



November 14, 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, NOVEMBER 17, 2016**, beginning at **2:00 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, August 18, 2016 - Attachment 1](#)

D. Comments from the Public

E. Action Items

F. Discussion Items

1. New Committee Membership Update
2. External Audit Update – Baker Tilly
3. Fixed Asset Account Policy B0108 Review
4. Internal Audit Update
5. Advisory Audit Committee Draft Charter Review

G. Information Items

H. Old Business/New Business

1. Date of Next Meeting: February 23, 2017, MATC Board Room, M210

Committee Members: Butler, Dull, 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 August 18, 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, August 18, 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, 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, April 14, 2016 – Attachment 1

The minutes were approved without objection.

ITEM D. COMMENTS FROM THE PUBLIC

Discussion: Dr. Michael Rosen, faculty and president of local 212, expressed his concerns from a recent audit report regarding late grade submissions from faculty, in that faculty were in compliance with grade submission

ITEM E. ACTION ITEMS

None.

ITEM F. DISCUSSION ITEMS

F-1 New Committee Membership Update

Discussion: Mr. Jeffrey Hollow, interim vice president, finance introduced Mr. Dennis Butler, comptroller, Marquette University and outlined his background, and recommended him to serve as a member of the Advisory Audit Committee.

Mr. Hollow also announced that Ms. Cary Tessmann vice president of finance, Waukesha Area Technical College (not present), expressed her interest in joining the Advisory Audit Committee.

Motion: It was moved by Mr. Weiland and seconded by Mr. Dull to appoint Mr. Butler as a member of the Advisory Audit Committee.

Action: Motion Approved

Advisory Audit Committee

Minutes of April 14, 2016

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F-1 External Audit Update

Discussion: Mr. Hollow explained that the schedule of the external auditors' work. Draft copies of the audit, including management responses will take place in mid-October, leading up to the CAFR, which will be available on October 31, 2016.

F-2 Internal Audit Update

Discussion: Brian Kubik, internal audit manager, Administration, provided an internal audit update. Mr. Kubik reported the results of a fourth quarter audit, which included two key items, late grade submission and conflict of interest throughout various areas within the college.

F-4 Advisory Audit Committee Draft Charter Review

Discussion: Mr. Kubik provided a brief summary of the proposed charter to the committee.

Mr. Dull recommended that new committee members, Mr. Butler and Ms. Tessmann review the charter and have the opportunity to comment on it before the committee approves it.

ITEM G. INFORMATION ITEMS

None.

ITEM H. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: November 17, 2016, 2:00 p.m., Room M210

ADJOURNMENT

The meeting adjourned at 2:55 p.m.

Respectfully submitted,

Heather J. Perkins

Administrative Specialist to the Vice President of Finance