



**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
ADVISORY AUDIT COMMITTEE**

Minutes February 16, 2022

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Wednesday, February 16, 2022 and called to order by Ms. Nikki Moews at 3:00 p.m. The meeting was held virtually and/or via phone.

A. ROLL CALL

Present: Nikki Moews Dennis Butler, Sharon Johnson, and Katherine Reilly.

B. COMPLIANCE WITH THE OPEN MEETINGS LAW

Proper notice of the meeting had been given in compliance with the Wisconsin Open Meetings Law.

C. APPROVAL OF MINUTES, December 9, 2021

The minutes were approved with no objections.

D. COMMENTS FROM THE PUBLIC

None.

E. ACTION ITEMS

None.

F. DISCUSSION ITEMS

1. Internal Audit Update

A. RISK ASSESSMENT: Mr. Brian Kubik, Manager- Internal Audit and Mr. Donald Kasprzak, Director- Information Security discussed some of the updates to the “Safeguards Rule”, which is part of the Gramm–Leach–Bliley Act (GLBA) of 1999. The Safeguards Rule governs the secure handling of non-public personal information, including student information. Several of the components were discussed:

- 1) Single Individual Responsible for Information Security Program – A single individual is required to be identified (Mr. Kasprzak at MATC), and will be responsible for an annual, written report to the Board.
- 2) More Specific Risk Assessment Requirements – Risk assessments were already required, but now they need to be in writing, and include criteria to evaluate and categorize risks, criteria to assess ‘confidentiality, integrity and availability’ of customer information, and note whether existing internal controls are adequate for identified risks. Mr. Kasprzak noted that risk assessments would be completed to address individual privacy regulations (i.e., PCI DSS, GLBA, etc.) separately as specific attestations exist from each governing body. In addition, Homeland Security has expanded their security scanning services to all state colleges and universities. MATC has registered and will receive a scanning report every two weeks, free of charge upon submission of our application.
- 3) Multi-factor Authentication (MFA) – MFA (a two-step log on process) will be required for MATC employees accessing systems containing student information. Mr. Kasprzak noted that other entities, including Google and DMI (MATC’s insurance carrier) will also mandate MFA beginning in 2022. Our existing VPN remote access service is already transitioning to MFA. A hard cutoff date requiring MFA will be made on Friday, March 11.
- 4) Encryption of Student Information in Transit and At Rest – The updated Safeguards Rule will require encryption In-Transit and At-Rest. Mr. Kasprzak noted that data within MATC’s network is encrypted (at-rest and in motion), and via use of Google Gmail there is encryption in-transit and at rest. The Ellucian Colleague CRM deployed at MATC requires the vendor’s cloud service must meet all FTC requirements. MATC will request that vendor’s attestation of compliance.



- 5) Data Inventory & Classification – The specific requirements were not known, but it was noted that MATC does not yet have a complete data inventory, and while it has determined a classification system based on the NIST Privacy Framework V1.0, it has not yet been applied to MATC data.

Mr. Kubik noted that IT has been working with MATC’s Financial Aid department on determining the scope of this project, and Financial Aid has been reaching out to their network of contacts to learn how other colleges/universities are preparing for the December, 2022 effective date for these changes.

- B. AUDIT PLAN:** Mr. Kubik noted that there is no change since the last meeting. There are three audits/projects on the plan for FY2022, two of which (Compliance Review V and Guided Pathways Review/Check) are in progress, and one (Data Quality) which has not been started.
- C. AUDIT RESULTS:** Mr. Kubik noted that his understanding is the Board will receive a report on the Guided Pathways Review/Check at next week’s meeting. As such, he will bring forward a summary at the next Advisory Audit Committee meeting. It is also anticipated that the Compliance Review V will be completed, and report provided at that meeting.
- D. AUDIT FOLLOW-UP:** Mr. Kubik reported the numbers for the prior quarter, and they continue to lag (4% of action plans completed). However, based on conversations, it is anticipated that as many as eight could be completed in February, meaning better results in the next quarter. Director Moews asked if Internal Audit seeks reasons for the delays, or if there is a common reason? Mr. Kubik noted that an updated status is included in the reporting provided to Leadership, which often includes rationale for any delays. But the focus of Internal Audit’s conversations is to look forward and identify when they can be completed.
- E. SHARE KNOWLEDGE:** Mr. Kubik shared information on the Federal funds (i.e., HEERF funds) received by MATC. A total of approximately \$67M was received, and approximately \$35M was allocated to student aid (the remainder to institutional aid). Further, approximately \$35.5M has been spent. MATC did receive an no-cost extension that allows them until May-2023 to spend the remaining \$31.5M. Those funds have been allocated to specific areas, some of which include Covid mitigation, re-engagement of students with debt, student technology, and IT costs associated with distance learning.

Mr. Kubik then shared that the Committee was ‘on-track’ to meeting its Charter requirements for FY2022.

Finally, Mr. Kubik noted that Item I of the Charter requires the Committee to “periodically review the Charter for necessary changes, and recommended any changes be approved by the Board.” Mr. Kubik had requested the members review the Charter at the last meeting, and bring forward any suggestions to this meeting. No comments/suggestions were brought forward, indicating that all felt the current Charter was sufficient.

G. INFORMATION ITEMS

None

H. OLD BUSINESS/NEW BUSINESS

The date and time of the next meeting is May 19, 3:00 p.m.

Adjournment

The meeting adjourned at 3:29p.m.

Respectfully submitted,
Kathleen Lawson
Executive Assistant, Finance & HR