

NACUBO

National Association of College and University Business Officers

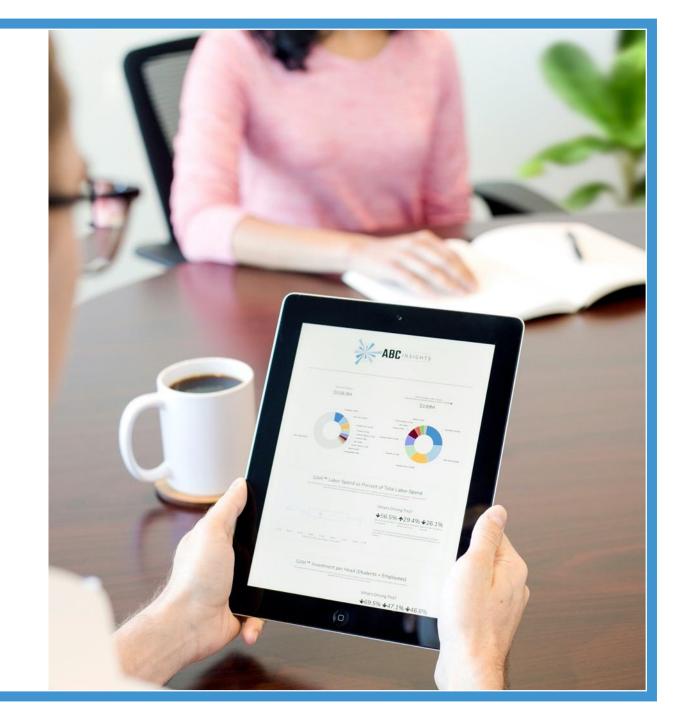


Master Class Series -Financial Transformation During COVID-19

An Exclusive Opportunity for only CBOs

October 9 – December 2, 2020

Class Session Material #2 – Oct 21, 2020



Discussion topics



- Introductions and Overview
- Drive Greater Operational Efficiency & Organizational Effectiveness
- Report Outs

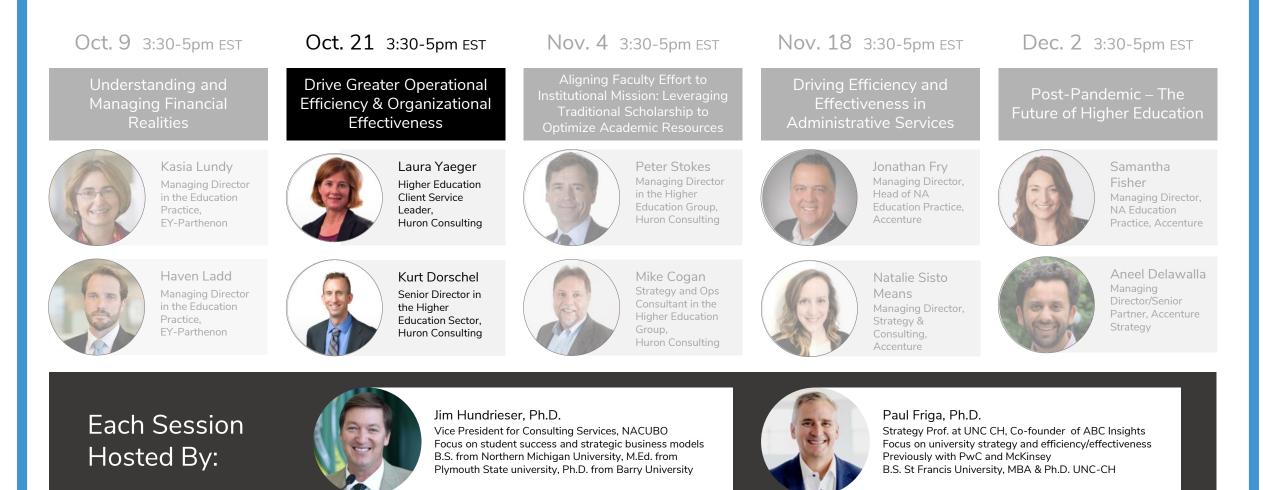


Introductions and Overview

- Drive Greater Operational Efficiency & Organizational Effectiveness
- Report Outs

Meet your Subject Matter Experts





Welcome Master Class Participants!



Community Colleges

Allen Bottorff	Polk State College
Anabel Cunha	Community College of Rhode Island
David Kuntz	Cuyahoga Community College
Elizabeth Argiri	Macomb Community College
Jeffrey West	Salt Lake Community College
Kathryn Kaoudis	Community College of Denver
Lisa Watson	Northwest College
Maria Elizondo	South Texas College
Nathan Langstraat	Whatcom Community College
Olivia Padilla-Jackson	Central New Mexico Community College
Pam Harrison	Meridian Community College
Roberta Remias	Oakland Community College
Susan Coulston	Southwestern Michigan College
W. Leatherman	Hopkinsville Community College

Small institutions - Public

Kari Gaswick	Chadron State College
Veronica Paulson	Northern State University
William Spindle	South Dakota School of Mines and Technology

