0". The total amount of non-capital appropriations received by the institution from either the State government or a local government (i.e., city, county, etc.)
Net Tuition & Fees		The amount of tuition and fees charged to students for instructional services net of any discounts "as reported in the institution's audited financial statements."
Total Operating Revenue		The amount of revenue resulting from providing goods and services "as reported in the institution's audited financial statements."
Total Assets		The amount of total assets "as reported in the institution's audited financial statement."

Data Collection Worksheet

Functions	Full Time Equivalent (FTE) Employees	Total Function Costs	Compensation & Benefits	Other Costs	Operations & Maintenance of Plant	Depreciation by Function
	Enter the number of FTE Employees in this function. Employees who are less than full time should be counted as a percentage of full-time. *	PUBLIC INSTITUTIONS: Compensation, Benefits and Other Costs PRIVATE INSTITUTIONS: Compensation, Benefits, Other, Operations & Maintenance of Plant, and Depreciation.			These fields apply to Private Institutions. Public Institutions, enter "0" in each of the fields below. "0" will be excluded in comparison charts and reports.	
Instruction						
Research						
Public Service						
Academic Support						
Student Services						
Institutional Support						
Hospitals						
Operations & Maintenance of Plant						
Scholarships & Fellowships						
Auxiliary Enterprises						
Independent Operations						

* For example, an employee who works 30 hours/week, 12 months/year should be counted as .75 FTE. Student Employees: Inclusion or exclusion of student employees is institution-dependent. Institutions which rely on student employees as part of their regular workforce should include them in their FTE employee counts. Institutions which employ students primarily in work-study type positions should exclude them from their FTE employee counts.

Data Collection Worksheet

Question	Your Response	Help Text/Answer Options/Comments
Total Expenditures		
<p>Totals Across All Functions & Verifications of Data</p> <p>Enter your data in the first field for each line item below. The second field is the total of what you entered for this line item across all functions. These numbers should be the same. If they are not, please correct the data entered for each function in the "Expense Details" portion of the survey.</p>		
Employees		
Total FTE Employees - All Functions		Employees who are less than full time should be counted as a percentage of full-time. For example, an employee who works 30 hours/week, 12 months/year should be counted as .75 FTE. Student Employees: Inclusion or exclusion of student employees is institution-dependent. Institutions which rely on student employees as part of their regular workforce should include them in their FTE employee counts. Institutions which employ students primarily in work-study type positions should exclude them from their FTE employee counts.
Compensation & Benefits Costs		
Total Compensation & Benefits Costs - All Functions		
Operations & Maintenance of Plant Costs		
Total Operations & Maintenance of Plant Costs (Private) - All Functions		Public Institutions: Enter "0" in this field.
Depreciation Costs		
Total Depreciation Costs (Private) - All Functions		Public Institutions: Enter "0" in this field.
Total Depreciation Costs (Public)		Depreciation for Public Institutions is entered as one figure here, and has not been entered by function. Private Institutions: Enter "0" in this field.
Other Costs		
Total Other Costs - All Functions		

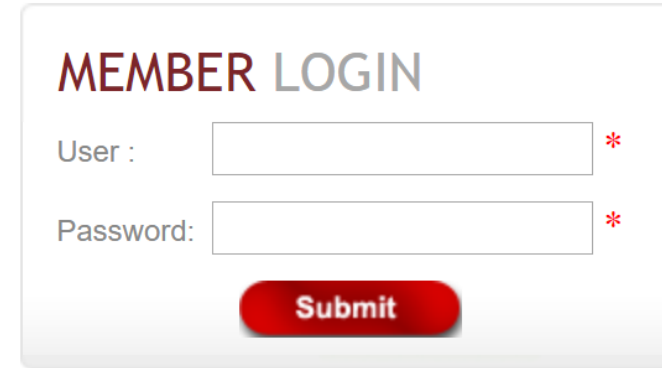
Data Entry Demonstration

New Account Setup

- Use the new account request link:

<https://benchmarking.sacubo.org/>

- Request email submitted to resource@sacubo.org
- New account form

A screenshot of a web form titled "MEMBER LOGIN". It contains two input fields: "User :" and "Password:", each followed by a red asterisk. Below the fields is a red "Submit" button.

MEMBER LOGIN

User : *

Password: *

Submit



New User? [Click here](#) to request access to the tool.
[Click here](#) if you have forgotten your password

- Once you have logged in, you can establish additional users
<https://benchmarking.sacubo.org/ClubSetup.aspx>

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New Institution/New User Request Form

Institution Information

Institution Name			
Address			
City		State	
Zip		Region	

New User 1 Information

First Name				
Last Name				
Email				
Role	<input type="checkbox"/> Administrator	<input type="checkbox"/> Read/Write	<input type="checkbox"/> <u>Write Only</u>	<input type="checkbox"/> Read Only

Data Entry

If you have already signed up:

<https://benchmarking.sacubo.org/>

Comparing Institutions

Reports and Charts

Need help?

Benchmarking Tool Support

resource@sacubo.org

Brett Powell

bpowell@hsu.edu

Questions?
