

Wisconsin Indianhead Technical College
Board Proceedings
May 18, 2020

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, May 18, 2020, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 54871. The use of technology to access the meeting was available to Board members as needed.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson Josh Robinson called the meeting to order at 8:30 a.m. with the following Board members present via BlueJeans technology: Andy Albarado, James Beistle, Carol De Young, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson. A quorum was established.

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, and John Will. Hayley Bauer, Susan Yohnk Lockwood, and Jena Vogtman joined the meeting via BlueJeans technology for a portion of the meeting. Kathi Swanson of CLARUS Corporation was also in attendance via Blue Jeans for a portion of the meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The May 18, 2020, meeting of the Wisconsin Indianhead Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on May 15, 2020, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Chairperson Robinson reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. James Beistle moved, seconded by Troy Lambert, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

James Beistle moved, seconded by Troy Lambert, to authorize the use of electronic signatures due to COVID-19 and the use of Bluejeans technology for this meeting. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Time was reserved for Chair Robinson to recognize people in the audience if needed. The Audience Recognition Board policy (II.L.) was included in the Board book as a reference.

EXECUTIVE SESSION

Chairperson, Josh Robinson, requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(e) for the purpose of considering the Bargaining Environment and Strategies and the President's Annual Performance Evaluation.

James Beistle moved, seconded by Andy Albarado, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e) for the purposes noted in the preceding paragraph. Chair Robinson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (9-0). Chairperson Robinson called the executive session to order at 8:35 a.m. with the following Board members present via BlueJeans technology: Andy Albarado, James Beistle, Carol De Young, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson.

The following WITC employees were in attendance during the executive session: Steve Decker, Kim Olson, and John Will.

1. Approval of the April 20, 2020, Executive Meeting Minutes

Troy Lambert moved, seconded by Janelle Gruetzmacher, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

2. Motion to Reconvene into Open Session

A motion was needed to reconvene into open session. Any action to be taken on matters discussed in Executive Session will be considered in open session under "Other Items Requiring Board Action."

Troy Lambert moved, seconded by James Beistle, to adjourn the Executive Session and reconvene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes; motion carried (9-0) and the executive session adjourned at 10:13 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the April 20, 2020, Regular Meeting Minutes

Janelle Gruetzmacher moved, seconded by Carol De Young, to approve the regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolution from the April meeting were attached to the official minutes.

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. Approval of 2020-2021 Tentative Authorization of Budget

Steve Decker reviewed the proposed 2020-2021 tentative operational budget with the Board, which will be publicly noticed within ten (10) days following Board approval per Wisconsin Statute §65.90 (5). The Budget Summary – General Fund and Notice of Public Hearing budget documents were provided for the Board's review.

The FY21 Budget included a Position Summary, which identified position type, resignations, and additions. Administration recommended approval of total positions. The Position Summary page from the draft Budget book was provided. A preliminary copy of the WITC 2020-2021 Budget book was posted separately in the public Board book folder. The budget PowerPoint was also provided as a reference for the Board presentation.

It was recommended that the Board approve the proposed budget and position summary for the purpose of publication in the district newspaper.

Brett Gerber moved, seconded by Troy Lambert, to approve the 2020-2021 Tentative Authorization of Budget and position summary for the purpose of publication in the district newspaper as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

2. Approval to Set Budget Hearing Date, Time, and Location

Upon approval of the budget for publication in May, the Board must conduct a public hearing for final budget adoption at the June meeting. The budget hearing date, time, and location needs to be established by the Board. Administration recommended a start time of 8:30 a.m. on Monday, June 15, 2020, at the WITC-Administrative Office.

James Beistle moved, seconded by Lori Laberee, to approve the Budget Hearing date, time, and location as presented. Upon a unanimous vote of all members present, motion carried.

3. Budget Modifications

A summary for each of the following budget modifications, which will be publicly noticed within ten (10) days following Board approval per Wisconsin Statute §65.90 (5), were included for the Board's approval. A two-thirds majority of the full Board is required to approve budget modifications.

