# IPEDS 2020-21 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022 User ID: P3636331

#### Human Resources 2020-21

Institution: Luna Community College (363633)

User ID: P3636331

Overview

#### **Human Resources Overview**

Welcome to the IPEDS Human Resources (HR) survey component. The HR component collects important information about your institution's staff.

#### **Data Reporting Reminders**

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year
  reporting. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined
  in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts
  of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help
  Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- · Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff both with and without faculty status.

See the instructions for the Key Reporting Concepts section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

#### Changes to reporting for 2020-21

There are no changes for this survey component.

#### Resources:

- To download the survey materials for this component: Survey Materials
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes.
   Additional information and resources can be found in the <u>IPEDS HR/SOC Information Center</u>, including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, Frequently Asked Questions, and Web Tutorials.
- To access your prior year data submission for this component: Reported Data

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.

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Human Resources	Screening	Questions
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	your institution have any <u>part-time</u> staff?
іт уои	answer Yes to this question, you will be provided the screens to report part-time staff.
○No	
Do	es your institution have graduate assistants?
lf y	you answer Yes to this question, you will be provided the screens to report graduate assistants.
•	No
0	Yes
Does	your institution have 15 or more <u>full-time</u> staff?
ONo	
<b>⊚</b> Ye	S .
Do	es your institution have a tenure system?
If y	ou answer Yes to this question, you will be provided the screens to report some data by tenure status.
•	No
0	Yes
the	d your institution hire any full-time permanent staff who were included on the payroll of the institution between November 1, 2019 and October 31, 2020 either for a first time (new to the institution) or after a break in service? Do not exclude persons who were no longer on the payroll as of November 1, 2020. (Exclude persons to have returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)
If y	you answer Yes to this question, you will be provided the screens to report full-time permanent new hires in Part H.
0	No
•	Yes
If you	L of the instructional staff at your institution fall into any of the following categories?  answer Yes to any of the questions below, you will NOT be required to report Part G - Salaries for instructional staff. However, Part G will still be required for ting data for full-time non-instructional staff.
	Yes Are ALL of the instructional staff military personnel?
	Yes Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
You n	nay use the box below to provide additional context for the data you have reported above.

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# Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Multi-Year Contract

# $\textbf{Number of } \underline{\textbf{Full-time }} \underline{\textbf{Instructional Staff}} \underline{\textbf{With }} \underline{\textbf{Faculty Status }} \underline{\textbf{Not on Tenure Track}} - \underline{\textbf{Multi-Year Contract}}$

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

#### Men

		No academic					
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien				0			0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							(
Black or African American							C
Native Hawaiian or Other Pacific Islander							(
White							C
Two or more races							C
Race and ethnicity unknown							
Total men	0	0	0	0	0	0	

omen							
		No academic					
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien				0			0
Hispanic/Latino							C
American Indian or Alaska Native							(
Asian							(
Black or African American							(
Native Hawaiian or Other Pacific Islander							C
White							(
Two or more races							C
Race and ethnicity unknown							(
Total women	0	0	0	0	0	0	C
Total (men+women)	0	0	0	0	0	0	C
Total from prior year							

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# Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract

# Number of <u>Full-time</u> <u>Instructional Staff</u> With <u>Faculty Status</u> <u>Not on Tenure Track</u> - <u>Annual Contract</u>

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

#### Men

			No academic				
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien							0
Hispanic/Latino				1			1
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							C
<u>White</u>				1			1
Two or more races							C
Race and ethnicity unknown							(
Total men	0	0	0	2	0	0	2

			No academic				
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien							
Hispanic/Latino							
American Indian or Alaska Native							
Asian							
Black or African American							
Native Hawaiian or Other Pacific Islander							
White				1			
Two or more races							
Race and ethnicity unknown							
Total women	0	0	0	1	0	0	
Total (man twaman)	0	0	0	3	0	0	:
Total (men+women)  Total from prior year	U	U	U	3	U	U	

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Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Less-Than-Annual Contract

