

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
RETIREMENT PLAN COMMITTEE  
JUNE 5, 2020  
MINUTES**

**I. Call to Order**

Chair Stephanie Barboza called the meeting to order at 1:05 PM.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Stephanie Barboza, Committee Chair (voting)	Tyrone Carter, Board Chair (non-voting)	Dennis DeYoung, Certified Financial Planner
Debra Hammond, Executive Director (voting)	Dr. Shelly Ruelas-Bischoff, Associate Vice President of Student Life Student Affairs (voting)	
Arrah Enaw, Co-Chair (voting)	Kristen Pichler, Associate Director, Human Resources & Professional Development (voting)	
Joe Illuminate, Associate Director, Accounting & Finance (voting)		
Jonathan Navarro, Executive Secretary (non-voting)		

- *Dr. Shelly Ruelas-Bischoff arrived at 1:25 pm*
- *Tyrone Carter arrived at 1:34 pm*

**III. Approval of Agenda**

M/S/P (D. Hammond/J. Illuminate) motion to approve the agenda for June 5, 2020.

*Main Motion approved by general consensus.*

**IV. Approval of Minutes**

M/S/P (J. Illuminate/A. Enaw) motion to approve the minutes for December 4, 2020.

*Main Motion approved by general consensus.*

**V. Chair's Report**

Chair, Stephanie Barboza, thanked all the committee members for their involvement and their engagement during our committee meetings.

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**VI. Action Items**

A. None

**VII. Discussion Items**

**A. First Quarter 2020 Retirement Plan Review**

The total cash balance in the 403(b) plan is \$3,104,359 which includes \$123,656 in 403(b) loans. The total cash balance in the Money Purchase Pension Plan (MPPP) is \$2,282,767. The asset allocations in both plans are approximately 66% stocks and 34% bonds.

Most funds in both plans have a FI360 scores in the green and light green zones ranging from 0 to 50. The best FI360 score is 0 and the worst FI360 score is 100. Fund in the green zone meet the majority of the FI360 Fiduciary Score Criteria.

Funds with FI360 scores from 51-74 are in the yellow zone and those with scores from 75-100 are in the red zone. The USU closely monitors all funds in the yellow and red zones. Scores in the yellow and red zones indicate that the funds do not meet the FI360 Fiduciary Score Criteria. Any fund that remains in the yellow zone or red zone for an extend period of time is put on the Watchlist. Funds on the Watchlist have the potential of being replaced with a similar fund that meets the FI360 Fiduciary Score Criteria and has a score in the green zone.

For the current period the only fund in the Watchlist is the JP Morgan High Yield R5 funds, with a score of 52, which is in the yellow zone.

**B. Retirement Plan Expenses**

Financial advisor, Dennis DeYoung, discussed retirement plan expenses, using the Fee Benchmark Report. The renegotiation of the asset-based fee by Dennis DeYoung from 80 basis points to 60 basis points has had a very positive impact on plan expenses.

When only plan participant expenses are considered, the Average Plan has total fees of 1.16% compared to USU's total fees of 1.19%. When both USU and plan participant expenses are considered, the "Average Plan" total fees are 1.15% compared to the USU's total fees of 1.25%, a ten-basis point difference.

**C. Voluntary Employers Beneficiary Association (VEBA) Update**

Joe Illuminate led the discussion and notified the committee that the total balance in the VEBA Trust Account as of April 30, 2020 was \$1,314,130. The balance is comprised of \$1,333,331 of USU cash contributions, investment losses of \$11,736, and disbursement of \$7,466 for payment for eligible retirement plan expenses [ $\$1,333,331 - \$11,736 - \$7,466 = \$1,314,130$ ]. The Board approved cash contribution for 2019-20 is \$400,000 which has been paid out \$33,333.33 per month [ $\$33,333.33 \text{ monthly cash contribution} \times 12 \text{ months} = \$400,000$ ].

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**D. 2019-20 Retirement Plan Committee Goals: Year-End Review**

Committee Chair, Stephanie Barboza reviewed the progress the committee made towards completing its 2019-20 goal. Please refer to the table below.

No.	GOALS
1	<p data-bbox="321 499 1164 590">Review the key components and assumptions of the Retirement Health Benefit Plan (RHBP) Actuarial Valuation Report so committee members are familiar with how the total postretirement expense and liability is determined.</p> <p data-bbox="321 617 488 646"><b>Not Completed</b></p> <ul data-bbox="358 678 1117 882" style="list-style-type: none"><li data-bbox="358 678 1117 737">• This goal was on the agenda of the March 04, 2020 agenda. It was not presented due to lack of quorum.</li><li data-bbox="358 768 1117 827">• This goal was not included on the June 05, 2020 agenda due to time constraints.</li><li data-bbox="358 858 1117 882">• This goal is postponed to the 2020-21 fiscal year.</li></ul>

**E. Committee Appreciation**

Chair, Stephanie Barboza, expressed appreciation to the committee by providing a Certificate of Participation to each student member and staff representative. Stephanie said that the members are engaged and always came prepared to the meetings.

**VIII. Announcements**

None

**IX. Adjournment**

The meeting was adjourned by Chair Stephanie Barboza at 2:05 pm

Respectfully submitted by,



Jonathan Navarro  
Accounting Manager