University System of Georgia
Comprehensive Administrative Review (CAR)
Information Session
2/12/2018
“Higher education has undergone fundamental changes in who enrolls and why, how instruction is delivered, and how it is paid for. We must ask ourselves: Are we positioned to meet the challenges of today, and are we preparing for those of tomorrow?”

The time is right for the University System to look in the mirror. A comprehensive examination of how the System and the institutions are administered in light of the new realities in higher education will help ensure we are fulfilling our mission today and tomorrow.”

– Chancellor Steve Wrigley
CAR OBJECTIVES

• Develop model organizational structures and processes that will consistently enhance our ability to further the teaching, research, and service the mission of the University system

• Develop and implement a 21st century operational model in a multi-campus, diverse University system

• Identify recommendations that would enhance administrative effectiveness, efficiency, and execution at all levels of the organization

• Identify administrative cost savings that can be redirected into the System’s core functions of teaching, research, and service
EAST GEORGIA STATE COLLEGE CAR TEAM

Data Points of Contact, Campus Communications, Coordination

• Mary Smith, mcsmith@ega.edu
• David Gribbin, dgrribbin@ega.edu
• Norma Kennedy, nkennedy@ega.edu
• Tracy Woods, twoods@ega.edu

Stakeholders

• Institution Leaders - President, Vice Presidents, Deans, Department Chairs, Unit leaders faculty with administrative responsibilities, managers
• Student Leaders – Student Government Association
# PROJECT TIMELINE – PHASE 1 INSTITUTIONS

## University System of Georgia Comprehensive Administrative Review - Phase 1 Schedule

<table>
<thead>
<tr>
<th>University</th>
<th>August '17</th>
<th>September '17</th>
<th>October '17</th>
<th>November '17</th>
<th>December '17</th>
<th>January '18</th>
<th>February '18</th>
<th>March '18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Kickoff</td>
<td>4 11 18 25</td>
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<td>Data Analytics</td>
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<tr>
<td>USG System Office</td>
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<td>Georgia Tech</td>
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<tr>
<td>U of West Georgia</td>
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<tr>
<td>Kennesaw State</td>
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<tr>
<td>University of North Georgia</td>
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<tr>
<td>South Georgia State College</td>
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<tr>
<td>East Georgia State College</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- Project Kickoff: 4 11 18 25
- Data Analytics: 2
- USG System Office: 3
- Georgia Tech: 6
- U of West Georgia: 5
- Kennesaw State: 7
- University of North Georgia: 9
- South Georgia State College: 10
- East Georgia State College: 11

**Notes:**
- Pre-Assessment Engagement: $$$
- On-Site Engagement: $$

*Revised 11/29/17*
PROJECT ORGANIZATIONAL STRUCTURE

Board of Regents
Committee on Finance & Business Operations

Executive Sponsor
Dr. Steve Wrigley, Chancellor

Comprehensive Administrative Review Steering Committee
Dr. Kyle Marrero, Chair, President, University of West Georgia

USG Core Project Leadership
Tricia Chastain, Executive Vice Chancellor for Administration
John Fuchko, Vice Chancellor for Organizational Effectiveness
Dan Ebersole, Project Manager - Management Review

Huron Project Leadership
Greg Bedell, Project Managing Director
Mike Phillips, Project Director

Huron Data Analytics Team
Huron Core Team
Huron Core Team
Huron Core Team
Huron Core Team
Huron Survey Team

Campus Contact, Communicators, and Stakeholders

Huron Strategic Guidance

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PROJECT APPROACH – INSTITUTION ENGAGEMENT

PROPOSED INSTITUTIONAL ENGAGEMENT PROCESS

**Kickoff Interviews**
President & VP for Business/Finance for each institution – set expectations, gather initial opportunities, solicit feedback on approach

**Data Collection & Analysis**
Work with System Office and Data Coordinator at each institution

**Assessment & Analysis**
Activity Assessment & Opportunity Identification Survey to be deployed at each institution to specific audiences