Small institutions - Private

Amy Bosio	Georgian Court University
Andrea Young	Ripon College
Ann Spall	Fontbonne University
Anna Arvay	Geisinger Commonwealth School of Medicine
Beth Mcgrath	Clarke University
Christopher Gardner	Wofford College
Claudette Smith	Stillman College
David Carson	Flagler College
Debra Martin	Mount Saint Mary's University
Debra Polley	The College of Saint Rose
Denton Stargel	Centenary University
Donna Nance	Texas Wesleyan University
Jeff Scaccia	Presbyterian College
Jerry Silberman	Elizabethtown College
Jodie McGaughey	Hardin-Simmons University
John Risboskin	Lackawanna College
Kim Kvaal	St. Edward's University
Lezlie Hukill	Wayland Baptist University
Linda Allen	Evangel University
Lorraine Atwood	Vermont Law School
Meghan Kass	Wheaton College
Michael Poster	St. Ambrose University
Michele Smith	Brite Divinity School
Rhonda Shirazi	Spring Hill College
Rick Gilbertson	University of Sioux Falls
Sarah Mouch	Methodist Theological School in Ohio
Stacie Scott	Beloit College
Stephanie Ourada	Hastings College
Steven Alderman	South Texas College of Law Houston
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Comprehensive – Public

Beth Reissenweber	Midwestern State University
Claire Stinson	Tennessee Technological University
Jennifer Potter	Stockton University
John Carmichael	The Evergreen State College
Kathleen Eichelroth	Worcester State University
Lori Beaty	Tarleton State University
Pratima Gandhi	University of Wisconsin-Stevens Point
Rick Anderson	University of Texas Rio Grande Valley
Russ Hannah	Arkansas State University

Comprehensive – Private

Cathleen Kenny Pratt Institute	
Hania Ferrara Fairleigh Dickinson University	
Laura Sander Suffolk University	
Linda Gilbert Widener University	
Rosana Lopez Universidad Del Sagrado Corazon	

Research – Public

Allyson Easterwood	University of Southern Mississippi
Cathy Anderson	University of Utah
Jean Vock	University of Nevada, Las Vegas
Karin Hegstad	North Dakota State University
Kelli Shomaker	Auburn University
Kelly Fox	Georgia Institute of Technology
Lynne Schaefer	University of Maryland Baltimore County
Noel Sloan	Texas Tech University
Stacy Pearson	Washington State University

Research – **Private**

Danielle Manning	Clark University
Leslie Brunelli	University of Denver

Our unique format for the Master Class Series



Master Class Sessions

Friday, October 9 th 3:30 – 5:00pm	Wed, October 21 st 3:30 – 5:00pm	15 Minutes	Overview	Jim Hundrieser and Paul Friga
Understanding and Managing Financial Realities	Drive Greater Operational Efficiency & Organizational Effectiveness			
Featuring EY Parthenon	Featuring Huron Consulting	30 Minutes	Plenary Presentation	Led by a Monthly Topic Subject Matter Expert From
Wed, November 4 th 3:30 – 5:00pm	Wed, November 18 th 3:30 – 5:00pm			Consulting Firm
Aligning Faculty Effort to Institutional Mission	Driving Efficiency and Effectiveness in Admin Services			Facilitated by NACUBO
Featuring Huron Consulting	Featuring Accenture	30 Minutes	Breakouts & Case Studies (led by University CFOs)	Team, ABC Insights and Consulting Firm SMEs
Wed, Dece 3:30 – 5:				
Post-Pandemic – Higher Ed	The Future of	15 Minutes	Report Outs	Led by Jim Hundrieser and Paul Friga
Featuring A	Featuring Accenture			

Workshop Flow

Session Two – Drive Greater Operational Efficiency & Organizational Effectiveness





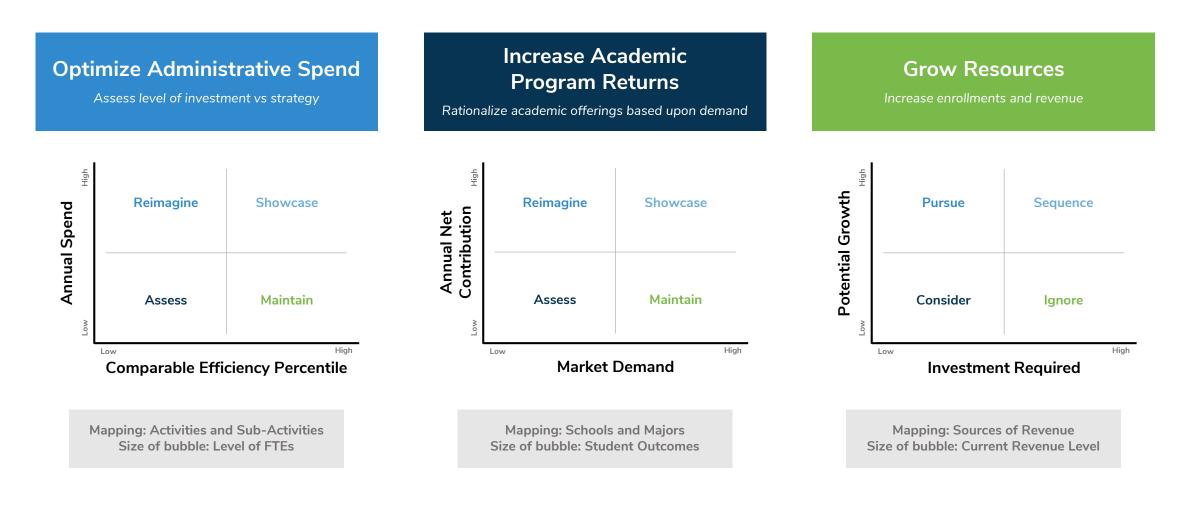


ABC Insights® ROI = More efficient and effective universities will result in higher returns for investment



Key areas for increasing efficiency of a university from the ABC Insights ROI framework





Strategic initiatives for changing your business model							
ABC Insigh	ABC Insights/HelioCampus Transformation Roadmap						
Optimize Administrative Spend	Optimize Administrative Spend Increase Academic Program Returns Grow Resources						
 Consolidate Purchasing Cut Staff Re-engineer Processes Outsource Centralize/Shared Services Increase Technologies Increase Spans of Control Decrease Energy Use Increase Student Retention 							