- A. **General Fund:** Administration recommended increasing the General Fund revenue and expense budgets by \$65,669. The adjustment reflected the increase of budget dollars for tax levy net new construction and the functional reallocation of revenues and expenses based on FY20 year-end estimates.
- B. **Special Revenue Fund:** Administration recommended increasing Special Revenue Fund revenues by \$545,000 to reflect the increase of budget dollars for additional grant funding revenues. Administration also recommended increasing expenditures budget in this fund by \$430,000. The adjustment reflected the functional reallocation of expenditures based on FY20 year-end estimates.
- C. **Capital Projects Fund:** Administration recommended changing the functional allocation in the Capital Projects Fund by \$125,358 to reflect tax levy fund revenues. Administration also recommended increasing the expenditures budget in this fund by \$90,000 and other activities by \$500,000. The adjustment reflected the functional reallocation of expenditures based on FY20 year-end estimates as well as the issuance of additional debt.
- D. **Debt Service Fund:** Administration recommended changing the FY20 functional allocation in the Debt Service Fund by \$70,810 to reflect actual tax levy revenues.
- E. **Special Revenue Non-Aidable Fund:** Administration recommended increasing FY20 the Special Revenue Non-Aidable Fund revenue and expense budgets by \$250,000. The adjustment reflected the additional financial aid associated with the CARES Act.

Andy Albarado moved, seconded by James Beistle, to approve all budget modifications listed above as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

4. Approval of 2020-2021 Major Equipment

Administration provided an updated 2020-2021 major equipment listing for the Board's consideration and approval. This listing was included in the 2020-2021 Budget book and reflected changes since the Board approved the preliminary list at the January 20, 2020, Board meeting.

Troy Lambert moved, seconded by Brett Gerber, to approve the 2020-2021 Major Equipment as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

Note: Mr. Fitzgerald and Ms. Gruetzmacher were not present during this vote.

CONSENT AGENDA

Chairperson Robinson asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

Carol De Young moved, seconded by Andy Albarado, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0). *Note: Mr. Fitzgerald and Ms. Gruetzmacher were not present during this vote.*

1. Personnel:

- A. **New Hire:** Angela Effertz, Financial Aid Advisor; Support and Technical Personnel; \$17.13/hour, New Richmond, effective May 4, 2020. *Note: Ms. Effertz is currently a Student Services Assistant at the New Richmond Campus.*
- B. **New Hire:** William Hodge, Director, Technology Services; Management; annual salary \$85,008, Administrative Office, effective May 18, 2020.

C. **Resignation:** Angela Effertz, Student Services Assistant, New Richmond, effective May 3, 2020.

2. Contracts

The contract listing was approved (see attached list).

3. Financial/Cash Position Report

The College's Financial and Cash Position Report, as of last month, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 251617 through 251993 and electronic transfer payments totaling \$5,036,253.04 were approved.

5. Summary of Grant Awards

The Board gave approval for the receipt of the grant awards in the amount of \$1,726,586 as presented in the *2020-2021 Summary of Grants Awards* document. A *WTCS Grant Award Announcement* document was also provided for the Board's information.

6. Bids/Purchases

A. **Forklift – New Richmond:** The Board gave approval of a forklift in the total amount of \$26,892 under ITB 20-97800-NR-FORKLIFT from Toyota Lift of Minnesota in Brooklyn Park, Minnesota. The forklift is for the maintenance department at the New Richmond Campus.

B. **Computers/Laptops – Collegewide:** The Board gave approval of computers and laptops in the total amount of \$349,845 under contract DOA 505ENT-016-NASPOCOMPUT-00 from Paragon Development Systems in Brookfield, Wisconsin. This purchase is for all collegewide instructional and administrative laptops/computers that are on the annual replacement cycle.

Note: at 10:54 a.m., the Board Chair moved to the Market Research Project presentation under Correspondence and Information.

