



Attachment AAC – 1

MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD ADVISORY AUDIT COMMITTEE

Minutes February 8, 2023

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Wednesday, February 8, 2023 and called to order by Ms. Nikki Moews at 3:00 p.m. The meeting was held virtually and/or via phone.

A. ROLL CALL

Present: Nikki Moews, Dennis Butler, Sharon Johnson and Katherine Reilly.

B. COMPLIANCE WITH THE OPEN MEETINGS LAW

Proper notice of the meeting had been given in compliance with the Wisconsin Open Meetings Law.

C. APPROVAL OF MINUTES, November 17, 2022

The minutes were approved with no objections.

D. COMMENTS FROM THE PUBLIC

None.

E. ACTION ITEMS

None.

F. DISCUSSION ITEMS

1. Conflict of Interest/Collateral Employment update – Kristen DeCato

Ms. DeCato shared that the pandemic has posed many challenges to policies and processes, and the annual conflict of interest/collateral employment review was no exception. Staffing changes, shortages, inconsistencies with documentation, and other issues resulted in no data to report on for FY2023. Looking to FY2024, and noting that Human Resources (HR) administers the annual administrative contract process electronically and the conflict of interest/collateral employment acknowledgements are a component of this process, the Office of General Counsel (OGC) with HR will coordinate distribution/collection of these documents. Further, noting the gap in FY2023, the OGC created a series of trainings for college administrators which included Conflict of Interest conducted in January, 2023, and recorded/available on-demand for anyone who was unable to attend.

2. Internal Audit (IA) – Brian Kubik, Manager-Internal Audit

- Risk Assessment – Mr. Kubik introduced Ms. Shari Rowe, MATC's Coordinator of Clery Compliance and Emergency Management. Ms. Rowe walked the Committee through MATC's use of Tabletop Exercises to assess preparedness for various risks the college may encounter. Using the National Incident Management System (NIMS) model, which includes four phases [Prevention/Mitigation; Preparedness; Response; and Recovery], the Tabletops serve as a tool for the Crisis Response Team to assess college response plans. The response plans are then updated (as needed) based on the results. These exercises are used to assess many risk topics, with a cybercrime exercise scheduled for later this month, and an active shooter exercise planned for later this spring.
- Audit Plan – Mr. Kubik provided a summary of the current Plan, with no changes since the last committee meeting. The Faculty Pay-Zancils review is in-process, the Data Quality review is in the planning stage, and the Financial Aid review has not been started.
- Audit Results – Mr. Kubik noted there were no audits completed since the prior meeting to discuss.



- Audit Follow Up – Mr. Kubik shared that one action plan was completed, and the Compliance Review III is now complete. Five action plans were noted that are very close to completion. Work continues on these and three others.
- Share Knowledge – Regarding the Advisory Audit Committee Charter, Mr. Kubik noted that through January 31st the Committee is on pace to meet its requirements.
- Share Knowledge – PACE Survey – The Personal Assessment of College Environment (PACE) is a national survey geared to two-year colleges that is administered every other year. It allows institutions to tailor a small number of questions, with a goal of allowing college leaders to understand the culture of the college by hearing directly from the employees. The last PACE administered at MATC was in spring 2022, and the top and bottom five responses were a topic of discussion at the MATC Day held in October. After that meeting, the Vice Presidents were asked to discuss the bottom five in Divisional meetings to get feedback and ideas on action that could be taken to improve these scores from the employees. This approach ties in to our CQI model of Plan-Do-Check-Adjust, as well as collaborative decision-making and Dr. Martin’s goals for FY2023. An example was shared from the Division of Institutional Effectiveness and the creation and maintenance of Organizational Charts to improve the scoring on the question “The Institution is appropriately organized.”

G. Information Items

H. Old Business/New Business

a. Date of Next Meeting:

The date and time of the next meeting will be Thursday, May 11 at 3:00 p.m.

Adjournment

The meeting adjourned at 3:36 p.m.

Respectfully submitted,
Brian Kubik
Manager- Internal Audit