Auburn University - Efficiency



Objectives	Initiatives	Impact
Optimize Administrative Spend	 Cut Staff: implemented Jaggaer, software to help provide more efficiency with decentralized staff, targeting administrative staff Modernize Technologies: projects totaling \$234.5 million were either completed or placed into service during FY 2019, adding 461,000 square feet of new facilities 	 Created and maintained partnerships with the city Built infrastructure that fuels research and funding
Increase Academic Program Returns	• Grow Existing Programs: Primarily promote provost activity	• TBD
Grow Resources	 Raise More Development Dollars: completed a campaign at the end of 2018 and gained 20% more than current budget, to a total of \$1.2 billion, with intentions of continued annual contributions Restructure Debt: freed up \$20 million in savings with an NPV savings of 11.4%, of which \$1.5 million/year contributes to need-based scholarships 	 Elevated to 'R1' university with increases in research Achieved record student enrollments, retention rates, and graduation rates
AUBURN		



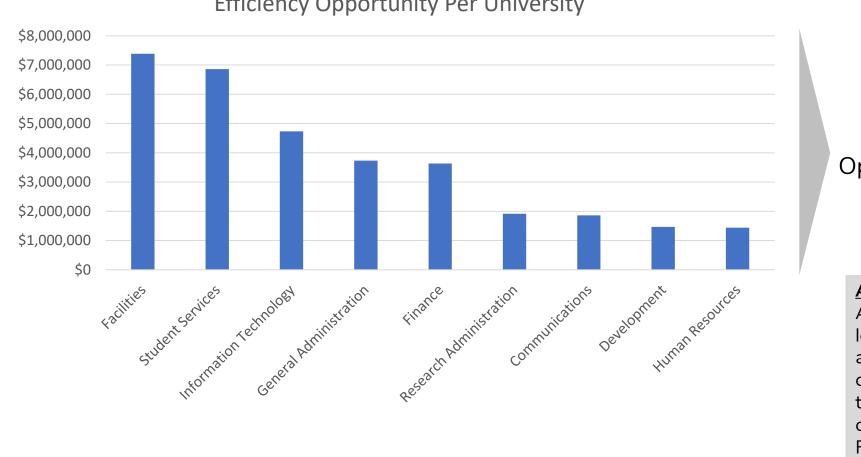
Auburn University - Effectiveness



Objectives	Initiatives	Impact
Drive Student Success	 Diversity: achieved a robust and diverse enrollment of students, increasing international enrollment by 6.0% Financial Aid: moved to a blend of merit and need-based financial aid, providing 1,239 new endowed scholarships and 2,108 new need-based and merit-based scholarships 	 Increased the proportion of underrepresented students Increased access to Pell-eligible and first-generation students
Increase Employee Performance	 Training: Opened Onboarding Center Training: Launched New Supervisory Leadership Program (sold out) Evaluating: Simplified evaluation forms and process - all part of University's 3Rs Focus: Recruit, Retain and Reward 	• Lower turnover
Improve Faculty Productivity	• Class Size: Examine and adjust class size	• More efficient and higher rankings
AUBURN UNIVERSITY	Proprietary and Confidential	12

Results from a recent "ABC Administrative Efficiency Study" show biggest opportunities in Facilities, Student Services, IT and G&A



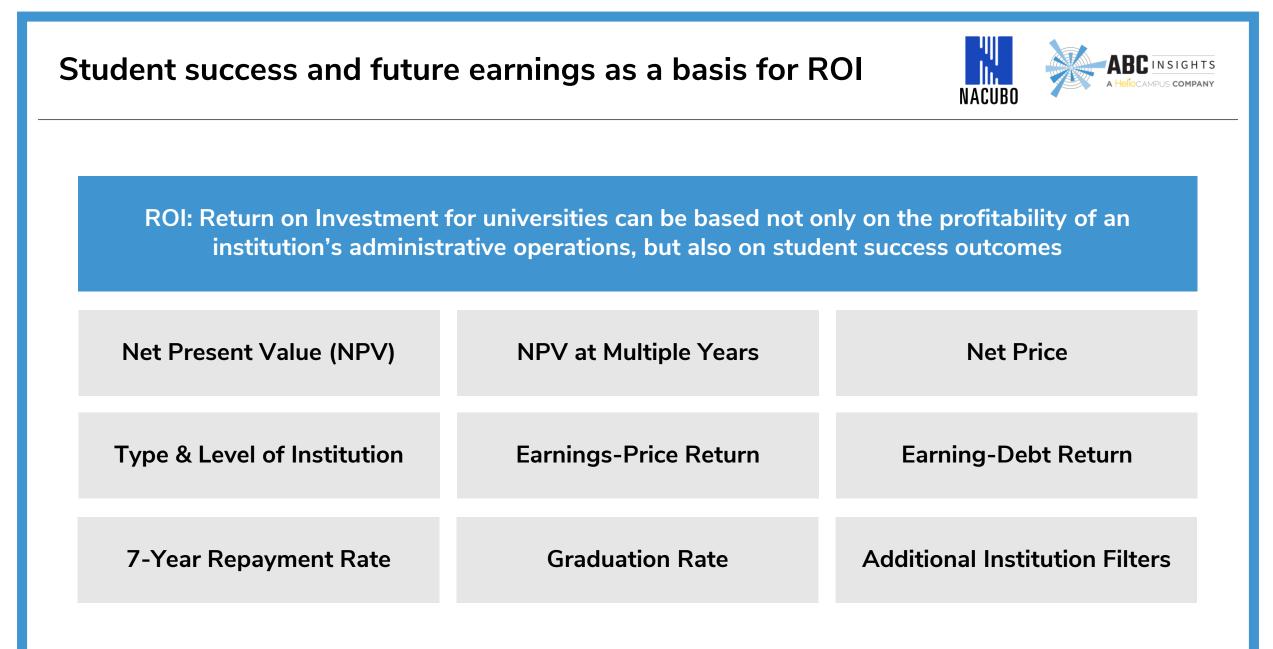


Efficiency Opportunity Per University

\$33M Total Efficiency **Opportunity Per University**

ABC Insights Methodology:

