

FY2006 Demographic Report

Human Resources
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Minnesota
STATE COLLEGES
& UNIVERSITIES

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Purpose of the Demographic Report

This report is intended as a quick reference for persons seeking demographic information regarding the Minnesota State Colleges and Universities workforce. It includes all 32 colleges and universities in operation in Spring 2006.

The demographic report has been a work-in-progress and has changed with each release because of refinements in data collection and analysis as well as in response to new issues raised by the readers.

The data presented in this report was developed using the Minnesota State Colleges and Universities personnel/payroll system (SCUPPS), which is maintained by the individual colleges or universities and the human resources Oracle Database (BRIO). The data used in this report was extracted on March 1, 2006.

Comments and suggestions regarding this report are welcome and should be addressed to Karen Cejka, Office of the Chancellor, Systemwide Human Resources at karen.cejka@so.mnscu.edu.

Employee Bargaining Units and Employee Groups

The State executive branch and Minnesota State Colleges and Universities are covered by the provisions of Minnesota Statute Chapter 179A, the Minnesota Public Employment Labor Relations Act (PELRA). This statute defines sixteen (16) bargaining units for executive branch employees. Each of these units is represented by a union certified as the exclusive representative for that unit. Minnesota State Colleges and Universities has employees in twelve (12) of those bargaining units. These include:

Represented by the American Federation of State, County, and Municipal Employees (AFSCME)

- 202 Craft, Maintenance, and Labor unit
- 203 Service unit
- 204 Health Care Non-professional unit
- 206 Clerical and Office unit
- 207 Technical Unit

Represented by the Minnesota Nurses Association (MNA)

- 205 Health Care Professional unit

Represented by the Inter Faculty Organization (IFO)

- 209 State University Instructional unit

Represented by the Minnesota State College Faculty (MSCF)

- 210 State College Instructional unit

Represented by the Minnesota State University Association of Administrative & Service Faculty (MSUAASF)

- 211 State University Administrative unit

Represented by the Minnesota Government Engineers Council (MGEC)

- 212 Professional Engineers Council unit

Represented by the Minnesota Association of Professional Employees (MAPE)

- 214 General Professional unit

Represented by the Middle Management Association (MMA)

- 216 Supervisory Employees unit

There are also certain groups of employees excluded from bargaining unit coverage under Minnesota Statute Chapter 179A. They are managerial employees, confidential employees, those who do not work enough hours (less than 14 hours per week or less than 67 days per calendar year) to be included in their normal bargaining unit, pharmacists and dentists. These include:

- 213 Health Treatment Professionals
- 217 Commissioner's Plan
- 218 Insufficient Work Time Employees (Non-unit employees)
- 220 Managerial Plan/MnSCU Administrators Plan

Faculty

Note: FTE for faculty is not calculated in the same twelve-month manner as the administrator and staff positions. FTE for faculty is calculated on an academic year basis. Reductions in FTE can be a result of unpaid leaves of absence, sabbaticals, adjusted workloads due to phased retirement, and unlimited special statuses. Additions in FTE are a result of overload assignments, extended duty days due to program needs, additional assignments requiring faculty expertise. Faculty FTE figures do not include assignments that are paid on a lump sum basis, such as non-credit instruction, customized training faculty instruction, various student activity assignments.

The terms and conditions of employment for all faculty positions are established in the collective bargaining agreement. Minnesota State Colleges and Universities Office of the Chancellor, Labor Relations staff negotiates the collective bargaining agreement with each faculty unit. Most vacant positions are filled through a campus-based search process, usually nationally or regionally based. Thus, national and/or regional competitiveness in salaries is imperative.

Bargaining Unit Represented by Inter Faculty Organization (IFO)

IFO represents instructional faculty, counselors, and librarians at the state universities.

	State Universities									
	Tenured/Tenure Track		Non-Tenure Track		Fixed Term		Adjunct		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Professor	915	890.75	5	5.50	2	2.15			922	898.40
Associate Professor	566	562.70	13	13.57	17	17.61			596	593.88
Assistant Professor	545	540.67	12	11.85	218	209.45			775	761.97
Instructor	2	2.00	1	0.54	197	174.33			200	176.87
Community Faculty							329	50.29	329	50.29
Adjunct Faculty							730	132.22	730	132.22
Totals	2,028	1,996.12	31	31.46	434	403.54	1,059	182.51	3,552	2,613.63

Bargaining Unit Represented by Minnesota State College Faculty (MSCF)

MSCF represents instructional faculty, counselors, and librarians at the community colleges, technical colleges and consolidated colleges. Customized Training Faculty are faculty who teach hourly based instruction not offered for or directly transferable to college credit or college credit courses offered under contract to a specific customer.

