Frequently Asked Questions: New Investment Line-up for the Retirement Plan

1. **What is the new investment line-up?**
   The new investment line-up will include 20 funds offered with TIAA-CREF, 16 funds offered with Fidelity, along with Target date funds. These funds will be monitored by the Retirement Plan Investment Committee. Changes include the addition of several non-Fidelity and non-TIAA-CREF funds to the new investment line-up. In addition, a self-directed brokerage window will be added to the plan; this will provide access to thousands of mutual funds from most mutual fund families, including Fidelity and TIAA-CREF.

2. **How do I find out whether the funds in which I am currently investing are in the new investment lineup?**
   You may do this by comparing the funds listed on your recent quarterly retirement plan statement(s) with the funds listed in the new investment line-up. You may also call Fidelity and/or TIAA-CREF directly; their contact information is:
   - **Fidelity Investments:**
     - **Plan Number:** 89948
     - **Phone:** 800.343.0860
     - **Call Center Hours:** Consultants are available Monday through Friday, 8:00AM to midnight, EST
     - **Website:** [www.fidelity.com/atwork](http://www.fidelity.com/atwork)
   - **TIAA-CREF:**
     - **Plan Number:** 100225 Basic Plan; 100226 Supplemental Plan
     - **Phone:** 800.842.2252
     - **Call Center Hours:** Consultants are available Monday through Friday, 8:00AM - 10:00PM and Saturday, 9:00 AM – 6:00 PM, EST
     - **Website:** [www.tiaa-cref.org/neu](http://www.tiaa-cref.org/neu)

3. **I am happy with my current holdings and all my investments are in the new investment line-up. What do I need to do to make sure my contributions and balances stay as they are currently directed?**
   No action is required on your part if you are currently contributing to and have balances in funds that will remain in the new investment line-up.

4. **When will the changes to the investment line-ups take place?**
   The new investment line-up becomes effective on December 2nd, 2013. Participants who currently have funds that are not in the new line-up will need to make a change. The change will take place in two phases.
Phase One: December 2, 2013 – January 15, 2014:
- New investment line-ups available and self-directed brokerage window added. The new investment line-ups will become available. This will be the earliest date you can take advantage of the new investment options within the plan. This is also the earliest you can request a self-direct brokerage account kit from Fidelity and/or TIAA-CREF.

- Future Contributions. You will be able to make elections for your future contributions. If no action is taken by January 15, 2014, all future contributions will be allocated to a Target Date Fund, unless you make another choice. A Target Date Fund is based upon your date of birth and the target retirement at age 65. A Target Date Fund gradually shifts its emphasis from more aggressive investments to more conservative investments based on the target retirement date. For Fidelity participants, the Target Date Funds are called the Fidelity Freedom Funds; for TIAA-CREF participants, the Target Date Funds are called the TIAA-CREF Lifecycle Funds. Participants can change out of the defaulted Target Date Fund at any time. Effective January 15, 2014, future contributions will be directed to the new investment line-up ONLY.

Phase Two: January 15 – April 16, 2014:
- Remaining Balances. Participants who have remaining balances in funds that are not in the new investment line-up must move their balances by April 16, 2014.

Note: If you are a Fidelity participant and wish to maintain a Fidelity investment option that will be removed from the investment line-up, you have a one-time option to take advantage of the transfer in-kind option mapping to the self-directed brokerage account. In order to transfer balances in-kind to the brokerage account, you must establish a BrokerageLink account prior to 1/15/2014. (See Fidelity Transfer In-Kind summary booklet mailed to your home for additional details.)

Effective April 16, 2014 participants who have remaining balances in funds that are not in the new investment line-up will be transferred to a Target Date Fund. Participants can change out of the defaulted Target Date Fund at any time. Reminder communications will be provided.

You do not have to wait until 1/15/14 to redirect your future contributions or until 4/16/14 to move your remaining balances. These are the dates by which action will be taken on your behalf if you do not take action. However, there may be short-term trading fees associated with transfers before 4/16/14. Please contact your provider for additional details.

If you choose to do nothing: Effective 1/15/14, new contributions will be directed to a Target Date Fund. Effective 4/16/14, remaining balances will be moved to a Target Date Fund. If you were invested in a fund that is not in the new line-up, those contributions will default to an age appropriate Target Retirement Fund.

