

IOWA STATE UNIVERSITY™

Professional and Scientific Council

General Council Meeting

February 2, 2023, 2:10 P.M.

Room 3580, Memorial Union

**Councilors: Please make sure you have signed in
at the registration table and have your name placard**

- **Call to Order & Seating of Substitutes
(Chris Johnsen)**
- **Establish Quorum (Lynne Campbell)**
- **Approval of the Agenda**
- **Approval of the Minutes**

January 5, 2023, General Council Meeting Minutes

Administrative Reports

- **Steve Couchman – UHR – WorkDay Learning**
- **Ed Holland – UHR – Dependent Eligibility Project**

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University Human Resources

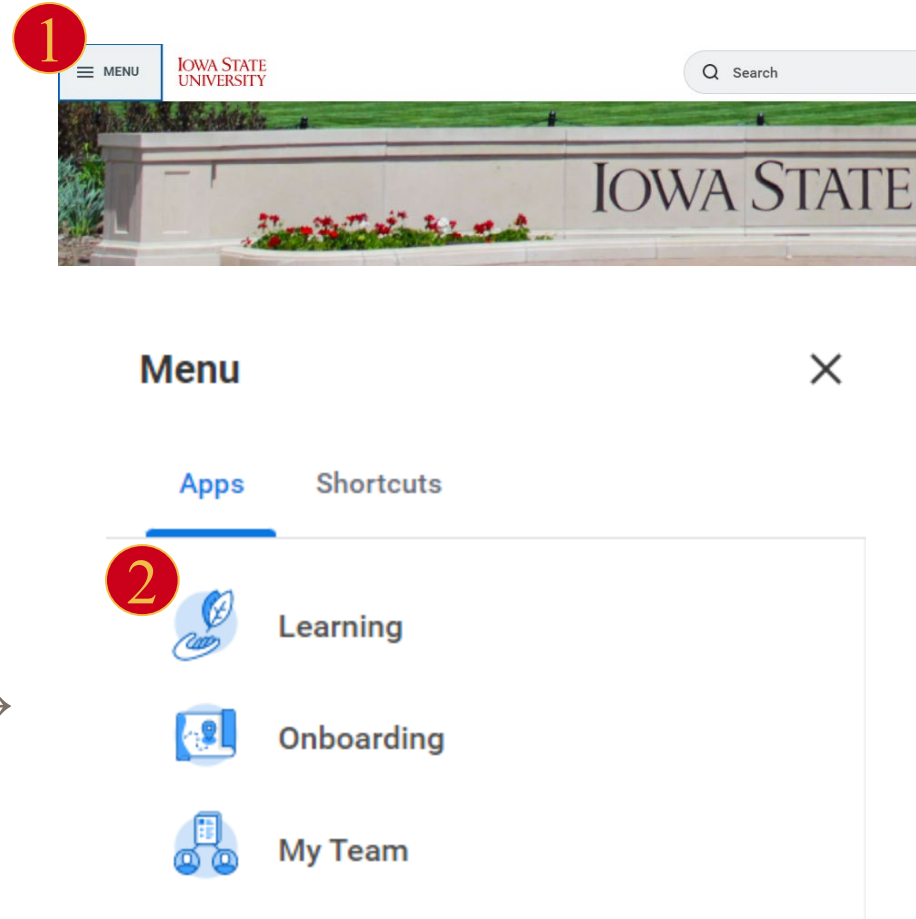
Workday Learning

Professional and Scientific Council

Thursday, 02 February 2023

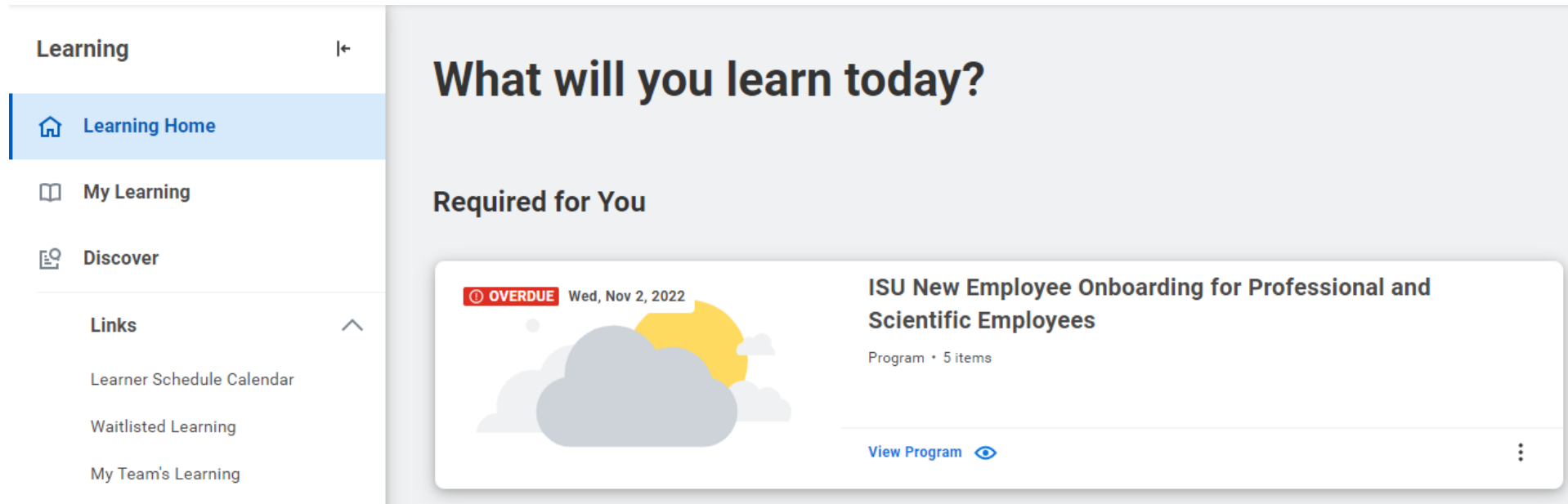
Workday Learning Overview

- Integrated Learning Management System to replace Learn@ISU, which retires in September 2023
 - Allows time to transition learning materials
- Houses training and professional development content for Faculty, Staff, and Student Employees
 - Accessible from the existing Workday homepage Menu → Apps → Learning



Workday Learning – Learner Features

- A clean, modern learning experience, supporting multiple methods of learning and content in one system for employees
- Only see topics that you need to see
- Quick access to required trainings and learning transcripts
- Access to over 9000 LinkedIn Learning courses (9229)
- The ability to create your own personalized learning path



Workday Learning – Manager Features

- Training tracking – learning transcripts are part of Workday, so everything is in one place for managers
- Easily register their team in training, with ability to make training required
- Easier access to reporting
- Alerts and notifications regarding their employees' training activities
- Approval steps for specific courses requiring manager approval

