

**QUARTERLY
HUMAN RESOURCES
COMMUNICATION FORUM**

March 12, 2014

AGENDA

Topic	Presenter
Welcome / New Employees	Jamie Payne
Retirement Investment Committee Update	John Dalton
Affordable Care Act / OFCCP	Christa Louthan
Wellness Opportunities	Holli Bonee
Health Plan Update	Holli Bonee
VEVRAA and 503	Brenda Ganders
2014 Chronicle Great Colleges to Work For Survey	Jamie Payne
Training and Development	Lorinda Schrammel
Enterprise Resource Planning Software Update	Alan Shryock
Progress and Emerging Issues	All

STAFF CHANGES IN HUMAN RESOURCES

- Rindy Cook, Benefits Specialist
- Robert Clary, HR Assistant
 - March 24



RETIREMENT INVESTMENT COMMITTEE UPDATE

- Retirement Investment Committee Proposal Approved by OSU/A&M Board of Regents March 7, 2014
 - Single (TIAA-CREF) platform for investment opportunities
 - TIAA-CREF and Non-TIAA-CREF products
 - Lowest Cost Share Class
 - 41% reduction in recordkeeping expenses (from 17 to 10 basis points)
 - Enhanced OSU/A&M branded communications and financial education
 - More advisement opportunities and a Stillwater TIAA-CREF office
 - No effect on OSU contribution rate
 - No effect on OTR
- Implementation
 - April 7 Retirement Investment Committee Meeting
 - Finalize Investment Lineup
 - Determine timeline for new Investment Platform Offering
 - Communications to campuses and also targeted communications



OSU'S PROPOSED RESPONSE TO ACA

- **Threshold: 97%**
- **2015 Actions:**
 - Status Quo for most
 - Provide benefits to those who obviously meet intent of statute
- **FTE**
 - Standardized definition of FTE
 - FTE ≥ 0.75 ; health insurance provided regardless of classification
- **Variable hour employees**
 - Measurement/Stability Period: Six months
 - ≥ 30 average hours worked; health insurance provided regardless of classification
- **Funding of Insurance**
 - Average Fringe Benefit impact
 - Students/GRAs/GTAs that qualify under ACA will be reclassified as temporary employees for stability period (six months)

OFFICE OF FEDERAL CONTRACT COMPLIANCE

- Letter of Selection received
- Dr. Rosalyn Green, Office of Equal Opportunity responding
- Process
- Areas of review
 - Compensation equity and recruitment functions
 - Gender and minority
- Potential actions required of colleges/divisions
- Future areas of review



INSTITUTIONAL HOUSEKEEPING ITEMS

- Standardized definition of FTE
- Uniform and consistent Employment Action
 - All classifications
 - Timely
 - Appropriate remarks on form
- Uniform and consistent Exception to Normal Pay
 - Include realistic number of hours on document/entry
- Standardized titles for all classifications



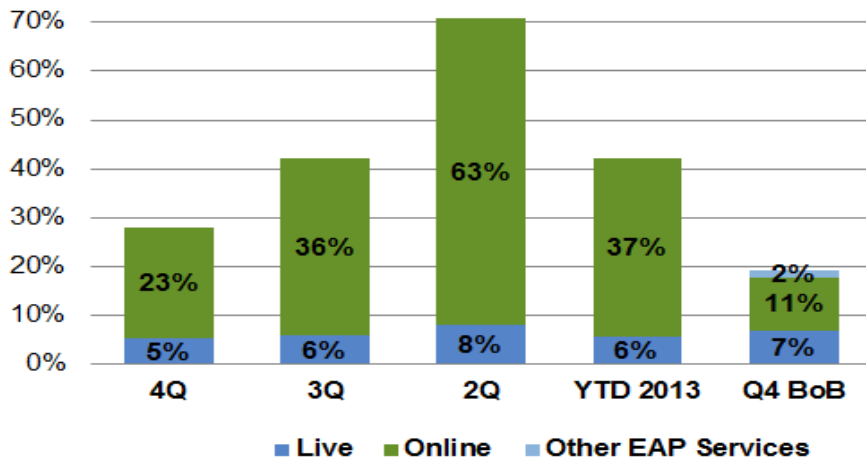
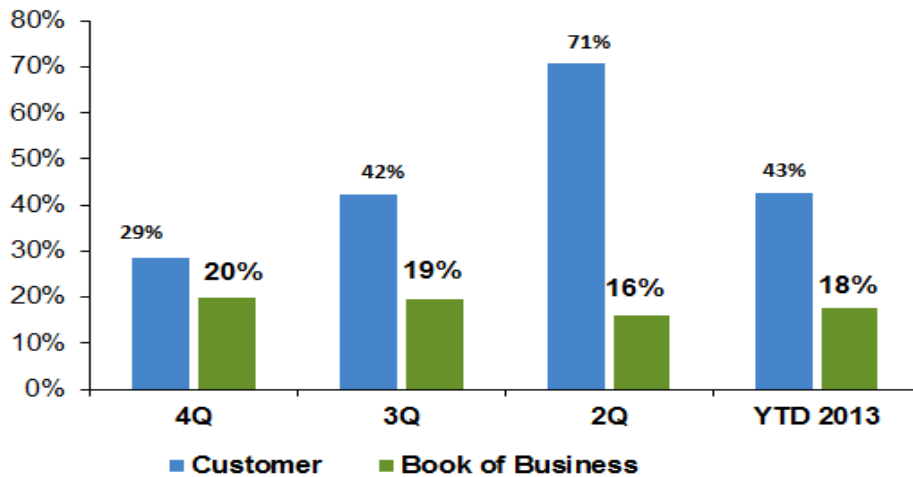
WELLNESS UPDATE