# $\textbf{Number of } \underline{\textbf{Full-time}} \ \underline{\textbf{Instructional Staff}} \ \underline{\textbf{With }} \underline{\textbf{Faculty Status}} \ \underline{\textbf{Not on Tenure Track}} \ - \underline{\textbf{Less-than-annual Contract}}$

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

#### Men

			Academic Rank			No academic	Total
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	
Nonresident alien							0
<u>Hispanic/Latino</u>				4			4
American Indian or Alaska Native							0
<u>Asian</u>							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White				1			1
Two or more races							0
Race and ethnicity unknown				1			1
Total men	0	0	0	6	0	0	6

/omen							
			No academic				
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien							(
Hispanic/Latino				11			11
American Indian or Alaska Native							(
Asian							(
Black or African American							(
Native Hawaiian or Other Pacific Islander							(
White				4			4
Two or more races							(
Race and ethnicity unknown							(
Total women	0	0	0	15	0	0	15
Total (men+women)	0	0	0	21	0	0	2
Total from prior year							22

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Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration contract

# $\textbf{Number of } \underline{\textbf{Full-time}} \ \underline{\textbf{Instructional Staff}} \ \textbf{With } \underline{\textbf{Faculty Status}} \ \underline{\textbf{Not on Tenure Track}} \ - \underline{\textbf{Indefinite duration contract}}$

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

#### Men

			No academic				
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien				0			0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
<u>White</u>							0
Two or more races							0
Race and ethnicity unknown							0
Total men	0	0	0	0	0	0	0

			No academic				
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien				0			
Hispanic/Latino							
American Indian or Alaska Native							
Asian							
Black or African American							
Native Hawaiian or Other Pacific Islander							
White							
Two or more races							
Race and ethnicity unknown							
Total women	0	0	0	0	0	0	
Total (men+women)	0	0	0	0	0	0	

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# Part A1 - Full-time Instructional Staff - Without Faculty Status

# Number of Full-time Instructional Staff Without Faculty Status

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

#### Men

Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	
American Indian or Alaska Native	
<u>Asian</u>	
Black or African American	
Native Hawaiian or Other Pacific Islander	
<u>White</u>	
Two or more races	
Race and ethnicity unknown	
Total men	0

Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total women	0

Total (men+women)	0
Total from prior year	

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# Part A2 - Full-time Instructional Staff by Function

# Number of Full-time Instructional Staff

As of November 1, 2020

• Report Primarily Instruction and Instruction Combined with Research and Public Service separately, as indicated below.

	With Faculty Status						
		<u>Multi-year</u>	Annual contract	<u>Less-than-annual</u> <u>contract</u>	Indefinite duration (continuing or at-will)	Without Faculty Status	Total
Instructio	onal staff	0	3	21	0	0	24
Total carr screens	ied forward from previous	0	3	21	0	0	24
<u>Prir</u>	marily Instruction	0	3	21	0	0	24
	Exclusively credit	0	3	21	0	0	24
	Exclusively not-for- credit						0
	Combined credit/not-for- credit						0
	truction/research/public vice staff						0

Part A3 - Full-time Instructional Staff - Totals

# Total number of Full-time Instructional Staff

As of November 1, 2020

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	0	0	0
Hispanic/Latino	5	11	16
American Indian or Alaska Native	0	0	0
Asian	0	0	0
Black or African American	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	2	5	7
Two or more races	0	0	0
Race and ethnicity unknown	1	0	1
Total	8	16	24
Total from prior year			25

User ID: P3636331 Part B1 - Full-time Non-instructional Staff by Occupational Category

# Number of Full-time Non-instructional Staff by Occupational Category

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

# Men

Race/ethnicity	Instructional Staff (carried forward from Part A)	Research staff	Public Service staff
Nonresident alien	0	0	0
<u>Hispanic/Latino</u>	5		
American Indian or Alaska Native	0		
Asian	0		
Black or African American	0		
Native Hawaiian or Other Pacific Islander	0		
White	2		
Two or more races	0		
Race and ethnicity unknown	1		
Total men	8	0	0

