

**AGENDA OF SPECIAL MEETING OF THE  
PENSION COMMITTEE OF THE  
REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA**

Physical Meeting Site for Board Members:  
REDLANDS COMMUNITY COLLEGE  
RAY PORTER BUILDING  
REGENTS ROOM  
1300 S COUNTRY CLUB RD  
EL RENO, OK 73036

**Thursday, September 14, 2023**

**10:15 a.m.**

1. Announcement of Filing Meeting Notice and Posting of the Agenda in accordance with the Open Meeting Act.
  - a. Call meeting to order
  - b. Roll call
2. Delegate authority to execute Investment Option Change Request Tax Exempt Market form.
3. Adjournment

**MINUTES OF SPECIAL MEETING OF THE  
PENSION COMMITTEE OF THE  
REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA**

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**10:15 a.m.**

1. Announcement of Filing Meeting Notice and Posting of the Agenda in accordance with the Open Meeting Act.
  - a. Call meeting to order

**Chair Brenda Burgess called the meeting to order at 10:15 a.m.**

- b. Roll call

Dennis Westman, Southeastern Oklahoma State University  
Christy Landsaw, Northeastern State University  
David Pecha, Northwestern Oklahoma State University  
Brenda Burgess, Southwestern Oklahoma State University  
Kevin Freeman, University of Central Oklahoma  
Darrell Morrison, East Central University  
Sheridan McCaffree, Regional University System of Oklahoma

Absent:

Chris VanDenhende, Regional University System of Oklahoma

2. Delegate authority to execute Investment Option Change Request Tax Exempt Market form.

The form is attached on pages 4-7.

**Kevin Freeman made the motion seconded by Christy Landsaw to delegate authority to RUSO Executive Director Sheridan McCaffree to execute Investment Option Change Request Tax Exempt Market form.**

**Voting for the motion: Christy Landsaw, David Pecha, Brenda Burgess, Kevin Freeman, Dennis Westman, Darrell Morrison, and Sheridan McCaffree**

**Voting Against the motion: None**

3. Adjournment

**The meeting adjourned by acclamation at 10:25 a.m.**

# INVESTMENT OPTION CHANGE REQUEST TAX EXEMPT MARKET

Voya Retirement Insurance and Annuity Company ("VRIAC")  
A member of the Voya® family of companies  
PO Box 990063, Hartford, CT 06199-0063  
Fax: 800-643-8143



As used on this form, the term "Voya," "Company," "we," "us" or "our" refers to your plan's funding agent and/or services provider. That entity is VRIAC. Contact us for more information.

## INSTRUCTIONS

I have received the Fund Prospectuses for the investment options being added to the plan(s) and I understand that Fund Management fees and expenses apply. Fees depend on the investment option chosen. Please refer to the Fund Prospectuses for further details.

### 1. PLAN INFORMATION

Plan Name \_\_\_\_\_

Plan Number(s) \_\_\_\_\_

### 2. PLAN TYPE (Select all that apply.)

401(a)     401(k)     457(b)     403(b)     Other \_\_\_\_\_

### 3. ADD NEW INVESTMENT OPTIONS (Please check one.)

For fund additions scheduled to be effective during the last 5 business days of a month, Voya reserves the right to defer the effective date to the beginning of the following month.

Add new investments as soon as possible. (New investment options will be made available to Plan Participants within 7\* business days of the receipt of this request.)

\*14 days for non-standard requests

Add new investment option on \_\_\_\_\_, not to exceed 90 days and not before 7 business days from receipt of this form in Good Order. (mm/dd/yyyy)

**Note:** Target Date funds (Lifecycle) are offered as suites of funds. When adding or changing a Target Date suite you must select all of the funds offered in the corresponding suite. By electing to offer target date funds as investment options in your plan, you are authorizing VRIAC to include all current funds available in the suite and make investment changes as new funds in the suite become available and when funds in the suite are removed by the fund company.

Fund #	Investment Option Name

Please select if the funds above are Accumulated Unit Value (AUV) or Net Asset Value (NAV).

AUV (Available through a Separate Account.)     NAV (Mutual Funds)

Check here if you are adding a fund that will be your default investment fund option, you must also complete a Default Investment Option (DIO) form.

Check here if you are attaching an expanded list of New Investment options.

**4. DELETE/REPLACE EXISTING INVESTMENT OPTIONS** *(Please check one.)*

- Transfer any balances remaining in a deleted investment option as soon as possible. *(Transfers will be completed within 7\* business days of the receipt of this form in good order.)*  
*\*14 days for non-standard requests*
- Transfer all existing balances and change future allocations in a deleted investment option on \_\_\_\_\_, not to exceed 90 days and not before 7 business days from receipt of this form in good order. *(mm/dd/yyyy)*

For fund deletions/replacements scheduled to be effective during the last 5 business days of a month, Voya may defer the effective date to the first business day of the following month.

