

**FLORIDA INTERNATIONAL UNIVERSITY 403(B) PLAN
COMMITTEE MEETING MINUTES**

LOCATION: Via Zoom as described in the meeting posting

DATE: May 8, 2020

Time: 3:30 P.M.

Attendees:

Kenneth Jessell, Senior Vice President & Chief Financial Officer (Chair)
Benjamin Jarrell, University Treasurer (Committee Member)
Patricia Hartwell, Director of Compensation and Benefits (Committee Member)
Carlos B. Castillo, General Counsel (Committee Member)
Carlos Flores, Assistant Vice President of Operations, Compensation & Systems
(Committee Member)
Janik Collin, Assistant Director, Benefits (Presenter)
El pagnier Hudson, Vice President of Human Resources (Attendee)
Liz Marston, Deputy General Counsel (Facilitator)

Absent: None

1. *Call to Order and Chair Remarks*

At 3:35 p.m., Dr. Jessell called the meeting to order with a welcome for the second meeting of the Florida International University 403(b) Plan Committee meeting. Given that all of the Committee members were present, a quorum was established.

2. *Approval of the Minutes from the January 23, 2020 Meeting*

There was no discussion on the minutes from the January 23, 2002 meeting.

The Committee approved the minutes from the January 23, 2020 meeting.

3. *Discussion of Roles and Responsibilities of the 403(b) Committee and the Compensation and Benefits Department staff and Recommended Changes to the Composition of the 403(b) Committee*

Ms. Hartwell and Ms. Marston provided an overview of the document entitled, Roles and Responsibilities for Maintaining FIU's 403(b) Plan. The document provides a delineation of duties between the 403(b) Plan Committee and that of the Compensation and Benefits Department. The document proposes that the day-to-day activities of managing the 403(b) would reside with the Compensation and Benefits Department and would include

such items as supervision of the Retirement Manager (for third party loan adjudication), communication to participants and providers and drafting of changes to the plan.

There was a recommendation from Dr. Jessell that the document be amended to remove the names of Patricia Hartwell and Janik Collin and retain the titles only.

The Committee approved the adoption of the Roles and Responsibilities for Maintaining FIU's 403(b) Plan with the amendment as noted above with regard to titles.

The Committee also discussed the proposed change which will allow Ms. Hartwell to continue the day-to-day administration of the 403(b) Plan and which will allow Ms. Hudson to provide strategic human resources vision to the 403(b) Committee. The item recommends the approval of removing Patricia M. Hartwell, Director of Compensation and Benefits from the Committee and adding El pagnier K. Hudson, Vice President of Human Resources to the Committee.

The Committee approved the removal of the Director, Compensation & Benefits from the Committee and the additional of Vice-President, Human Resources to the Committee.

4. A. *Ratification of the two (2) changes to the FIU 403(b) that was done to address scrivener's errors.*

Ms. Hartwell presented two changes to the 403(b) Plan Document due to scrivener's errors. The first was found on page 1 of the Plan Document - the Plan Administrator was changed from Dr. Kenneth Jessell, Senior Vice-President & Chief Financial Officer to Florida International University Board of Trustees. The second was to correct item #31 on page 20 of the Plan Document to change the designation to "Not Applicable" for the designation of the in-plan Roth rollover contribution.

The Committee approved the changes to the 403(b) Plan Document as detailed above.

4. B. *Recommendation of CARES Act Amendments*

The Committee reviewed the memorandum dated April 14, 2020 which outlined the parameters of the CARES Act, signed into law by the President on March 27, 2020. Under the provisions of the CARES Act, maximum loan amounts increase for eligible 403(b) participants to the lesser of: (i) \$100,000, or (ii) 100% of the participants vested account balance. In addition, any loan repayment dates scheduled from March 27, 2020 through December 31, 2020 may be delayed one year. The Act also provides that coronavirus distributions to qualified individuals on or after January 1, 2020 and before December 31, 2020 in an amount up to \$100,000 may be done so without imposition of the 10% early distribution penalty.

There was a general discussion about the provisions of the Act and the requirement to make changes to Plan Documents by January 2022 (or the end of 2024 plan years for Governmental plan sponsors).

The Committee approved the amendment of the 403(b) Plan to include all benefits delineated in the CARES Act relating to the increase in the maximum loan amount, extension of loan repayment, coronavirus distributions to qualified participants, and the waiver of the funding rules for the period of time permitted under the CARES Act

5. Delegation of Signature Authority to Vice-President Human Resources, El pagnier Hudson to Sign Routine Documents

Ms. Marsten presented the agenda item related to the delegation of authority to the Vice-President, Human Resources to sign routine agreements that are required for the 403(b) Plan administration. Such documents would include, for example, the Retirement Manager Agreement and Information Sharing Agreements).

The Committee approved the delegation of authority to the Vice President of Human Resources to sign routine agreements.

6. Designation of Committee Secretary

The Committee discussed the Charter as it relates to the appointment of a Secretary. The Charter specifies that the Secretary would be a member of the Committee.

The Committee approved Carlos Castillo, FIU General Counsel as the Secretary of the 403(b) Committee.

7. Status Report from the Compensation and Benefits Department

Ms. Collin reviewed the current statistics with regard to the participation in the FIU vendors as well as the ROTH participation rates. Ms. Collin also reported that Retirement Manager is in place to deal with CARES Act requests with a current go-live date of June 1, 2020.

8. Future Meetings and Scope

There was a general discussion about the requirement to meet with vendors with established investment criteria. It was determined that late January, 2021 would be the timeframe of the Committee meeting with vendors. It was also determined that the working team of Benjamin Jarrell, Elizabeth Marsten, Janik Collin and Patricia Hartwell will establish the investment criteria and meeting protocol for the meetings with the vendors.

9. New Business

Dr. Jessell will discuss with Dean of the College of Business, Dr. Li to identify a faculty member to join the 403(b). The intent is to increase the diversification of the membership of the Committee while infusing an additional subject-matter expert in 403(b) plans.

10. Concluding Remarks and Adjournment

Dr. Jessell concluded the meeting at 4:45 p.m.