



February 18, 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, FEBRUARY 23, 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, November 17, 2016 - Attachment 1](#)**

**D. Comments from the Public**

**E. Action Items**

**F. Discussion Items**

1. External Audit Update
2. Internal Audit Update

**G. Information Items**

**H. Old Business/New Business**

Date of Next Meeting: Thursday, May 18, 2017, 3:00 P.M., M210

Committee Members: Butler, Dull, Tessmann, and Wieland

\*The committee meeting is not a Board meeting despite the fact that a quorum of the Board is present at the committee meeting. Actions taken by a committee shall serve as recommendations to the Board for ultimate action.

\*\* 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 board 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 November 17, 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, November 17, 2016, 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, 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, August 18, 2016 – Attachment 1**

The minutes were approved without objection.

Cary Tessmann, vice president of finance, Waukesha Area Technical College, abstained from voting since she was not present at the August meeting.

#### **ITEM D. COMMENTS FROM THE PUBLIC**

#### **ITEM E. ACTION ITEMS**

None.

#### **ITEM F. DISCUSSION ITEMS**

##### **F-1 New Committee Membership Update**

**Discussion:** Mr. Jeffrey Hollow, interim vice president, finance introduced Mrs. Cary Tessmann, vice president of finance, Waukesha Area Technical College, and recommended her to serve as a member of the Advisory Audit Committee.

**Action:** Motion Approved

##### **F-2 External Audit Update – Baker Tilly**

**Discussion:** Mr. Hollow introduced Mr. John Knepel, Baker Tilly, to update the committee on the status of the external audit. Mr. Knepel explained that there is delay with all Wisconsin Technical College System audits due to a reporting issue with the Wisconsin Retirement System.

##### **F-3 Fixed Asset Accounting Policy B0108 Review**

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Discussion: Mr. Hollow also presented a proposed an updated Fixed Asset Accounting Policy, and asked the committee for recommendations.

**F-4 Internal Audit Update**

Discussion: Mr. Brian Kubik, internal audit manager, Administration, provided an Internal Audit update, and discussed his priorities for the current six months and the following six month period.

**F-5 Advisory Audit Committee Draft Charter Review**

Discussion: The committee approved the new Advisory Audit Committee Charter that they have been diligently working on for the past six months.

**ITEM G. INFORMATION ITEMS**

None.

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

Date of Next Meeting: February 23, 2017, 3:00 p.m., Room M210

Discussion: Mr. Dull requested that the time for the Advisory Audit Committee Meetings be changed from 2:00 p.m. to 3:00 p.m. as the Finance, Personnel, and Operations Committee Meetings follow immediately after at 4:00 p.m.

**ADJOURNMENT**

The meeting adjourned at 3:05 p.m.

Respectfully submitted,

*Heather J. Perkins*

Administrative Specialist to the Vice President of Finance