OTHER ITEMS REQUIRING BOARD ACTION

1. Action to be Considered on Matters Discussed in Executive Session

Time was reserved for the Board to consider action to be taken on matters discussed in Executive Session; however, there was none.

2. Approval of Resolution 20-12 for Inclusion Under the State of Wisconsin Deferred Compensation Program

Administration recommended approval of Resolution 20-12 (see attached), presented to the Board with the intent to participate in the State of Wisconsin Deferred Compensation Program as a benefit to its eligible employees effective July 1, 2020. This program is administered by the Department of Employee Trust Funds as a 457(b) retirement plan under Section 40.80 et. seq., Subchapter VII of Chapter 40 of the Wisconsin Statutes. The intent is to offer this benefit as an additional offering to WITC eligible employees to complement its existing retirement benefits. This benefit will allow for both pre-tax and after-tax (Roth) deferrals to individual accounts.

James Beistle moved, seconded by Troy Lambert, to approve Resolution 20-12 for Inclusion Under the State of Wisconsin Deferred Compensation Program as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

3. Approval of Wisconsin Indianhead Technical College 457(b) Adoption Agreement

Administration recommended approval of the Wisconsin Indianhead Technical College 457(b) Adoption Agreement, presented to the Board with the intent to begin offering

retirement plan benefits under IRS code 457(b). This plan is intended as an additional offering to WITC eligible employees to complement its existing retirement benefits effective July 1, 2020. This plan will allow for existing vendors that participate currently in the 403(b) plan that also offer 457(b) accounts to provide individual accounts to WITC employees. Time was reserved for questions and answers. There were no objections.

James Beistle moved, seconded by Troy Lambert, to approve Wisconsin Indianhead Technical College 457(b) Adoption Agreement as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

4. Approval of Changes to Wisconsin Indianhead Technical College 403(b) Adoption Agreement
Administration recommended approval of changes to the Wisconsin Indianhead Technical College 403(b) Adoption Agreement. The College would begin to offer after-tax (Roth) deferral options to its eligible employees effective July 1, 2020. In addition, it would also allow eligible staff the option of the IRS "Special Catch-up deferral after 15 years of service". The Volume Submitter 403(b) Adoption Agreement and Plan Administration Agreement and Fee Schedule were provided. Time was reserved for questions and answers. There were no objections.

James Beistle moved, seconded by Troy Lambert, to approve Changes to Wisconsin Indianhead Technical College 403(b) Adoption Agreement as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they attended. Carol De Young attended a Joint Review Board meeting in Roberts, WI, on May 7, 2020. A second meeting is scheduled to take place in late June.

2. Travel Sign Up

- A. **Board Events Schedule**

Time was reserved for Board members to update administration on their plans for upcoming Board events. A copy of the *Board Events Schedule* was routed during the meeting for Board members to update by recording their plans to attend (or not attend) the meetings and events listed on the form; or, to contact the Executive Assistant as soon as plans are confirmed. The Board will report any changes to the *Board Events Schedule* to Ms. Olson. Links to state and national Board meetings and events were included in the Board book.

President Will reminded the Board that it opted not to attend the Association of Community College Trustees Congress this year. One exception is that Ms. Laberee will attend as the DBA's Association of Community College Trustees State Coordinator. The District Boards Association is considering remote options for the summer meeting, and the WTCS system will utilize technology for the Presidents' Association meetings.

3. Monitoring Schedule Review and Updates

- A. **Monitoring Schedule**

Time was reserved to review and update *the Board Monitoring Schedule* as needed. Administration recommended moving the Longitudinal Graduate Follow-up Results report from July 2020 to September 2020 due to a WTCS change in the deadline for this report.

4. President's Updates:

- A. **Enrollment Update**

President Will provided a brief update on the most recent enrollment information. A Plan Enrollment Funnel report was provided for the Board's information. President Will noted

that Ms. Yohnk Lockwood has been doing a good job gathering our data in a sophisticated way. We have faculty going through some teach-out classes.