**Interviews & Focus Groups**
Invitations for interviews and focus groups will be sent by local leadership/project coordinators at each institution

**Report Development & Confirmation**
Institution-level reports will be vetted with local leadership to confirm accuracy of findings and recommendations before presentation to other project governance

**Key**
- **On-Campus, In-Person**
- **Primarily Off-Site**

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Updated 2/1/18
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CAR DATA REQUEST

• After soliciting CAR Steering Committee input, the data request was streamlined and simplified
• Feedback was solicited from all 28 institutions on the requested items and data availability
• Initial HR and Finance files were requested and provided by USG System Office
• EGSC Data Contacts – Mary Smith, David Gribbin
• Project team sent formal data request to Phase 1 Institutions on September 22
• EGSC data submission (pending collection of policies/processes) – January 31
THREE COMPONENTS:

1. OPPORTUNITY IDENTIFICATION SURVEY

2. ACTIVITY ASSESSMENT

3. HURON CAMPUS ENGAGEMENT
Survey Objectives

- Collect information on functions and processes that work well and those that need improvement or otherwise present an opportunity for administrative efficiencies.

Survey Participants

- Equivalent of managers and above at each institution. Includes faculty with administrative responsibilities and identified student leaders.

In-Scope Functions

1. Academic/Faculty Dev. & Support
2. Auxiliary Services
3. Budget
4. Enrollment Management & Financial Aid
5. External Relations
6. Facilities & Space Management
7. Fiscal/Accounting Operations
8. Fundraising, Advancement, & Development
9. Human Resources, Payroll, & Benefits
10. Information Technology
11. Institutional Research
12. Intellectual Property & Economic Development
13. Internal Audit
14. Libraries
15. Marketing & Communications
16. Online & Professional Education Program
17. Organizational Effectiveness/Improvement
18. Purchasing & Travel
19. Regulatory, Compliance, & Legal Services
20. Research Administration
21. Safety & Risk Management
22. Senior Administration
23. Student Life & Services
24. Other
Opportunity Identification Survey – February 14 - 21

Format

1. Participant background

**Best-In-Class**

2. Select up to five functions with ‘Best-in-Class’ operations

3. Select the processes and services that work well

4. Select specific attributes

**Room-for-Improvement**

5. Select up to five functions with ‘Room-for-Improvement’

6. Select the processes and services that do not work well

7. Select specific attributes

**Cross-Institution/Region/Sector/System Opportunities**

8. Select functions with opportunity

9. Provide additional information

10. Review Summary Results and Submit

Best-In-Class Process Evaluation Elements:

1. Enhanced by technology or system integrations
2. Required approvals are appropriate
3. Consistent, clear policy and procedural guidance
4. Strong cross-functional collaboration
5. Appropriate levels of ‘central’ oversight
6. Documentation is robust and user-friendly
7. Excellent customer service

Room-For-Improvement Process Evaluation Elements:

1. Lack of technology or system integrations
2. Complicated or inefficient approval process
3. Inconsistent/Unclear policy and procedural guidance (Phone/Email Communications)
4. Barriers to cross-functional collaboration
5. Ineffective ‘central’ oversight
6. Documentation is limited or not user-friendly
7. Poor customer service

Individual responses to the survey will be confidential and presented only in summary.
OPPORTUNITY IDENTIFICATION SURVEY – FEBRUARY 14 - 21
SAMPLE SCREEN-SHOTS

Introduction

UNIVERSITY SYSTEM OF GEORGIA

As part of the Comprehensive Administrative Review project, we are soliciting responses to an Opportunity Identification Survey to efficiently identify existing best-in-class operations, areas that could be improved, and potential solutions to common challenges at each institution. Responses to the survey will be anonymous and only presented in summary; your candid responses are encouraged and appreciated.