	Community Colleges		Consolidated Colleges		Technical Colleges		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Unlimited Full-time	590	554.62	1,627	1,628.64	580	574.36	2,797	2,757.62
Unlimited Part-time	14	7.52	99	72.27	51	35.35	164	115.14
Temporary Full-time	42	31.59	28	27.65	6	4.93	76	64.17
Temporary Part-time/Adjunct	542	158.06	1,209	322.24	273	58.23	2,024	538.53
Customized Training Faculty	1	0.27	10	1.86	51	6.88	62	9.01
Totals	1,189	752.06	2,973	2,052.66	961	679.75	5,123	3,484.47

Bargaining Unit Represented by Minnesota State University Association of Administrative & Service Faculty (MSUAASF)

MSUAASF represents state university unclassified professional positions in academic and academic support programs at the state universities, including financial aid directors, registrars, development and alumni directors, student union and housing coordinators.

	State Universities									
	Permanent		Probationary		Fixed Term		Externally Funded		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Range E*	42	37.34	20	16.12	1	0.03	1	0.25	64	53.74
Range D	80	72.94	20	16.24	4	2.57	11	9.33	115	101.08
Range C	134	121.33	69	58.47	27	15.06	10	6.41	240	201.27
Range B	58	44.39	68	55.25	49	32.67	28	16.96	203	149.27
Range A	1	0.33			1	0.77	1	0.70	3	1.80
Totals	315	276.33	177	146.08	82	51.10	51	33.65	625	507.16

*Includes 5 physicians in the Student Health Services area.

Administrators

Employees Covered by the Personnel Plan for Administrators

The positions in the Personnel Plan for Administrators are unclassified positions that are defined as managerial by Minnesota Statute Chapter 43A. The positions are presidents, vice-presidents, academic deans and other managers in academic and academic support programs.

	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Executive (Chancellor, Presidents & Vice Chancellors)	24	23.84	7	6.96	5	5.00	36	35.80
Other Administrators	304	282.62	142	130.06	54	48.49	500	461.17
Totals	328	306.46	149	137.02	59	53.49	536	496.97

Staff

Most staff positions have their terms and conditions of employment established in the collective bargaining agreement between their exclusive representative and the State of Minnesota. The Department of Employee Relations (DOER) negotiates a master agreement with each representative; consultative assistance is provided by Minnesota State Colleges and Universities. Most contracts contain a Minnesota State Colleges and Universities supplemental agreement, which covers issues unique to the state colleges & universities and is negotiated by the Office of the Chancellor, Labor Relations with consultative assistance from DOER.

Bargaining Units Represented by American Federation of State, County, and Municipal Employees (AFSCME)
 Positions covered by the AFSCME collective bargaining agreement include: general maintenance workers, groundskeepers, food service workers, campus security officers, clerical workers, plumbers, carpenters, and licensed practical nurses.

	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Craft, Maintenance & Labor Unit (202)	113	104.16	153	141.69			266	245.85
Service Unit (203)	461	355.05	365	309.39			826	664.44
Healthcare Non-Professional Unit (204)	2	1.62	9	5.90			11	7.52
Clerical & Office Unit (206)	1,101	856.73	803	659.05	30	26.39	1,934	1,542.17
Technical Unit (207)	479	300.29	166	133.40	13	12.72	658	446.41
Totals	2,156	1,617.85	1,496	1,249.43	43	39.11	3,695	2,906.39

Bargaining Units Represented by Minnesota Nurses Association (MNA)
 MNA represents positions that are typically assigned to classifications in the Registered Nurse series.

	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Classified MNA	5	3.43	13	6.91			18	10.34
Totals	5	3.43	13	6.91	0	0.00	18	10.34

Bargaining Units Represented by Minnesota Government Engineers Council (MGEC)
 MGEC represents professional engineers and engineering specialists.

	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Classified MGEC			5	4.74			5	4.74
Totals	0	0.00	5	4.74	0	0.00	5	4.74

Bargaining Units Represented by Minnesota Association of Professional Employees (MAPE)

MAPE represents both classified and academic unclassified positions. The classified positions represented by MAPE include general professional positions such as computer-related professionals and accounting professionals. The unclassified professional positions represented by MAPE are generally in academic and academic support programs in the state colleges, such as financial aid specialists, minority student advocates, equity coordinators, student activity coordinators, and customized training representatives.

	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Classified MAPE	367	322.14	305	255.58	151	139.87	823	717.59
Unclassified MnSCU Program Directors	497	391.34			28	24.64	525	415.98
Unclassified Customized Training Representatives	146	120.20					146	120.20
Totals	1,010	833.68	305	255.58	179	164.51	1,494	1,253.77

Bargaining Units Represented by MMA

MMA represents both classified and academic unclassified positions. The classified positions represented by MMA include supervisory positions such as accounting supervisors, computer-related supervisors, building maintenance supervisors, and clerical supervisors.

