

**INVESTMENT SUBCOMMITTEE
BOARD OF TRUSTEES
UNIVERSITY OF VERMONT AND STATE AGRICULTURAL COLLEGE**

A meeting of the Investment Subcommittee (ISC) of the Board of Trustees of the University of Vermont State and Agricultural College was held on Tuesday, February 11, 2020 at 3:00 p.m., in Room, 351 Waterman Building, Burlington, Vermont.

MEMBERS PRESENT: Chair Robert Brennan¹, Vice Chair Don McCree², David Daigle¹ and David Aronoff³

MEMBERS ABSENT: None

OTHER TRUSTEES PRESENT: Trustee Briar Alpert

PERSONS ALSO PARTICIPATING: Vice President for Finance and Treasurer Richard Cate; Controller Claire Burlingham⁴; Senior Staff Accountant Patty Dubie; Endowment Accountant Marie Tiemann; Vice President for Legal Affairs & General Counsel, and Chief of Staff to the President Sharon Reich Paulsen⁵; Cambridge Associates (CA) Alexandra Dorf, Kathryn Stephansky¹, Kenly Drake¹, Alex Kramer¹, and David Loughborough¹

¹Joined via conference call.

²Joined via conference call at 4:03 p.m.

³Joined via conference call & exited the meeting at 3:18 p.m.

⁴Exited the meeting at 3:50 p.m.

⁵Joined the meeting at 3:10 p.m. & exited the meeting at 4:04 p.m.

Chair Robert Brennan called the meeting to order at 3:02 p.m.

Meeting minutes

Chair Brennan presented the minutes of the January 15, 2019 meeting for approval. A motion was made, seconded and it was voted to approve the minutes as presented.

Resolution to reaffirm the Investment of Endowment Cash Policy

Chair Brennan directed members to attachment 2 of the meeting materials, to reaffirm the Investment of Endowment Cash Policy

The following resolution was presented for approval:

Resolution to reaffirm the Investment of Endowment Cash Policy

WHEREAS, on May 18, 2019, the Board of Trustees adopted the *Investment of Endowment Cash Policy* as follows:

BE IT RESOLVED, that the Vice President for Finance and Treasurer be authorized to invest and withdraw Endowment cash in a money market or a short-term bond fund to maximize investment return and meet Endowment needs; and

BE IT RESOLVED, that the Investment Subcommittee hereby recommends the Investment of Endowment Cash Policy to the Budget, Finance & Investment Committee for reaffirmation and referral to the Board of Trustees.

Reaffirmed: Board of Trustees –

Chair Brennan entertained a motion to reaffirm the resolution as presented. The motion was made, seconded, and it was voted to approve the resolution unanimously.

Resolution approving revisions to the Cash Management and Liquidity Policy

Chair Brennan directed members to attachment 2; appendix A, for the review of a proposed revision to the Cash Management and Liquidity Policy. An opportunity for discussion was offered and it was recommended to change the minimum bank ratings from 'B' to 'BB' as highlighted in appendix A.

The following resolution was presented for approval:

Resolution approving revisions to the Cash Management and Liquidity Policy

WHEREAS, in October 1993, the Board of Trustees adopted the Cash Management Policy to govern the investment of UVM pooled cash; and

WHEREAS, in February 2016, the Board of Trustees revised and re-named the scope of the Cash Management Policy as the Cash Management and Liquidity Policy to establish a minimum liquidity target for the university comprised of liquid funds that are unrestricted, unencumbered general fund net assets; and

WHEREAS, the Investment Subcommittee is charged with an annual review of the Cash Management and Liquidity Policy; and

WHEREAS, the Investment Subcommittee reviewed revisions to the Cash Management and Liquidity Policy, as appended;

BE IT RESOLVED, that the Investment Subcommittee hereby recommends that the Board adopt the amended Cash Management and Liquidity Policy, appearing as Appendix A to this document.

Chair Brennan entertained a motion to approve the resolution as presented. The motion was made, seconded and the resolution was unanimously approved as presented.

Approval of proposed list of approved managers/funds (Cash Management and Liquidity Policy)

Chair Brennan directed members to attachment 3 for annual review and approval of the List of Approved Managers/Funds pursuant to Cash Management and Liquidity Policy ("Allowable Assets for Asset Groups").

Proposed List of Approved Managers / Funds pursuant to Cash Management and Liquidity Policy (“Allowable Assets for Asset Groups”)

Short-term pool:

Demand Deposit Account,	
Repurchase Agreement,	
Certificate of Deposit,	
Money Market Deposit Account,	
Line of Credit:	Citizens Bank, N.A. People’s United Bank TD Bank, N.A.