Results from this survey will enable the CAR project teams to better understand opportunities across USG to design the university system for the 21st century. If you have questions or comments regarding this survey or the CAR project, please visit our project website [INSERT Link] or contact the project team at [INSERT USG CAR Email].

To begin, we’d like to understand a little bit more about your background at USG.

At which institution within the Georgia System do you currently work?

University System of Georgia

Primary Functions

We’re interested in your experiences with the units providing services in the areas listed below, whether you are a customer, colleague, or service provider.

Which of the following units/areas do you consider ‘Best-in-Class’ in terms of efficiency, effectiveness, and service? Please select up to five.

- Academic Administrative Support
- Administration
- Auxiliary Services - Dining, Housing, Print Services, and Mail Services
- Compliance & Audit
- Enrollment Management
- Facilities Operations
- Fiscal Operations
- Fundraising Advancement & Development
- Human Resources & Benefits
- Information Technology
- Institutional Research
- Libraries
- Marketing & Communications

Sub-Functions

Which of the following processes/services listed below align with your ‘Best-in-Class’ designation? Please select all that apply.

- Evaluate capital plan (construction, deferred maintenance, etc.)
- Determine if the APRA level of building service is sufficient
- Tracking deferred maintenance needs, costs, and projections
- Tracking use and cost of space
- Requesting services
- Monitoring progress and completion of service requests
- Timely, clear, billing for services provided
- Timely follow-up and resolution for requesting services
- Developing comprehensive plan for capital projects
- Requesting design services
ACTIVITY ASSESSMENT – FEBRUARY 14 - 28
OBJECTIVES, PARTICIPANTS & FUNCTIONS

Assessment Objective

- Collect effort (FTE) allocated to in-scope administrative support functions and other activities to support comparative benchmarking and analysis across departments, schools/colleges, and institutions.

<table>
<thead>
<tr>
<th>Activity Assessment Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Administration, Management, &amp; Support</td>
</tr>
<tr>
<td>2. Departmental Academic/Research/Mission Support</td>
</tr>
<tr>
<td>3. Finance – General Finance, Accounting, &amp; Budgeting (Non-Grant Related)</td>
</tr>
<tr>
<td>4. Finance – Procurement &amp; Travel &amp; Expense</td>
</tr>
<tr>
<td>5. Pre-Award Administration</td>
</tr>
<tr>
<td>6. Post-Award Administration</td>
</tr>
<tr>
<td>8. Communications &amp; Events</td>
</tr>
<tr>
<td>9. Information Technology</td>
</tr>
<tr>
<td>10. Auxiliaries</td>
</tr>
<tr>
<td>11. Compliance &amp; Audit</td>
</tr>
<tr>
<td>12. Enrollment Management</td>
</tr>
<tr>
<td>13. Facilities Management &amp; Operations</td>
</tr>
<tr>
<td>14. Alumni Affairs / Development / Advancement</td>
</tr>
<tr>
<td>15. Institutional Research, Planning, &amp; Analysis</td>
</tr>
<tr>
<td>16. Libraries</td>
</tr>
<tr>
<td>17. Academic Affairs &amp; Professional Education</td>
</tr>
<tr>
<td>18. Student and Campus Services</td>
</tr>
<tr>
<td>19. Board of Regents Support &amp; Engagement</td>
</tr>
<tr>
<td>20. Legal Affairs</td>
</tr>
<tr>
<td>21. Intellectual Property &amp; Economic Development</td>
</tr>
<tr>
<td>22. External Relations</td>
</tr>
<tr>
<td>23. Other</td>
</tr>
</tbody>
</table>

Audience/Scope

- Huron has worked with EGSC leadership to ensure that this assessment be taken by individuals with broad administrative duties. Those positions with primarily teaching roles or with little administrative duty will be excluded from this assessment.
ACTIVITY ASSESSMENT – FEBRUARY 14 - 28

FORMAT

The Activity Assessment will be administered using the Qualtrics survey tool. Time to complete the assessment will vary based on the number of functions an individual selects to allocate their time.

