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; and
- 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:

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

**Committee**

Lea Aune, Associate Director, Human Resources Department  
Linda P. Beckman, Director of Budget and Administration, Enrollment and Student Services  
Brian Burton, Associate Vice President for Academic Affairs  
Kirk England, Assistant Director, Budget Office  
Steven Garfinkle, Chief Steward, United Faculty of Western Washington / Professor, History Department  
Hart Hodges, Associate Professor, Economics and Business Research Center  
Roger Leishman, Assistant Attorney General  
William Lyne, Professor, English Department  
April Markiewicz, Past President, Professional Staff Organization / Associate Director, Toxicology  
Paul Mueller, Risk Manager  
Kathy Thompson, Benefits Manager, Human Resources Department  
Chyerl Wolfe-Lee, Chair / Assistant Vice President for Human Resources

**Administrative Support**

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