

NON-CERTIFIED EMPLOYEE RETIREMENT PLAN (NCERP)

COMMITTEE MEETING

Wednesday, August 14, 2013

SUMMARY MINUTES

CALL TO ORDER

Mrs. Vicki Lucido, Chair, called the meeting of the NCERP Committee to order at 9:17 a.m., in TC-105/107, Training Center, at the Florissant Valley campus.

Members Present

Vicki Lucido, Chair
Ruth Lewis
Calla White
Mike Wibbenmeyer, Vice Chair
Kevin White

Others Present

Bruce Vogelgesang, Controller
Jim Wilkinson, (Columbia Management)
James Hayden, Plan Coordinator
Christine Carpenter (State Street) tele-conference

COMMENTS FROM PARTICIPANTS

None

APPROVAL OF MINUTES

Regular Meeting Minutes of May 8, 2013

Mrs. Lucido asked for approval of the regular meeting minutes of May 8, 2013. Motion to approve the minutes made by Mrs. Ruth White and seconded by Mr. Mike Wibbenmeyer, the motion carried.

ANNUAL STATE STREET BANK AND TRUST COMPANY'S FINANCIAL REPORT

Mrs. Christina Carpenter opened her annual presentation by stating that State Street has increased expansion into international markets; in Europe, Asia, North America, Canada, France New Zealand, and Hong Kong. This is important for disaster preparedness, when one system goes down due to disaster then back-up systems from other international locations can be

implemented to decrease system down time. The emphasis specifically is to ensure the NCERP that our investments are safe with State Street, and has passed various stress tests ahead of peers. Asset protection is essential to State Street.

She indicated to the committee that State Street total assets under management is in excess of \$2.2 trillion, with approximately \$354 billion in ETF assets under management, \$2.6 trillion in average lendable assets for Q1 2013, and 25.4 trillion in assets under custody and administration.

Carpenter further informed the committee that the market value of the NCERP retirement fund has increased by 7.25 per cent during the period of June 30, 2012 through June 30, 2013. She outlined in detail that market value for the Plan on June 30, 2012 was \$62,684,612.20, and the market value as of June 30, 2013 is \$66,700,421.47 a 7.25 percent increase. She insisted the Plan is in great shape from a trust stand point with gains from the previous year.

REPORT ON NEW PARTICIPANTS/RETIREE/RETURN OF CONTRIBUTIONS/DECEASED RETIREES

During the reporting period of April 1, 2013 through June 30, 2013, Mr. Hayden reported that 5 new participants were added to the Plan and eleven (11) participants terminated from the Plan. Those terminated participants who requested their return of their contributions and interest totaled \$60,222.59.

During the same period, six (6) Plan participants chose to retire. Two (2) chose the Annuity Payments for Life Option at age 70.5 years, currently active employees, and four (4) chose the Lump Sum Payment totaling \$421,072.43.

Also, there was one retiree; Mrs. Bonnie McIntyre, who expired during this period who was receiving monthly benefit payments and those payments have been suspended.

INVESTOR'S REPORT

Columbia Management's Investment Presentation as of June 30, 2013

Mr. Wilkinson, Senior Institutional Relationship Manager, presentation began stating that the economy is plugging along, Gross Domestic Product (GDP) is at 1.8 percent for the quarter, with a decrease in employment rate currently at about 7.4 percent. The Federal Reserve Bank have kept interests rates relatively low, however market backed bond rates have increased slightly and with the current Federal Reserve Chairman being replaced, interest rates may not continue to stay as low as they have in the past. However, no one will be able to predict until new Federal Reserve Chairman is confirmed. Housing markets are increasing, real estate values are on the rebound and have remained relatively stable and increases slowly. Petroleum prices are down now, but have been higher, resulting in more discretionary income spending. Foreign markets have slipped some with minimal losses.

Wilkinson advised the committee, as he has previously indicated, the NCERP Plan's portfolio is well diversified and that has been the key to this plan's success. Beginning market value on April 1, 2013 was \$66,860,706, net contributions/withdrawals: -\$976,654, income earned \$461,667, change and in market value \$346,479, ending market value as of June 30, 2013 is \$66,692,218, the return for the quarter is 1.21 percent.

