

Kent State University

Staff Benchmarking Analysis - Phase I

Fiscal Year 2017

Overview:

- On May 11, 2016, the Kent State University Board of Trustees adopted Resolution 2016-39 that:
 - Authorized the Finance and Administration Committee to work with university administration to complete and submit the 2016 Affordability and Efficiency Report.
- The Finance and Administration Committee met on June 10 and June 28, 2016, and the Report was completed and submitted to the Chancellor on July 29, 2016.
- Throughout its deliberations, the Finance and Administration Committee emphasized the importance of strategically managing staffing levels and aligning with industry benchmarks and effective and efficient business practices.
- The Finance and Administration Committee encouraged the administration to undertake a benchmarking analysis of key business and academic processes to understand current staffing levels in comparison to leading industry benchmarks.
- In August 2016, Cabinet began the first phase of its staff benchmarking as follows:
 - Each Cabinet member identified key departments/functions that maintain trusted, authoritative industry benchmarks, and
 - Completed a template comparing current Kent State staffing by department/function for the respective area to the respective industry benchmark including an explanation of reasons for alignment/non-alignment to the benchmark.
- Next steps will include further discussion with the Finance and Administration Committee, further analysis as to developing targets for alignment, identification of further actions/strategies based upon the Phase I review, and analysis as to which areas to potentially include in a Phase 2 staff benchmarking review, such as Academic Affairs, and Research and Sponsored Programs.

Sample Benchmark Definitions:

APPA = Association of Physical Plant Administrators

CUPA-HR = College and University Professional Association for Human Resources

EDUCAUSE = Association to advance higher education through the use of information technology

Eduventures = Research and Advisory Services for Higher Education

IACS = International Association of Counseling Services, Inc.

Mid-American Conference = comprised of the University of Akron, Ball State University, Bowling Green State University, Central Michigan University, Eastern Michigan University, Kent State University, Miami University (Ohio), Northern Illinois University, Ohio University, University of Toledo, and Western Michigan University

NACUA = National Association of College and University Attorneys

TAPN = The Accounts Payable Network