



## Seattle University Retirement Plan Investment Committee Input Process

### **Purpose:**

Define method for plan participants to provide input to the Retirement Plan Investment Committee (RPIC) on any plan-related issue including asset classes or investment funds that they would like the RPIC to consider.

### **Who:**

Any plan participant can make suggestions by providing them in writing to the Chair of the RPIC:

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### **Timing:**

The RPIC will accept requests at any time and will consider all community input annually. Requests received by December 31 will normally be considered during the RPIC's first quarterly meeting of each calendar year. The RPIC may consider and discuss requests at other RPIC meetings at their discretion. To be considered, each request must be accompanied by a brief written explanation of the reason, concern, and objective for the request and how the change, if implemented, would benefit the entire plan participant population.

### **Process:**

For investment-related requests, the RPIC will consider investments objectives for the plan, including providing exposure to a range of asset classes with varying risk/reward profiles; optimizing returns within levels of risk that are reasonable and prudent for retirement plans with diversified investments; and controlling expenses consistent with service objectives. The RPIC will examine the risk/return objectives of each asset class, the investment sophistication of the entire set of participants, and the role played by the asset class in a prudent, diversified retirement savings portfolio.

The first step in considering a fund request is to determine whether that fund's asset class is or should be included as an asset class in the plan. The RPIC will then screen specific fund requests against minimum requirements within an affirmed asset class and then perform a quantitative and qualitative evaluation. Both the asset class being considered as well as the potential investment product should be consistent with the current Investment Policy Statement for the Plan.



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Consistent with RPIC's fiduciary responsibilities, the "popularity" or number of requests for a fund shall not be a factor in the RPIC's decision.

The process for considering non-investment requests will be dependent on the type of request.

### **Feedback to Participant:**

The RPIC Chair will acknowledge receipt of participant requests when received. Once the RPIC has considered the request (typically at their first calendar-quarter meeting), the RPIC Chair will communicate the decision to the participant who made the request, along with the rationale for the decision.