Mr. Wilkinson had one more comment that required the NCERP committee's attention as he informed on the closure of the CMPF International Value Fund due to inactivity. A suitable replacement is the Columbia Acorn International Select Fund, Wilkinson passes out prospectus, and the NCERP committee concludes the two funds are very similar. The change from CMPF International Value Fund to Columbia Acorn International Select Fund is forthcoming.

SUBMISSION OF BILLS

Mrs. Lucido asked for a motion to ratify the payment of six (6) bills presented to the committee during the reporting period. Mr. Kevin White made the motion, then seconded by Mrs. Ruth Lewis. The motion carried. The bills included:

Towers Watson - Actuarial Services: (4/1/2013-6/30/2013)	\$17,500.00
Towers Watson – Experience Study: (April 12, 2013)	\$15,000.00
Columbia Management - Investment Services: (4/1/2013-6/30/2013)	\$32,490.04
Treat America – Services Rendered: (May 8, 2013)	\$84.75
State Street Bank – Benefit Payments: (4/1/2013-6/30/2013)	\$1,695.45
State Street Bank – Trust Services: (4/1/2013-6/30/2013)	\$14,261.00
St. Louis Community College for Lockton Co – Fiduciary Insurance (7/1/2013 – 6/30/2014)	\$3,912.00
Armstrong Teasdale, LLP (through 3/31/2013)	\$1,093.90

Mrs. Lucido asked for a motion to ratify the approval of all bills. Mrs. Lewis provided that motion and the motion passed.

Mrs. Lucido asked for a motion to approve the payment of the following:

St. Louis Community College, Human Resources Department – Administration Charges (January 1, 2013 – June 30, 2013)	\$37,590.88
-----------------------------------------------------------------------------------------------------------------------	-------------

Mrs. Lewis provided that motion and the motion passed.

UNFINISHED BUSINESS

Credited Interest Update – James Hayden:

Credited interest in the amount of .20 percent has been provided to each NCERP participant who is actively contributing to the Plan. Statements have been provided to each Plan participant indicating the increase in credited interest, along with an estimate of what is expected for regular monthly retirement benefit, as well as statement of instruction suggesting participants contact Social Security Administration for their estimated Social Security benefits.

NCERP's Operational Budget – Ending June 30, 2013 – James Hayden

The original budget for the 2012-2013 fiscal-year is \$395,722.00; as of June 30, 2013, with the deduction of all approved expenses in this meeting, including the approved Administrative Charges for January 1 – June 30, 2013, the remaining balance is \$26,015.32. The Plan has completed the 2012 -2013 fiscal year under the projected budget.

NCERP Reports – James Hayden

Mr. Hayden informed the NCERP committee that the most challenging aspect of the Plan is to adequately handle the abundance of files the office generates. He reports that the human resources department has scanned, indexed and is providing access to scanned documents via the Banner system. Mr. Hayden requested to pursue a vendor to provide similar services for the NCERP office. The NCERP Committee unanimously agreed to entertain a request for contracted services required for an NCERP document scanning project for review and possible approval of those services at the next quarterly committee.

NEW BUSINESS

COLA Increase – January 1, 2014

Retiree Cost of Living Increases Letter, dated August 9, 2013 was discussed by NCERP committee. After much discussion a motion was made by Mr. Kevin White to approve a 1.8% percent increase in retiree's annuity benefit payments beginning January 1, 2014. The motion was seconded by Mrs. Lewis and the motion carried.

Letter Received by Local

Election of Chairperson and Vice Chairperson

Mrs. Calla White made a motion to nominate Mr. Kevin White as chairperson for the NCERP committee, the motion carried and Mrs. Calla White nominated Mrs. Ruth Lewis as the vice chairperson and the motion carried with no objections.

Discussion of Next Quarterly Committee Meeting; November 13, 2013

After small discussion a decision was made to have the next quarterly committee meeting at the Meramec Campus November 13, 2013.

Adjournment

Mr. White the new chair made a motion to adjourn, seconded by Mrs. Lucido, the motion carried.

Chairman

Date

Administrator

Date