



April 8, 2016

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, APRIL 14, 2016**, 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, January 21, 2016 - Attachment 1](#)

D. Comments from the Public

E. Action Items

F. Discussion Items

1. External Audit Update
2. Recommendation for External Audit Services
3. Internal Audit Update
4. Advisory Audit Committee Draft Charter Review

G. Information Items

H. Old Business/New Business

Date of Next Meeting: TBD, MATC Board Room, M210

Committee Members: Dull, Gonzalez, Thomey, 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.*



**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
ADVISORY AUDIT COMMITTEE
January 21, 2016**

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Thursday, January 21, 2016, and called to order by Mr. David Dull at 3:04 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: David Dull, Reyes Gonzalez, Bane Thomey, 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, October 22, 2015 – Attachment 1

The minutes were approved without objection.

ITEM D. COMMENTS FROM THE PUBLIC

None.

ITEM E. ACTION ITEMS

None.

ITEM F. DISCUSSION ITEMS

F-1 Introduction of Brian Kubik, Internal Auditor

Discussion: Al Shoreibah, vice president, finance introduced Brian Kubik, MATC's new manager of internal audit. Mr. Kubik gave a brief introduction including his background and work history.

F-2 External Audit Update

Discussion Al Shoreibah, informed the committee that nothing has changed since the approval of the external audit reports in November. He also noted that all reports have been submitted to the required entities.

Lastly, Mr. Shoreibah noted that Baker Tilly will be back in April 2016. Baker Tilly will discuss the forth-coming external audit plan.

F-2 Internal Audit Update

Discussion: Mr. Kubik explained his approach to the internal auditing process that he will be doing in the upcoming year. He stated that he will have a 4-prong approach, including an annual

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risk assessment, and monthly management meetings to address any concerns, as well as expectations on corrective action.

Tom Wieland, partner, RPB CPA's recommended that Titus's reports be reviewed for reference.

Bane Thomey, CFO/VP, finance & administration, Gateway Technical College suggested that Mr. Kubik reviews the last risk assessment performed by Titus.

ITEM G. INFORMATION ITEMS

None

ITEM H. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: April 14, 2016, 3:00 p.m., Room M210

ADJOURNMENT

The meeting adjourned at 3:37 p.m.

Respectfully submitted,

Heather J. Crawford

Administrative Specialist to the Vice President of Finance