

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** January 19, 2010

Agenda Item: Demographic Report for FY 2009

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda:

The Demographic Report is presented annually to the Board.

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

Vice Chancellor Lamb will present the Demographic Report for FY 2009, which is attached at this time.

Background Information:

The Demographic Report is intended as a reference for anyone seeking information regarding employees of the Minnesota State Colleges and Universities workforce. This report includes information on all 32 colleges and universities and the Office of the Chancellor as of Spring, 2009.

1 **BOARD OF TRUSTEES**
2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**
3

INFORMATION ITEM

DEMOGRAPHIC REPORT FOR FY 2009

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5 **Purpose of the Demographic Report**
6

7 This report is intended as a quick reference for anyone needing demographic information
8 regarding the Minnesota State Colleges and Universities workforce. It includes all 32 colleges
9 and universities and the Office of the Chancellor.

10
11 The demographic report has been a work-in-progress and has changed with each release because
12 of refinements in data collection and analysis as well as in response to new issues raised by the
13 readers.

14
15 The FTE data is for the period 7/1 through 6/30 of each year. The headcount data is extracted on
16 March 1st of each year. The headcount data may be either a duplicated headcount or
17 unduplicated headcount. The type of headcount is identified in each section of the report.

18
19 Included in this report is information that breaks down the number of employees (excluding
20 student employees) by bargaining units and by type of institution. In addition, we have provided
21 the following information:

- 22
- 23 ♦ A breakdown of employees by age and years of service.
 - 24
 - 25 ♦ Employee Separations in each of the last three (3) fiscal years.
 - 26
 - 27 ♦ Number of retirements and average age at the time of retirement in the last three (3)
28 fiscal years.
 - 29
 - 30 ♦ A discussion of various measures of employment (duplicated headcount, unduplicated
31 headcount, and full-time equivalents).
 - 32

33 **Observations**
34

- 35 • The number of voluntary resignations decreased from approximately 500 in Fiscal Years
36 2007 and 2008 to 362 in Fiscal Year 2009. (Page 12)
- 37 • While the number of retirements has remained fairly constant at approximately 260 per
38 fiscal year, the number of employees in the age group of 61 to 65 years has increased.
39 The number of retirements as a percentage of the age 61 to 65 group decreased from 24
40 percent in Fiscal Year 2007 to 19 % in Fiscal Year 2009. The Board Early Separation
41 Incentive (BESI) was not implemented until early Fiscal Year 2010. The reduction in

42 retirements in Fiscal Year 2009 might be partially the result of employees anticipating the
43 implementation of the BESI. (Page 12)

44 **Comparison of Duplicated and Unduplicated Headcounts versus FTE**

45 The report contains definitions of three measures of employment, each of which is useful for
46 different purposes. The following table contains a five year history of those measures.
47
48
49

March 1 of FY	Duplicated Headcount	Unduplicated Headcount	FTE
2005	17,653	17,196	14,141
2006	18,162	17,455	14,494
2007	19,486	17,780	14,838
2008	19,734	17,991	15,169
2009	19,346	18,300	15,515

50 **Comparison of Enrollment and Employment Levels by Fiscal Year**

51 The following table relates student enrollment data to faculty and staff employment data.
52
53
54

Measure	FY2005	FY2006	FY2007	FY2008	FY2009	% Change
Student FYE	135,494	134,220	135,839	139,885	143,924	6.2%
Faculty FTE	7,813	7,983	8,116	8,253	8,329	6.6%
Ratio of Student FYE to Faculty FTE	17.4 : 1	16.8 : 1	16.7 : 1	17.0 : 1	17.3 : 1	
Student Headcount	170,754	173,016	180,848	186,150	198,791	16.4%
Staff FTE	6,328	6,511	6,722	6,916	7,186	13.6%
Ratio of Student Headcount to Staff FTE	27.0 : 1	26.6 : 1	26.9 : 1	26.9 : 1	27.7 : 1	
Total EE FTE	14,141	14,494	14,838	15,169	15,515	9.7 %

- 55
- 56 • Faculty FTE and Student FYE have changed at approximately the same rate over the past
57 5 fiscal years.
 - 58 • Staff FTE (all non-faculty employment) increased at a slightly lower rate than Student
59 Headcounts over the past 5 fiscal years.

60
61 *Date: January 20, 2010*

Minnesota State Colleges and Universities

Demographic Report

FY 2009

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Purpose of the Demographic Report

This report is intended as a quick reference for anyone needing demographic information regarding the Minnesota State Colleges and Universities workforce. It includes all 32 colleges and universities and the Office of the Chancellor.