Staff Activity Assessment

1. Confirm Employee Information
2. Select Applicable Functions
3. Estimate Time Spent In Each Functional Area
4. Allocate Estimated Time Across Specific Activities
5. Review Summary Results and Submit

- Name
- Title
- Unit / Department
- FTE
- Supervisor

Includes 22 functions fully listed on slide 13 (subset below):
1. General Administration, Management, & Support
2. Departmental Academic/Research/Mission Support
3. Finance – General Finance, Accounting, & Budgeting (Non-Grant Related)
4. Finance – Procurement & Travel & Expense
5. Pre-Award Administration
6. Post-Award Administration
8. Communications & Events
9. Information Technology
10. Auxiliaries
11. Enrollment Management
12. Facilities Management & Operations

1. General Administration, Management, & Support
2. Finance: Procurement and Travel & Expense
3. Human Resources Management (Incl. Benefits & Payroll)
4. Communication & Events
5. Enrollment Management

1. General Administration, Management, & Support
• General Department Support
• Student Management
• Staff Management
• Meetings and Collaboration
• Professional Development & Training
• Project Management
• Other

6. Supervisor Review (See Next Slide)
In order to ensure appropriate allocation of effort and to facilitate supervisor review, each participant will be asked to review and update/validate the specific position information listed below.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
</tbody>
</table>
ACTIVITY ASSESSMENT – FEBRUARY 14 - 28
SAMPLE SCREEN-SHOTS

Distribute Academic Teaching/Research and Administrative Time

Now, please indicate the percentage of time you spend on Academic Teaching/Research and allocate the remaining percentage to Administrative/Other (Non-Teaching/Non-Research) time. Enter "0" for the category if it does not apply to you.

Please ensure that the percentages you enter sum to 100%.

Please Note: You will only need to account for and allocate time spent on Administrative/Other (Non-Teaching/Non-Research) activities as part of this assessment. Academic Teaching/Research time is not included in this review.

<table>
<thead>
<tr>
<th>Time Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Teaching/Research time</td>
<td>0</td>
</tr>
<tr>
<td>Administrative (Non-Teaching/Non-Research) time</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
</tr>
</tbody>
</table>
Choose to Enter Time in Hours or Percent

We understand that when asked to estimate time spent on various activities, some people prefer to think in hours (based off a 40-hour work week for a full-time employee) and others like to think in terms of percentages (based off of 100%). Click here to see the example below to get a sense for which you would like to use.

Please select how you would like to enter your time throughout this assessment, in hours or percent. Once you make this selection, you will not be able to change it without having to re-enter your estimates.

- Hours
- Percent
Select Applicable Functions

Please select all functions that align with your current job duties. Remember that these are functions, NOT Units/Departments.

Your responses throughout the rest of the survey should reflect your Administrative (Non-Teaching/Non-Research) FTE work.

Hover over each category for more information on what is included in that section.

- General Administration, Management, & Support
- Departmental Academic/Research/Mission Support
- Finance – General Finance, Accounting, & Budgeting (Non-Grant Related)
- Finance – Procurement and Travel & Expense
- Pre-Award Administration
- Post-Award Administration
- Human Resource Management (Including Benefits & Payroll)
- Communications & Events
### ACTIVITY ASSESSMENT – FEBRUARY 14 - 28

