Dear Faculty & Staff,

Earlier this spring we announced that there would be some important upcoming changes to the Bowling Green State University Alternative Retirement Plan (ARP) and the voluntary, supplemental 403(b) plan. Beginning January 1, 2020 BGSU will offer four vendor choices for all future contributions: AXA-Equitable, Fidelity, TIAA, and Voya. All contributions made prior to January 1, 2020 can remain with your current vendor if you so choose. The four selected vendors will offer three tiers of investment options. By reducing our approved vendor list to four, the University is able to leverage our volume and size to negotiate substantially lower fees and broader plan options for employees.

We recognize that this change may initially create confusion and cause some concerns. To assist and help guide employees through this process, we will be holding information sessions and the four vendors will conduct individual counseling sessions as well. Information will be available on the Human Resources website, including FAQs and other resources. BGSU has selected Cammack Retirement Group through a competitive process along with other IUC schools as the consultant to assist, advise and serve as an independent investment adviser. Cammack is one of the largest retirement plan consultants serving institutions of higher education, health care, the public sector and other not-for-profit clients.

**Upcoming communications:**

- **September 18, 2019** – Approved vendors will be mailing an informational packet to each of their current participants. If you are currently with a vendor that will no longer be participating with BGSU, you will receive a packet from TIAA with detailed information. This packet will contain a cover letter from BGSU along with specific detailed information from the vendor.

- **October 8, 9, 10 & 14** – Group information sessions will be held on campus. The schedule for these meetings will be posted on the HR website on 9/18/2019 to include dates, times and locations. Please feel free to come to any session you would like, no RSVP is necessary. These sessions will include a presentation from Cammack Retirement Group and BGSU Human Resources regarding the changes being made, followed by a group session from the vendor of your choice. These sessions will be approximately 60 minutes long in total, 30 minutes by Cammack & BGSU HR and 30 minutes by the vendors. Spouses, partners, and significant others are welcome to join you!
October 15, 16, 17, 21 & 22 – Individual sessions will be held on campus. Information on how to schedule your session with the vendor of your choice will be in the packet that you receive in the mail at home after September 18, 2019. This information will also be available online on the Human Resources website page for the Upcoming Retirement Changes (after 9/18/2019).

Please read the informational packet you receive in full to make sure you are aware of the upcoming changes, what it means for you and what steps you need to take. Also, please refer to the Human Resources designated webpage for these changes for a summary of all the information as well as frequently asked questions and answers.

To-Do Checklist:

- Review all information in the packet you will receive at home after September 18, 2019.
- Attend any group session(s) of your choice, and setup and attend an individual session if you choose.
- If you would like to change the vendor that you use for the ARP currently, you must complete a Vendor Change Form and submit it to the Office of Human Resources no later than November 29, 2019.
- If you would like to change the vendor that you use for the 403(b) currently, you must complete a Supplemental Retirement Plan Salary Reduction Agreement Form and submit it to the Office of Human Resources no later than November 29, 2019.
- Select your investment options through your vendor(s) prior to the first payroll in 2020. If you do not select your investment options prior to your first contribution in 2020, your vendor will enroll you into the default option of their Target Dated Funds. Please review the informational packet you will receive from your vendor for detailed information.
- Watch for additional communications regarding these upcoming changes via email from benefits@bgsu.edu or on the Human Resources website.

We are confident this new system will benefit our employees and we are committed to working with each of you to assist and support you through this transition as you prepare for retirement.

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