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Harvard Changes Retirement Investment Options

What you need to know, what you need to do

The investment options available to staff and faculty for their retirement savings are changing at Harvard. By reducing the number of investment options from 300 to about 18, the University hopes to simplify the process of choosing funds, reduce the fees associated with certain investments, and make it easier for Harvard to oversee its retirement plans – as required by federal law.

You will be affected if you have:

- A Tax Deferred Account (TDA) (money you invest)
- Harvard-funded Defined Contribution (DC) retirement assets (money Harvard gives you for retirement)

Here's what you need to do:

- ✓ Review the *2010 Retirement Investment Options* guide that was mailed to your house. It has an overview of changes to the retirement investment options available to Harvard employees including when they will happen and which plans are affected.
- ✓ Learn about the benefits of the new lifecycle funds. Lifecycle funds are “pre-mixed” funds that simplify retirement investing. However, you should take time to read about all the fund options.
- ✓ Watch a short video about the changes on HARVie by logging on to harvie.harvard.edu and clicking “compensation and benefits.”
- ✓ Attend an employee information session (see below)
- ✓ Decide if you need to do anything. If you decide to make changes, you may do so during the open election period: 9 a.m., October 6, through 4 p.m. November 12, 2010.

So employees can make informed decisions, a number of resources have been developed including:

Harvard Retirement 101 - 60-minute presentations will be held every Tuesday and Thursday from Sept. 9 to Nov. 9. Some sessions will be followed by short group meetings with representatives from Fidelity, TIAA-CREF and Vanguard. For a complete schedule, log on to harvie.harvard.edu and click on compensation and benefits. Information on the sessions will also be posted in all UOS work areas or you can call 617-384-5530.

Wednesday Webinars – For employees who cannot make it to a Harvard Retirement 101 session, the presentation will be offered via a live webinar every Wednesday. UOS will reserve a conference room for each presentation so employees can gather together and watch (*see the sidebar to the right for the schedule*). If you would like to watch the webinar at your desk, log on to harvie.harvard.edu for instructions.

There are a number of other resources available on harvie.harvard.edu. *If you have any questions, please call Harvard's Benefits Office at 496-4001 and request a translator if you need one.*



2010 RETIREMENT INVESTMENT OPTIONS

Blackstone Will Host Wednesday Webinars

To help employees better understand the changes being made to the retirement investment options, the University is organizing live webinar information sessions. Employees can watch the webinars at their desks or gather at Blackstone to watch in a conference room. All UOS Employees are welcome and are encouraged to attend. During each webinar, time will be allotted for employees to ask questions via the web. Please see the schedule below, and mark your calendar.

- Sept. 15, noon-1 p.m. Blackstone South room 415
- Sept. 22, 11 a.m.-noon Blackstone South room 415
- Sept. 29, 1 p.m.-2 p.m. Blackstone South room 415
- Oct. 6, noon-1 p.m. Blackstone South room 415
- Oct. 13, 11 a.m.-noon Blackstone South room 415
- Oct. 20, 1 p.m.-2 p.m. Blackstone South room 415
- Oct. 27, noon-1 p.m. Blackstone South room 415
- Nov. 3, 1 p.m.-2 p.m. Blackstone South room 415
- Nov. 10, 11 a.m.-noon Blackstone South room 415

Save Time and Money With Innovative New *CommuterChoice* Programs

If you don't have a car but need one, or if you have a car and want to share a ride, it's now more convenient than ever. Harvard University Transportation Services has expanded its partnership with Zipcar to include drivers 18 years of age and older - making it Greater Boston's first under 21 car sharing program. The partnership also includes Zimride which matches Harvard students, faculty, and staff for regular car-pools or one-time trips. Together, these programs will reduce campus traffic, parking difficulties and provide substantial cost-savings for the Harvard community.

Through Zimride's customized web-based interface, Harvard faculty, staff and students can find others with similar commuting patterns or one-time travel needs. As a social network platform with optional Facebook integration, Zimride is fun to use and helps establish trust among users. Just like with Facebook, Zimriders can view profiles for common networks, interests, and friends before deciding to share a ride. You can even share your Zipcar through Zimride to reduce the cost.



