# **IPEDS**<sup>2021-22</sup> Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org OMB NO. 1850-0582 v.29 : Approval Expires 8/31/2022 User ID: P3636331

Human Resources 2021-22

Institution: Luna Community College (363633)

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 2021-22 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 2021-22

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: <u>Reported Data</u>

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

#### Does your institution have any part-time staff?

If you answer Yes to this question, you will be provided the screens to report part-time staff.

O<sup>No</sup> ⊚Yes

Does your institution have graduate assistants?

If you answer Yes to this question, you will be provided the screens to report graduate assistants.

No

O Yes

Does your institution have 15 or more full-time staff?

ONo

Yes

#### Does your institution have a tenure system?

If you answer Yes to this question, you will be provided the screens to report some data by tenure status.

No

O Yes

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between November 1, 2020 and October 31, 2021 either for the *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, 2021. (Exclude persons who have returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)

If you answer Yes to this question, you will be provided the screens to report full-time permanent new hires in Part H.

O No

Yes

#### Do ALL of the instructional staff at your institution fall into any of the following categories?

If you 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 reporting data for full-time non-instructional staff.

●No ○ Yes Are ALL of the instructional staff military personnel?

●No ○ Yes Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

You may use the box below to provide additional context for the data you have reported above.

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

# Number of Full-time Instructional Staff With Faculty Status Not on Tenure Track - Multi-Year Contract

As of November 1, 2021

- 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

		4	No academic				
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien				0			0
<u>Hispanic/Latino</u>							0
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 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			0
Hispanic/Latino							0
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	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

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

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

As of November 1, 2021

- 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

		4	No academic				
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien							0
<u>Hispanic/Latino</u>							0
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 men	0	0	0	0	0	0	0

		ŀ	Academic Rank			No academic	
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							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							0
Total women	0	0	0	1	0	0	1
			_				
Total (men+women)	0	0	0	1	0	0	1
Total from prior year							3

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

# Number of Full-time Instructional Staff With Faculty Status Not on Tenure Track - Less-than-annual Contract

As of November 1, 2021

- 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
<u>Hispanic/Latino</u>				3			3
American Indian or Alaska Native							0
Asian							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							0
Total men	0	0	0	4	0	0	4

		/		No academic			
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien							0
Hispanic/Latino				11			11
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White				3			3
Two or more races							0
Race and ethnicity unknown							0
Total women	0	0	0	14	0	0	14
Total (men+women)	0	0	0	18	0	0	18
Total from prior year							21

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

# Number of Full-time Instructional Staff With Faculty Status Not on Tenure Track - Indefinite duration contract

As of November 1, 2021

- 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

		4	No academic				
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	rank	Total
Nonresident alien				0			0
<u>Hispanic/Latino</u>							0
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 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			0
Hispanic/Latino							0
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	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

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

#### Number of Full-time Instructional Staff Without Faculty Status

As of November 1, 2021

- 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
<u>Hispanic/Latino</u>	
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 men	0

### Women

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

# Part A2 - Full-time Instructional Staff by Function

## Number of Full-time Instructional Staff

#### As of November 1, 2021

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

			With Faculty State	Without Faculty		
	<u>Multi-</u> <u>year</u>	Annual contract	<u>Less-than-annual</u> <u>contract</u>	Indefinite duration (continuing or <u>at-will)</u>	Status	Total
Instructional staff	0	1	18	0	0	19
Total carried forward from previous screens	0	1	18	0	0	19
Primarily Instruction	0	1	18	0	0	19
Exclusively credit	0	1	18	0	0	19
Exclusively not-for-credit						0
Combined credit/not-for- credit						0
Instruction/research/public service staff						0

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# Institution: Luna Community College (363633) Part A3 - Full-time Instructional Staff - Totals

### Total number of Full-time Instructional Staff

As of November 1, 2021

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	0	0	0
Hispanic/Latino	3	11	14
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	1	4	5
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total	4	15	19
Total from prior year			24

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

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

As of November 1, 2021

- 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		
<u>Hispanic/Latino</u>	3		1
American Indian or Alaska Native	0		
Asian	0		
Black or African American	0		
Native Hawaiian or Other Pacific Islander	0		
White	1		
Two or more races	0		
Race and ethnicity unknown	0		
Total men	4	0	1

Race/ethnicity	Instructional Staff (carried forward from Part A)	Research staff	Public Service staff
Nonresident alien	0		
Hispanic/Latino	11		
American Indian or Alaska Native	0		
Asian	0		
Black or African American	0		
Native Hawaiian or Other Pacific Islander	0		
White	4		
Two or more races	0		
Race and ethnicity unknown	0		
Total women	15	0	0
Total (men+women)	19	0	1