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 FTE data is for the period 7/1 through 6/30 of each year. The headcount data is extracted on March 1st of each year. The headcount data may be either a duplicated headcount or unduplicated headcount. The type of headcount is identified in each section of the report

Included in this report is information that breaks down the number of employees (excluding student employees) by bargaining units and by type of institution. In addition, we have provided the following information:

- ◆ A breakdown of employees by age and years of service.
- ◆ Employee Separations in each of the last three (3) fiscal years.
- ◆ Number of retirements and average age at the time of retirement in the last three (3) fiscal years.

Comments and suggestions regarding this report are welcome and should be addressed to Jim Lee, Office of the Chancellor, Human Resources Division at jim.lee@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 employees 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-bargaining unit employees)
- 220 Managerial Plan/Personnel Plan for Administrators

Measures of Employment

Duplicated Headcount - Each employee is counted once for each bargaining unit, college and university they are associated with as of the effective date of the data. For example, a classified staff member who also teaches one course at the same college would be counted twice in a breakdown of Headcount by Bargaining Unit, but only once in a breakdown of Headcount by Institution.

Unduplicated Headcount - Each employee is counted only once. Unduplicated headcounts are possible when each employee has only one value for the variables under analysis. For example, it is possible to determine an unduplicated headcount for the variable of Gender because each employee's record contains only one of three values (female, male and no data). It is not possible to break down an unduplicated headcount by a variable when it is possible for one employee to have two or more values for that variable, e.g. when employees have concurrent appointments in two or more bargaining units or with two or more appointing authorities within the System.

Full Time Equivalent - A measure of the percentage of a normal work year that the employee worked or was on paid leave. For hourly employees, FTE is based on the number of hours worked (including overtime) or on paid leave, divided by 2,088 hours. For salaried non-faculty employees, the FTE is the number of days worked or on paid leave, as a percentage of 261 work days. For faculty, FTE is the number of days paid or on paid leave, divided by the contractually agreed-to number of days in an academic year. Faculty may be paid for more than 1 FTE during the course of a fiscal year. Unlike, Headcount measures, any unit of FTE can only be counted once, whether the analysis is done by job class, bargaining unit, appointing authority or any other unit of analysis.

Comparison of Duplicated and Unduplicated Headcounts versus FTE

March 1 of FY	Duplicated Headcount	Unduplicated Headcount	FTE
2005	17,653	17,196	14,141
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Duplicated Headcount by Bargaining Unit/Employee Group

Instructional Faculty

Bargaining Unit Represented by Inter Faculty Organization (IFO)

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

	State Universities				Totals
	Tenured/ Tenure Track	Non-Tenure Track	Fixed Term	Adjunct	
Professor	920	5	4		929
Associate Professor	593	13	34		640
Assistant Professor	578	9	258		845
Instructor	1	1	174		176
Adjunct Faculty				1,108	1,108
Totals	2,092	28	470	1,108	3,698

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
Unlimited Full-time	825	1,260	731	2,816
Unlimited Part-time	17	55	67	139
Temporary Full-time	51	40	77	168
Temporary Part-time/Adjunct	717	989	480	2,186
Customized Training Faculty - Exclusive	7	54	65	126
Totals	1,617	2,398	1,420	5,435

Administrative and Service Faculty

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
Range E*	44	19	2	3	68
Range D	85	43	4	18	150
Range C	145	93	25	17	280
Range B	50	102	51	45	248
Range A	1			1	2
Totals	325	257	82	84	748

**Includes 4 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
Executive (Chancellor, Presidents & Vice Chancellors)	26	7	5	38
Other Administrators	320	162	60	542
Totals	346	169	65	580

Staff

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.

AFSCME	State Colleges	State Universities	Office of the Chancellor	Totals
Craft, Maintenance & Labor	123	158		281
Service	477	368		845
Healthcare Non-Professional	2	10		12
Clerical & Office	1,133	806	35	1,974
Technical	1,133	167	13	1,313
Totals	1,133	1,509	48	4,425

Bargaining Unit Represented by Minnesota Nurses Association (MNA)

MNA represents positions that are typically assigned to classifications in the Registered Nurse series.

MNA	State Colleges	State Universities	Office of the Chancellor	Totals
Classified	4	14	0	18
Totals	4	14	0	18

Bargaining Unit Represented by Minnesota Government Engineers Council (MGEC)

MGEC represents professional engineers and engineering specialists.

