



February 11, 2013

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, FEBRUARY 14, 2013**, 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, October 30, 2012 - Attachment 1](#)**

**D. Comments from the Public**

**E. Action Items**

None

**F. Discussion Items**

1. Internal Audit Update and Reports

**G. Information Items**

**H. Old Business/New Business**

Date of Next Meeting: TBD, 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 414-297-6610 to schedule services at least 48 hours prior to the meeting.*



**AAC-1**

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT ADVISORY AUDIT COMMITTEE  
MILWAUKEE, WISCONSIN  
October 30, 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, October 30, 2012 and called to order by Mr. Michael Katz at 2:00 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

**ITEM A. ROLL CALL**

**Present:** Michael Katz, Gerald Pace (via telephone), 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**

Motion: It was moved by Dr. Yahr, seconded by Mr. Pace to approve the August 16, 2012 minutes.

Action Motion Approved.

**ITEM D. COMMENTS FROM THE PUBLIC**

None.

**ITEM E. ACTION ITEMS**

None.

**ITEM F. DISCUSSION ITEMS**

**F-1 External Audit Update**

Discussion: Mr. John Knepel, partner, Baker Tilly and Mark Kampow, Coleman Williams reported on the following:

- Comprehensive Annual Financial Report
  - ◆ Still reviewing report, no material errors, numerous non-material errors.

**Milwaukee Area Technical College District Advisory Audit Committee**

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- ◆ Anticipate issuing an unqualified opinion with the next few days.
- Single Audit Report
  - ◆ Selected and tested 15 federal & state grants that made up 90% of grants for the fiscal year.
  - ◆ Did not disclose any material weaknesses in internal controls in respect to the single audit
  - ◆ Found one issue of non-compliance in the financial aid audit which will be included in the report as a finding along with management’s response.
  - ◆ Will issue an unqualified opinion
- TV Station Financial Report
  - ◆ In process
  - ◆ Anticipate issuing an unqualified opinion
- Report on Internal Control
  - ◆ One material weakness – Controls over Information Technology

**F-2 Internal Audit Update**

Discussion: Mr. Jeff Mueller, CPA, Titus gave an update on the status of the findings in the following internal audits in process: Procurement, Student Services, IT and Human Capital. Mr. Mueller also provided an update on the P-card process changes.

**F-3 Internal Audit Charter**

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.

Motion: It was moved by Mr. Pace, seconded by Mr. Wieland to approve the Internal Audit Charter.

Action: Motion Approved.

**ITEM G. INFORMATION ITEMS**

None

**ITEM H. OLD BUSINESS/NEW BUSINESS**

Date of Next Meeting: Thursday, February, 14, 2013, 2:00 p.m., Regular Advisory Audit Committee Meeting, Downtown Milwaukee Campus, Board Room (M210).

**ADJOURNMENT**

The meeting adjourned at 3:15 p.m.

Respectfully Submitted,  
**Erika N. Crosby**  
Administrative Specialist, Finance