QUARTERLY HUMAN RESOURCES COMMUNICATION FORUM

March 12, 2014
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome / New Employees</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Retirement Investment Committee Update</td>
<td>John Dalton</td>
</tr>
<tr>
<td>Affordable Care Act / OFCCP</td>
<td>Christa Louthan</td>
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<tr>
<td>Wellness Opportunities</td>
<td>Holli Bonee</td>
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<tr>
<td>Health Plan Update</td>
<td>Holli Bonee</td>
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<tr>
<td>VEVRAA and 503</td>
<td>Brenda Ganders</td>
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<tr>
<td>2014 Chronicle Great Colleges to Work For Survey</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Training and Development</td>
<td>Lorinda Schrammel</td>
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<tr>
<td>Enterprise Resource Planning Software Update</td>
<td>Alan Shryock</td>
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<tr>
<td>Progress and Emerging Issues</td>
<td>All</td>
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</tbody>
</table>
STAFF CHANGES IN HUMAN RESOURCES

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

<table>
<thead>
<tr>
<th></th>
<th>EAP</th>
<th>Legal Services</th>
<th>Financial Services</th>
<th>Worklife Services</th>
<th>Wellness</th>
<th>Total</th>
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<tr>
<td><strong>Live Utilization</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>OSU-Stillwater</td>
<td>64</td>
<td>26</td>
<td>7</td>
<td>48</td>
<td>2</td>
<td>147</td>
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<tr>
<td>OSU-Tulsa</td>
<td>13</td>
<td>12</td>
<td>5</td>
<td>16</td>
<td>0</td>
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<tr>
<td>OSU-OKC</td>
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<td>21</td>
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<td>0</td>
<td>50</td>
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<tr>
<td>OSU-Okmulgee</td>
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<td>2</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>12</td>
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<tr>
<td>OSU-Div of Ag</td>
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<td>1</td>
<td>1</td>
<td>1</td>
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<td>7</td>
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<tr>
<td>OSU-Center/Health</td>
<td>12</td>
<td>8</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>23</td>
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<tr>
<td><strong>Online Utilization</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>OSU-Stillwater</td>
<td>75</td>
<td>179</td>
<td>45</td>
<td>150</td>
<td>92</td>
<td>541</td>
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<tr>
<td>OSU-Tulsa</td>
<td>13</td>
<td>7</td>
<td>7</td>
<td>19</td>
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<td>52</td>
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<tr>
<td>OSU-OKC</td>
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<td>1</td>
<td>0</td>
<td>8</td>
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<tr>
<td>OSU-Okmulgee</td>
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<td>10</td>
<td>3</td>
<td>6</td>
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<td>29</td>
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<tr>
<td>OSU-Div of Ag</td>
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<td>2</td>
<td>4</td>
<td>3</td>
<td>14</td>
<td>28</td>
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<tr>
<td>OSU-Center/Health</td>
<td>22</td>
<td>45</td>
<td>14</td>
<td>24</td>
<td>13</td>
<td>118</td>
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COMPSYCH (EAP) 2013 UTILIZATION

Service Access Points – Live Access

Observations and Comments
• FamilySource utilization greatly exceeds the ComPsych book of business.
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.
+ 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

<table>
<thead>
<tr>
<th>Condition</th>
<th># Newly Identified</th>
<th>% of Total Tested</th>
</tr>
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<tbody>
<tr>
<td>Pre-Hypertension</td>
<td>309</td>
<td>31%</td>
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<tr>
<td>Hypertension</td>
<td>35</td>
<td>4%</td>
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<tr>
<td>Severe Hypertension</td>
<td>13</td>
<td>1%</td>
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<tr>
<td>Pre-Diabetes</td>
<td>223</td>
<td>23%</td>
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<tr>
<td>Diabetes</td>
<td>9</td>
<td>1%</td>
</tr>
<tr>
<td>Dyslipidemia (high CHOL, low HDL, high LDL and/or high TRIG)</td>
<td>231</td>
<td>23%</td>
</tr>
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</table>
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
New requirements effective March 24, 2014
- Pre-offer
- Post-offer
- Annual requirement

VIETNAM ERA VETERANS’ READJUSTMENT ASSISTANCE ACT AND 503
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
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
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