Table of Contents

EXECUTIVE SUMMARY .................................................................................................................. 1
TOTAL WORKFORCE ......................................................................................................................... 3
  Total Workforce by Gender ........................................................................................................... 4
  FY13, FY12, and FY11 .................................................................................................................... 4
  Total Workforce by Gender and Classification ........................................................................... 5
  FY13, FY12, and FY11 .................................................................................................................... 5
  Total Workforce by Area ............................................................................................................... 6
  Faculty by Division ....................................................................................................................... 7
  Employees’ Counties and States of Residence ............................................................................ 8
  Ethnicity of PGCC Workforce ...................................................................................................... 9
  Ethnicity of Prince George’s County ........................................................................................... 9
  Total Workforce by Ethnicity and Classification ..................................................................... 10
  Administrators ............................................................................................................................ 10
  Full-Time Faculty ....................................................................................................................... 10
  Full-Time Professional and Technical/Support Staff ................................................................. 11
  Part-Time Professional and Technical/Support Staff ................................................................. 11
  Credit Adjuncts ........................................................................................................................... 12
  Non-Credit Adjuncts .................................................................................................................... 12
  Full-Time Employee Age Ranges .............................................................................................. 13
  Years of Service for Full-Time Employees ................................................................................ 14
HIRING ........................................................................................................................................... 15
  Hiring Summary by Classification .............................................................................................. 15
  Hiring by Gender ......................................................................................................................... 16
  Hiring by Gender and Classification ......................................................................................... 16
  Hiring by Race .............................................................................................................................. 17
  Administrators ............................................................................................................................ 17
  Full-Time Faculty ....................................................................................................................... 17
  Full-Time Professional and Technical/Support Staff ................................................................. 18
  Part-Time Professional and Technical/Support Staff ................................................................. 18
  Credit Adjuncts ........................................................................................................................... 19
  Non-Credit Adjuncts .................................................................................................................... 19
EMPLOYMENT SEPARATIONS.................................................................................................................. 20
Turnover Report .................................................................................................................................. 20
Total Turnover Report .......................................................................................................................... 20
Turnover Rates .................................................................................................................................... 21
PGCC FY13 Turnover ............................................................................................................................ 21
Maryland Association of Community Colleges (MACC) Turnover Rates ........................................... 22
Retirements .......................................................................................................................................... 23

Cover Photo: Center for Health Studies, PGCC Largo, MD, Campus
EXECUTIVE SUMMARY

Prince George’s Community College (PGCC) is a vibrant, dynamic institution comprised of a diverse and talented staff. PGCC Workforce Profile is an annual publication that tracks, monitors, and reports on the college’s workforce. This compilation of data reflects demographics of the college’s full- and part-time staff, hiring trends, and employee separation statistics.

This document contains information that presents three-year comparative data that helps management and Human Resources capture a realistic view of the college’s workforce, guides the development of newer and more effective recruitment strategies, and highlights potential areas of concern regarding unexpected changes in the workforce.

Prince George’s Community College’s Workforce Profile FY13 introduces new data under the title of “Years of Service for Full-Time Employees” (page 14).

Several constants were found in this year’s report:

1. There has been no significant increase or decrease in the college’s workforce in the past three years.
2. Full-time employees 51 years of age and older continue to represent the majority of the total workforce (53%).
3. The college continues to employ an almost equal number of credit and non-credit adjuncts, 730 and 731, respectively, in FY13.

Other key statistics include:

- Eighty-seven percent (87%) of the workforce was concentrated in Academic Affairs, Student Services, and Workforce Development and Continuing Education.
- Employees in union positions make up 16% of the total workforce.
- Women make up 60% of the college’s workforce.
- Sixty-five percent (65%) of the college’s workforce live in Prince George’s County.

