

August 11, 2008

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, August 14, 2008**, beginning at **2:00PM*** The agenda** for said meeting is presented as follows:

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A. Roll Call

B. Compliance with the Open Meetings Law

C. [Approval of Minutes, April 10, 2008 – Attachment AAC - 1](#)

D. Comments from the Public

E. Action Items

F. Discussion Items

1. Annual Audit Process
 - i. Virchow Krause & Company (John Knepel and Steve Henke)
2. SER Update
3. Committee Charter Review
4. Potential Audit and Accounting Implications

G. Information Items

H. Miscellaneous Items

1. Communications and Petitions

I. Old Business/New Business

- Remaining FY2008-2009 Schedule
 - November 12, 2008, 2:30 p.m.
 - February 11, 2009, 2:30 p.m.
 - April 8, 2009, 2:30 p.m.

- * **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 414-297-6221 to schedule services at least 48 hours prior to the meeting.*



AAC-1

**MILWAUKEE AREA TECHNICAL COLLEGE ADVISORY AUDIT COMMITTEE
MILWAUKEE, WISCONSIN
APRIL 10, 2008**

CALL TO ORDER

A regular meeting of the Milwaukee Area Technical College Advisory Audit Committee was held in open session on Thursday, April 10, 2008, and called to order by Michael Sargent at 2:07 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Tom Wieland
Robert Yahr

Excused: Bonnie Baerwald
Peter Earle
Bobbie Webber

Absent: None

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

Michael Sargent indicated that proper notice of the meeting had been given in compliance with the Wisconsin Open Meetings Law.

ITEM C. APPROVAL OF MINUTES, November 16, 2007 – Attachment 1

Minutes to the November 16, 2007, meeting of the Advisory Audit Committee will be reviewed at the next meeting of the Committee.

ITEM D. APPROVAL OF MINUTES, February 7, 2008 – Attachment 2

Minutes to the February 7, 2008, meeting of the Advisory Audit Committee will be reviewed at the next meeting of the Committee.

ITEM E. COMMENTS FROM THE PUBLIC

None

ITEM F. ACTION ITEMS

None

ITEM G. DISCUSSION ITEMS

G-1 Coleman & Williams Presentation of Draft Report

Discussion Mr. Bill Coleman, Coleman & Williams, Ltd., presented their findings of the Ser – Jobs for Progress audit performed following engagement by MATC. Administration will request Abel Ortiz contact MATC for discussion of said findings before April 29, 2008.

G-2 Activity Plan and Budget Update

Discussion Mr. Michael Sargent, vice president, Finance, reported that Administration expects to propose a status quo budget in which few new initiatives will be included. He also discussed actions to be taken in order to improve recruitment and retention.

G-3 FY2008-2009 Committee Schedule

Discussion August 14, 2008, 2:00 p.m.
November 12, 2008, 2:30 p.m.
February 11, 2009, 2:30 p.m.
April 8, 2009, 2:30 p.m.

G-4 Potential Audit and Accounting Implications

Discussion Mr. Sargent discussed the OPEB Trust document to go before the FPO Committee and Board this month. He addressed Board of Trustees composition and duties of the adviser.

Mr. Sargent stated that he expects the transfer of Germantown from the Milwaukee Area Technical College District to the Moraine Park Technical College District may resurrect in the next couple of months.

Mr. Sargent continues to solicit potential future members for the Advisory Audit Committee.

Mr. Wieland requested information on any Board policies or the Committee's charter which precludes his firm from bidding on MATC RFPs.

ITEM H. INFORMATION ITEMS

None

Milwaukee Area Technical College Advisory Audit Committee

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ITEM I. MISCELLANEOUS ITEMS

I-1 Communications and Petitions

ITEM J. OLD BUSINESS/NEW BUSINESS

Date of Next Meeting: August 14, 2008, 2:00 p.m., MATC Board Room
M210

Adjournment

The meeting adjourned at 3:40 p.m.

Respectfully Submitted,

Karen M. Esche-Eiff

Administrative Specialist, Finance