B. COVID-19 Update

President Will provided a brief update. We are scheduling court-mandated courses. Staff and students are wearing masks when on campus. Students have been accessing doors through assigned key fobs. A decision has been made not to take any outside appointments for our Conference Centers through December 31, 2020. We have suspended our food services and are finding alternatives. We still are open, and are opening things up in a cautious way.

Chair Robinson gave kudos to President Will and his team. He asked President Will to share with the staff, faculty, and teams that the Board respects everything they are doing.

C. CARES Act Update

Time was reserved for an update from President Will on the CARES Act. The college will receive \$1.5 mil through the stimulus package. Half of that amount (\$750,000) will be distributed to financial aid eligible students. As of the last report, we have distributed approximately \$250,000. Any unused funds will need to be returned.

D. WITC Commencement Update

President Will announced that WITC's commencement is scheduled to be held virtually on July 17, 2020. However, graduates will also be invited to the next face-to-face commencement. President Will may be asking Chair Robinson to do a little something for this event. If Board members would like Chair Robinson to represent the Board, or if they would like to participate, they were requested to let President Will know.

5. Legislative Updates

Time was reserved for legislative updates. *Note: District legislators have an open invitation to attend WITC Board meetings to provide legislative updates.* The legislature prevailed in the Supreme Court case. We still are working to make common-sense decisions based on CDC, public health, and county guidance.

6. 2020 Board Appointment Update

The Wisconsin Technical College System Board approved the following WITC Board appointments on May 12, 2020, for three-year terms effective July 1, 2020 – June 30, 2023: James Beistle – Additional member, Chris Fitzgerald – Elected Official member, and Lori Laberee – Additional member. President Will congratulated the incumbents.

7. Board Self-Assessment Tool

Time was reserved for the Board to determine if it wants a subcommittee to look at developing a Board self-assessment tool. Self-assessment examples from other colleges, WITC's Board self-assessment, and a reference document from the Association of Community College Trustees were provided. There were no objections.

Ms. Laberee will chair the subcommittee. Ms. Gruetzmacher and Mr. Robinson also volunteered to serve on the committee. The meeting will take place immediately following the June 15 Board meeting. Ms. Olson will work with Ms. Laberee on the subcommittee agenda and meeting materials. Ms. Olson will provide the notice to the newspaper of record. A subcommittee recommendation can be brought back to the Board at a subsequent meeting.

8. Market Research Project Results

The results from the recent research project conducted by CLARUS Corporation were given

by Kathi Swanson of CLARUS Corporation via a PowerPoint presentation. Jena Vogtman, Associate Vice President of Marketing and Communications and Superior Campus Administrator, joined the meeting for this presentation. Ms. Swanson reviewed the results of the study, which included perceptions of the college and the college's name. Based on those results, respondents outside the immediate area did not demonstrate brand awareness with WITC. In addition, the results also indicate the college's name is viewed as out of date. Based on the results, Ms. Swanson recommended the college move forward with a name change process. President Will thanked Ms. Swanson for her work on this project and informed the Board that administration would follow up with additional steps at future meetings, including a proposed process timeline and budget considerations.

Note: The Board Chair recessed the meeting at 11:22 a.m. The Board Chair reconvened the meeting at 11:26 a.m. and moved back to Other Items Requiring Board Action.

9. Student Updates and News

A. **Construction and Cabinetmaking Students Finish Housing Project**

Construction and Cabinetmaking students have been diligently working to finish up their 2019-20 house project. The interior finish schedule was accelerated and all who entered the site needed to wear Personal Protective Equipment (PPE). A *Points of Pride* reference was provided.

B. **WITC Students Receive Tools of the Trade Scholarships**

The Ascendium Education Group has awarded \$301,500 in new Tools of the Trade scholarships to 201 construction and industrial trades apprentices with financial need. Five WITC students were awarded \$1,500. A *Points of Pride* reference was provided.