Intermediate-term pool:

Laddered bond portfolio:	Edward Jones Morgan Stanley Smith Barney Merrill Lynch People’s United Bank Raymond James Financial Services State Street Global Advisors TD Wealth Management UBS Financial Services Wells Fargo Advisors
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Long-term pool:

Units of the University of Vermont’s Pooled Endowment

Chair Brennan entertained a motion to approve the list of managers and funds. The motion was made, seconded, and it was voted to approve the list unanimously.

At 3:18 p.m., Trustee David Aronoff exited the meeting. Due to a lack of quorum, the meeting was recessed.

The meeting reconvened at 4:04 p.m., upon Trustee Don McCree joining.

Executive Session

At 4:05 p.m., Chair Brennan entertained a motion to enter executive session for the purposes of discussing contracts, premature general public knowledge of which would clearly place the University at a substantial disadvantage, and records exempt from disclosure under provisions of the Public Records Act. He noted that the session would last approximately 40 minutes with action anticipated following. The following persons were invited to remain: Vice President for Finance and Treasurer Richard Cate; Senior Staff Accountant Patty Dubie; Endowment Accountant Marie Tiemann; Alexandra Dorf, Kathryn Stephansky, Kenly Drake, Alex Kramer, and David Loughborough, of C|A; and Trustee Briar Alpert.

The meeting was re-opened to the public at 4:41 p.m.

Portfolio Rebalancing

Chair Brennan entertained a motion to approve the following proposed transaction:

- Commit up to \$7 million to Ecosystems Integrity Fund IV, subject to the successful completion of due diligence.

The motion was made, seconded, and passed unanimously.

Adjournment

There being no further business, the meeting was adjourned at 4:42 p.m.

Respectfully submitted,

Chair Robert Brennan

UNIVERSITY OF VERMONT AND STATE AGRICULTURAL COLLEGE
BOARD OF TRUSTEES

CASH MANAGEMENT AND LIQUIDITY POLICY

Introduction

This Cash Management and Liquidity Policy governs the investment of UVM pooled cash and sets the minimum liquidity target for the University. The pooled cash includes all funds of the University other than the funds that are held in the University endowment and certain plant, restricted and loan reserves, for which separate investment guidelines have been established. This statement will be subject to periodic review and possible modification by the Budget, Finance and Investment Committee, as the Committee considers necessary to achieve cash management and investment and liquidity requirements.

I. Cash Management

Investment Objectives

University pooled cash for purposes of investment allocation shall be divided into three asset groups as follows:

Short-term pool: Cash that is expected to be needed for normal operating expenditures within a one-year period. The primary objective is preservation of principal and liquidity. Maximization of investment income without undue exposure to risk is a secondary objective.

Intermediate-term pool: Cash that is expected to be needed within a period of one year to six years. The primary objectives are preservation of principal and maximization of investment income without undue exposure to risk.

Long-term pool: Cash that is not expected to be needed for operational purposes for a period exceeding six years and/or that may be designated as a permanent core. The primary investment objective is to achieve consistent long-term growth of the pool with limited exposure to risk.

Maturity Guidelines

Short-term pool: The average weighted maturity for a short-term portfolio shall be between one day and one year.

Intermediate-term pool: The average weighted maturity for intermediate-term portfolio shall be between one year and six years.

Long-term pool: Permanent core cash may be invested in any investment that is allowable under the University's *Statement of Objectives and Policies* for the Endowment Fund and that meets the overall objective of achieving consistent long-term growth of the pool with limited exposure to risk.

Performance Objectives

Short-term pool: The benchmark for the short-term portfolio shall be total return that meets or exceeds the yield of three-month U. S Treasury securities.

Intermediate-term pool: The benchmark for intermediate-term portfolio shall be total return that meets or exceeds the Bloomberg Barclays 1-5 Year U.S. Treasury Bond Index.

Long-term pool: The benchmark for the investment of the long-term pool shall correspond to the benchmarks for each asset class as specified in the University's *Statement of Objectives and Policies* for the Long Term Investment Pool, including the Endowment Fund.

Allowable Investments for Asset Groups

For all of the asset groups described below, the Treasurer will develop in conjunction with the Board of Trustees Investment Subcommittee (ISC) a list of approved funds and fund managers from which the Treasurer may select managers as appropriate. This list will be reviewed and approved annually by the ISC.