In summary, the PGCC Workforce Profile for FY13 reveals several workforce patterns that can impact college operations:

- an aging workforce, 53% over 50 years of age,
- adjunct faculty hires continue to comprise over half of the of the college’s workforce at 54%,
- the college’s turnover rate continues to be high compared to other community colleges reporting,
- over a quarter of the full-time workforce are eligible to retire, and
- Hispanic population continues to be low.
These workforce patterns can be addressed through:

- succession planning,
- employee engagement surveys,
- orientation and onboarding programs,
- revamping of the performance appraisal tool to include a pay for performance incentive,
- keeping benefits competitive and affordable,
- increasing efforts to recruit/retain minorities,
- increasing professional development opportunities through supervisory, leadership, technology, and staff training programs, and
- increasing efforts to develop competitive salary and promotional opportunities.

Prince George's Community College must remain competitive, attractive and outcomes-driven in order to recruit and retain a highly skilled workforce and to position itself as a strong competitor for like institutions of higher education.
Prince George’s Community College’s workforce is a diverse group of highly skilled and talented professionals who continue to contribute their time and expertise as administrators and faculty members, and a broad spectrum of dedicated employees who ensure the administrative and technical requirements of college operations run smoothly to ensure the college’s strategic initiatives are met.

- The college’s total workforce increased by 27 positions in FY13.
- Credit and non-credit adjunct faculty each comprised 27% of the total workforce for the fourth year in a row. Each experienced a 1% increase.
- Full- and part-time faculty comprised 55% of the total workforce reflecting an 8% decrease from FY12.
- Collectively, full-time faculty, administrators and full-time staff comprised 29% of the total workforce, reflecting a 1% decrease and the first decrease since FY11.
- Part-time staff comprised 16% of the total workforce—a 1% decrease since FY12.
- As of October 2013, there were 325 employees in union positions—a decrease of 56 from October 2012:
  - 194 full-time employees or 7% of the total workforce
  - 131 part-time employees or 5% of the total workforce

PGCC’s total workforce increased slightly from FY12 to FY13 by 27 employees—the net result of employee turnover and hiring for vacant positions.

Source: Employee Data System (EDS) as of October 1, 2013
For the fourth consecutive year, females continued to proportionately make up a larger percentage of PGCC’s workforce.

The percentage of female and male employees increased and decreased by 1%, respectively, over FY12.

In FY11, PGCC’s total workforce declined with a loss of 45 employees, due in large part to a high percentage of retirements.
In FY12, PGCC’s total workforce increased by seven (7) employees—the net increase after hiring for vacant positions and employee turnover.
In FY13, PGCC’s total workforce increased by 27 employees—the net increase after hiring for vacant positions and employee turnover.
Between FY12 and FY13, PGCC’s employment classifications experienced modest changes in staff. The most significant changes were increases in part-time professional and technical/support staff males and non-credit adjuncts females.
Eighty-seven percent (87%) of the college’s workforce was concentrated in the Academic Affairs, Workforce Development and Continuing Education and Student Services areas—those areas with direct services to 42,778 students in FY13. This reflects a 2% increase over FY12.

Twelve percent (12%) of the workforce provided administrative and technology services, and facilities support campus-wide.

The President’s Office includes the office of the Chief of Staff.

Sources: HR Services and Office of Planning, Assessment, and Institutional Research (OPAIR)
In FY13, there were 1709 full- and part-time faculty members—64% of the workforce—a 1% increase over last fiscal year:

- 1461 adjuncts
- 248 full-time faculty

Counselors in Student Services are classified as faculty and are included in FY13 data.
Employees’ Counties and States of Residence

- Ninety-nine percent (99%) of the college’s employees lived in the tri-state area—Maryland, Virginia, and Washington, DC—2641 employees:
  - 2374 employees lived in Maryland
  - 109 employees lived in Virginia
  - 158 employees lived in Washington, DC
- There were 24 employees who lived in states outside of the tri-state area.
- Sixty-five percent (65%) or 1735 employees lived in Prince George’s County.
- Eighteen percent (18%) or 492 employees lived in neighboring Maryland counties.

