



Minnesota State Colleges & Universities

Demographic Report

April 2002

This report changes with each release because of refinements in data collection and analysis as well as responses to new issues raised by the users. This data is extracted from the MnSCU SCUPPS System, which is maintained by the campuses. We caution users not to make comparisons to data contained in previous editions of the report. We also invite users to submit questions and ideas for our consideration to: Karen Cejka, HR Research Director, MnSCU Office of the Chancellor, 500 World Trade Center, 30 East Seventh Street, St. Paul, MN 55101.

Minnesota State Colleges and Universities
Bargaining Units and Employee Groups
April 2002

Section I: Employee Bargaining Units and Employee Groups

The State executive branch, and therefore MnSCU, is covered by the provisions of Minn. Stat. ch. 179A, the Minnesota Public Employment Labor Relations Act (PELRA). This statute defines seventeen (17) bargaining units for executive branch employees. Each of these units is represented by a union certified as the exclusive representative for that unit. MnSCU 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 Community College Instructional unit (*formerly MCCFA*)
- 224 Technical College Instructional unit (*formerly UTCE*)

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

- 211 State University Administrative 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 Minn. Stat. ch. 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

Grand Total of MnSCU Bargaining Unit Employees and 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 27, 2002, the total number of MnSCU bargaining unit employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges	Consolidated Colleges	Technical Colleges	State Universities	Office of the Chancellor	Grand Totals
Totals:	2162	4774	3827	6103	324	17190

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.

Section 2: Classified Employees

Most classified 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 MnSCU. Each contract contains a MnSCU supplemental agreement, which covers issues unique to the MnSCU campuses and is negotiated under the leadership of MnSCU with consultative assistance from DOER.

Most vacant positions are filled from lists of candidates determined eligible by DOER and are typically comprised of applicants from the local region. It is the exception to find applicants from other states. However, while the hiring pool is typically from the local region, salary ranges are set based on salaries negotiated by DOER and compare favorably with wage rates for the Twin Cities metropolitan area. Our salaries in the Greater Minnesota area are very competitive.

Bargaining Units Represented by 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.

The number of employees in each unit, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
AFSCME																		
202	20	0	20	42	2	44	38	3	41	149	1	150	0	0	0	249	6	255
203	84	28	112	153	41	194	107	74	181	309	25	334	0	0	0	653	168	821
204	0	0	0	0	2	2	2	0	2	2	6	8	0	0	0	4	8	12
206	145	114	259	299	198	497	313	78	391	624	174	798	30	2	32	1411	566	1977
207	32	66	98	62	135	197	50	97	147	128	26	154	14	0	14	286	324	610
Total	281	208	489	556	378	934	510	252	762	1212	232	1444	44	2	46	2603	1072	3675

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.

Bargaining Unit Represented by MNA

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

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Classified MNA 205	1	1	2	0	4	4	0	1	1	3	9	12	0	0	0	4	15	19

Bargaining Units Represented by MAPE

MAPE represents general professional positions such as computer-related professionals and accounting professionals.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Classified MAPE 214	71	13	84	101	18	119	111	24	135	210	47	257	115	16	131	608	118	726

Bargaining Units Represented by MMA

MMA represents supervisory positions such as accounting supervisors, computer-related supervisors, building maintenance supervisors, and clerical supervisors.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Classified MMA 216	40	2	42	46	3	49	48	5	53	102	3	105	12	1	13	248	14	262

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.

Employees Covered by the Commissioner's and Managerial Plan

There are some classified confidential employees in Unit 217 who are governed by the Commissioner's Plan defined in Minn. Stat. ch. 43A promulgated by DOER. 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 Minn. Stat. ch. 43A promulgated by DOER.

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Classified Comm. Plan 217	23	3	26	38	2	40	31	5	36	51	2	53	24	4	28	167	16	183
Health Trmt Prof 213	0	0	0	0	2	2	0	0	0	1	4	5	0	0	0	1	6	7
Mgr. Plan 220	1	0	1	2	0	2	4	0	4	7	1	8	12	1	13	26	2	28
Total	24	3	27	40	4	44	35	5	40	59	7	66	36	5	41	194	24	218

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.