Learning



Learning Admin



Learning Home



My Learning



Discover

Links



Learner Schedule Calendar



Waitlisted Learning

My Team's Learning



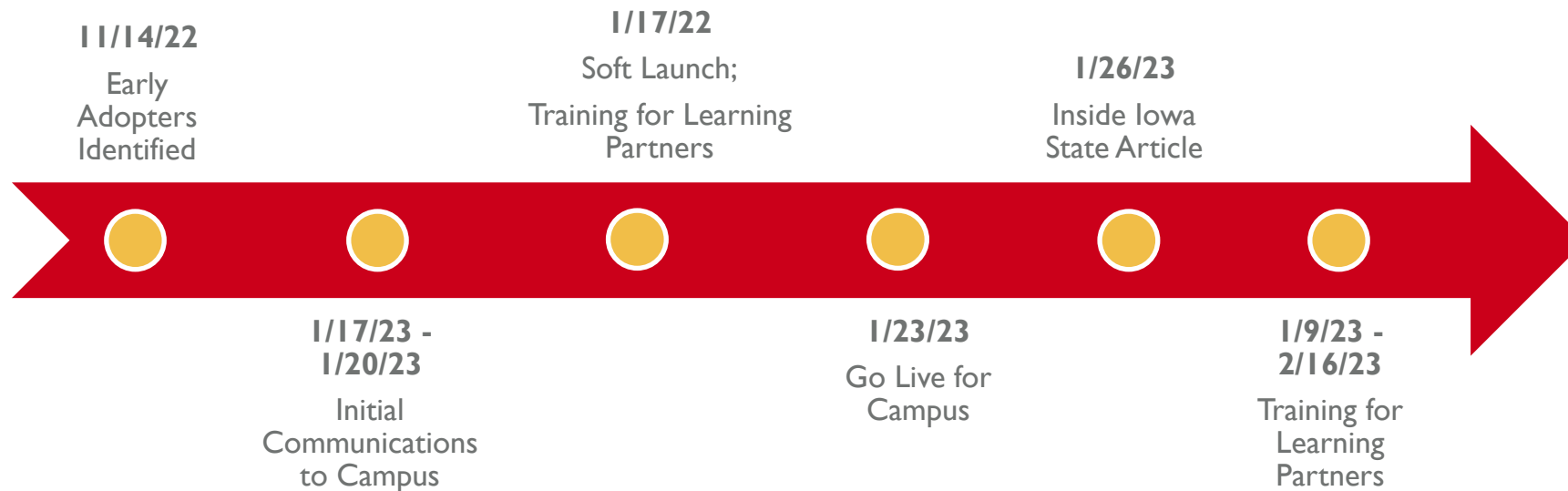
My Team's Learning

32 items

Photo	Worker	Job Profile	Enrolled Content	Registration Date	Attendance Status	Completion Status	Completion Date	Grade	Score
	Steven Couchman	Learning and Development Specialist III	CPR	11/22/2022 03:08:46 PM	Not Entered	Not Started			0
	Steven Couchman	Learning and Development Specialist III	Social Media	11/22/2022 10:40:52 AM	Do Not Track	Completed	11/22/2022 01:14:08 PM		0

Workday Learning – Rollout

- Go Live included the following learning courses:
 - University Compliance, including FERPA, Iowa Board of Regents Free Speech, and Building Supportive Communities – Title IX and Clery Act Training
 - University Human Resources courses, including ISU wellbeing
 - Over 9,000 LinkedIn Learning Courses
- Additional learning courses will continue to be added as a result of ongoing training for Learning Partners and Content Creators within identified departments/units



Early Results and Statistics

- January 23-January 31
 - 252 - employees completed training
 - 852 - course completions / 3.38 per person
 - 25 different training classes completed
 - Top courses:
 - Understanding FERPA – 166 completions
 - Building Supportive Communities – Title IX and Clery Act – 73 completions

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University Human Resources

Dependent Eligibility Verification

Professional and Scientific Council

Thursday, February 02, 2023

Key Points

- Only for employees with dependents on the medical, dental and vision plans, if self-only, no action required
- Willis Towers Watson (WTW) would be the primary point of contact for employees
- Significant communications in February to employees and leaders encouraging engagement
- Multiple email and letter outreaches throughout process
- WTW will have a dedicated service center to address questions and issues
- Multiple ways to provide documentation

Detailed Timeline



Timeframe	Action
February- March	Internal Communications & Meetings
March 27, 2023	Verification Phase begins
June 2, 2023	DEV Deadline
September 2023	ISU Sign off on ineligible
September 2023	ISU Final Response to Employee
October	Eliminate ineligible dependents on EE records for OE
November	Open Enrollment
December	Process any documents for dependents added back on plan

Things Addressed in this Approach

- Project addresses Internal Audit recommendation made in 2022 Benefit Program Audit
- Longer communication lead time to support employee & leader awareness and preparation (international employees, etc.)
- Lengthy timeline to ensure multiple follow ups occur
- Consideration provided for both employees on campus and those not on campus
- Timeline aligns with Open Enrollment to minimize break in coverage.

Summary of Decisions to Date

- Documentation of new hire dependents has been in place since July 2022
- Verification will not include retirees
- Verification will not include Students, Grad Students, or Grad Assistants who are on the student insurance plan
- Verification will require 2 steps for marriage
 - Marriage Certificate and one of several other options showing a shared address

Anticipated Questions

Why is this project be conducted?

