



June 22, 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, JUNE 23, 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, April 14, 2016 - Attachment 1](#)**

**D. Comments from the Public**

**E. Action Items**

**F. Discussion Items**

1. External Audit Update
2. Internal Audit Update
3. 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, 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.*



## Attachment AAC - 1

### MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD ADVISORY AUDIT COMMITTEE April 14, 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, April 14, 2016, and called to order by Mr. David Dull at 3:02 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

#### **ITEM A. ROLL CALL**

**Present:** David Dull, Bane Thomey, Tom Wieland

**Absent:** Reyes Gonzalez,

#### **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, January 21, 2016 – 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 External Audit Update**

Discussion: Mr. John Knepel, partner, Mr. Paul Frantz, senior manager, Baker Tilly, Mr. William Coleman, and Kweku Koomson, Coleman & Williams presented the 2016 Audit Plan including an overview, scope of services, auditor's responsibilities, and new accounting and reporting standards.

Mr. Coleman explained that their firm will be responsible for auditing grants and financial aid records. They will also be responsible for providing reports on compliance, internal controls over compliance, and a combined report with Baker Tilly on those charged with governance.

##### **F-2 Recommendation for External Audit Services**

Discussion Jeff Hollow, interim vice president, Finance recommended that Baker Tilly continue to be

**Advisory Audit Committee**

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our external auditor firm due to their size and thorough auditing process.

**F-2 Internal Audit Update**

Discussion: Mr. Brian Kubik, internal audit manager, Administration, provided an internal audit update. He informed the committee that he has made contact with a significant amount of the management team to gather information on their departments and processes. Mr. Kubik also presented his fourth quarter audit plans which is based on a recent risk assessment and related to MATC's Strategic Objectives, including grade processing and compliance oversight.

**F-4 Advisory Audit Committee Draft Charter Review**

Discussion: Mr. Kubik provided a copy of the current Advisory Audit Committee Charter and draft outline for a proposed new version. It was decided that the Advisory Audit Committee will review the current and proposed charters and will discuss both at the June Advisory Audit Committee meeting.

**ITEM G. INFORMATION ITEMS**

None.

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

Date of Next Meeting: June 23, 2016, 3:00 p.m., Room M210

**ADJOURNMENT**

The meeting adjourned at 4:16 p.m.

Respectfully submitted,

*Heather J. Crawford*

Administrative Specialist to the Vice President of Finance