<u>Instructional Staff</u> (carried forward from Part A)	Research staff	Public Service staff
0	0	0
11		
0		
0		
0		
0		
5		
0		
0		
16	0	C
24	0	0
	U	'
	(carried forward from Part A)  0  11  0  0  0  0  0  0  0  0  0  0  0	(carried forward from Part A)         Research staff           0         0           11         0           0         0           0         0           0         0           5         0           0         0           16         0           24         0

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# Part B1 - Full-time Non-instructional Staff by Occupational Category

# Number of Full-time Non-instructional Staff by Occupational Category

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	<u>Librarians and Media</u> <u>Collections Specialists</u> 25-4020	<u>Library</u> <u>Technicians</u> 25-4030	1 Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien	0			
Hispanic/Latino				
American Indian or Alaska Native				
<u>Asian</u>				
Black or African American				
Native Hawaiian or Other Pacific Islander				
<u>White</u>				
Two or more races				
Race and ethnicity unknown				
Total men	0	0	0	0

omen				
Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	<u>Librarians and Media</u> <u>Collections Specialists</u> 25-4020	<u>Library</u> <u>Technicians</u> 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien				
Hispanic/Latino			1	
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				:
Two or more races				
Race and ethnicity unknown				
Total women	0	0	1	
Total (men+women)	0	0	1	
Total from prior year			1	

Part B1 - Full-time Non-instructional Staff by Occupational Category

# Number of Full-time Non-instructional Staff by Occupational Category

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino	7	1	3	3	
American Indian or Alaska Native					
<u>Asian</u>					
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
White	1			3	
Two or more races					
Race and ethnicity unknown					
Total men	8	1	3	7	0

#### Women

voilleii					
Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino	7	8	2	5	1
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					1
Two or more races					
Race and ethnicity unknown					
Total women	7	8	2	5	2

Total	15	9	5	12	2
,					

# IPEDS Data Collection System

(men+women)					
Total from prior year	21	9	5	13	2

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# Part B1 - Full-time Non-instructional Staff by Occupational Category

# Number of Full-time Non-instructional Staff by Occupational Category

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

# Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All full- time staff)
Nonresident alien						0
Hispanic/Latino	13	1	1	1	1	36
American Indian or Alaska Native						0
<u>Asian</u>						0
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
<u>White</u>						6
Two or more races						0
Race and ethnicity unknown						1
Total men	13	1	1	1	1	44

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All full- time staff)
Nonresident alien						0
Hispanic/Latino	2		19			61
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White			1			9
Two or more races						0
Race and ethnicity unknown						0

Total women	2	0	20	0	0	70
Total (men+women)	15	1	21	1	1	114
Total from prior year	16	1	19	1	1	122

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Part B2 - Full-time Non-instructional Staff by Occupational Category and Contract Length

# Number of Full-time Non-instructional Staff

As of November 1, 2020

		With	Faculty Status		Without	
Occupational category	<u>Multi-year</u>	Annual contract	<u>Less-than-</u> <u>annual</u> <u>contract</u>	Indefinite duration (continuing or at- will)	Faculty Status	Total
Research staff						0
Public Service staff						0
Archivists, Curators, and Museum Technicians 25-4010						0
<u>Librarians and Media Collections Specialists</u> 25-4020						0
<u>Library Technicians</u> 25-4030					1	1
1 Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					7	7
Management Occupations 11-0000					15	15
<u>Business and Financial Operations Occupations</u> 13-0000					9	9
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					5	5
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					12	12
Healthcare Practitioners and Technical Occupations 29-0000					2	2
Total	0	0	0	0	51	51
Total from prior year					59	59

Institution: Luna Community College (363633)

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# Part C - Full-time Summary

#### **Summary of Full-time Staff**

As of November 1, 2020

• Data will not be generated on this screen until the relevant screens in the previous section have been completed.