On date of balance transfer, all existing allocations will be changed to new investment selected.

Transfer From		Transfer To	
Fund #	Discontinued Investment Option	Fund #	Investment Option Name

- Check here if you are deleting a fund that is your current default investment fund option. You must submit a revised Default Investment Option (DIO) form.
- Check here if you are attaching an expanded list of Discontinue/Replacement options.

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**5. ADDITIONAL INFORMATION**

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**6. AUTHORIZATION**

I (Plan Sponsor/Trustee) understand that plan participants must be notified of plan changes, including investment additions, deletions and/or fund transfers/allocation changes. By signing below, I certify that I have (or will) notify plan participants of these changes prior to the change(s) occurring, that I am authorized to approve the changes identified on this form, and that prior to completing this form I have received the fund prospectuses, disclosure documents, etc. for each of the investment options being added to the plan(s).

Plan Sponsor/Trustee Name *(Please print.)* \_\_\_\_\_

Plan Sponsor/Trustee Signature   *Sheridan McCaffree*   Date *(mm/dd/yyyy)* \_\_\_\_\_

# INVESTMENT OPTION CHANGE (IOC) CHECKLIST



- Select the IOC Form for the correct Product.
  - Note "MORNINGSTR" is visible in footer in lower right corner of the IOC form when client uses Portfolio Blueprint.

**Product approval is required for the following:**

- Soft Closed Funds
- Adding/Closing Fixed or Stable Value Option
- Fund additions for Corporate Plans if the addition will result in the plan exceeding the 45 fund limit

**Product Types**

- VIPS Voya Framework
- Non-Qualified Plans

- Check to ensure that the new funds to be added are available in client's product.  
(Best Practice: Reference "all Available" Performance Report on the plan sponsor website.)

If the fund/s being added to the plan are not available within the client's product, but will be added to the product menu, the request should not be submitted prior to 7 business days after the scheduled Fund Release (as the standard processing timeframe is an additional 7 business days from when the request is received in good order).

**Note:** Target Date funds (Lifecycle) are offered as suites of funds. When adding or changing a Target Date suite you must select all of the funds offered in the corresponding suite. By electing to offer target date funds as investment options in your plan, you are authorizing VRIAC to include all current funds available in the suite and make investment changes as new funds in the suite become available and when funds in the suite are removed by the fund company.

- Plan Name is complete and legible.
- Plan #/ID is complete (six characters/digits).
- All Funds to be added are listed in Section 1. Note: If the request includes more than 21 fund adds, please include IOC form and fund change addendum spreadsheet together..
- All Funds to be deleted are listed in Section 2. Note: If the request is for an age based or includes more than 21 fund replacements, please include IOC form and/or fund change addendum/DOB addendum spreadsheet together.
- All Funds to be deleted should have a replacement fund (*even if there are no assets in the fund to be deleted*).
- If the request is for both standard & age based replacements, please include both the fund change addendum and DOB addendum as separate spreadsheets into the task (*one for standard mapping & one for age based DOB mapping*).
- All Fund Names are complete INCLUDING the Share Class.
- All Fund Numbers are complete and accurate. Include the four digit fund #.
- Effective Date is completed for both Section 1 AND Section 2 (if applicable) and ONLY one option is chosen in each section (*either specific date OR "As Soon As Possible"*). Note: If the request includes standard, aged based, and split funded mapping separate effective dates for each request will be needed (cannot run with same effective date). The Effective date may be the difference of one business day. Note: 21 or more fund replacement, age based DOB, split funded mapping require effective date of 14 business days from receipt of the form in good order.
- If "Specific" Effective Dates are used, they are between 7 business/14 business days and 90 calendar days. For the Tax Exempt Market, they are between 30 calendar days and 90 calendar days of current date.
- Effective Date of a replacement to a fund being added does not precede the effective date of the fund add. \*\*Effective Dates should equal a business day. \*\*
- Blackout Period on Fund Adds: Fund additions are not allowed during the last 5 business days of a month. Voya will defer the effective date to the first business day of the following month.

**If the CRM receives the form and is submitting it for processing, check for the following:**

- Cross-outs are initialed by an authorized signer for the Plan.
- The form is signed and dated by an authorized signer for the Plan.
- CRM validates the changes referenced in the notification e-mail from CTU for accuracy and notifies the processing team immediately with any discrepancies.