University Retirement Plan Advisory Committee (URPAC)

CHARTER

The Western Washington University Retirement Plan (WWURP) has been established by the Board of Trustees under authority provided by RCW 28B.10.400 et. seq. for the purpose of providing retirement incomes of faculty and certain other employees of the University. The University Retirement Plan Advisory Committee (URPAC) is a standing committee created to review and provide counsel to the Human Resources Department. Western Washington University is the administrator of both the WWURP and Voluntary Investment Program (VIP) and has designated responsibility for day-to-day administration to the Human Resources Department.

Fiduciary Responsibility

Western Washington University is the fiduciary for the plans. However, URPAC members are also held to fiduciary standards for the WWURP and VIP when making recommendations. Fiduciaries have important responsibilities and are subject to certain standards of conduct because they act on behalf of participants in the plan. These responsibilities include:

- Acting solely in the interest of plan participants and their beneficiaries, with the exclusive purpose of providing benefits to them
- Carrying out their duties with skill, prudence, and diligence
- Following the plan documents
- Diversifying plan investments
- Paying only reasonable expenses of administering the plan and investing its assets
- Avoiding conflicts of interest.

Conflict of Interest Statement

URPAC members shall not participate in the formulation or rendering of URPAC advice where it reasonably appears that their participation could be influenced by financial or other considerations that are in conflict with their URPAC obligations. Their obligation is to only consider the best interests of plan participants and Western Washington University.

Structure and Authority of the Committee

The URPAC is authorized by Business and Financial Affairs and the Human Resources Department to provide guidance and support to the administration of the plans. The URPAC shall be appointed by and serve at the pleasure of the Vice President for Business and Financial Affairs.
The membership shall include the following representatives and officials:

- Chair, Associate Vice President for Human Resources or Designee
- Two or more representatives of the Faculty Senate
- One representative of the Professional Staff Organization
- One representative of Budget and Financial Planning
- One representative of Enrollment and Student Services
- Benefits Manager
- Risk Manager
- Assistant Attorney General
- Associate Vice President for Academic Affairs

**Committee**

Linda Beckman, Director of Budget and Administration, Enrollment and Student Services
Brian Burton, Associate Vice President for Academic Affairs
Ted Castro, Assistant Director, Budget & Financial Planning
Vacant, Campus Energy Manager / Professional Staff Organization Representative
Steven Garfinkle, Professor, History Department / Chief Steward, United Faculty of Western Washington, Faculty Senate Representative
Hart Hodges, Associate Professor, Economics and Business Research Center / Faculty Senate Representative
Melissa Nelson, Assistant Attorney General
William Lyne, Professor, English Department
Paul Mueller, Director, Risk Management
Kathy Thompson, Assistant Director, Benefits and Operations, Human Resources Department
Lea Aune, Chair / Director, Human Resources

**Administrative Support**

The Human Resources Department Benefits Office provides administrative support to the committee.