Analyze the employee FTE levels by the 9 administrative activity and 55 sub-activity categories and then compare to benchmark average. Then cost out the opportunity at the FTE salary amount at that activity/sub-activity.



One common measure of university success is ranking



US News & World Report uses the following weighted combination of academic quality indicators to calculate rankings:

Ranking Factor	Weight (2017)	Weight (2019)
Graduation and Retention Rates	22.5%	22%
Undergraduate Academic Reputation	22.5%	20%
Faculty Resources	20.0%	20%
Student Selectivity	12.5%	10% (0% accept. rate)
Financial Resources	10%	10%
Graduation Rate Performance	7.5%	8%
Alumni Giving Rate	5.0%	5%
Social Mobility	0%	5%
Total	100 %	100%

* Financial resources include "average spending per student on instruction, research, student services, and related educational expenditures in the 2015 and 2016 fiscal years" (Source: <u>US News</u>)

USNWR also ranks the most efficient (and effective) university



Spend per student on educationfocused activities*

Operating Efficiency =

Overall 0-100 Score+

* "US News measures financial resources by calculating how much a school spends per student on instruction, public service, research, student services, institutional support and academic support. Unrelated spending on amenities like dorms and cafeterias do not count"; Financial resources has 10% weight in US News & World Report Best Colleges Ranking methodology (Source: <u>US News</u>)

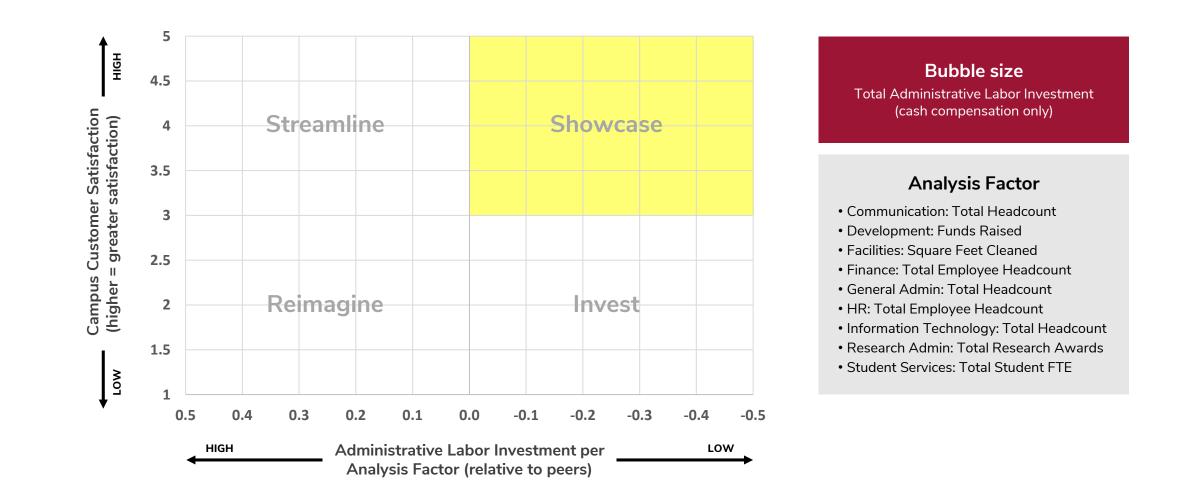
Introducing the most efficient (and effective) universities (those indicated in blue are members of ABC Insights Consortium)



Efficiency Rank	University (state)	U.S. News National Universities Rank	Overall Score	Financial Resource Rank	Spending per student for each point in U.S. News overall score
1	Miami University – Oxford (OH)	78 (tie)	55	226	\$362
2	Florida State University	81 (tie)	54	211	\$390.18
3	Brigham Young University – Provo (UT)	61 (tie)	174	174	\$411.92
4	San Diego State University	140 (tie)	42	250	\$413.62
5	Binghamton University – SUNY	87 (tie)	53	190	\$436.49
6	University of Alabama	110 (tie)	48	211	\$443.19
7	College of William and Mary (VA)	32 (tie)	70	111	\$466.87
8	Clark University (MA)	81 (tie)	54	163	\$481.80
9	University of Georgia	54 (tie)	62	121	\$484.40
10	Arizona State University – Tempe	115 (tie)	47	197	\$489.01
11	Texas Christian University	78 (tie)	55	158	\$489.16
12	Indiana University – Bloomington	90 (tie)	52	163	\$493.10
13	University of Texas – Dallas	145 (tie)	41	217	\$494.94
14	DePaul University (IL)	120 (tie)	46	197	\$497.35
15	Clemson University (SC)	67	59	129	\$501.72
16	University of South Carolina	103 (tie)	49	179	\$501.77
17	Auburn University (AL)	103 (tie)	49	174	\$517.16
18	George Mason University (VA)	140 (tie)	42	202	\$522.68
19	Villanova University (PA)	46 (tie)	64	103	\$524.05
20	St. John Fisher College (NY)	145 (tie)	41	202	\$528.42
21	Virginia Tech	69 (tie)	57	114	\$546.37
22	Stevens Institute of Technology (NJ)	69 (tie)	57	114	\$552.13
23	University of Missouri	120 (tie)	46	163	\$556.18
24	University of Oregon	103 (tie)	49	147	\$561.80
25	Duquesne University (PA)	120 (tie)	46	163	\$565.05