Total (men+women)	19	0	1
Total from prior year	24		

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

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

As of November 1, 2021

- 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	Librarians and Media Collections Specialists 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				
<u>American Indian or Alaska</u> <u>Native</u>				
<u>Asian</u>				
Black or African American				
<u>Native Hawaiian or Other</u> Pacific Islander				
<u>White</u>				
Two or more races				
<u>Race and ethnicity</u> <u>unknown</u>				
Total men	0	0	0	0

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians and Media Collections Specialists 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	3
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				4
Two or more races				
Race and ethnicity unknown				
Total women	0	0	1	7
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Total (men+women)	0	0	1	7
Total from prior year			1	7

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

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

As of November 1, 2021

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

#### Men

Race/ethnicity	<u>Management</u> <u>Occupations</u> 11-0000	Business and Financial Operations Occupations 13-0000	<u>Computer,</u> <u>Engineering, and</u> <u>Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts,</u> <u>Design, Entertainment, Sports, and Media</u> <u>Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare</u> <u>Practitioners and</u> <u>Technical Occupations</u> 29-0000
Nonresident alien					
Hispanic/Latino	7	1	4	3	
<u>American Indian</u> or Alaska Native					
<u>Asian</u>					
<u>Black or African</u> <u>American</u>				1	
<u>Native Hawaiian</u> or Other Pacific Islander					
White				1	
Two or more races					
Race and ethnicity unknown				2	
Total men	7	1	4	7	0

### Women

Race/ethnicity	<u>Management</u> <u>Occupations</u> 11-0000	Business and Financial Operations Occupations 13-0000	<u>Computer,</u> <u>Engineering, and</u> <u>Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts,</u> <u>Design, Entertainment, Sports, and Media</u> <u>Occupations</u> 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino	3	8	2	4	1
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					2
Two or more races					
Race and ethnicity unknown					
Total women	3	8	2	4	3

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### IPEDS Data Collection System

(men+women)						
Total from prior year	15	9	5	12	2	

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

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

As of November 1, 2021

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

## Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and</u> <u>Related</u> <u>Occupations</u> 41-0000	Office and Administrative Support Occupations 43-0000	<u>Natural Resources,</u> <u>Construction, and</u> <u>Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All full- time staff)
<u>Nonresident</u> <u>alien</u>						0
Hispanic/Latino	7	1	1		1	29
<u>American Indian</u> or Alaska Native						0
<u>Asian</u>						0
<u>Black or African</u> <u>American</u>						1
<u>Native Hawaiian</u> or Other Pacific Islander						0
White						2
Two or more races						0
<u>Race and</u> <u>ethnicity</u> <u>unknown</u>						2
Total men	7	1	1	0	1	34

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	<u>Production,</u> <u>Transportation, and</u> <u>Material Moving</u> <u>Occupations</u> 51-0000 + 53-0000	Grand Total (All full- time staff)
Nonresident alien						0
Hispanic/Latino	2		14			49
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White			1			11
Two or more races						0
Race and ethnicity unknown						0

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### IPEDS Data Collection System

Total women	2	0	15	0	0	60
Total (men+women)	9	1	16	0	1	94
Total from prior year	15	1	21	1	1	114

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

### Number of Full-time Non-instructional Staff

As of November 1, 2021

			Without			
Occupational category	<u>Multi-</u> <u>year</u>	<u>Annual</u> contract	<u>Less-than-annual</u> <u>contract</u>	Indefinite duration (continuing or at-will)	Faculty Status	Total
Research staff						0
Public Service staff					1	1
Archivists, Curators, and Museum Technicians 25-4010						0
Librarians and Media Collections Specialists 25-4020						0
<u>Library Technicians</u> 25-4030					1	1
<u>Student and Academic Affairs and Other Education Services</u> <u>Occupations</u> 25-2000 + 25-3000 + 25-9000					7	7
Management Occupations 11-0000					10	10
Business and Financial Operations Occupations 13-0000					9	9
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					6	6
<u>Community, Social Service, Legal, Arts, Design, Entertainment,</u> <u>Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000					11	11
Healthcare Practitioners and Technical Occupations 29-0000					3	3
Total	0	0	0	0	48	48
Total from prior year					51	51