Source: PGCC HR Services
Ethnicity of PGCC Workforce

**FY12**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>FY12 Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/Non-Hispanic</td>
<td>3.7%</td>
</tr>
<tr>
<td>White Non-Hispanic</td>
<td>55.1%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>30%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>1.9%</td>
</tr>
<tr>
<td>American Indian</td>
<td>1.9%</td>
</tr>
<tr>
<td>Rptg Two or More Races</td>
<td>.5%</td>
</tr>
<tr>
<td>Unknown</td>
<td>3%</td>
</tr>
</tbody>
</table>

**FY13**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>FY13 Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/Non-Hispanic</td>
<td>3.6%</td>
</tr>
<tr>
<td>White Non-Hispanic</td>
<td>53.2%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>29.2%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>2.7%</td>
</tr>
<tr>
<td>American Indian</td>
<td>1.9%</td>
</tr>
<tr>
<td>Rptg Two or More Races</td>
<td>7.5%</td>
</tr>
<tr>
<td>Unknown</td>
<td>.4%</td>
</tr>
</tbody>
</table>

Source: EDS

Ethnicity of Prince George’s County
(Census Estimates)

**Census 2011 Estimates**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/Non-Hispanic</td>
<td>4.3%</td>
</tr>
<tr>
<td>White Non-Hispanic</td>
<td>15.3%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>14.8%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>63.4%</td>
</tr>
<tr>
<td>American Indian</td>
<td>1.9%</td>
</tr>
<tr>
<td>Rptg Two or More Races</td>
<td>.3%</td>
</tr>
</tbody>
</table>

**Census 2012 Estimates**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/Non-Hispanic</td>
<td>4.5%</td>
</tr>
<tr>
<td>White Non-Hispanic</td>
<td>14.9%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>15.2%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>65.4%</td>
</tr>
<tr>
<td>American Indian</td>
<td>1%</td>
</tr>
<tr>
<td>Rptg Two or More Races</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

*Source: US Census Bureau*

- Census 2012 data reflects moderate increases in all race populations except Hispanic, which reflected a moderate decline of .4%.
- The “Unknown” category reflects unreported race designations of employees who elected not to report their race. The absence of this information directly impacts comparative college versus county ethnicity statistics.
Total Workforce by Ethnicity and Classification

Administrators

Full-Time Faculty

Source: EDS
Total Workforce by Ethnicity and Classification

Full-Time Professional and Technical/Support Staff

Part-Time Professional and Technical/Support Staff

Source: EDS
Total Workforce by Ethnicity and Classification

Credit Adjuncts

Non-Credit Adjuncts

Source: EDS
Full-Time Employee Age Ranges

- Full-time employee age ranges experienced only minor changes in FY13.
- Fifty-three percent (53%) of full-time employees were 51 years of age or older.
- Thirty-two percent (32%) of full-time employees were between the ages of 51 – 60—a 1% decrease since the last fiscal year.
- Twenty-one percent (21%) of the full-time workforce was 61 years or older—a 1% increase over FY12.
- There were 9 full-time employees between the ages of 18 – 25 years—1% of the full-time workforce. In FY12, there were 10 full-time employees between the ages of 18-25 years.
- Ten percent (10%) of full-time employees were 26-34 years old—the same as in FY12.

Source: EDS (as of October 1, 2013)
Service years are based on employees’ hire dates as reported to the Integrated Postsecondary Education Data System (IPEDS), and not on full- or part-time status.

Of the college’s 780 full-time employees, 201 employees, or 25.8% of the workforce, are eligible for retirement.
HIRING

Hiring Summary by Classification

Using the new applicant tracking software “PeopleAdmin,” PGCC’s Recruitment Office reintroduced hiring data in the FY12 Workforce Profile. Comparative data for FY12 and FY13 follows:

- There were 413 new hires in FY12:
  - 55 full-time new hires
  - 358 part-time new hires (including adjunct faculty)
- There were 394 new hires in FY13:
  - 56 full-time new hires
  - 338 part-time new hires (including adjunct faculty)
- There was a 5% decrease in hiring between FY12 and FY13.