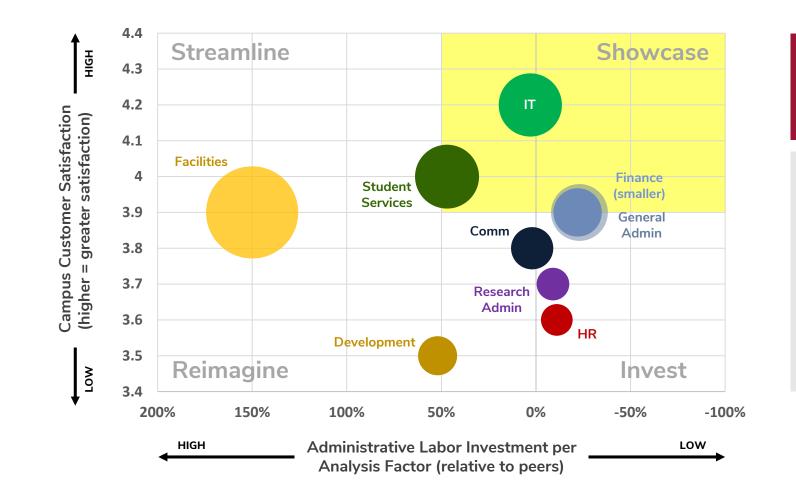
ABC Human Capital Matrix (Template)





ABC Human Capital Matrix (Narrow Band)





Bubble size Total Administrative Labor Investment

Total Administrative Labor Investment (cash compensation only)

Analysis Factor

- Communication: Total Headcount
- Development: Funds Raised
- Facilities: Square Feet Cleaned
- Finance: Total Employee Headcount
- General Admin: Total Headcount
- HR: Total Employee Headcount
- Information Technology: Total Headcount
- Research Admin: Total Research Awards
- Student Services: Total Student FTE

Participant Participation – Polling Question 1



Question 1: Where do you think you have the bigger opportunity for efficiency gains?

- Centralized administrative services
- Decentralized administrative services







- Introductions and Overview
- Drive Greater Operational Efficiency & Organizational Effectiveness
- Report Outs

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Operational Efficiency and Organizational Effectiveness

NACUBO Master Class October 21, 2020



October 20, 2020

huronconsultinggroup.com

Today's Presenters

Our presenters bring experience in both the development and implementation of efficiency and effectiveness strategies.



Laura Yaeger Huron Higher Education Client Service Leader Iyaeger@hcg.com



Kurt Dorschel Huron Senior Director, Strategy & Operations kdorschel@hcg.com



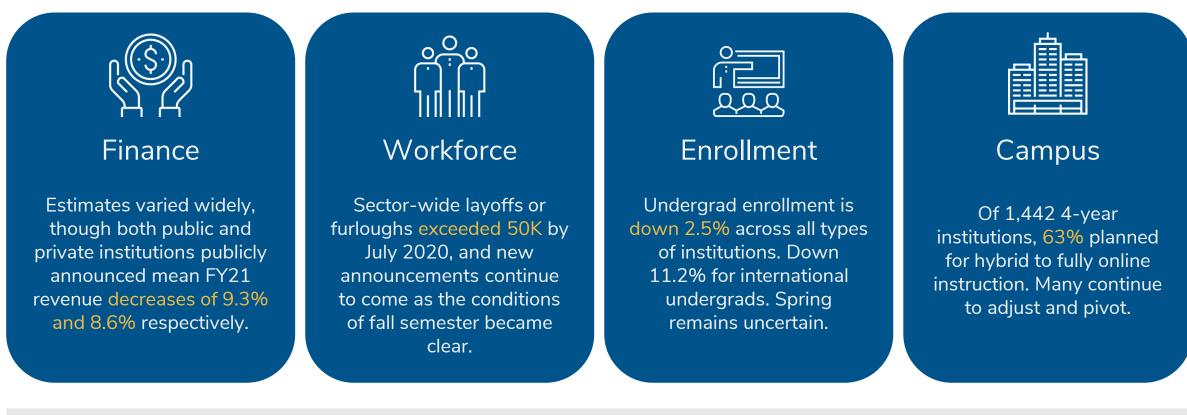
Geoff Chatas Georgetown Senior Vice President & Chief Operations Officer



David Green Georgetown Chief Financial Officer

What is the State of our Organizations?

