

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
Institution Details		
General Details		
Institution Region *Required Question	CACUBO, EACUBO, SACUBO, WACUBO	
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	
Institution Endowment Accounting *Required Question	-Endowment is part of institution financial statements -Endowment is part of separate foundation with blended presentation -Endowment is part of separate foundation with discrete presentation	
College/School of Medicine		
Include College/School of Medicine * Required Question	- 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	
Enrollment		

<p>Total Full Time Equivalent Students - Undergraduate</p> <p>* Required Question</p>		<p>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.</p>
<p>Total Full Time Equivalent Students - Graduate</p> <p>* Required Question</p>		
<p>Undergraduate Graduation Rate</p>		<p>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."</p>

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.
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."
Auxiliary Revenue		
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."
Total Endowment Assets		

Other Financials		
Days of Operating Cash on Hand		
Tuition Discount Rate		Total Institutional Scholarship or Grant Dollars to Undergraduate Students / Total Undergraduate Tuition & Fees Institutionally funded grants and scholarships are funded by institutional resource and the institution develops the criteria determining which students receive awards. If your institution already calculates a tuition discount rate, use it as your answer to this item.
Depreciation is Included in Our Budget	Yes/No	
Percent of Annual Depreciation Expenses Budgeted		If you budget for depreciation, indicate the percentage of annual depreciation expenses for which you budget (0% - 100%.)