Short-term and

Intermediate-term Pool:

Investments in the short-term and intermediate-term portfolio are restricted to U.S. Treasury and government agency securities, money markets, high quality corporate and asset-backed securities, and commercial and bank paper, where as the intermediate-term pool may have maturities up to six years. Investments shall be in marketable securities of the following types and with the noted credit ratings:

1. Debt securities rated Aaa, Aa, A or Baa by Moody's Investor's Service, Inc. or AAA, AA, A or BBB by Standard & Poor's Corporation.
2. Obligations of, or guaranteed by, the United States of America, its agencies or instrumentalities.

3. Obligations of, or guaranteed by, national or state banks or bank holding companies rated **BBB** or better. No more than 20% of the funds held in the cash pool shall be invested in debt obligations of institutions within any single holding company.
4. Asset-backed securities (ABS) rated Aaa by Moody's Investor's Service, Inc. or AAA by Standard & Poor's Corporation.
5. Commercial paper rated A-1 or higher by Standard and Poor's or Prime-1 (P1) by Moody's Investor's Service, Inc.
6. Bankers' acceptances or negotiable certificates of deposit issued by banks rated **BB-B** or better. No more than 20% of the funds held in the cash pool shall be invested in certificates of deposit, bankers' acceptances or floating rate notes of the institutions within any single holding company.
7. Repurchase agreements of banks having Fitch ratings no lower than **BBB** secured by the U.S. government and federal agency obligations with market values of at least 100% of the amount of the repurchase agreement.
8. Commingled funds may be used if they are in compliance with the above guidelines.

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Long-term pool:

Investment of the long-term pool shall be restricted to those that are allowable under the University's *Statement of Objectives and Policies* for the Endowment Fund and that meet the overall objective of achieving consistent long-term growth of the pool with limited exposure to risk.

Moral, Ethical and Social Considerations

Cash balances will be invested consistently with the moral, social and ethical criteria adopted by the Board of Trustees on recommendation of its Budget, Finance and Investment Committee as related to the Long Term Investment Pool, including the Endowment Fund. Criteria for socially responsible investing shall include, where advisable and consistent with investment quality, return, and safety guidelines, the use of community and State institutions for investment purposes. Where returns are reasonably equal (within 10 basis points), preferences will be given to Vermont-based financial institutions.

Investment Management Responsibility and Structure

Cash management and investment responsibility resides with the Vice President for Finance and Treasurer through the Controller.

1. Investments may be made internally using allowable instruments and institutions; OR,
2. Investment managers may be engaged to invest University assets consistent with this Policy. Subject to this Policy and a written agreement between the University and the investment manager, the investment manager will be given discretion to select individual securities and to make adjustments to the structure of the portfolio.

I. Liquidity

This Cash Management and Liquidity Policy establishes a Minimum Liquidity Target for the University of \$30 million, subject to future modification by the Budget, Finance, and Investment Committee. Liquid funds that are unrestricted, unencumbered General Fund Net Assets (as such capitalized term is used in the audited financial statements of the University) shall be used to satisfy the Minimum Liquidity Target. For the purposes of this Policy, General Fund Net Assets that are restricted in their use, or otherwise encumbered by Board or administrative action, shall not be available to satisfy the Minimum Liquidity Target. The objective of this policy is to ensure that the University operates with an adequate level of institutional liquidity to minimize risk associated with temporary, unforeseen liquidity needs.

II. Administration and Reporting

- A. The Treasurer will report to the Budget, Finance and Investment Committee annually, the following:
 1. Cash balances in each asset group;
 2. Investments in each asset group by manager and investment type or fund; and
 3. Performance of each individual investment type within each asset group.
 4. A schedule of unrestricted, unencumbered General Fund Net Assets compared to the Minimum Liquidity Target.
- B. As delegated by the Board of Trustees through its resolutions, specified University officials, including the Treasurer, are authorized to open accounts with banks, investment firms, or commercial paper institutions, and/or to execute purchases and sales, in order to implement this Cash Management and Liquidity Policy.
- C. This Cash Management and Liquidity Policy will be subject to annual review by the Investment Subcommittee and the elements of the policy related to liquidity will be subject to annual review by the Budget, Finance, and Investment Committee.

Adopted by the Board of Trustees: October 15, 1993
Revised by the Board of Trustees: October 12, 2002
Revised by the Board of Trustees: August 27, 2005
Revised by the Board of Trustees: November 11, 2006
Revised by the Board of Trustees: February 5, 2010
Revised by the Board of Trustees: October 3, 2015
Revised by the Board of Trustees: February 6, 2016
Revised by the Board of Trustees: February 4, 2017
Revised by the Board of Trustees: February 2, 2019
Revised by the Board of Trustees: