NOTICE TO RESIDENTS OF THE MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN

A regular open meeting* of the MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD ADVISORY AUDIT COMMITTEE, will be held in the BOARD ROOM, ROOM M210, of MILWAUKEE AREA TECHNICAL COLLEGE, 700 WEST STATE STREET, MILWAUKEE, WISCONSIN on THURSDAY, APRIL 10, 2008, beginning at 2:00 p.m. The agenda** for said meeting is presented as follows:

The agenda for said meeting is presented as follows:

A. Roll Call
B. Compliance with the Open Meetings Law
C. Approval of Minutes, November 16, 2007 – Attachment AAC 1
D. Approval of Minutes, February 7, 2008 – Attachment AAC 2
E. Comments from the Public
F. Action Items
G. Discussion Items
   1. Coleman & Williams Presentation of Draft Report
   2. Activity Plan and Budget Update
   3. FY2008-2009 Committee Schedule
   4. Potential Audit and Accounting Implications
H. Information Items
I. Miscellaneous Items
   1. Communications and Petitions
   2. Information Items
J. Old Business/New Business
   Date of Next Meeting: TBD, MATC Board Room, M210
Committee Members: Baerwald, Wieland, and Yahr

* Other members of the MATC Board may be present, although they will not be participating as members of this committee. This meeting may be conducted in part by telephone. Telephone speakers will be available to allow the public to hear those parts of the proceedings that are open to the public.

** Action may be taken on any agenda item, whether designated as an action item or not. Agenda items may be moved into Closed Session for discussion when it becomes apparent that a Closed Session is appropriate under Section 19.85 of the Wisconsin Statutes. The Committee may return into Open Session to take action on any item discussed in Closed Session.

Reasonable accommodations are available through the ADA Office for individuals who need assistance. Please call 414-297-6221 to schedule services at least 48 hours prior to the meeting.
CALL TO ORDER

A regular meeting of the Milwaukee Area Technical College Advisory Audit Committee was held in open session on Monday, November 19, 2007, and called to order by Chairperson Earle at 2:32 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present:  Bonnie Baerwald
         Tom Wieland
         Robert Yahr
         Peter Earle
         Fred Royal (FPO)

Excused:  Bobbie Webber

Absent:

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

Chairperson Earle indicated that proper notice of the meeting had been given in compliance with the Wisconsin Open Meetings Law.

ITEM C. APPROVAL OF MINUTES, August 13, 2007 – Attachment 1

Minutes to the August 13, 2007 meeting of the Audit Advisory Committee were approved by consensus, as submitted.

ITEM D. COMMENTS FROM THE PUBLIC

None

ITEM E. ACTION ITEMS

None
ITEM F.  DISCUSSION ITEMS

F-1  Audit Update

Discussion  John Knepel, partner – Virchow Krause & Co., and Patrick Kirsenlohr, senior accountant – Virchow Krause & Co., provided members of the Advisory Audit Committee with an update on the FY2007 audit. Mr. Knepel reported that no significant issues were found during the audit. Furthermore, recommendations from previous audit years were found to be satisfactorily addressed.

In response to questions regarding delinquent student account, Michael Sargent reported that Administration continues to examine the situation.

F-2  Draft Comprehensive Annual Financial Report-Attachment AAC 2

Discussion  Mr. Knepel reported that the FY2007 Comprehensive Annual Financial Report and single audit are in the process of being finalized. A final draft of the CAFR will be brought before the FPO Committee and District Board later this month.

F-3  Management Letter – Attachment AAC 3

Discussion  Draft copies of the Management Letter were provided to members of the Committee.

F-4  Procurement Policy and Procedure

Discussion  Kristin Phelps, manager of procurement, discussed MATC compliance with WTCS procurement regulations. Committee members will review MATC procurement policies and procedures. Following the WTCS audit of the MATC Procurement Office, scheduled for May 2008, members of the Committee may suggest changes to provide increased transparency. Administration will forward copies of the procurement policies procedures to members of the Committee.

F-5  Travel Policy and Procedure

Discussion  Committee members will review MATC travel policies and procedures and may suggest changes to provide increased transparency. Administration will forward copies of the travel policies procedures to members of the Committee.

F-6  Potential Audit and Accounting Implications – Attachment AAC 4

Discussion  Michael Sargent, vice president – Finance, updated members of the Committee on progress made concerning the issue of tuition remission.
He reported that Administration is in the process of creating journal entries to move remission funds into a separate account and increase visibility.

ITEM G. INFORMATION ITEMS

G-1 Tuition Remission Update

ITEM H. MISCELLANEOUS ITEMS

H-1 Communications and Petitions

Discussion Michael Sargent reported that Germantown continues to pursue a succession from the Milwaukee Area Technical College District. The Town of Cedarburg is no longer pursuing a succession.

Mr. Sargent stated that the Village of Germantown is requesting a second transfer of funds from tax incremental district three to tax incremental district 4. The result would be a five year extension of TID 3.

ITEM I. OLD BUSINESS/NEW BUSINESS

I-1 FY2007-2008 Remaining Schedule:
February 7, 2008 – 2:00PM
April 24, 2008 – 2:00PM

Adjournment
The meeting adjourned at 3:40PM p.m.

Respectfully Submitted,

Karen M. Esche-Eiff

Administrative Specialist - Finance
CALL TO ORDER

A regular meeting of the Milwaukee Area Technical College Advisory Audit Committee was held in open session on Thursday, February 7, 2008, and called to order by Michael Sargent at 2:08 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present:  Tom Wieland
          Robert Yahr

Excused:  Bonnie Baerwald
          Bobbie Webber

Absent:   Peter Earle

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

Michael Sargent indicated that proper notice of the meeting had been given in compliance with the Wisconsin Open Meetings Law.

ITEM C. APPROVAL OF MINUTES, November 16, 2007 – Attachment 1

Minutes to the November 12, 2007, meeting of the Advisory Audit Committee will be reviewed at the next meeting of the Committee.

ITEM D. COMMENTS FROM THE PUBLIC

None

ITEM E. ACTION ITEMS

None

ITEM F. DISCUSSION ITEMS
F-1  External Audit – AAC 2-4
Discussion  John Knepl, partner, Virchow Krause & Company, LLC, reported that the contents of MATC’s FY2007 Comprehensive Annual Financial Report did not change significantly from those of previous versions. Mr. Knepl will provide Administration with an updated engagement letter, acknowledging Coleman & Williams Ltd. as the proposed preparer of MATC’s FY2007-2008 Single Audit Report. Michael Sargent, vice president, Finance, discussed staffing changes in MATC’s Project Accounting Department.

F-2  Procurement Policies and Procedures
Discussion  Mr. Sargent reported that members of the Finance, Personnel, and Operations Committee are participating in ongoing discussions related to possible revision of MATC procurement policies and procedures.

F-3  Travel Policies and Procedures – Attachment AAC 5
Discussion  To maintain records of travel by MATC employees, Administration is creating a travel database. Michael Sargent stated that travel requiring pre-approval will be entered into said database, from which Administration will generate reports.

F-4  Property and Imputed Income Procedure – Attachment AAC 6
Discussion  Mr. Sargent discussed Administration’s recommendation to implement a procedure mandating that employees disclose personal use of listed property. Implementation of such a procedure would bring MATC into compliance with IRS rules pertaining to property and imputed income.

F-5  Coleman & Williams, Ltd.
Discussion  Following a presentation by Naushad Moolla, manager, Coleman & Williams, Ltd., members of the Advisory Audit Committee agreed to consider Coleman & Williams as a potential preparer of MATC’s Single Audit Report. Mr. Knepel will update the Virchow Krause & Company engagement letter to include Coleman & Williams, Ltd. as the proposed preparer of MATC’s Single Audit Report. This letter was moved to the FPO Committee for consideration.

F-6  Engagement Letter – Attachment AAC 7
Discussion  Members of the Advisory Audit Committee forwarded the engagement letter to the FPO Committee with the understanding that it will be revised to include Coleman & Williams, Ltd. as the proposed preparer of MATC’s Single Audit Report.
F-7 Potential Audit and Accounting Implications

Discussion Mr. Sargent reported that MATC has engaged Coleman & Williams, Ltd. to conduct an audit of a subgrantee who has not complied with the single audit requirement.

In response to a question regarding the proposed OPEB Trust, Michael Sargent reported that MATC is going forward with its establishment.

Regarding the Germantown petition to change Districts, Mr. Sargent reported that MATC Administration has increased the frequency of its meetings throughout the District.

ITEM G. INFORMATION ITEMS

G-1 Tuition Remission Update

Discussion State aid has decreased relative to full-time equivalent headcount and equalized value. Michael Sargent is tracking changes in the number of deregistered students to calculate its influence on tuition and fees.

ITEM H. MISCELLANEOUS ITEMS

H-1 Communications and Petitions

ITEM I. OLD BUSINESS/NEW BUSINESS

Adjournment
The meeting adjourned at 3:40 p.m.

Respectfully Submitted,

Karen M. Esche-Eiff

Administrative Specialist, Finance