Source: PGCC HR Recruitment Office

Office of Human Resources

PGCC Workforce Profile

Page 15
Hiring by Gender

Hiring by Gender and Classification

Source: PGCC HR Recruitment Office
Hiring by Race

Administrators

Full-Time Faculty

Source: PGCC HR Recruitment Office
Full-Time Professional and Technical/Support Staff

Part-Time Professional and Technical/Support Staff

Source: PGCC HR Recruitment Office
Credit Adjuncts

![Credit Adjuncts Chart]

Non-Credit Adjuncts

![Non-Credit Adjuncts Chart]

Source: PGCC HR Recruitment Office
EMPLOYMENT SEPARATIONS

Turnover Report

<table>
<thead>
<tr>
<th>Category</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof &amp; T/S FY11</td>
<td>11</td>
<td>59</td>
<td>61</td>
</tr>
<tr>
<td>FT Faculty FY11</td>
<td>20</td>
<td>14</td>
<td>7</td>
</tr>
<tr>
<td>Prof &amp; T/S FY12</td>
<td>63</td>
<td>57</td>
<td>57</td>
</tr>
<tr>
<td>Administrators FY11</td>
<td>11</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>FT Faculty FY12</td>
<td>20</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Prof &amp; T/S FY13</td>
<td>63</td>
<td>57</td>
<td>57</td>
</tr>
</tbody>
</table>

No. of Separations
No. of Employees

Total Turnovers FY13: 75
Total Employees FY13: 765
Turnover Rate FY13: 9.7%

Source: PGCC HR Services
FY13 data from Colleague Report
*As of July 1, 2012—beginning of fiscal year

Total Turnover Report

Source: PGCC HR Services
Turnover Rates

- Turnover is defined as the number of full-time employees who leave the college because of resignation, retirement or dismissal. Turnover does not include employees who transfer to another job within the college.
- Turnover rates are determined using a predetermined formula from the Maryland Association of Community College’s Human Resources affinity group (see page 22).

PGCC FY13 Turnover

- Seventy-five (75) employees separated in FY13; there were 15 retirements, 28 resignations, 20 terminations, and 12 “others” (end of contract/grant, layoff, etc.).
- The turnover rate for PGCC increased by 1.52% due to an increase in terminations in FY13.

Source: PGCC HR Services
Turnover Rates

- The average turnover rate for reporting MACC participants in FY11 was 8.6% reflecting an average increase of less than 1%.
- The average turnover rate for reporting MACC participants in FY12 was 8.73%.
- The average turnover rate for reporting MACC participants in FY13 was 7.85%.
- The PGCC turnover rate increased by 1.4% in FY13.
- The following formula was provided by MACC to determine turnover rates:  
  \[ \text{Turnover Rate} = \frac{\text{Number of Turnovers}}{\text{Average Number of Employees}} \times 100 \]

Note: As of this report, there was one (1) additional institution reporting turnover rates than in FY12.
Retirements

- Forty-four (44) PGCC employees officially retired in FY11—a 159% increase over the previous year.
- Twenty-one (21) employees officially retired in FY12 (including four (4) part-time retirements)—a 47% reduction over the previous fiscal year.
- Fifteen (15) PGCC employees officially retired in FY13—a 29% reduction in retirements over the previous fiscal year.

Source: PGCC Benefits Office
Board of Trustees FY14

Ms. Oretha Bridgwaters-Simms, Chair
C. Michael Walls, Esquire, Vice Chair
Mr. Sidney L. Gibson
Ms. Aimee E. Olivo
Mr. Samuel J. Parker, Jr.
Mrs. Elizabeth Susie Proctor
Lynn Loughlin Skerpon, Esquire
Mr. Floyd E. Wilson, Jr.
Mr. Kevoy Young, Student Trustee

President
Dr. Charlene M. Dukes

Prince George’s Community College
301 Largo Road
Largo, MD 20774

For more information:
Lark Dobson, PHR
Dean of Human Resources
301-322-0606