# Part C - Full-time Summary

### Summary of Full-time Staff

#### As of November 1, 2021

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

			With Faculty Statu	IS	Without	
Occupational category	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
Primarily Instruction	0	1	18	0	0	19
Exclusively credit	0	1	18	0	0	19
Exclusively not-for-credit						C
Combined credit/not-for-credit						C
Instruction/research/public service staff						C
Research staff						C
Public Service staff					1	1
Archivists, Curators, and Museum Technicians 25-4010						C
Librarians and Media Collections Specialists 25-4020						C
Library Technicians 25-4030					1	1
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					7	7
Management Occupations 11-0000					10	10
Business and Financial Operations Occupations 13-0000					9	ç
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					6	e
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					11	11
Healthcare Practitioners and Technical Occupations 29-0000					3	3
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000						ġ
Sales and Related Occupations 41-0000						1
Office and Administrative Support Occupations 43-0000						16
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000						C
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000						1
Total						94

#### Part G1 - Salaries Worksheet

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

Annual Salary, 2021-22

- · 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

	1 Months worked						Total staff for salary
Gender and academic rank	12 months	11 months	10 months	9 months	< 9 months	Total Staff	reporting
Professors						0	0
Associate professors						0	0
Assistant professors						0	0
Instructors				4		4	4
Lecturers						0	0
No academic rank						0	0
Total men	0	0	0	4	0	4	4
Total men full-time instructional staff from Part A						4	

		0	Months wor	ked			<ol> <li>Total staff for salary</li> </ol>
Gender and academic rank	12 months	11 months	10 months	9 months	< 9 months	Total Staff	reporting
Professors						0	0
Associate professors						0	0
Assistant professors						0	0
Instructors	1			14		15	15
Lecturers						0	0
No academic rank						0	0
Total women	1	0	0	14	0	15	15
Total women full-time instructional staff from Part A						15	
Total (men+women)	1	0	0	18	0	19	19
Total (men+women) full-time instructional staff from Part A						19	

# Part G2 - Salary Outlays for Instructional Staff

#### Salary Outlays for Full-time Instructional Staff

Annual Salary Outlays, 2021-22

- 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

	Total staff for salary reporting	f for colory reporting					
Gender and academic rank	(from Part G, screen 1)	12 months	11 months	10 months	9 months	<ol> <li>Equated</li> <li>9 months</li> </ol>	
Professors	0					0	
Associate professors	0					0	
Assistant professors	0					0	
Instructors	4				162,406	162,406	
Lecturers	0					0	
No academic rank	0					0	
Total men	4	0	0	0	162,406	162,406	

	Total staff for salary reporting	1 Salary Outlays						
Gender and academic rank	(from Part G, screen 1)	12 months	11 months	10 months	9 months	<ol> <li>Equated</li> <li>months</li> </ol>		
Professors	0					0		
Associate professors	0					0		
Assistant professors	0					0		
Instructors	15	49,980			614,821	652,306		
Lecturers	0					0		
No academic rank	0					0		
Total women	15	49,980	0	0	614,821	652,306		
Total (men + women)	19	49,980	0	0	777,227	814,712		

# Part G3 - Average Salaries for Instructional Staff by Academic Rank

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

Annual Average Salaries, 2021-22

Gender and academic rank	Total staff for salary reporting	Annual Average Salaries					
	(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	4				40,602	40,602	
Lecturers	0						
No academic rank	0						
Total men	4				40,602	40,602	

#### Women

Men

Gender and academic rank	Total staff for salary reporting	Annual Average Salaries					
	(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	15	49,980			43,916	43,487	
Lecturers	0						
No academic rank	0						
Total women	15	49,980			43,916	43,487	
Total (men+women)	19	49,980			43,179	42,880	

### User ID: P3636331

### Institution: Luna Community College (363633)

# Part G4 - Salary Outlays for Non-instructional Staff

# Salary Outlays for Full-time Non-instructional Staff

Annual Salary Outlays, 2021-22

Occupational category	<ul> <li>Number of full-time staff</li> <li>(carried forward from the Part B - FT, non-instructional staff screens)</li> </ul>	Total annual salary outlays
Research staff	0	
Public Service staff	1	40,310
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	8	288,196
Management Occupations 11-0000	10	686,068
Business and Financial Operations Occupations 13-0000	9	466,888
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	6	336,374
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	11	486,171
Healthcare Practitioners and Technical Occupations 29-0000	3	215,782
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	9	257,151
Sales and Related Occupations 41-0000	1	46,527
Office and Administrative Support Occupations 43-0000	16	571,700
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	0	0
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	1	39,786

# Part D - Part-time Staff by Occupational Category

### Number of Part-time Staff by Occupational Category

As of November 1, 2021

- 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>	8		
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White	11		
Two or more races			
Race and ethnicity unknown			
Total men	19	0	0

