



May 12, 2017

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, May 18, 2017**, 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, February 23, 2017 - Attachment 1](#)**
- D. Comments from the Public**
- E. Action Items**
 - 1. Recommendation of New Committee Member
 - 2. [Recommendation of Policy A0202-7-District Administration Internal Audit – Attachment 2](#)
- F. Discussion Items**
 - 1. External Audit Update – Baker Tilly
 - 2. Internal Audit Update
- G. Information Items**
- H. Old Business/New Business**
 - 1. Date of Next Meeting: **TBD**, MATC Board Room, M210
Committee Members: Dull, Butler, Tessmann, and Wieland

* 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.



Attachment AAC – 1

MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD ADVISORY AUDIT COMMITTEE

February 23, 2017

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Thursday, February 23, 2017, and called to order by Mr. David Dull at 2:01 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: David Dull, Dennis Butler, Cary Tessmann, and Tom Wieland

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, November 17, 2016 – Attachment 1

The minutes were approved without objection.

ITEM D. COMMENTS FROM THE PUBLIC

ITEM E. ACTION ITEMS

None.

ITEM F. DISCUSSION ITEMS

F-1 External Audit Update

Discussion: Mr. Jeffrey Hollow, Interim Vice President, Finance informed the Committee that the Legislative Audit Bureau confirmed the Wisconsin Retirement Systems' audit results. As such, MATC received final figures, and Baker Tilly was able to approve and allow the District to publish the FY2015-16 audit.

Mr. Hollow also noted that Baker Tilly will be attending the next Committee meeting in May to discuss the scope/timelines for the FY2016-17 audit.

F-2 Internal Audit Update

Discussion: Mr. Brian Kubik, Manager-Internal Audit, Administration, provided an Internal Audit update, including changes to the audit plan, results of the Construction Services audit, an update on Management's completion of action plans, and an update on the new Committee Charter.



ITEM G. INFORMATIONAL ITEMS

None.

ITEM H. OLD BUSINESS / NEW BUSINESS

Date of Next Meeting: May 18, 2017, 3:00 p.m., Room M210

ADJOURNMENT

The meeting adjourned at 2:45 PM.

Respectfully submitted,

Brian Kubik

Manager – Internal Audit



POLICY

Title: District Administration – Internal Audit	Code: A0202-7
Authority: Board Minutes, 5/23/17	Original Adoption: May-2017 Revised/Reviewed: May-2017 Effective: May-2017

The District Board employs a President and delegates responsibility for daily oversight, supervision, and coordination of all Internal Audit procedures for the district. Additionally, the Advisory Audit Committee shall monitor the on-going activities of the Internal Audit function for the district, and makes recommendations to the District Board.

DRAFT