



October 25, 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, OCTOBER 31, 2013**, beginning at **3:00 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 15, 2013, Attachment 1**
- D. Comments from the Public**
- E. Action Items**
- F. Discussion Items**
 - 1. Update on External Audit Report
 - 2. Update on Internal Audit Plan
 - a. Cash Handling
 - b. Foundation Audit
 - c. Audit Tracking
 - d. Continuous Monitoring Plan
 - 3. President's Report on Prior Audit Recommendations
 - a. Procurement
 - b. Foundation
 - c. Information Technology
- G. Information Items**
 - Future Agenda Items**
- H. Old Business/New Business**

Date of Next Meeting: January 8, 9 or 10th, 2014, 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.



Attachment AAC- 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
ADVISORY AUDIT COMMITTEE
May 15, 2013**

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Wednesday, May 15, 2013, and called to order by Mr. Michael Katz at 2:02 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Michael Katz, Tom Wieland, and Robert Yahr

Excused: Gerald Pace

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 14, 2013- Attachment 1

The minutes were approved without objection.

ITEM D. COMMENTS FROM THE PUBLIC

None.

ITEM E. ACTION ITEMS

None.

ITEM F. DISCUSSION SITEMS

F-1 External Audit Update

Discussion: Mr. Steve Henke, senior manager and Mr. Paul Frantz, manager Baker Tilly presented a review of the 2013 audit plan to the committee.

F-2 Internal Audit Update

Discussion: Mr. Jeff Mueller, CPA, Titus reported on the status of on-going audits.

ITEM K. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: Thursday, October 31, 2012, 2:00 P.M., M210

ADJOURNMENT

The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Erika N. Crosby

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Administrative Specialist, Finance