"We are excited to offer programs that allow the Harvard community to easily find and share rides," said Kris Locke, Manager of Harvard's *CommuterChoice* program - a group within Transportation Services. "Zimride's rideshare solution is a great compliment to our existing ZipCar program. With Zipcar and Zimride we're able to reduce congestion and make campus commuting more efficient for everyone."

"By reducing the number of cars on campus and encouraging carpooling among students, faculty and staff, this partnership marks an important step forward in our sustainability goals to reduce greenhouse gas emissions and provide economically viable solutions that conserve resources," said Heather Henriksen, Director of Harvard's Office for Sustainability.



Harvard is one of Zipcar's oldest and most successful university programs with more Zipcar members, and car-sharing members in general, than any other university in the world. To meet the growing demand, Transportation Services is increasing the number of vehicles on campus to 20 by year's end, most of them are hybrids. There's even a pick-up truck for moving large items. In addition, on-campus vehicles are available to all Harvard affiliates as well as area residents.

For more information on any of these programs, please visit www.commuterchoice.harvard.edu.

Employee Milestones

New Hires

- John Breen—Horticulturist—FMO
- James Gardner—Horticulturist—FMO
- Tiago Pereira—Property Maintenance Worker I—FMO
- Paul Macdonald—Sprinkler Fitter—FMO
- Nicholas Troila Kelliher—Property Maintenance Worker I—FMO
- Densis Pena—PTS Driver—Transportation Services

Promotions

- Lara Adams—Executive Assistant/Campus Services
- Gordon Reynolds—Deputy Director, Environmental Health and Safety
- Kieran Clyne—Working Foreman/Landscape Services
- Arthur Libby—Working Foreman/Landscape Services
- Philip Kreycik—Energy Analyst/Engineering & Utilities

Retirees

- Jacques Michel—Custodian

Get Well Wishes

- Helena DaCosta Gomes—FMO
- Bonny Louison—Transportation Services
- Nativita Mondesir—FMO
- Jack Tegan—FMO
- Mark Lahaie—FMO

EH&S Employee Earns Coveted Fellowship

Congratulations to EH&S Environmental Management Engineer Mohamed Omar for being accepted into the Administrative Fellowship Program (AFP). The Fellowship Program includes seminars, lectures, and case studies created to enhance management and administrative skills and to assist in self-assessment and development. The AFP seminar series and lectures are led by Harvard faculty and senior-level administrators. “I would like to thank Director of Administration and Finance Mary Maloley and Deputy Director of Environmental Health and Safety Gordon Reynolds who were instrumental in encouraging me to apply for the Fellowship,” said Mohamed. “This is a great opportunity for me to enhance my management and administrative skills.”

The AFP has been running for more than two decades and is managed by the Office of the Assistant to the President.



Mohamed Omar is a Resident Fellow within the Administrative Fellowship Program

The UOS Diversity Council

Strengthening Our Community



The Summer BBQ Series is Off and Running!

Transportation Services and Applied Technologies broke with tradition this month and hosted one of the summer BBQs away from Blackstone. The event was held at 175 North Harvard Street to attract UOS employees who typically don't work at the Blackstone building.



Carl Tempesta cools down while working the grill



Folks from across UOS enjoying perfect weather at the Transportation Services and Applied Technologies BBQ



Jolene Dickinson goes for the goal

You've Got Questions... We've Got Answers!

The Diversity Council receives quite a few suggestions every month on how UOS can further strengthen our community. The following suggestion was submitted by Ari Wertheimer of EH&S.

What do you think about the idea of hosting an event where we could invite our children? It could be a modification of "bring your child to work day" with kid stations in each department—something fun and educational. For example, EH&S could have an ergonomic station where they would learn the proper set-up in front of a computer, a Geiger counter and banana to measure radiation in common food, and/or Personal Protective Equipment (PPE) for kids to try on. Parking Services could give out pretend parking passes or tickets for being "too cute." The event could culminate with a traditional UOS BBQ.

Thanks Ari! The Diversity Council will be sure to discuss this at the next meeting. Keep your questions and suggestions coming! Boxes can be found at: the Blackstone South rear stairs, Blackstone North 1st floor main lobby.

You can also send your suggestions/questions via inter-office mail to: UOS Diversity Council, 46 Blackstone Street, South Building.