

Summary of the Retirement Plan Consolidation Changes Effective January 1, 2012

Preliminary Review, Discussions, and Communications

- Human Resources staff met with the Board of Trustees Finance Committee to provide information about the proposed Retirement Plan Consolidation changes (Nov. 2010).
- HR staff met with the University Committee on Faculty Affairs, the Coalition of Labor Organizations (along with direct meetings with the Boards of some unions), the Union of Nontenure-track Faculty, the Academic Specialist Advisory Committee, the Retirees Association, and other campus groups to educate them on the proposed changes, answer their questions, and address their concerns (Nov. 2010 – Apr. 2011).
- The proposed changes were presented to the Faculty Senate for discussion (Apr. 2011).
- An email was sent to active employees about the proposed changes and incorporated a link to the Retirement Plan Consolidation webpage that was created by HR to provide extensive information, including a video by the HR AVP that explained what the proposed changes were, why they were proposed, and the next steps (Apr. 2011).
- The email also provided the dates of the open public forums in April to allow faculty and staff to learn more about the proposed changes, to ask questions and provide input. HR also created an electronic survey for employees that could not attend the forums to give them the ability to provide their feedback and/or ask questions.

Communications to Faculty, Staff and Retirees about the Implementation of the Retirement Changes

- Emails to active employees:
 - announcing the changes and a link to the four-page HR News Bulletin that provided more detail about the changes (9/30/11),
 - listing all the seminar dates, locations and times, and referenced the 16-page Enrollment Guide that provided the step-by-step instructions on how to enroll, along with detail on the vendors and all of the investment options (10/25), and
 - the seminars and walk-in sessions available for that week (11/7, 11/14, and 11/28).
- Mailed a four-page flyer (the week of 10/24) to all active employees (including temporary and on-call), retirees, and former employees with a balance still in the retirement plans, all totaling over 29,000 flyers mailed. The flyer provided information about the changes, the educational seminar dates and locations, the vendors, and the core investment menu options.
- We provided 25 seminars/webinars throughout the month of November over nine different days and seven different locations (a recording of the seminar was also available on the HR Retirement Plan Consolidation webpage).

Implementation Activity for January 1, 2012 Effective Date

- There were 7,326 page views of our HR Retirement Plan Consolidation webpage between the first email (9/30/11) and the end of November.
- There were 837 individuals who attended one of the 25 seminars/webinars in November.
- Nearly 900 faculty, staff and retirees met with one of the retirement vendors to conduct a one-on-one retirement investment consultation or to understand how the changes affected them.
- There were over 500 employees and retirees who contacted one of the retirement vendors by phone to ask questions regarding the changes.
- Over 800 faculty and staff used the new HR/Payroll system in November to choose one of the two approved vendors for their January 2012 and beyond retirement plan contributions.
- Over 500 employees and retirees opened new accounts with the two approved vendors either for their January 2012 contributions or to take advantage of the new lower-cost investment options.

What's Next?

- The January 2012 retirement contributions for those that were already contributing to Fidelity or TIAA-CREF will continue to go to those vendors (into a new account with the new core investment menu choices). Those that did not pick their own investments prior to the first contribution will be defaulted to their same investment elections that are on the new core menu (i.e. TIAA Traditional or Fidelity Contrafund) and to an age-appropriate Target Date Retirement Fund for the remaining contributions.
- For those that were contributing to AXA Equitable, Lord Abbett, VALIC or Vanguard and picked either Fidelity or TIAA-CREF during November, their January 2012 retirement contributions will go to that vendor in the investments that they chose. Those that did not select their own vendor in November will have a Fidelity account opened up for them automatically and their January 2012 retirement contributions will be invested in an age-appropriate Target Date Retirement Fund.
- Human Resources will provide follow-up communications to faculty and staff about what to expect as the new year begins.
- Both Fidelity and TIAA-CREF will communicate with their participants to follow-up about the changes, offer access to review information online and over the phone, and will provide quarterly statements that will show their contributions going into the new core investments. The faculty, staff and retirees that signed up to utilize StraightLine's independent investment advice and account management services will also receive follow-up communications about the changes.