#### SAMPLE SCREEN-SHOTS

<table>
<thead>
<tr>
<th>Percent</th>
<th>Allocate Time to Functions</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please allocate what percent of your effort is typically spent on each of the functions/areas you selected. To update your selected areas, please go back to the previous page. Hover over each category for more information on what is included in that section. <strong>Please Note:</strong> If you selected &quot;Other&quot; and entered text on the previous page, you do <strong>not</strong> need to re-key that text below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Administration, Management, &amp; Support</td>
<td>50</td>
<td>20</td>
</tr>
<tr>
<td>Communications &amp; Events</td>
<td>50</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Please allocate the number of Administrative (Non-Teaching/Non-Research) hours you typically spend on each of the functions/areas you selected. To update your selected areas, please go back to the previous page. Hover over each category for more information on what is included in that section. <strong>Please Note:</strong> If you selected &quot;Other&quot; and entered text on the previous page, you do <strong>not</strong> need to re-key that text below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Administration, Management, &amp; Support</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
## ACTIVITY ASSESSMENT – FEBRUARY 14 - 28
### SAMPLE SCREEN-SHOTS

### Percent

You estimated that you spend 50% of your time performing activities in **General Administration, Management, & Support**.

Of the time you spend on **General Administration, Management, & Support**, what percent do you give to the activities listed below? Please note your allocations must sum to 100.

Hover over each category for more information on what is included in that section.

**Note:** If after reviewing the activities you believe you spend more or less time in this function than originally estimated, please click the back button to update your estimates.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>General Department Support</td>
<td>25</td>
</tr>
<tr>
<td>Student Management</td>
<td>0</td>
</tr>
<tr>
<td>Staff Management</td>
<td>25</td>
</tr>
<tr>
<td>Meetings and Collaboration</td>
<td>25</td>
</tr>
<tr>
<td>Professional Development and Training</td>
<td>25</td>
</tr>
<tr>
<td>Project Management</td>
<td>0</td>
</tr>
<tr>
<td>Other General Administration, Management, &amp; Support</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total** 100%

### Allocate Time to Activities

You estimated that you spend 20 hours performing activities in **General Administration, Management, & Support**. Please review the activities below and allocate those hours as appropriate.

Hover over each category for more information on what is included in that section.

**Note:** If after reviewing the activities you believe you spend more or less time in this function than originally estimated, please click the back button to update your estimates.

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Department Support</td>
<td>5</td>
</tr>
<tr>
<td>Student Management</td>
<td>0</td>
</tr>
<tr>
<td>Staff Management</td>
<td>5</td>
</tr>
<tr>
<td>Meetings and Collaboration</td>
<td>5</td>
</tr>
<tr>
<td>Professional Development and Training</td>
<td>5</td>
</tr>
<tr>
<td>Project Management</td>
<td>0</td>
</tr>
<tr>
<td>Other General Administration, Management, &amp; Support</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total** 20 hours
ACTIVITY ASSESSMENT – FEBRUARY 14 - 28
SUPERVISOR ROLE IN VALIDATION – MARCH 5 - 9

The activity assessment will provide EGSC staff an opportunity to create a profile of how they currently allocate their time. We will share this information with each unit’s supervisor for validation. During the validation period, supervisors will review and confirm their staff’s responses.

Supervisor Review

1. Review Consolidated Report of Responses from Employees
2. Add Comments and/or Make Changes to Allocations
3. Submit Final Report to CAR Project Team

Guidelines for Supervisors:

- This is not an evaluation of an individual’s performance or in any way associated with a classification or compensation review
- This assessment is not designed to mirror your employee’s job description; rather, it will be used to highlight administrative functions that are a part of your employee’s daily tasks
- Before changing employee responses, we encourage you to communicate with your employees if you feel like the survey is not an accurate picture of what you think their daily job entails
- Only change responses that you know to be incorrect or misinformed to improve the accuracy of the data collected

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Supervisors will access an online application to review, update (if needed), and validate employee submitted hours. Instructions and supporting documentation will be provided to supervisors in advance of the review period.