Section 3: Academic Unclassified Employees

Most unclassified positions have their terms and conditions of employment established in the collective bargaining agreement between their exclusive representative and the State of Minnesota. MnSCU negotiates a master agreement with each representative with consultative assistance provided by DOER. The remaining academic unclassified positions are covered by either the Commissioner's Plan, MAPE, MMA, or the MnSCU Administrators Plan.

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 IFO

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

The number of employees is shown below:

Employee Bargaining Unit	State Universities				Grand Totals	
	Tenured/Tenure Track	Non-Tenure Track	Fixed Term	Adjunct		
IFO (209)						%
Professor	830	2	1	0	833	27%
Associate Professor	471	13	17	0	501	16%
Assistant Professor	536	20	223	0	779	25%
Instructor	4	1	230	0	235	8%
Adjunct	0	0	0	718	718	23%
Total	1841	60%	36	1%	471	15%
					718	23%
					3066	

Bargaining Unit Represented by MSCF

Community College Faculty (BU 210) includes faculty, counselors, and librarians at the community colleges, as well as community college faculty and librarians at the consolidated colleges.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges	Consolidated Colleges	Grand Total
Community College Faculty (210)			
Unlimited Full-time	589	566	1155
Unlimited Part-time	17	20	37
Temporary Full-time	25	26	51
Temporary Part-time	493	449	942
Total	1124	1061	2185

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.

Technical College Faculty (BU 224) includes faculty, counselors, and librarians in the technical colleges, as well as technical college faculty and counselors at the 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.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Consolidated Colleges	Technical Colleges	Grand Total
Technical College Faculty (224)			
Unlimited Full-time	657	973	1630
Unlimited Part-time	146	215	361
All Other Part-time/Adjunct	119	225	344
Customized Training Faculty	15	34	49
Total	937	1447	2384

Bargaining Unit Represented by MSUAASF

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

The number of employees is shown below:

Employee Bargaining Unit	State Universities		Grand Totals
	FT	PT	
MSUAASF			
211	491	45	536

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.

Bargaining Units Represented by MAPE

The unclassified professional positions represented by MAPE are generally in academic and academic support programs in community and technical colleges, including financial aid directors, minority student advocates, equity coordinators, student activity coordinators, and customized training representatives.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Unclassified MAPE (214)																		
Prog Dir	74	44	118	113	81	194	71	28	99	0	0	0	15	5	20	273	158	431
Cust Trng Reps	13	3	16	45	24	69	53	22	75	0	0	0	0	0	0	111	49	160
Totals:	87	47	134	158	105	263	124	50	174	0	0	0	15	5	20	421	190	591

Bargaining Unit Represented by MMA

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

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Unclassified MMA																		
216	12	1	13	58	10	68	30	3	33	0	0	0	1	0	1	101	14	115

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.

Employees Covered by the Commissioner's Plan

Positions in the Commissioner's Plan include "confidential" employees as defined in Minn. Stat. ch. 179A, and examination monitors, which are employed on an intermittent basis.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Unclassified Comm Plan 217	0	0	0	1	68	69	0	0	0	0	0	0	5	0	5	6	68	74

Employees Covered by the MnSCU Administrators Plan

The positions in the MnSCU Administrators Plan are unclassified positions that are defined as managerial by Minn. Stat. ch. 43A. The positions are presidents, vice-presidents, deans and other managers in academic and academic support programs.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges			Consolidated Colleges			Technical Colleges			State Universities			Office of the Chancellor			Grand Totals		
	FT	PT	Total	FT	PT	Total	FT	PT	Total	FT	PT	Total	FT	PT	Total	FT	PT	Total
MnSCU Admin Plan 220	73	2	75	130	0	130	114	3	118	131	1	132	66	1	67	514	7	522

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.

Section 4: 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 Minn. Stat. ch. 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 MnSCU college/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.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges	Consolidated Campuses	Technical Colleges	State Universities	Office of the Chancellor	Grand Totals
Non-unit (218)						
Faculty	121	730	920	383	0	2154
Non-Faculty	51	366	144	102	0	663
Total	172	1096	1064	485	0	2817

Data Source: MnSCU HR Oracle Database (SCUPPS)
 Prepared by: MnSCU Personnel Office

Note: Other Appointments include part-time unlimited, part-time temporary, part-time emergency, part-time seasonal, full-time temporary, full-time emergency, full-time seasonal, intermittent unlimited, intermittent emergency, intermittent temporary and intermittent seasonal. Some units include both classified and unclassified employees. They are reported separately.