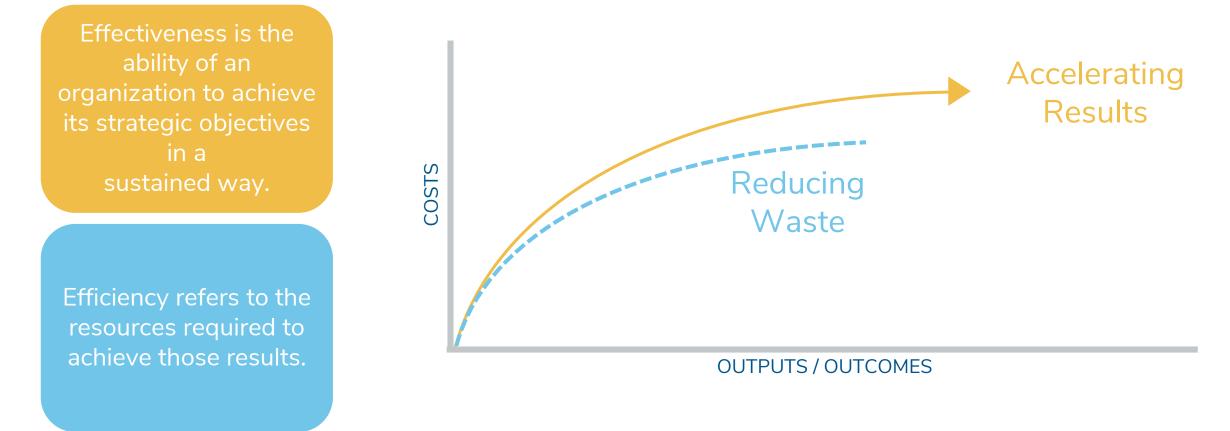
Higher education institutions are facing unprecedented **volatility**, **uncertainty**, **complexity** and **ambiguity** as a result of COVID-19.



In a recent IHE survey of CBOs, nearly half said their institution "should use this period to make difficult but transformative changes in its core structure and operations."

What is Organizational Effectiveness?

Effectiveness focuses on the ability to realize institutional outcomes and outputs.

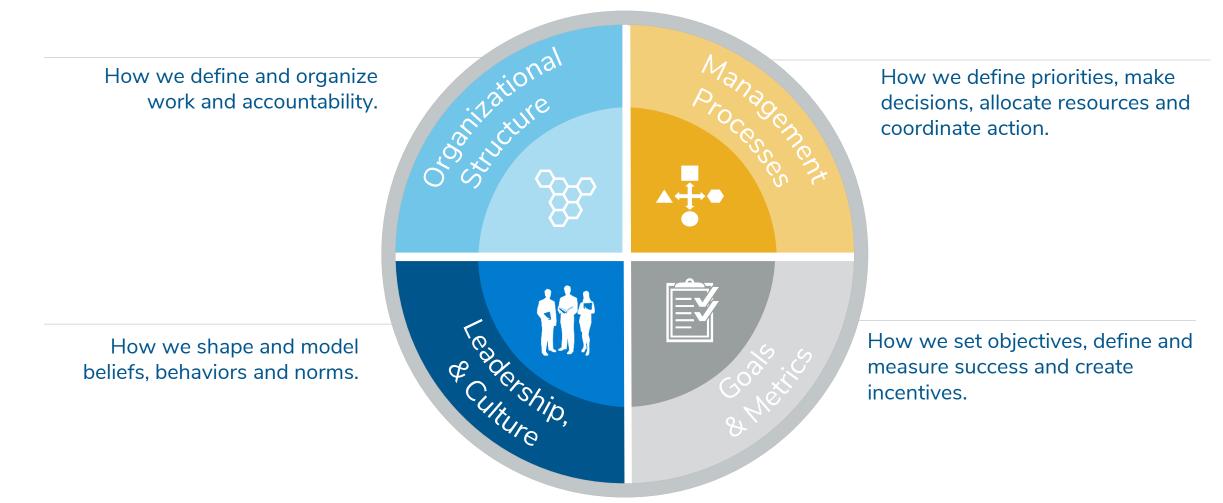


Increased effectiveness does not always mean lower costs.

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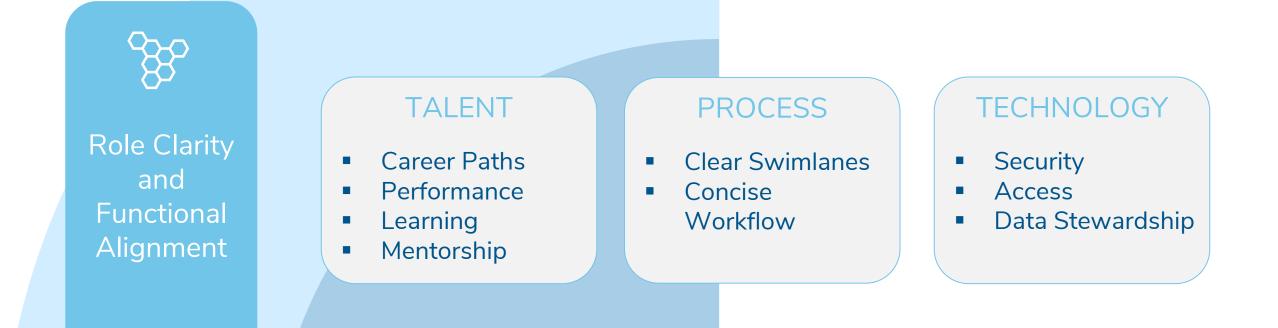
Organizational Effectiveness and the Operating Model

Achieving effectiveness requires thinking of the entire operating model of the institution.



Organizational Structure

Organizational Structures should create and reinforce focused, meaningful roles.



Example: Realignment of fragmented HR work into new roles under Human Resources.

Management Processes

Management processes should create **clear decision paths** that allow for flexibility without taking the institution off course.

	Flexibility.	Course-correcting as needed, based on shifting environments and new information	
Focus on getting	Anticipation.	Preparing for several different scenarios and creating entry and exit plans for each	
FAST	Strength.	Fostering resilience and innovation amidst challenging circumstances	
	Transparency.	Committing to open, consistent communications across campus and with the community	

Example: Making administrative costs visible to foster discussions around service.