5. What if I want to keep a fund that is not in the new line-up?
You may be able to access the discontinued fund through the self-directed brokerage window. The self-directed brokerage window will be made available to plan participants December 2, 2013. A self-directed brokerage window is not for everyone. If you are an investor who is willing to take on the potential for more risk and you are prepared to assume the responsibility of more closely monitoring this portion of your portfolio, it could be appropriate for you. However, if you do not feel comfortable actively managing a portfolio beyond those offered through your plan’s standard investment options, then a self-directed brokerage window may not be appropriate for you.

There will not be an annual fee for the self-directed brokerage window through our plans; however, additional fees may apply. Please refer to the fact sheet and commission schedule for a complete listing of brokerage fees from your provider. Remember, it is always your responsibility to ensure that the options you select are consistent with your particular situation, including your goals, investment time horizon, and risk tolerance. If interested in self-directed brokerage window, forms are available directly by calling Fidelity at 1-800-343-0860 or TIAA-CREF at 800-842-2252 to request a kit; the forms are not available through HRM.

6. If I choose not to make changes at this time and my investments are transferred to a Target Date Fund, will I be able to make changes at a later date?
Yes. As a reminder, the plans do not have an annual “enrollment period.” On or after December 2, 2013, you have the ability to change your investment elections for future contributions and existing balances at any time.

7. What is a self-directed brokerage window?
A self-directed brokerage window provides access to thousands of mutual funds from most mutual fund families, including those offered by Fidelity and TIAA-CREF. This option provides participants with a greater choice of investments. Participants who elect a fund outside of the line-up acknowledge that they understand that the funds in the self-directed window are not monitored by the Retirement Plan Investment Committee. For those that wish to use the self-directed brokerage window offered through Fidelity and TIAA-CREF, there will be no annual fee; however, transaction fees may be accessed.

8. Will participants have the opportunity to speak with a representative from Fidelity and TIAA-CREF?
Yes. During the course of the transition we will distribute a series of communications to explain the upcoming changes and what the changes will mean to participants. Fidelity and TIAA-CREF representatives will be available on site for Retirement Plan Briefings and individual counseling sessions.

9. What if I want to transfer funds from one vendor to the other vendor?
You should only contact the vendor to which you want to transfer funds and they will have you complete the appropriate paperwork. You should NOT contact the vendor from which you are moving the funds.

10. How can I increase my contributions?
You may increase your contributions at any time by completing a Retirement Plan Salary Reduction
agreement (found on the HRM website), and submitting it to HRM to be processed in the next available paycheck.

11. Why is Northeastern changing the retirement plan investment line-up of funds available?
The Northeastern Retirement Plan Investment Committee regularly reviews the investment options available in the plan as part of its fiduciary responsibility to offer a retirement plan with investments that have reasonable fees and to comply with monitoring fund performance as required by federal law. Changes are being made to the plan to enhance your ability to access a wide range of funds, while complying with new 403(b) regulations.

12. Is Northeastern the only institution making these changes?
Many other organizations, including many institutions of higher education, have also gone through similar reviews in the re-design of their investment line-ups to be in compliance with the new regulations. A number have also added a self-directed brokerage window. Many institutions that have not yet conducted a thorough review are planning to do so in the near future.

13. How did the Committee choose the final fund line-up?
The Committee worked with an independent advisor to identify the investment choices that provide access to all major asset classes that are appropriate for retirement plans and allow participants to adequately diversify their assets in order to meet their retirement needs. The new Fidelity and TIAA-CREF line-ups were constructed utilizing funds consistent with our Retirement Plan Investment Policy Statement. Non-proprietary funds (non-Fidelity and TIAA-CREF funds) are being added to the line-up to supplement asset classes where Fidelity and TIAA-CREF do not offer adequate options.

14. Who are the members of the Northeastern Retirement Plan Investment Committee?
The members are:
- Katherine N. Pendergast, Chair and Vice President, Human Resources Management
- Lisa Broderick, Benefits Manager
- Vincent Lembo, Vice President and Senior Counsel
- Jack McCarthy, Senior Advisor to the President
- Thomas Nedell, Vice President and Chief Financial Officer
- Nanette Smith Callihan, Associate Vice President, HR Operations and Total Compensation
- Samuel Solomon, Director, Finance and Treasurer