		'	With Faculty Status		Without	Total
Occupational category	Multi-year	Annual contract	Less-than- annual contract	Indefinite duration (continuing or at-will)	Faculty Status	
Primarily Instruction	0	3	21	0	0	24
Exclusively credit	0	3	21	0	0	24
Exclusively not-for-credit						(
Combined credit/not-for-credit						(
Instruction/research/public service staff						(
Research staff						
Public Service staff						
Archivists, Curators, and Museum Technicians 25-4010						(
Librarians and Media Collections Specialists 25-4020						
Library Technicians 25-4030					1	
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					7	•
Management Occupations 11-0000					15	1
Business and Financial Operations Occupations 13-0000					9	ı
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					5	
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					12	1
Healthcare Practitioners and Technical Occupations 29-0000					2	
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000						1
Sales and Related Occupations 41-0000						
Office and Administrative Support Occupations 43-0000						2
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000						
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000						
Total						11

Part G1 - Salaries Worksheet

#### Number of Full-time Instructional Staff For Calculation of Total Number of Months

#### Annual Salary, 2020-21

- Report the number of instructional staff based on the number of months to be worked
- Months reported should correspond with the number of months that staff worked (which may differ from the number of months over which they are paid)
- · Include ONLY full-time instructional staff
- Include instructional staff with faculty status and without faculty status
- · Include instructional staff regardless of tenure status

#### Men

Gender and academic rank		① Months worked					
	12 months	11 months	10 months	9 months	< 9 months	Total Staff	salary reporting
Professors						0	0
Associate professors						0	0
Assistant professors						0	0
Instructors	2			6		8	8
Lecturers						0	0
No academic rank						0	0
Total men	2	0	0	6	0	8	8
Total men full-time instructional staff from Part A						8	

#### Women

Gender and academic rank		1 Months worked					
	12 months	11 months	10 months	9 months	< 9 months		salary reporting
Professors						0	0
Associate professors						0	0
Assistant professors						0	0
Instructors	1			15		16	16
Lecturers						0	C
No academic rank						0	(
Total women	1	0	0	15	0	16	16
Total women full-time instructional staff from Part A						16	
Total (men+women)	3	0	0	21	0	24	24
Total (men+women) full-time instructional staff from Part A						24	

Part G2 - Salary Outlays for Instructional Staff

# Salary Outlays for Full-time Instructional Staff

Annual Salary Outlays, 2020-21

- Report the TOTAL ANNUAL salary outlays for the full-time instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen, Part G1 Salaries Worksheet
- Using the TOTAL ANNUAL salary outlays data provided, the system will calculate the Equated 9 months by academic rank and gender.

#### Men

Gender and academic	Total staff for salary	Salary Outlays							
rank	reporting (from Part G, screen 1)	12 months	11 months	10 months	9 months	i Equated 9 months			
Professors	0					0			
Associate professors	0					0			
Assistant professors	0					0			
Instructors	8	76,960			236,170	293,890			
Lecturers	0					0			
No academic rank	0					0			
Total men	8	76,960	0	0	236,170	293,890			

#### Women

Gender and academic	Total staff for salary		Salary Outlays							
rank	reporting (from Part G, screen 1)	12 months	11 months	10 months	9 months	• Equated 9 months				
Professors	0					0				
Associate professors	0					0				
Assistant professors	0					0				
Instructors	16	36,000			651,345	678,345				
Lecturers	0					0				
No academic rank	0					0				
Total women	16	36,000	0	0	651,345	678,345				
Total (men + women)	24	112,960	0	0	887,515	972,235				

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Part G3 - Average Salaries for Instructional Staff by Academic Rank

# Average Salary by academic rank for Full-time Instructional Staff

Annual Average Salaries, 2020-21

#### Men

Gender and academic rank	Total staff for salary reporting	Annual Average Salaries						
Gender and academic rank	(from Part G, screen 1)	12 months	11 months	10 months	9 months	Equated 9 months		
Professors	0							
Associate professors	0							
Assistant professors	0							
Instructors	8	38,480			39,362	36,736		
Lecturers	0							
No academic rank	0							
Total men	8	38,480			39,362	36,736		

vomen							
Gender and academic rank	Total staff for salary reporting	Annual Average Salaries					
Gender and academic rank	(from Part G, screen 1)	12 months	11 months	10 months	9 months	Equated 9 months	
Professors	0						
Associate professors	0						
Assistant professors	0						
Instructors	16	36,000			43,423	42,397	
Lecturers	0						
No academic rank	0						
Total women	16	36,000			43,423	42,397	
Total (men+women)	24	37,653			42,263	40,510	

