

# CAMPUS BUSINESS OFFICER BENCHMARKING TOOL



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## 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
<b>Institution Details</b>		
<b>General Details</b>		
Institution Region <b>* Required Question</b>	CACUBO, SACUBO	
Institution Category <b>* Required Question</b>	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 <b>* Required Question</b>	Public, Private	
Reporting System <b>* Required Question</b>	System/Multi-campus, Single Campus	
Outsourced Services <b>* Required Question</b>	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 <b>* Required Question</b>	Student Services, Auxiliary, None	
<b>College/School of Medicine</b>		
Include College/School of Medicine <b>* Required Question</b>	- We do not have a College/School of Medicine - College/School of Medicine NOT included in financials - College/School of Medicine included in financials, along with Hospital and Physician's Practice Plan - College/School of Medicine included in financials, along with Hospital, but not Physician's Practice Plan - College/School of Medicine included in financials, along with Physician's Practice Plan, but not Hospital	
<b>Enrollment</b>		

Total Full Time Equivalent Students - Undergraduate		The number of FTE Students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the Institutional Characteristics (IC) component. For purposes of this benchmarking, we are asking that you separately report graduate and undergraduates.
* Required Question		
Total Full Time Equivalent Students - Graduate		
* Required Question		
Undergraduate Graduation Rate		The rate required for disclosure and/or reporting purposes under Student-Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort. This number can typically be obtained from your institutional research professionals. Note: This graduation rate for 4-year institutions is often referred to as the "6-year graduation rate," while the graduation rate for a 2-year institution is referred to as the "3-year graduation rate."
Freshman Retention Rate		A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelor (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall. This number can typically be obtained from your institutional research professional.
<b>Financials</b>		
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."

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.

Question	Your Response	Help Text/Answer Options/Comments
<b>Total Expenditures</b>		
<b>Totals Across All Functions &amp; Verifications of Data</b> 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.		
<b>Employees</b>		
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.
<b>Compensation &amp; Benefits Costs</b>		
Total Compensation & Benefits Costs - All Functions		
<b>Operations &amp; Maintenance of Plant Costs</b>		
Total Operations & Maintenance of Plant Costs (Private) - All Functions		Public Institutions: Enter "0" in this field.
<b>Depreciation Costs</b>		
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.
<b>Other Costs</b>		
Total Other Costs - All Functions		
<b>Final Verification of Data</b>		
Total Costs of All Expenditures - All Functions		Public: Compensation, Benefits and Other costs for ALL FUNCTIONS, plus Total Depreciation Private: Compensation, Benefits, Other costs, Operations & Maintenance of Plant, and Depreciation for ALL FUNCTIONS.