MGEC	State Colleges	State Universities	Office of the Chancellor	Totals
Classified	0	7	0	7
Totals	0	7	0	7

Bargaining Unit 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 academic 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
Classified MAPE	445	380	182	1,007
Unclassified Academic Professionals	613		27	640
Project Unclassified	9	11	6	26
Unclassified Customized Training Representatives	156			156
Totals	1,223	391	215	1,829

Bargaining Unit Represented by Middle Management Association (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
Classified MMA	166	127	15	308
Project Unclassified	1		2	3
Unclassified Academic Supervisors	160			160
Totals	327	127	17	471

Employees Covered by the Commissioner's and Managerial Plans

Confidential employees are governed by the Commissioner's Plan. This group also includes 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.

Commissioner's Plan and Managerial Plan	State Colleges	State Universities	Office of the Chancellor	Totals
Classified Commissioner's Plan	112	61	27	200
Unclassified Commissioner's Plan	1		8	9
Health Treatment Professionals	8	4		12
Managerial Plan	12	13	14	39
Totals	133	78	49	260

Non-Bargaining Unit Employees

All classified and unclassified staff positions in this group 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 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.

	State Colleges	State Universities	Office of the Chancellor	Totals
faculty	1,653	500	0	2,153
Non-bargaining staff	300	33	1	334
Totals	1,953	533	1	2,487

Grand Total of Bargaining Unit Employees & Employee Groups

The total number by duplicated headcount as of March 1, 2009 and FY09 FTE of Minnesota State Colleges and Universities bargaining unit employees and employee groups is shown below:

Total of Bargaining Unit Employees and Employee Groups		
Employee Groups	Totals	
	Duplicated Headcount	FY09 FTE*
A FSCME - 202 (Craft)	281	283.77
A FSCME - 203 (Service)	845	811.44
A FSCME - 204 (Health Care Non-Professional)	12	8.30
MNA - 205 (Health Care Professional)	18	12.32
A FSCME - 206 (Clerical)	1,974	1,794.44
A FSCME - 207 (Technical)	701	530.06
I FO - 209 (State University Faculty)	3,698	3,291.90
M SCF - 210 (State College Faculty)	5,435	4,684.67
MSUAASF - 211 (University Administrative and Service Faculty)	748	692.89
Mn Engrs Council - 212 (Engineering Specialists)	7	7.06
Health Trmt Prof - 213 (Pharmacists and Dentists)	12	2.74
MAPE - 214 (General Professional)	1,829	1,701.61
MMA - 216 (Supervisors)	471	457.60
Commissioner's Plan - 217 (Confidential)	209	205.23
Classified Managers - 220	39	36.03
Administrators - 220	580	570.14
Subtotals:	16,859	15,090
Non-bargaining unit faculty - 218	2,153	352.08
Non-bargaining unit staff - 218	334	72.55
Subtotals:	2,487	424.63
Grand Totals:	19,346	15,514.83

Unduplicated Headcount

Distribution of Employees by Age & Years of Service

Unduplicated Headcount, (Excluding Insufficient Work Time Employees)
As Of March 1, 2009

Length of Service	Age Groups											Totals
	25 & under	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 & over	
5 years or less	327	907	1,022	1,112	972	968	823	646	303	95	24	7,199
6 to 10 years	1	85	286	462	524	638	597	483	226	68	24	3,394
11 to 15 years			32	159	240	350	370	318	154	55	22	1,700
16 to 20 years				33	160	331	395	412	240	47	9	1,627
21 to 25 years				1	56	173	281	340	157	34	5	1,047
26 to 30 years					2	79	179	262	142	28	4	696
31 to 35 years						8	101	166	88	23	4	390
36 to 40 years							7	84	60	35	10	196
41 or more years								1	7	6	7	21
Grand Total	328	992	1,340	1,767	1,954	2,547	2,753	2,712	1,377	391	109	16,270

Separation Data

Count of separations by type and fiscal year.
Compared to Unduplicated Headcount (UHC)

Separation Type	FY07		FY08		FY09	
	Number	Pct of UHC	Number	Pct of UHC	Number	Pct of UHC
Death	17	0.10%	19	0.11%	18	0.10%
Dismissal	7	0.04%	8	0.04%	15	0.08%
Early Retirement	36	0.20%	40	0.22%	25	0.14%
Layoff	39	0.22%	30	0.17%	66	0.36%
Non-Renewal/Non-Certification	46	0.26%	52	0.29%	40	0.22%
Resignation	503	2.83%	493	2.74%	362	1.98%
Retirement	269	1.51%	261	1.45%	261	1.43%
Termination	147	0.83%	159	0.88%	183	1.00%
Transfer	63	0.35%	98	0.54%	94	0.51%
Total Separations	1,127	6.34%	1,160	6.45%	1,064	5.81%
Unduplicated Headcount	17,780		17,991		18,300	
Unduplicated HC age 61 to 65	1,110		1,228		1,377	
Retirements as % of age 61 to 65	24.2%		21.3%		19.0%	
Median age at retirement	62		62		63	