- ComPsych Employee Assistance Program Utilization
- Catapult Health Assessment Fall 2013 Results
- Coming this Fall 2014
 - Naturally Slim
 - Weight Watchers at Work



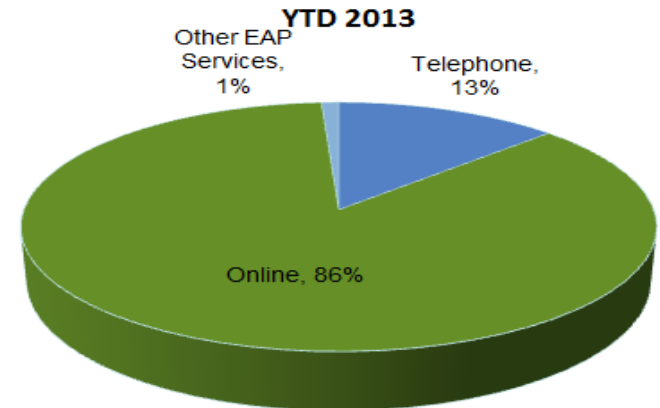
COMPSPYCH (EAP) 2013 UTILIZATION

Program Utilization



Observations and Comments

- 2,126 total services in 2013 YTD
 - Live access – 13%
 - Online access – 86%
 - Other EAP services – 1%
- Book of business average (YTD) – 18%
- Industry average (YTD) – 18%