1. Supervisors will see a list of their employees here and select one to view an individual’s report.

2. Supervisors will review and make updates to time allocations.

3. If changes were made, Supervisors will be required to add a note to provide justification/rationale for the adjustment before clicking “Submit.”
## SUPERVISOR VALIDATION – MARCH 5 - 9

### SCREEN-SHOT

<table>
<thead>
<tr>
<th>Work List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statements Requiring Certification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample, Jeff</th>
<th>Supervisor Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample, Jane</td>
<td>Supervisor Review</td>
</tr>
<tr>
<td>Sample, Joe</td>
<td>Supervisor Review</td>
</tr>
</tbody>
</table>

![Time Allocation Chart](image_url)
SUPERVISOR VALIDATION – MARCH 5 - 9
SCREEN-SHOT

Consolidated View

<table>
<thead>
<tr>
<th>Name</th>
<th>Title: Testing</th>
<th>Department: Supervisor Review</th>
<th>FTE: 1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Teaching/Research Time Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **General Administration, Management and Support Total:**
  - Employee Reported (Hrs.): 20.00
  - Employee Reported (%): 50.00%
  - Supervisor Updates, if needed (%): 50.00%

- **Departmental Academic/Mission Support Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Finance – General Finance, Accounting and Budgeting (Non-Grant Related) Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Finance – Procurement and Travel & Expense Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Pre-Award Administration Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Post-Award Administration Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Human Resources (Including Benefits & Payroll) Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Communications, Events, and External Relations Total:**
  - Employee Reported (Hrs.): 5.00
  - Employee Reported (%): 12.50%
  - Supervisor Updates, if needed (%): 12.50%

- **Information Technology Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Auxiliaries Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Compliance & Audit Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Enrollment Management Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Facilities Operations Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Alumni Affairs Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Institutional Research Total:**
  - Employee Reported (Hrs.): 5.00
  - Employee Reported (%): 12.50%
  - Supervisor Updates, if needed (%): 12.50%

- **Libraries Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Academic Affairs Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Student Services Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Board of Regents Support and Engagement Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Legal & General Counsel Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Other Li Total:**
  - Employee Reported (Hrs.): 0.00
  - Employee Reported (%): 0.00%
  - Supervisor Updates, if needed (%): 0.00%

- **Grand Total:**
  - Employee Reported (Hrs.): 40.00
  - Employee Reported (%): 100.00%
  - Supervisor Updates, if needed (%): 100.00%
### SUPERVISOR VALIDATION – MARCH 5 - 8

**SCREEN-SHOT**

#### Expanded View

<table>
<thead>
<tr>
<th>Name: Sample, Joe</th>
<th>Title: Testing</th>
<th>Department: Supervisor Review</th>
<th>FTE: 1.0</th>
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<tbody>
<tr>
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<td>Commitment Hours</td>
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<td>General Administration, Management and Support Total</td>
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<td>General Department Support</td>
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<td>Other General Administration, Management, and Support Activities - Manage special programs</td>
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<td>Grand Total</td>
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</tbody>
</table>

Updated 2/1/18

www.usg.edu/adminreview
PREPARING FOR THE ACTIVITY ASSESSMENT
HOW EMPLOYEES CAN PREPARE

Use the **Activity Assessment Catalog** as a tool to:

1. Get familiar with the Functions and Activities that will be in the online tool
2. Functions ≠ Offices/Units
3. Document the hours or percent of time spent in each area (think of the average over a year’s time)
4. Engage in dialogue with supervisor about how the assessment will be completed (in advance of completing it online)
5. Reach out with any questions or concerns to the points of contact at EGSC or CAR team
Assessment Objective

- To further evaluate and expand upon initial survey analyses, Huron will be present on campus to gain additional insight into campus operations through focus groups and individual interviews.

Audience/Scope

- Both the activity assessment and opportunity activity survey will inform the potential list of interviewees. In addition, Huron will interview groups identified by EGSC leadership. Focus group topics and composition will vary based on survey findings and institution leadership; groups may include school/college business officers, faculty department chairs, student government, etc.
FAQS AND ADDITIONAL INFORMATION CAN BE FOUND ON THE CAR PROJECT WEBSITE:
WWW.USG.EDU/ADMINREVIEW/

QUESTIONS?
CONTACT THE PROJECT TEAM AT USG-CAR@USG.EDU