C. **WITC Hosts Virtual Open House**

On April 17, WITC's Career Specialists hosted the first Virtual Open House event with representatives from various areas of the College. The results were promising with 16 people in attendance and 6 applications received so far. A *Points of Pride* reference was provided.

D. **Warm Rice Lake Welcome**

Workers set a new Rice Lake welcome sign into place along Knapp Street (Hwy. 48) last week. It was designed by the WITC Architectural Commercial Design Class of 2018 and made a reality by Brandon Kahl of Perfect Image. A *Rice Lake Chronotype* article was provided.

10. Capital Equipment Purchases

A. **Ford Escape – Collegewide:** A purchase was made of two 2020 Ford Escapes in the total amount of \$40,674 from Ewald Automotive Group in Oconomowoc, WI, under ITB 20-97800-CW-DISTRICTVEHICLES-002. These vehicles are for the districtwide Driver's Education program.

B. **Chevy Silverado – Collegewide:** A purchase was made of a 2021 Chevy Silverado 3500HD Crew Cab LT in the total amount of \$51,809 from Ewald Automotive Group in Oconomowoc, WI, under ITB 20-97800-CW-DISTRICTVEHICLES-002. This truck is for the districtwide Fire & Technical Rescue program.

INFORMATION REPORT

1. Graduate Survey Report

Hayley Bauer, Institutional Research Analyst, and Susan Yohnk Lockwood, Vice President, Institutional Effectiveness and New Richmond Campus Administrator, presented the 2019 Graduate Survey results of the 2018-2019 graduates, which included information on graduates' satisfaction with training received at WITC, current employment status, and salary information by degree level and program. The 2019 Graduate Survey Executive Summary, PowerPoint presentation, Additional Data Charts, FY19 Graduate Follow-Up brochure, and FY19 Graduate Follow-Up full report were provided.

Janelle Gruetzmacher moved, seconded by Carol De Young, to accept the Graduate Survey Report as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Review Meeting Dates, Locations, and Start Times

Time was reserved for the Board to confirm its plans for the regular meeting scheduled on Monday, June 15, 2020, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The Board meeting schedule was provided for the Board's information.

President Will noted that for FY21, all Board meetings will be scheduled in Shell Lake in this virtual format. Adjustments can be made at a later date if needed.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the next meeting were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, May 28, 2020. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared.

MEETING EVALUATION

PLUS +/DELTA ^

- + Rapid response to COVID situation
- + Financial synopsis/budget presentation presented by CFO Decker
- + CLARUS Corporation report/presentation
- + Accolades to entire WITC employees for all they do to support community, students, and others, especially at this time.
- + Graduate Survey Results presentation by VP Lockwood and Ms. Bauer
- + Accolades to President Will on his "shared" leadership.
- + Thank you to Executive Assistant to the President and Board, Kim Olson, for her expertise in guiding Board members through technology efforts to conduct our meetings.
- + Another great meeting! We packed a lot of information into it, but still finished close to schedule.
- + Josh always does a great job, even while using BlueJeans.
- + The meeting went surprisingly well in a virtual setting considering all the material that was covered. Josh did a great job running the meeting.
- ^ Virtual meetings still come in second compared to face-to-face meetings.

James Beistle moved, seconded by Troy Lambert, to adjourn the meeting at 12:12 p.m.

Respectfully submitted,



Board Secretary

ko

Wisconsin Indianhead Technical College
 Contract Estimated Full Cost Report

Fiscal Year:
 2020

5/1/20
 9:38 15 am

The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

State Designated Indirect Cost Factors:
 Off Campus = 35.06 %
 On Campus = 42.12%


-----ESTIMATED-----

Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Totat	=	Full Cost	Difference
Approval Date: November 2019 (2 records)												
720480	Superior-Lidgerwood-Mundy Corp	Superior	Off	\$ 2,521.00	\$ 1,168.20	\$	427.21	\$	-	\$	1,595.41	\$ 925.59

