



August 13, 2012

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

A regular open meeting* of the **ADVISORY AUDIT COMMITTEE** of the Milwaukee Area Technical College District Board, Wisconsin, will be held in the **BOARD ROOM, (ROOM M210)**, of the **MILWAUKEE AREA TECHNICAL COLLEGE**, 700 West State Street, Milwaukee, Wisconsin on **THURSDAY, AUGUST 16, 2012**, beginning at **2:00 P.M.***

The agenda for said meeting is presented as follows:

A. Roll Call

B. Compliance with the Open Meetings Law

C. Approval of Minutes, May 10, 2012, Attachment 1

D. Comments from the Public

E. Action Items

1. [Internal Audit Committee Disclosure Statement – Attachment 2](#)

F. Discussion Items

1. External Audit Update
2. Internal Audit Update
3. Committee Charter Review
4. Tentative FY2012-13 Advisory Audit Committee Meeting Schedule

G. Information Items

None

H. Old Business/New Business

Date of Next Meeting: Thursday, October 18, 2012, 2:00 P.M., MATC Board Room, M210

Committee Members: Katz, Pace, 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.



AAC-1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT ADVISORY AUDIT COMMITTEE
MILWAUKEE, WISCONSIN
May 10, 2012**

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Thursday, May 10, 2012, and called to order by Mr. Fred Royal at 2:10 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Gerald Pace, Fred Royal, Jr., Tom Wieland, and Robert Yahr.

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

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

ITEM C. APPROVAL OF MINUTES FEBRUARY 9, 2012

Motion: It was moved by Mr. Weiland, seconded by Dr. Yahr to approve the February 9, 2012 minutes.

Action: Motion Approved.

ITEM D. COMMENTS FROM THE PUBLIC

None.

ITEM E. ACTION ITEMS

None.

ITEM F. DISCUSSION ITEMS

F-1 Welcome of New AAC Committee Member

Discussion: Mr. Royal welcomed Mr. Gerald Pace, CFO, Milwaukee Public Schools to the committee. Mr. Pace provided a brief overview of his professional background.

Milwaukee Area Technical College District Advisory Audit Committee

Minutes of May 10, 2012

Page 2

F-2 External Audit Update

- Discussion: Mr. John Knepel, partner, Baker Tilly and Naushad Moolla, Coleman Williams provided an outline of the FY2011-12 audit plan for the college. Topic included:
- Acknowledgement of Engagement Team
 - Scope of Services
 - The Auditor's Responsibilities under Generally Accepted Auditing Standards
 - Overview of the Audit Plan
 - Changes from the Previous Year

F-3 Internal Audit Update

- Discussion: Mr. Jeff Mueller, CPA and Ms. Vashti Horvat, Titus gave an update on the status of the internal audit plan and an overview of the audit priorities including: Student Services, Procurement, and IT (Datatel).

F-4 Advisory Audit Committee Charter Review

- Discussion The committee reviewed the charter and discussed using it as a framework to ensure the internal auditors are achieving the goals of the charter.

F-5 Committee FY 2012-13 Meeting Schedule

- Discussion The committee agreed to tentatively continue to meet on Thursdays at 2pm. The committee also agreed to meet in October to keep with the schedule of the audit plan.

ITEM G. INFORMATION ITEMS

None

ITEM H. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Thursday, August, 16, 2012, 2:00 p.m., Regular Advisory Audit Committee Meeting, Downtown Milwaukee Campus, Board Room (M210).

ADJOURNMENT

The meeting adjourned at 3:32 p.m.

Respectfully Submitted,
Erika N. Crosby
Administrative Specialist, Finance



MILWAUKEE AREA *Technical College*

CONFLICT OF INTEREST DISCLOSURE STATEMENT INTERNAL AUDIT COMMITTEE

MATC recognizes that the proper governance and oversight of the college depends upon members of the community who give of their valuable time and effort for the benefit of the college, including service on the college's Internal Audit Committee. Due to the varied interests and backgrounds of committee members who are active in professional and community life, their service to MATC may result in situations involving dual interests which might be interpreted as conflicts of interest. Service on the Internal Audit Committee carries a requirement of loyalty and due care for MATC, and protection of the public interest. Members of the Committee and the college agree that any possible conflict of interest can best be handled through full disclosure of any such interest, together with non-involvement in any vote with which the interest is involved.

Accordingly, the following statement on conflict of interest is hereby adopted:

1. Officers and committee members will complete an annual disclosure statement identifying organizations in which the member holds an interest and remunerative activities that could create an actual conflict of interest or create the appearance of a conflict of interest.
2. Timely full disclosure of any possible conflict of interest on the part of any officer or committee member should be made to the General Counsel of MATC, who shall advise the MATC President and the MATC District Board Chairperson, on a timely basis. It is the responsibility of the General Counsel to make a record of any such disclosure, and to maintain such records in accordance with the college's record retention policy.
3. Any officer or committee member having a perceived or possible conflict of interest on any matter coming before the Committee should disclose it prior to such vote, and should not vote or use his/her personal influence on the matter. Such officer or committee member may, however, be counted in determining the quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made and the abstention from voting.

4. These requirements should not be construed as preventing an officer or committee member from briefly stating his/her position on the matter, nor from answering pertinent questions of other board members and officers, since his/her knowledge may be of great assistance.

MATC INTERNAL AUDIT COMMITTEE

Conflict of Interest Annual Disclosure Statement

NAME: _____

DATE: _____

I have read the Conflict of Interest Disclosure Statement for the Internal Audit Committee of the Milwaukee Area Technical College (MATC), and I am filing this form in accordance with that policy.

1. Offices and Positions.

Are you, your spouse, or a person with whom you share a household residence (herein "Family"), an officer, director, trustee, partner (general or limited), employee or agent of any organization that has or has had within the past twelve months business dealings with MATC of which you are aware:

YES _____ NO _____

If "YES", please identify the organization and explain the nature of the relationship: _____

2. Ownership Interests.

Do you, or does any member of your Family, have a financial interest of five (5) percent or greater in, or receive remuneration or income from, any business organization that has or has had within the past twelve months, business dealings with MATC of which you are aware?

YES _____ NO _____

If "YES", please identify the organization and explain the nature of the relationship: _____

3. Remunerative Activities.

Do you or any member of your Family expect to receive gifts, loans, or remuneration for services (other than salary as an employee) in excess of five thousand dollars (\$5,000.00) from an organization with which there is a reasonable possibility that MATC has, or may in the next twelve months have business dealings?

YES _____ NO _____

If "YES", please identify the organization and explain the nature of the relationship: _____

4. Other Involvement.

Do you, or does any member of your Family have involvement in any other entity sufficient to create a real or potential conflict with the best interests of MATC (examples would include: standing to benefit personally or via a business relationship from a transaction involving MATC, or representing a client who stands to benefit from a transaction involving MATC)?

YES _____ NO _____

If "YES", please explain: _____

I certify that the foregoing information is true and complete to the best of my knowledge and that I will promptly notify MATC's Office of General Counsel if there should arise any facts and circumstances that would cause any potential or real conflict of interest between me, my Family and MATC not listed herein.

Signature

Date

Please return this completed and signed form to the Office of General Counsel at:

MATC
Office of General Counsel
700 W. State St., Room M-278
Milwaukee, WI 53233