Goals and Metrics

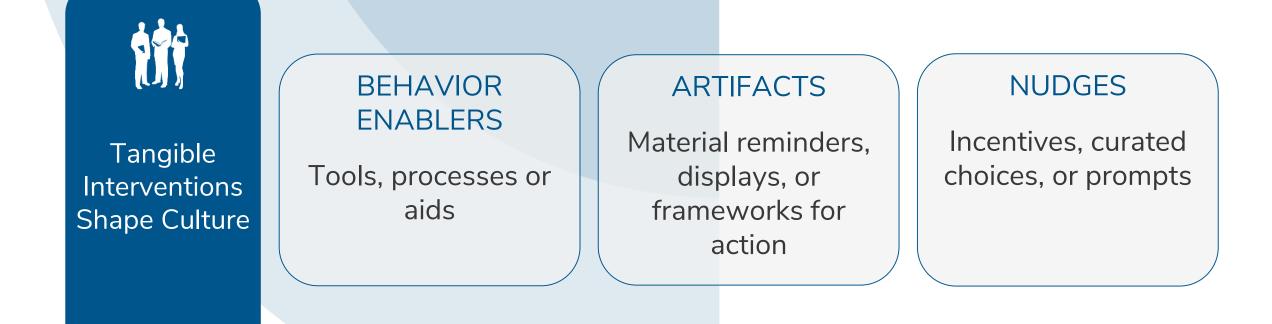
Shared goals and metrics should provide a common reference point that emphasizes the "what" even when the how might be uncertain or changing.



Example: Linking defined strategic outcomes to executive team compensation.

Leadership and Culture

Leadership and Culture should focus reinforcing beliefs, behaviors and norms in practice.



Example: Using a common collaboration site to assign actions to owners.

"Building the Airplane As We Fly It..."

Improving organizational effectiveness does not require transforming the entire institution at once.

Get the Parts

- Assigning ownership (publicly)
- Be clear about decision authority
- Sharing common, real-time information and data (dashboards)
- Establishing regular cadences of communication

Fly the Plane

- Hold people accountable (publicly)
- Address and learn from issues
- Capture and communicate lessons learned
- Converge around themes/outcomes, not organization boundaries
- Celebrate success

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"This doesn't get done with a memo."

Define vision and priorities Translate it to action Enable and reinforce change

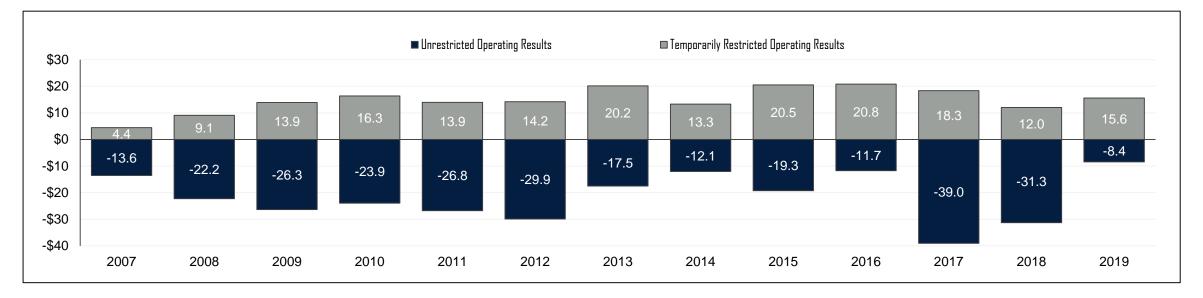
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Operational Efficiency and Organizational Effectiveness

NACUBO Master Class – Georgetown Case Study October 21, 2020



Context for Change



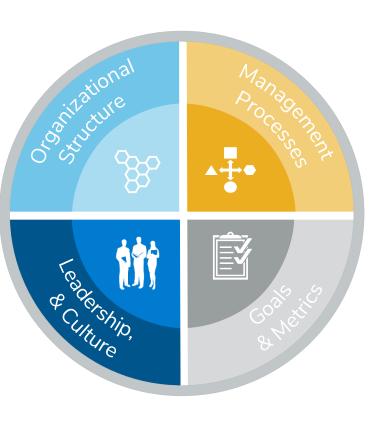
- 10+ years of operating deficits
- Highly distributed and sometimes duplicative administration
- Aging infrastructure

- Endowment and resource base that lags peers'
- Competitive market landscape and need for investment
- Tuition dependence
- Historical financial challenges at the medical center

Organizational Effectiveness Actions

- Analyzed management structures (i.e., "spans and layers")
- ✓ Identified material number of managers with 3 or fewer direct reports
- ✓ Examined extent of title inflation

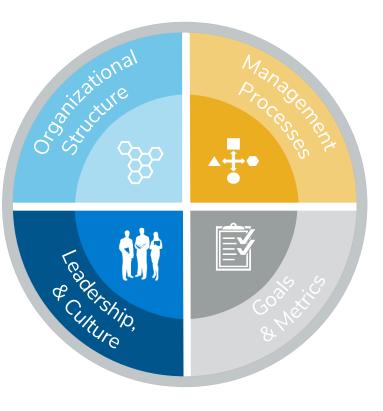
- ✓ Assessed siloed perspectives on Georgetown success (i.e., school by school)
- Implemented increased accountability measures for performance and stewardship of resources
- ✓ Increased cross-campus collaboration



- ✓ Implemented controls for hiring, compensation and classification
- ✓ Analyzed centralized vs. distributed effort across core administrative services (i.e. HR, FIN, IT)
- Examined capital resource allocation and project prioritization
 - ✓ Examined sources and uses of funds
- Analyzed "apples-to-apples" schooland campus-level financial performance
- Examined administrative service level equity across the enterprise