Personal Demographic Data

Distribution of Employees by Gender
Unduplicated Headcount
As of March 1 each year

Gender	FY07	FY08	FY09
Female	9,645	9,725	9,940
Male	8,135	8,266	8,356
No data			4
Total	17,780	17,991	18,300

Distribution of Employees by Ethnicity
Unduplicated Headcount
As of March 1 each year

Ethnic Group	FY07	FY08	FY09
American Indian/ Alaska Native	190	199	188
Asian	515	535	558
Black or African American	421	448	468
Hispanic or Latino	245	233	252
Native Hawaiian/ Other Pacific Islander	6	7	12
No data	52	65	86
White	16,351	16,504	16,736
Total	17,780	17,991	18,300

Full Time Equivalent (FTE)

Distribution of FTE by Funding Source in FY09

Funding Source	FTE	Percent of Total
General Fund	14,243	91.8%
Grants and other sources	1,272	8.2%
Totals	15,515	100%

Distribution of FTE by Employee Group and Fiscal Year

Employee Group	FY07	FY08	FY09
AFSCME-202 (Craft)	274.49	276.49	283.77
AFSCME-203 (Service)	778.31	804.06	811.44
AFSCME-204 (Health Non-Professional)	7.47	7.92	8.30
Minnesota Nurses Association	12.60	10.94	12.32
AFSCME-206 (Clerical)	1,770.52	1,779.18	1,794.44
AFSCME-207 (Technical)	519.89	520.88	530.06
Inter Faculty Organization	3,220.77	3,290.02	3,291.90
MN State College Faculty	4,556.29	4,626.58	4,684.67
MSUAASF	619.72	639.94	692.89
Mn Govt Engineering Council	6.88	7.01	7.06
Health Treatment Professionals	3.26	2.99	2.74
Mn Assoc of Professional Employees	1,464.70	1,573.03	1,701.61
Middle Management Association	420.54	440.66	457.60
Commissioner's Plan	193.09	194.11	205.23
Non-Unit Faculty	339.11	336.46	352.08
Non-Unit Staff	82.73	77.22	72.55
Adminstrators and Managers	567.23	581.67	606.16
Totals	14,837.60	15,169.14	15,514.83

Distribution of FTE by Appointing Authority and Fiscal Year

Appointing Authority	FY07	FY08	FY09
Alexandria TC	219.73	219.02	220.39
Anoka TC	164.47	175.99	174.56
Anoka/Ramsey	395.67	411.93	444.16
Bemidji St	544.49	536.99	541.89
Central Lakes	272.18	271.22	278.85
Century College	589.31	627.78	654.86
Dakota Co TC	265.24	253.47	254.94
Fonddulac CC	103.07	105.04	99.27
Hennepin TC	406.04	418.88	420.67
Hibbing Coll	161.87	163.64	167.59
Inver Hills	313.36	325.23	336.92
Itasca CC	112.19	114.56	119.21
Lake Superior	313.47	329.61	347.89
Mesabi CC/TC	125.64	131.57	131.41
Metropolitan State	529.30	562.85	598.58
Minn West	258.68	259.90	251.79
MN State CTC	478.65	488.31	485.56
Mpls College	585.24	583.26	600.14
MSC-SE Tech	163.00	167.17	171.44
MSU Moorhead	755.21	768.84	765.72
MSU, Mankato	1,449.54	1,483.59	1,509.40
N. Hennepin	368.18	378.27	394.88
NE Serv Unit	12.11	12.49	10.19
Normanale	535.82	550.43	573.59
Northland	316.32	311.60	311.39
NTC Bemidji	72.81	79.09	81.08
Pine City TC	92.83	92.37	97.27
Rainy River	47.84	47.05	39.63
Ridgewater	339.48	342.62	349.87
Riverland	262.86	264.92	262.41
Rochester	440.60	437.92	459.65
Saint Paul C	330.07	338.93	353.44
SCSU	1,536.59	1,573.92	1,626.01
So Central	302.82	308.40	309.13
Southwest St	397.17	392.15	381.72
St. Cloud TC	277.25	294.37	305.34
System Office	375.45	393.13	419.36
Vermilion CC	74.18	79.32	73.74
Winona State	848.89	873.32	890.86
Totals	14,837.60	15,169.14	15,514.83



Minnesota
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