The academic unclassified professional supervisory positions represented by MMA are generally in academic and academic support programs in the state colleges, including supervisory financial aid directors, admissions directors, and registrars.

	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Classified MMA	153	137.45	100	87.34	13	12.54	266	237.33
Unclassified MMA	135	121.90			1	1.00	136	122.90
Totals	288	259.35	100	87.34	14	13.54	402	360.23

Employees Covered by the Commissioner's and Managerial Plans

Classified and academic unclassified confidential employees in Unit 217 are governed by the Commissioner's Plan (defined in Minnesota Statute Chapter 43A) promulgated by DOER. Confidential employees are defined in Minnesota Statute Chapter 179A as: an employee who as part of the employee's job duties: (1) has access to labor relations information as that term is defined in section 13.37, subdivision 1, paragraph (c); or (2) actively participates in the meeting and negotiating on behalf of the public employer.

In Unit 213, there are classified pharmacists and dentists who are covered by the Medical Addendum to the Commissioner's Plan. In Unit 220, there are some classified managerial employees covered by the managerial plan defined by Minnesota Statute Chapter 43A promulgated by DOER.

	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Classified Commissioner's Plan	106	89.19	58	50.33	29	25.23	193	164.75
Unclassified Commissioner's Plan	1	1.00			9	9.00	10	10.00
Health Treatment Professionals	5	0.67	5	2.38			10	3.05
Managerial Plan	7	7.00	10	8.76	12	11.96	29	27.72
Totals	119	97.86	73	61.47	50	46.19	242	205.52

Non-Bargaining Unit Employees

All classified and unclassified positions in this unit are part-time and do not work enough hours (less than 14 hours per week or less than 67 days per calendar year) to be covered by their normal bargaining unit agreement.

All unclassified part-time faculty members in this unit are defined in Minnesota Statute Chapter 179A as: an individual employed as an instructor in an adult vocational education program for less than 300 hours in a fiscal year or hired by a state college or state university to teach one course for three or fewer credits for one semester in a year.

Most vacant positions are filled through a direct selection process, usually from the local area.

	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE
Non-bargaining faculty	1,669	66.06	438	42.28			2,107	108.34
Non-bargaining staff	320	33.29	43	6.23			363	39.52
Totals	1,989	99.35	481	48.51	0	0.00	2,470	147.86

Grand Total of Bargaining Unit Employees & Employee Groups

For any employer, the number of employees actively working varies from week to week and month to month. This is particularly true for employers with "seasonal" work cycles, such as institutions of higher education. An effort has been made to collect the data for these annual demographic reports at the same time each year in order to reduce the effect of these "seasonal" changes in levels of employment.

As of March 1, 2006, the total number by FTE and headcount of Minnesota State Colleges and Universities bargaining unit employees and employee groups, by type of institution, is shown below:

Total of Bargaining Unit Employees and Employee Groups - FY2006								
Employee Groups	State Colleges		State Universities		Office of the Chancellor		Totals	
	Count	FTE*	Count	FTE*	Count	FTE*	Count	FTE*
AFSCME - 202	113	104.16	153	141.69			266	245.85
AFSCME - 203	461	355.05	365	309.39			826	664.44
AFSCME - 204	2	1.62	9	5.90			11	7.52
MNA - 205	5	3.43	13	6.91			18	10.34
AFSCME - 206	1,101	856.73	803	659.05	30	26.39	1,934	1,542.17
AFSCME - 207	479	300.29	166	133.40	13	12.72	658	446.41
IFO - 209			3,552	2,613.63			3,552	2,613.63
MSCF - 210	5,123	3,484.87					5,123	3,484.87
MSUAASF - 211			625	507.16			625	507.16
Mn Engrs Council - 212			5	4.74			5	4.74
Health Trmt Prof - 213	5	0.67	5	2.38			10	3.05
MAPE - 214	1,010	833.68	305	255.58	179	164.51	1,494	1,253.77
MMA - 216	288	259.36	100	87.34	14	13.54	402	360.24
Commissioner's Plan - 217	107	90.19	58	50.33	38	34.23	203	174.75
Classified Managers - 220	7	7.00	10	8.76	12	11.96	29	27.72
Administrators - 220	328	306.46	149	137.02	59	53.49	536	496.97
Subtotals:	9,029	6,603.51	6,318	4,923.28	345	316.84	15,692	11,843.63
Non-bargaining unit faculty - 218	1,669	66.06	438	42.28			2,107	108.34
Non-bargaining unit staff - 218	320	33.29	43	6.23	0	0.00	363	39.52
Subtotals:	1,989	99.35	481	48.51	0	0.00	2,470	147.86
Grand Totals:	11,018	6,702.86	6,799	4,971.79	345	316.84	18,162	11,991.49

*See note on page 5.