Part G4 - Salary Outlays for Non-instructional Staff

# Salary Outlays for Full-time Non-instructional Staff

Annual Salary Outlays, 2020-21

Occupational category	Number of     full-time staff     (carried forward from the Part B - FT, non-instructional staff screens)	1 Total annual salary outlays
Research staff	0	
Public Service staff	0	
<u>Library and Student and Academic Affairs and Other Education Services</u> <u>Occupations</u> <u>25-4000 + 25-2000 + 25-3000 + 25-9000</u>	8	292,717
Management Occupations 11-0000	15	993,428
Business and Financial Operations Occupations 13-0000	9	457,735
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	5	276,520
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	12	467,418
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	2	147,825
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	15	415,644
Sales and Related Occupations 41-0000	1	45,614
Office and Administrative Support Occupations 43-0000	21	722,636
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	1	50,332
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	1	39,006

Part D - Part-time Staff by Occupational Category

# Number of Part-time Staff by Occupational Category

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien			
<u>Hispanic/Latino</u>	6		
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
<u>White</u>	12		
Two or more races			
Race and ethnicity unknown	1		
Total men	19	0	0

omen (			
Race/ethnicity	<u>Instructional staff</u>	Research staff	Public Service staff
Nonresident alien			
Hispanic/Latino	12		
American Indian or Alaska Native			
Asian			
Black or African American	1		
Native Hawaiian or Other Pacific Islander			
White	9		
Two or more races			
Race and ethnicity unknown			
Total women	22	0	
Total (managemen)	41	0	
Total (men+women)	41	U	
Total from prior year	48		

Part D - Part-time Staff by Occupational Category

# Number of Part-time Staff by Occupational Category

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	<u>Librarians and</u> <u>Media Collections</u> <u>Specialists</u> 25-4020	<u>Library</u> <u>Technicians</u> 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	<u>Library and Student and Academic</u> <u>Affairs and Other Education Services</u> <u>Occupations</u>
Nonresident alien					0
Hispanic/Latino					0
American Indian or Alaska Native					0
<u>Asian</u>					0
Black or African American					0
Native Hawaiian or Other Pacific Islander					0
<u>White</u>		1			1
Two or more races					0
Race and ethnicity unknown					0
Total men	0	1	0	0	1

#### Women

omen					
Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	<u>Librarians and</u> <u>Media Collections</u> <u>Specialists</u> 25-4020	<u>Library</u> <u>Technicians</u> 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	<u>Library and Student and Academic</u> <u>Affairs and Other Education Services</u> <u>Occupations</u>
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
lative Hawaiian or Other Pacific slander					
Vhite					
wo or more races					
Race and ethnicity Inknown					
Total women	0	0	0	0	
Total					
Ulai	0	1	0	0	

(men+women)

Total from prior			
year			

Part D - Part-time Staff by Occupational Category

#### Number of Part-time Staff

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino	0				
American Indian or Alaska Native					
<u>Asian</u>					
Black or African American					
Native Hawaiian or Other Pacific Islander					
<u>White</u>					
Two or more races					
Race and ethnicity unknown					
Total men	0	0	0	0	0

#### Women

lomen					
Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts,  Design, Entertainment, Sports, and Media  Occupations  21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino	0				
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women	0	0	0	0	0

Total	0	0	0	✓ 0	0
,				_	

(men+women)		
Total from prior		
year		

Part D - Part-time Staff by Occupational Category

#### Number of Part-time Staff

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

wen						
Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All part- time staff)
Nonresident alien						0
Hispanic/Latino	0					6
American Indian or Alaska Native						0
<u>Asian</u>						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						13
Two or more races						0
Race and ethnicity unknown						1
Total men	0	0	0	0	0	20

# Women

Wolliell						
Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All part- time staff)
Nonresident alien						0
Hispanic/Latino	1		1			14
American Indian or Alaska Native						0
Asian						0
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White						9
Two or more races						0
Race and ethnicity unknown						0

Total women	1	0	1	0	0	24
Total (men+women)	1	0	1	0	0	44
Total from prior year	1		2			52

User ID: P3636331

Part E - Part-time Staff by Occupational Category and Contract Length

#### Number of Part-time Staff

As of November 1, 2020

		With	Faculty Status		Without	
Occupational category	<u>Multi-year</u>	Annual contract	<u>Less-than-</u> annual contract	Indefinite duration (continuing or at- will)	Faculty Status	Total
Primarily Instruction	0	0	41	0	0	4
Exclusively credit			41			4
Exclusively not-for-credit						
Combined credit/not-for-credit						
Instruction/research/public service staff						
Research staff						
Public Service staff						
Archivists, Curators, and Museum Technicians 25-4010						
<u>Librarians and Media Collections Specialists</u> 25-4020					1	
<u>Library Technicians</u> 25-4030						
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						
Management Occupations 11-0000						
Business and Financial Operations Occupations 13-0000						
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000						
Healthcare Practitioners and Technical Occupations 29-0000						
Total	0	0	41	0	1	4
Total from prior year		0	48		1	4

Part F - Part-time Summary

# **Summary of Part-time Staff**

As of November 1, 2020

			With Faculty Statu	s	Without	
Occupational category	Multi- year	Annual contract	Less-than- annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
Primarily Instruction	0	0	41	0	0	41
Exclusively credit			41			41
Exclusively not-for-credit						0
Combined credit/not-for-credit						0
Instruction/research/public service staff						0
Research staff						0
Public Service staff						0
Archivists, Curators, and Museum Technicians 25-4010						0
Librarians and Media Collections Specialists 25-4020					1	1
Library Technicians 25-4030						0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						0
Management Occupations 11-0000						0
Business and Financial Operations Occupations 13-0000						0
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						0
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000						0
Healthcare Practitioners and Technical Occupations 29-0000						0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000						1
Sales and Related Occupations 41-0000						0
Office and Administrative Support Occupations 43-0000						1
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000						0
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000						0
Total						44

User ID: P3636331

Part H - New Hires, Full-time Instructional Staff by Contract Length

#### Number of Newly Hired Full-time Permanent Instructional Staff

(Hired full-time between November 1, 2019 - October 31, 2020)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and Public Service

#### Men

				Without Faculty			
Race/ethnicity	<u>Multi-year</u>	Annual contract	<u>Less-than-annual</u> <u>contract</u>	Indefinite duration (continuing or at-will)	Status	Total	
Nonresident alien						0	
Hispanic/Latino						C	
American Indian or Alaska Native						C	
Asian						C	
Black or African American						(	
Native Hawaiian or Other Pacific Islander						(	
<u>White</u>						(	
Two or more races							
Race and ethnicity unknown							
Total men	0	0	0	0	0		

		Without Faculty					
Race/ethnicity	<u>Multi-year</u>	Annual contract	<u>Less-than-annual</u> <u>contract</u>	Indefinite duration (continuing or at-will)	Status	Total	
Nonresident alien						0	
Hispanic/Latino			1			1	
American Indian or Alaska Native						O	
Asian						O	
Black or African American						(	
Native Hawaiian or Other Pacific slander						(	
White						C	
Two or more races						C	
Race and ethnicity unknown						C	
Total women	0	0	1	0	0	1	

User ID: P3636331

Part H - New Hires, Full-time Staff by Occupational Category

#### Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2019 - October 31, 2020)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Instructional Staff (from Part H, screen 1)	Research staff	Public Service staff	<u>Library and Student and Academic Affairs and Other Education</u> <u>Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	0			
Hispanic/Latino	0			
American Indian or Alaska Native	0			
<u>Asian</u>	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	0			
Two or more races	0			
Race and ethnicity unknown	0			
Total men	0	0	0	0

Vomen				
Race/ethnicity	Instructional Staff (from Part H, screen 1)	Research staff	Public Service staff	<u>Library and Student and Academic Affairs and Other Education</u> <u>Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	0			
Hispanic/Latino	1		2	
American Indian or Alaska Native	0			
Asian	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	0			
Two or more races	0			
Race and ethnicity unknown	0			
Total women	1	0	2	0
Total (men+women)	1	0	2	C

Part H - New Hires, Full-time Staff by Occupational Category

#### Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2019 - October 31, 2020)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino	0				
American Indian or Alaska Native					
<u>Asian</u>					
Black or African American					
Native Hawaiian or Other Pacific Islander					
<u>White</u>					
Two or more races					
Race and ethnicity unknown					
Total men	0	0	0	0	0

#### Women

romen					
Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino		2			
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women	0	2	0	0	0

Total	0	2	0	0	0

(men+women)

Part H - New Hires, Full-time Staff by Occupational Category

#### Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2019 - October 31, 2020)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All full- time new hires)
Nonresident alien						0
Hispanic/Latino				1		1
American Indian or Alaska Native						0
<u>Asian</u>						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						0
Two or more races						0
Race and ethnicity unknown						0
Total men	0	0	0	1	0	1

# Women

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All full- time new hires)
Nonresident alien						0
Hispanic/Latino	0					5
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						0
Two or more races						0

Race and ethnicity unknown						0
Total women	0	0	0	0	0	5
Total (men+women)	0	0	0	1	0	6

Institution: Luna Community College (363633)	User ID: P3636331
Human Resources Survey Evaluation	
Were any staff members difficult to categorize? If so, please explain in the box below.	

User ID: P3636331

# Prepared by

#### Prepared by

#### Reporting Reminders:

- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:							
•	Keyholder	0	SFA Contact	0	HR Contact		
0	Finance Contact	0	Academic Library Contact	0	Other		
Name:	Denise Gibson						
Email:	dgibson@luna.edu						

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

2.00 Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component? Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	8.00 hours	1.00 hours	2.00 hours	2.00 hours
Other offices	16.00 hours	0.00 hours	0.00 hours	0.00 hours

#### Summary

#### **Human Resources Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the <u>Data Center</u> and sent to your institution's CEO in November 2020.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or <u>ipedshelp@rti.org</u>.

Occupational category	Reporte	FTE staff	
	Number of full-time staff	Number of part-time staff	
otal number of staff	114	44	129
Instructional Staff	24	41	38
Primary Instruction	24	41	38
Exclusively credit	24	41	38
Exclusively not-for-credit	0	0	(
Combined credit/not-for-credit	0	0	(
Instruction/research/public service	0	0	(
Research Staff	0	0	
Public Service Staff	0	0	(
Library and Student and Academic Affairs and Other Education Services Occupations SOC	8	1	
Librarians, Curators, and Archivists SOC 25-4000	1	1	
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	
Librarians SOC 25-4020	0	1	
Library Technicians SOC 25-4030	1	0	
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	7	0	
Management Occupations SOC 11-0000	15	0	1
Business and Financial Operations Occupations SOC 13-0000	9	0	
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	5	0	
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	12	0	1:
Healthcare Practitioners and Technical Occupations SOC 29-0000	2	0	:
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39- 0000	15	1	1
Sales and Related Occupations	1	0	

Office and Administrative Support Occupations SOC 43-0000	21	1	21
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	1	0	1
Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	1	0	1

NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of full-time staff and adding one-third of the total number of part-time staff. Graduate assistants are not included in the above figures. Many of the FTE figures may be included in the DFR.

Salaries of full-time instructional staff by contract length and academic rank:  Academic year								
Academic rank	Months Covered by Annual Salary				Total	Total		Weighted
	12 months	11 months	10 months	9 months	Staff for Salary reporting	Number of Months	Salary Outlays	Average Monthly Salaries
All Ranks	3			21	24	225	\$1,000,475	\$4,447
Professor								
Associate professor								
Assistant professor								
Instructor	3			21	24	225	\$1,000,475	\$4,447
Lecturer								
No academic								

NOTE: The above data are based on the Salary Outlays part of the IPEDS HR component. The Weighted average monthly salaries of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank. Salaries of full-time instructional staff paid less than 9 months per year are not collected. Also, salaries of medical school staff are not collected. The weighted average monthly salaries may be included in the DFR.

User ID: P3636331

# Edit Report

# **Human Resources**

Source	Description	Severity	Resolved	Options
Screen: D - PT S	Staff, Occupation - 3			
Screen Entry	This number(0) is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	Was reported in wrong category last year.			