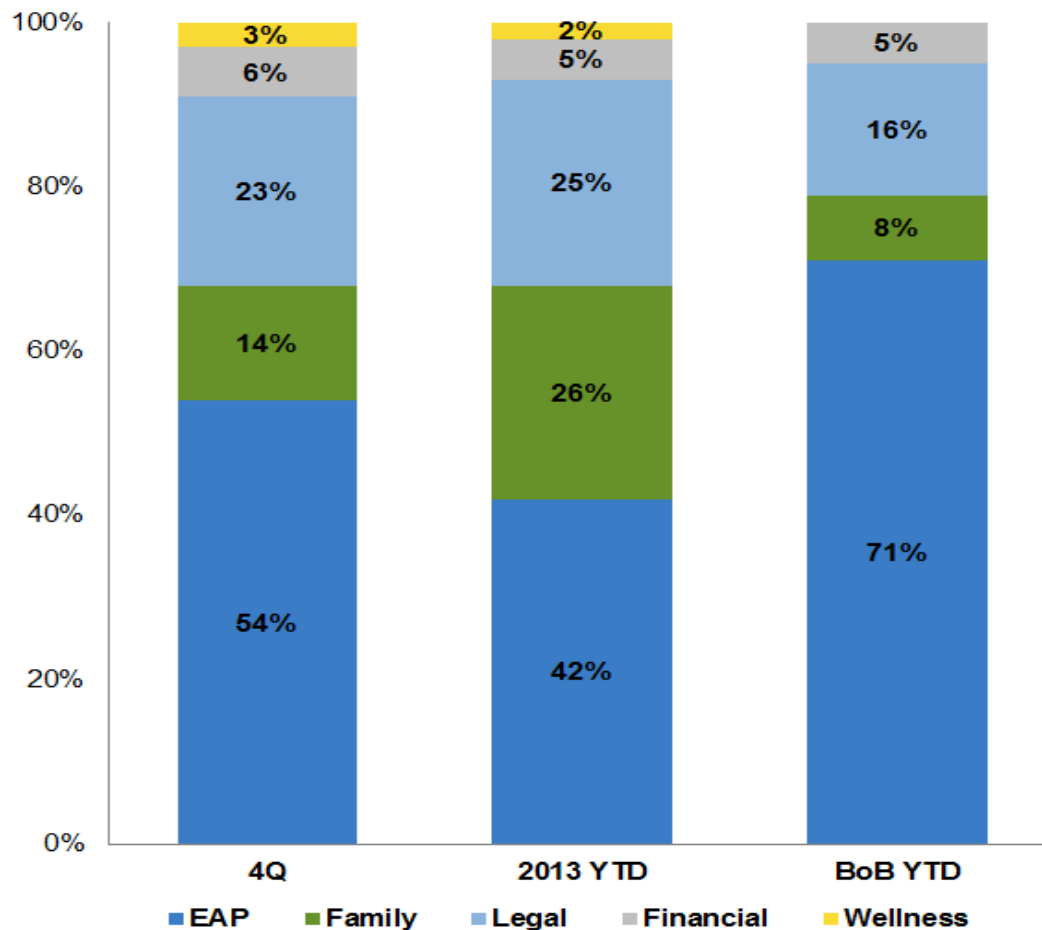
COMPSYCH (EAP) 2013 UTILIZATION

Program Utilization – By Campus 2013

	EAP	Legal Services	Financial Services	Worklife Services	Wellness	Total
Live Utilization						
OSU-Stillwater	64	26	7	48	2	147
OSU-Tulsa	13	12	5	16	0	46
OSU-OKC	21	21	0	8	0	50
OSU-Okmulgee	7	2	0	2	1	12
OSU- <u>Div of Ag</u>	4	1	1	1	0	7
OSU-Center/Health	12	8	1	0	2	23
Online Utilization						
OSU-Stillwater	75	179	45	150	92	541
OSU-Tulsa	13	7	7	19	6	52
OSU-OKC	1	4	2	1	0	8
OSU-Okmulgee	7	10	3	6	3	29
OSU- <u>Div of Ag</u>	5	2	4	3	14	28
OSU-Center/Health	22	45	14	24	13	118

COMPSTYCH (EAP) 2013 UTILIZATION

Service Access Points – Live Access

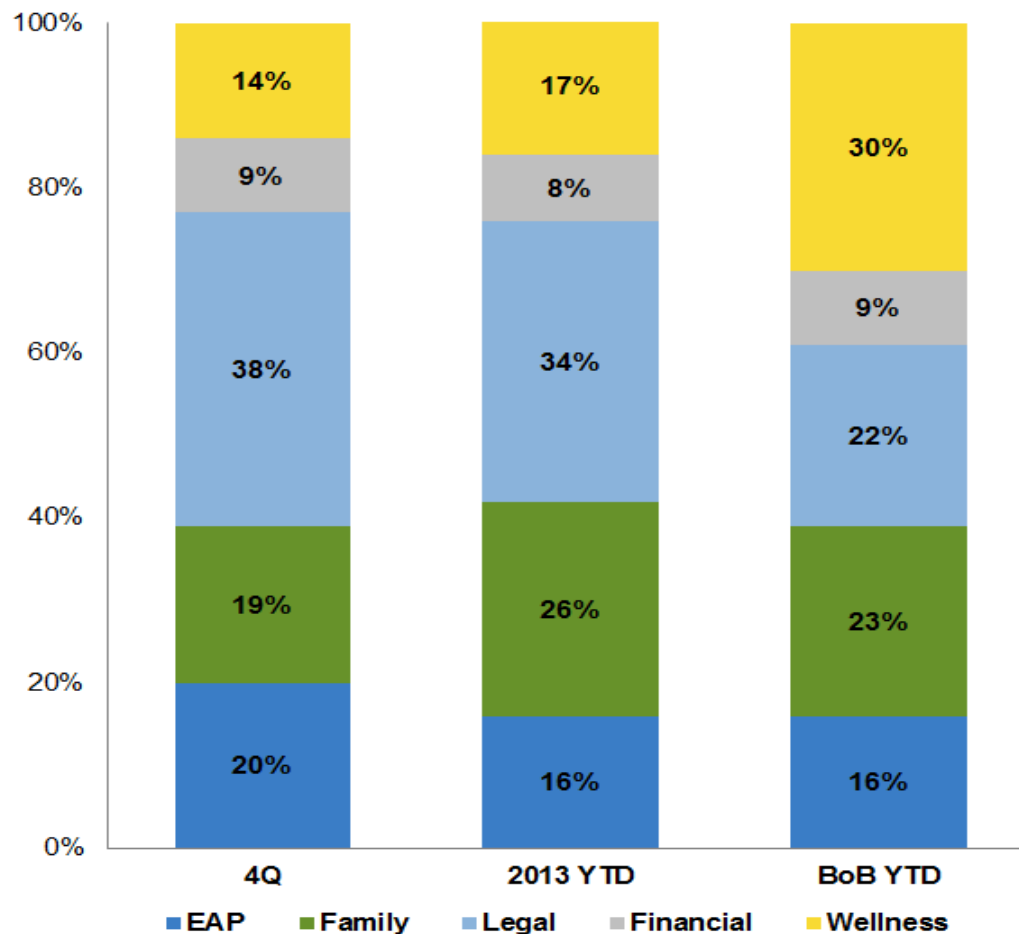


Observations and Comments

- FamilySource utilization greatly exceeds the ComPsych book of business.