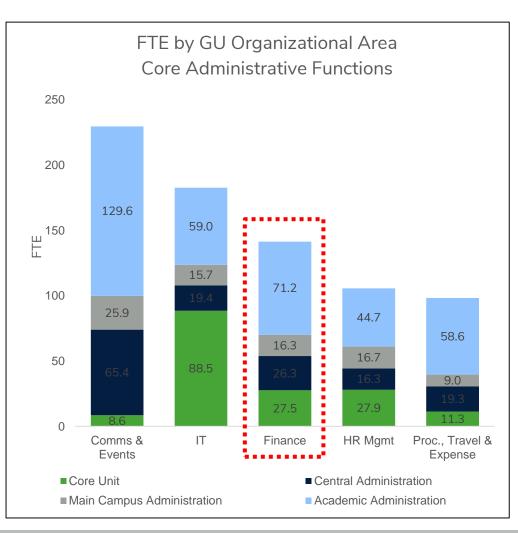
Organizational Effectiveness <u>Results</u>

- ✓ Significant unit-by-unit restructuring
- Permanently changed organizational structures
- ✓ Annual personnel savings in excess of \$20MM thus far
- ✓ Weekly cross-campus leadership meetings
- ✓ Enterprise view of institutional success
- ✓ Improved accountability for campus and unit performance



- ✓ Improved position control
- Increased appetite for shared administrative services
- Fostered longer-term approach to institutional investment and success
- Ongoing monitoring of financial performance
- \checkmark Improved insight into units' financials
- Organizational redesign efforts aimed at normalizing service levels

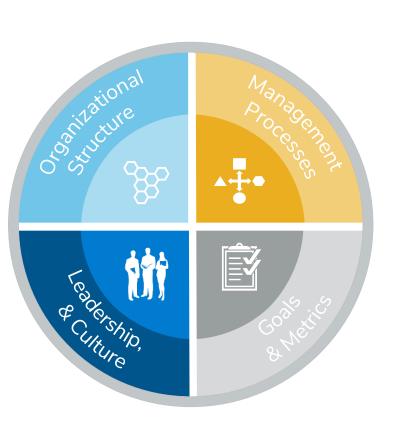
Context for Change – Finance



- GU's Organizational Effectiveness review uncovered the extent to which core administrative functions (e.g. finance, IT) were highly distributed across the institution's four campuses
- With new leadership in several key finance positions, GU decided to focus initial centralization efforts on reimaging the structure of the finance organization
- Quantitative and qualitative analysis revealed two main themes related to the effectiveness of the core finance unit:
 - Services provided were not meeting expectations
 - Many typical finance-related services were not being provided at all (i.e. lack of central collections), resulting in a need for units to provide these services themselves
- COVID-19 provided a unique opportunity to make significant progress on several key operational processes that would have been more difficult under normal circumstances (e.g. updating the travel portal)

Finance Case Study – <u>Actions</u>

- Realigned distributed finance personnel to report to the central finance unit
- Analyzed management structures (i.e., "spans and layers") in the central finance unit
- ✓ Assessed salary data
- Developed support from campus leadership to address hard decisions related to under performing staff
- Focused on attracting and retaining talent
- Established career paths for previously distributed finance resources

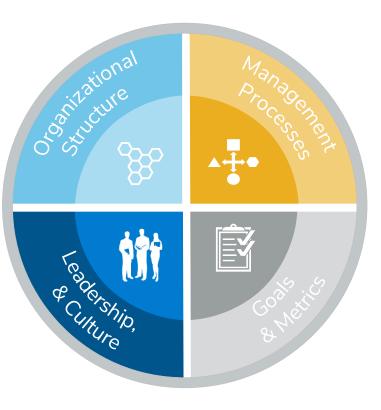


- Assessed services provided centrally to better understand any service gaps experienced by campus stakeholders
- ✓ Created process maps
- Implemented controls for better budgeting and management of cash

- Updated processes and increased oversight to better standardize service levels
- Reduced the likelihood of compliance and fraud related issues
- Identified cost saving measures that could be used to reinvest in people and systems

Finance Case Study – <u>Results</u>

- ✓ Streamlined services through centralization of resources
- Reevaluated management structures within the central finance unit
- Identified underfunded positions impacting attracting and retaining talent
- Implemented reductions-in-force for under-performing staff
- Improved hiring practices aimed at recruiting and retaining top talent
- ✓ Developed a community of practice by transitioning decentralized resources centrally



- ✓ Increased services offered by the central finance unit
- Updated processes to optimize workflow between central finance office and business units
- Optimized staffing within Financial Affairs to better align business services and budget processes
- \checkmark Increased consistency of services
- Implemented updated oversight methods to ensure compliance and reduce fraud
- ✓ Implemented cost saving measures to be used for future reinvestment



Question 2 – How well does your institution systematically measure its organizational effectiveness (organization structure, management processes, leadership and culture, and goals and metrics)?

- 1 Poor
- 2 Not Bad
- 3 Average
- 4 Good
- 5 Excellent



Questions to address during breakout:

- 1. How do you measure efficiency on your campus (most important metrics top 3) and how has that changed given COVID 19?
- How do you measure effectiveness on your campus (most important metrics – top 3) and how has that changed given COVID 19?



- Introductions and Overview
- Drive Greater Operational Efficiency & Organizational Effectiveness
- Report Outs

Teams report out key topics, insights, and recommendations





Participant Participation – Polling Question 3



Question 3 – Based on your understanding and conversations from today's master class which of the topics presented is likely the easiest for you to address?

- 1 = organization structure
- 2 = management processes
- 3 = leadership and culture
 - 4 = goals and metrics



A preview of next week's class and SME guests