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien			
Hispanic/Latino	10		
American Indian or Alaska Native			
Asian			
Black or African American	1		
Native Hawaiian or Other Pacific Islander			
White	10		
Two or more races			
Race and ethnicity unknown			
Total women	21	0	0
Total (men+women)	40	0	0
Total from prior year	41		

# Part D - Part-time Staff by Occupational Category

### Number of Part-time Staff by Occupational Category

As of November 1, 2021

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

#### Men

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

Race/ethnicity	<u>Archivists, Curators,</u> <u>and Museum</u> <u>Technicians</u> 25-4010	Librarians and <u>Media Collections</u> <u>Specialists</u> 25-4020	<u>Library</u> <u>Technicians</u> 25-4030	<u>Student and Academic Affairs</u> <u>and Other Education Services</u> <u>Occupations</u> 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
Nonresident alien					0
Hispanic/Latino					0
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
Total (men+women)	0	1	0	0	1

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Total from prior	1		1
year	•		1

# Part D - Part-time Staff by Occupational Category

### Number of Part-time Staff

As of November 1, 2021

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

#### Men

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

#### Women

Race/ethnicity	<u>Management</u> <u>Occupations</u> 11-0000	Business and Financial Operations Occupations 13-0000	<u>Computer,</u> <u>Engineering, and</u> <u>Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts,</u> <u>Design, Entertainment, Sports, and Media</u> <u>Occupations</u> 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
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

0

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0

Total

0

0

### 3/22/22, 10:43 AM

(men+women)			
Total from prior year			

# Part D - Part-time Staff by Occupational Category

### Number of Part-time Staff

As of November 1, 2021

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

#### Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and</u> <u>Related</u> <u>Occupations</u> 41-0000	Office and Administrative Support Occupations 43-0000	<u>Natural Resources,</u> <u>Construction, and</u> <u>Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production,</u> <u>Transportation, and</u> <u>Material Moving</u> <u>Occupations</u> 51-0000 + 53-0000	Grand Total (All part- time staff)
<u>Nonresident</u> <u>alien</u>						0
Hispanic/Latino						8
<u>American Indian</u> or Alaska Native						0
<u>Asian</u>						0
<u>Black or African</u> <u>American</u>						0
<u>Native Hawaiian</u> <u>or Other Pacific</u> <u>Islander</u>						0
White						12
Two or more races						0
<u>Race and</u> <u>ethnicity</u> <u>unknown</u>						0
Total men	0	0	0	0	0	20

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	<u>Natural Resources,</u> <u>Construction, and</u> <u>Maintenance Occupations</u> 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			12
American Indian or Alaska Native						0
Asian						0
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White						10
Two or more races						0
Race and ethnicity unknown						0

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### IPEDS Data Collection System

Total women	1	0	1	0	0	23
Total (men+women)	1	0	1	0	0	43
(men+women) Total from prior year	1		1			44

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

### Number of Part-time Staff

As of November 1, 2021

			With Faculty State	<u> 21</u>	Without	
Occupational category	<u>Multi-</u> <u>year</u>	<u>Annual</u> contract	<u>Less-than-annual</u> <u>contract</u>	Indefinite duration (continuing or at-will)	Faculty Status	Total
Primarily Instruction	0	0	40	0	0	40
Exclusively credit			40			40
<ul> <li>Exclusively not-for-credit</li> </ul>						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
<u>Library Technicians</u> 25-4030						0
<ul> <li><u>Student and Academic Affairs and Other Education Services</u></li> <li><u>Occupations</u></li> <li>25-2000 + 25-3000 + 25-9000</li> </ul>						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
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000						0
Healthcare Practitioners and Technical Occupations 29-0000						0
Total	0	0	40	0	1	41
Total from prior year		0	41		1	42

# Part F - Part-time Summary

#### Summary of Part-time Staff

As of November 1, 2021

			With Faculty St	atus	Without	
Occupational category	Multi- year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
Primarily Instruction	0	0	40	0	0	40
Exclusively credit			40			40
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						43

# 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, 2020 - October 31, 2021)

- 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-</u> <u>year</u>	<u>Annual</u> contract	<u>Less-than-annual</u> <u>contract</u>	Indefinite duration (continuing or at- <u>will)</u>	Status	Total	
Nonresident alien						0	
Hispanic/Latino						0	
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 men	0	0	0	0	0	0	

			Without Faculty			
Race/ethnicity	<u>Multi-</u> <u>year</u>	<u>Annual</u> 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						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	1	0	0	1
Total (men+women)	0	0	1	0	0	1