COMPSPYCH (EAP) 2013 UTILIZATION

Service Access Points – Online Access



Observations and Comments

- Legal resources are the most popular online access point
- EAP, FamilySource and FinancialConnect components fall closely in line with the Compsych book of business.



KEY OBSERVATIONS

- + A total of **989 on-site health evaluations** were performed by Catapult between September 10 – December 12
- + **329** participants received Tdap (tetanus, diphtheria and pertussis/whooping cough) vaccinations and
- + **523** received flu shots
- + Participants were 63% women, 37% men and the average age was 46.9





NEWLY IDENTIFIED RISKS

	# NEWLY IDENTIFIED	% OF TOTAL TESTED
Pre-Hypertension	309	31%
Hypertension	35	4%
Severe Hypertension	13	1%
Pre-Diabetes	223	23%
Diabetes	9	1%
Dyslipidemia (high CHOL, low HDL, high LDL and/or high TRIG)	231	23%



KEY OBSERVATIONS

- + **Metabolic Syndrome:** 296 people (30% of total tested) have 3 or more Metabolic Syndrome risk factors, increasing their risk for coronary artery disease, stroke, and type 2 diabetes
- + **Cancer Screenings**
 - + 172 people (35% of those age 50 and over) are overdue for a Colorectal Cancer Screening
 - + 141 women (23% of women tested) are overdue for a Pap Smear
 - + 111 women (26% of women age 40 and over) are overdue for a Mammogram
- + **Obesity:** 667 people (67% of total tested) are Overweight, Obese or Extremely Obese
- + **Primary Care Physician:** 31% of the men reported they do not have a Primary Care Physician
- + **Last Checkup:** 26% of all participants reported they have not had a checkup within the past year



HEALTH PLAN UPDATES

- **Air Transport Services**
 - Eagle Med Memberships
 - AirMed



VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT AND 503

- New requirements effective March 24, 2014
- Pre-offer
- Post-offer
- Annual requirement



2014 CHRONICLE GREAT COLLEGES TO WORK FOR SURVEY

- Fifth Year Participation
- Survey Period March 17 – April 14
- Random Sample 600 Employees
 - Faculty
 - Administrators
 - Exempt
 - Non-Exempt
- Processed by Third-Party Agency
- Confidential
- High response rate helps ensure accurate results
- Week of August 4 – Participation Reports sent to all applicants



TRAINING AND DEVELOPMENT

- **Administrative Professionals Program**
 - Designed specifically to provide professional development for individuals who serve in an administrative professional role
 - Eight hours of required courses focusing on communication skills
 - 22 hours of specially marked electives
 - Two-year period to complete
 - 25+ Enrollees



ADMINISTRATIVE/PROFESSIONALS DAY

Wednesday, April 23, 2014

Understanding Personality Styles and Their Significant Impact

Wendy Baughman, Skillpath Trainer

OSU Alumni Center

Click Hall, East Hall

9:00-12:00

Lunch provided, 12:00-1:00

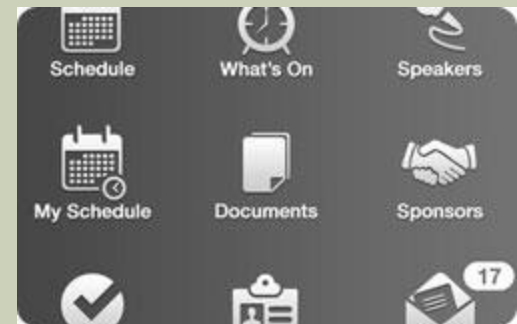
SKILLSOFT ONLINE TRAINING

- Over 540 visits since September
- New marketing initiative will begin soon
- Will be adding courses from Skillsoft as electives to some training programs
- Most popular have been computer training courses



ENTERPRISE RESOURCE PLANNING SOFTWARE UPDATE

- New ERP implementation approved – Ellucian (Banner)
 - Web-based
- Change is coming! Start preparing!
 - It's a mental thing...
- SIS first, then FRS/HRS
 - More information provided as it becomes available
- Leadership discussions, formulation of committees, and business process review should be well underway by May 2014
- Figure around three years for complete implementation





**Emerging Themes
& Issues**