- When a plan pays healthcare premiums for ineligible dependents, the plan and its employees potentially pay higher premiums than necessary.
- On average, employers pay \$3,000 annually, per dependent, in healthcare costs. Case studies show an estimated 4%-8% of dependents are ineligible.
- Identifying and terminating the ineligible dependents can result in cost savings, while allowing ISU to maintain competitive employee contributions.

What happens if an employee does not provide documents by the deadline?

If an employee fails to complete the verification process, any unverified dependents will be removed from ISU's plans

Will ISU help pay the costs of obtaining documents that may not be on hand?

Employee must pay any costs associated with obtaining or copying acceptable documents.

Anticipated Questions Cont'd

Will I be penalized or charged any fees for ineligible dependents?

ISU believes that many members are simply unaware that their dependent no longer meets the requirements for eligibility. If, as a result of this process, it is determined an employee is covering an ineligible dependent and/or cannot provide documentation as evidence of eligibility, coverage for that dependent will be terminated.

May I provide my documents to my human resources department instead of Willis Towers Watson?

No. The only way to ensure that all documents are received timely, acknowledged appropriately and eligibility is verified is to use the system/process that WTW is administering.

Can an exception be granted to allow an ineligible dependent to stay covered?

No. Only dependents who meet the plan's eligibility requirements can remain covered.

Professional and Scientific Council Executive Committee Reports

- **President – Jamie Sass**
- **Secretary/Treasurer – Lynne Campbell**
- **Vice President for Equity and Inclusion – Marlene Jacks**
- **Vice President for University Community Relations – Sarah Larkin**
- **Vice President for University Planning and Budget – Matthew Femrite**

- **Upcoming Meet and Greets**
 - **March 24 / Cybowl / 3-5**
 - **April 12 / Beer Lab Tour / 4:10-5**
 - **May / Steam Tunnel Tour**
- **Adventure 2 updates**

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Report of the Vice President for University Planning and Budget

February 2, 2023

What is the Revenue Estimating Conference?

- **Consists of 3 Members:**
 - **Governor (or Designee)**
 - **Director of Legislative Services Agency (or Designee)**
 - **Third Member Agreed to by Other Two**
- **Meets in October, December, and March/April.**
- **Estimates revenue to the General Fund.**

Why should we care?

- **Estimate of General Fund revenue used by:**
 - **The Governor to develop budget recommendations**
 - **The Legislature to develop the State's budget**
- **Initially must use December estimate.**
- **Must revise to use March/April estimate if that is lower than December estimate.**

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What is the estimate for FY24?

	FY22 Actual	FY23 Estimate	FY24 Estimate	% Change
Tax Receipts	\$ 10,956.20	\$ 10,860.50	\$ 10,679.40	-1.7%
Other Receipts	\$ 364.50	\$ 361.60	\$ 368.80	2.0%
Accruals Receipts	\$ (1,647.30)	\$ (1,732.30)	\$ (1,552.10)	-10.4%
Transfers	\$ 130.00	\$ 125.40	\$ 129.40	3.2%
Net Revenues	\$ 9,803.40	\$ 9,615.20	\$ 9,625.50	0.1%

Professional and Scientific Council Committee Reports

- **Awards – Susy Ankerstjerne**
- **Communications – Deanna Sargent**
- **Compensation and Benefits – Liz Luiken**
- **Peer Advocacy – Jacob Larsen**
- **Policies and Procedures – Paul Easker**
- **Professional Development – Jennifer Schroeder**
- **Representation – Jason Follett**

Unfinished Business and General Orders

- **Second Read FY23.3**

Motion to submit Compensation & Benefits Annual Report

New Business

- **Opening nominations for Officers and Councilors**
- **Appoint Jennifer Finch to Council**

Open Discussion for the Betterment of Council

- **P&S Council – Fill in the blank.....**

Announcements

- **Announcements from Councilors**
- **P&S Professional Development Conference - Gateway Hotel - February 22**
- **Executive Committee Meeting**
February 17 – 10-Noon - 2304 Gerdin
- **General Council Meeting**
March 2 - 2:10 PM - Room 3580 Memorial Union

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Adjournment