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
Welcome, and thank you for joining our virtual meeting!

Please stay muted and keep your camera turned off unless you are speaking. These efforts preserve bandwidth and cut down on outside noise and distraction to provide a better experience for everyone in the meeting.

- 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
Welcome, and thank you for joining our virtual meeting!

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Administrative Reports

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

11/14/22
Early Adopters Identified

1/17/22
Soft Launch; Training for Learning Partners

1/26/23
Inside Iowa State Article

1/17/23 - 1/20/23
Initial Communications to Campus

1/23/23
Go Live for Campus

1/9/23 - 2/16/23
Training for Learning Partners
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
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

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>February- March</td>
<td>Internal Communications &amp; Meetings</td>
</tr>
<tr>
<td>March 27, 2023</td>
<td>Verification Phase begins</td>
</tr>
<tr>
<td>June 2, 2023</td>
<td>DEV Deadline</td>
</tr>
<tr>
<td>September 2023</td>
<td>ISU Sign off on ineligibles</td>
</tr>
<tr>
<td>September 2023</td>
<td>ISU Final Response to Employee</td>
</tr>
<tr>
<td>October</td>
<td>Eliminate ineligible dependents on EE records for OE</td>
</tr>
<tr>
<td>November</td>
<td>Open Enrollment</td>
</tr>
<tr>
<td>December</td>
<td>Process any documents for dependents added back on plan</td>
</tr>
</tbody>
</table>
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 being 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.
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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
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- **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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<table>
<thead>
<tr>
<th></th>
<th>FY22 Actual</th>
<th>FY23 Estimate</th>
<th>FY24 Estimate</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Receipts</strong></td>
<td>$10,956.20</td>
<td>$10,860.50</td>
<td>$10,679.40</td>
<td>-1.7%</td>
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<tr>
<td><strong>Other Receipts</strong></td>
<td>$364.50</td>
<td>$361.60</td>
<td>$368.80</td>
<td>2.0%</td>
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<tr>
<td><strong>Accruals Receipts</strong></td>
<td>$(1,647.30)</td>
<td>$(1,732.30)</td>
<td>$(1,552.10)</td>
<td>-10.4%</td>
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<tr>
<td><strong>Transfers</strong></td>
<td>$130.00</td>
<td>$125.40</td>
<td>$129.40</td>
<td>3.2%</td>
</tr>
<tr>
<td><strong>Net Revenues</strong></td>
<td>$9,803.40</td>
<td>$9,615.20</td>
<td>$9,625.50</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

What is the estimate for FY24?
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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
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Open Discussion for the Betterment of Council

- P&S Council – Fill in the blank……
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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