2 SLM welders to receive instruction on visual inspection and testing.

Grand Totals (1 records)

*indicates an amended contract



 Board Secretary

 5-18-20
 Date

RESOLUTION FOR INCLUSION UNDER THE STATE OF WISCONSIN DEFERRED COMPENSATION PROGRAM

BE IT RESOLVED by the _____ of the _____ that (Governing Body) (Employer)

pursuant to the provisions of Section 40.81(1), Subchapter VII of Chapter 40 of the Wisconsin Statutes which provides in part as follows:

“An employer other than the State may provide for its employees the Deferred Compensation Plan established by the Board under Section 40.80. Any employer, including this state, who makes the Plan under Section 40.80 available to any of its employees, shall make it available to all its employees under procedures established by the department under this chapter.”

Such _____ hereby determines to be included under the State of Wisconsin Deferred (Governing Body)

Compensation Program (“the Plan”) provided by Section 40.80 Subchapter VII of Chapter 40 of the Wisconsin Statutes and regulated by Chapter ETF 70 of the Wisconsin Administrative Code for its eligible personnel, and

BE IT FURTHER RESOLVED, the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Department of Employee Trust Funds of the State of Wisconsin pursuant to Subchapter VII of Chapter 40 of the Wisconsin Statutes, and

BE IT FURTHER RESOLVED, that _____ agrees to be bound by the Terms and (Employer)

conditions of the contracts between the State, its investment providers, and its Plan Administrator, and the “Plan and Trust Document” and the “Employer Guide” as amended from time to time. The employer certifies it has received a copy of the Plan and Trust document.

BE IT FURTHER RESOLVED, that the _____ representative submit a certified copy of this (Employer)

Resolution and “Designation of Agent” to the State of Wisconsin, Department of Employee Trust Funds and the Plan Administrator.

BE IT FURTHER RESOLVED, that the _____ recognizing the Deferred Compensation (Governing Body)

Board’s responsibility for maintaining the integrity of the Plan, the _____ hereby resolved (Governing Body)

that the proper officers of _____ are hereby authorized and directed to cooperate fully with (Employer)

the Plan Administrator in accordance with procedures established by the Department of Employee Trust Funds in processing requests for withdrawal in case of an unforeseeable emergency as defined in the Internal Revenue Section 457(d)(1)(A)(iii) and Treas. Regulation 1.457-6(c)(1) of the Regulations. The designated agent is directed to acknowledge on a form authorized by the Department of Employee Trust Funds, that relevant unforeseeable emergency information has been given and received.

BE IT FURTHER RESOLVED, that the _____ of the _____ acknowledges (Governing Body) (Employer)

and submits that the Plan offered under Section 40.80 et seq., Subchapter VII of Chapter 40 of the Wisconsin Statutes is not and cannot be used as an alternative or replacement plan for purposes of FICA taxes. The Plan is meant to act as a supplemental retirement benefit in addition to social security (FICA) benefits.

Dated this _____ day of _____, 20_____.

Employer: _____

(Authorized Signature)

Chairperson

(Print Name)

Governing Body: _____

(Authorized Signature)

Secretary

(Print Name)

DESIGNATION OF AGENT

The person in the following position is hereby designated as the agent in matter pertaining to the State of Wisconsin Deferred Compensation Program.

Title of Position of Designated Agent: _____

DESIGNATED AGENT NAME AND MAILING ADDRESS:

Agent: _____

Alternate: _____

Address: _____

Phone Number: _____

Email Address: _____

Office Hours: _____

Federal ID Number: _____

WRS Number (if applicable): _____

CERTIFICATION

I hereby certify that the foregoing Resolution is a true, correct and complete copy of the Resolution duly and regularly passed by the _____ of

(Governing Body)

_____ of _____ on the _____ day of
(Employer Name) (City)

_____, 20____, and that this Resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, 20____.

Employer Representative Title

Employer Representative Signature

Number of eligible employees: _____