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

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

(Hired full-time between November 1, 2020 - October 31, 2021)

- 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)	<u>Research</u> <u>staff</u>	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			
<u>White</u>	0			
Two or more races	0			
Race and ethnicity unknown	0			
Total men	0	0	0	0

Race/ethnicity	<u>Instructional Staff</u> (from Part H, <u>screen 1)</u>	<u>Research</u> <u>staff</u>	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			
American Indian or Alaska Native	0			
Asian	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	0			2
Two or more races	0			
Race and ethnicity unknown	0			
Total women	1	0	0	2
Total (men+women)	1	0	0	2

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

### Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2020 - October 31, 2021)

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

#### Men

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

#### Women

Race/ethnicity	<u>Management</u> <u>Occupations</u> 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts,</u> <u>Design, Entertainment, Sports, and Media</u> <u>Occupations</u> 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
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	0	1

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1

0

1

1

(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, 2020 - October 31, 2021)

- 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	<u>Sales and</u> <u>Related</u> <u>Occupations</u> 41-0000	Office and Administrative Support Occupations 43-0000	<u>Natural Resources,</u> <u>Construction, and</u> <u>Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation,</u> and Material Moving <u>Occupations</u> 51-0000 + 53-0000	Grand Total (All full- time new hires)
<u>Nonresident</u> <u>alien</u>						0
Hispanic/Latino	2					5
<u>American Indian</u> or Alaska Native						0
<u>Asian</u>						0
<u>Black or African</u> <u>American</u>						0
<u>Native Hawaiian</u> <u>or Other Pacific</u> <u>Islander</u>						0
<u>White</u>						0
Two or more races						0
Race and ethnicity unknown						0
Total men	2	0	0	0	0	5

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and</u> <u>Related</u> <u>Occupations</u> 41-0000	Office and Administrative Support Occupations 43-0000	<u>Natural Resources,</u> <u>Construction, and</u> <u>Maintenance Occupations</u> 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					2
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						3
Two or more races						0

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### IPEDS Data Collection System

Race and ethnicity unknown						0
Total women	1	0	0	0	0	5
Total (men+women)	3	0	0	0	0	10

Human Resources Survey Evaluation

Were any staff members difficult to categorize? If so, please explain in the box below.

# 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:										
۲	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	4.00 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 2021.

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>.

Number of staff by employment status and occupational category: Fall 2021								
Occupational category	Reporte	FTE staff						
	Number of full-time staff	Number of part-time staff						
Total number of staff	94	43	108					
Instructional Staff	19	40	32					
Primary Instruction	19	40	32					
Exclusively credit	19	40	32					
Exclusively not-for-credit	0	0	0					
Combined credit/not-for-credit	0	0	0					
Instruction/research/public service	0	0	0					
Research Staff	0	0	0					
Public Service Staff	1	0	1					
Library and Student and Academic Affairs and Other Education Services Occupations SOC	8	1	8					
Librarians, Curators, and Archivists SOC 25-4000	1	1	1					
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0					
Librarians SOC 25-4020	0	1	0					
Library Technicians SOC 25-4030	1	0	1					
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	7	0	7					
Management Occupations SOC 11-0000	10	0	10					
Business and Financial Operations Occupations SOC 13-0000	9	0	9					
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	6	0	6					
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	11	0	11					
Healthcare Practitioners and Technical Occupations SOC 29-0000	3	0	3					
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39- 0000	9	1	9					
Sales and Related Occupations SOC 41-0000	1	0	1					

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#### IPEDS Data Collection System

Office and Administrative Suppo SOC 43-0000	ort Occupations 16	1	16
Natural Resources, Constructior Occupations SOC 45-0000 + 47-0000 + 49-00		0	0
Production, Transportation, and Occupations SOC 51-0000 + 53-0000	Material Moving 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	Months Covered by Annual Salary				Total	Total	0.1	Weighted	
rank	12 months	11 months	10 months	9 months	Staff for Salary reporting	Number of Months	Salary Outlays	Average Monthly Salaries	
All Ranks	1			18	19	174	\$827,207	\$4,754	
Professor									
Associate professor									
Assistant professor									
Instructor	1			18	19	174	\$827,207	\$4,754	
Lecturer									
No academic rank									

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.

Edit Report

Human Resources

Source	Description	Severity	Resolved	Options						
Screen: B1 - FT	Screen: B1 - FT Non-instructional, Occupation - 4									
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	This position was not filled during the reporting period of this report.									