



August 10, 2018

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 16, 2018**, 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, May 17, 2018 - Attachment 1](#)
- D. **Comments from the Public**
- E. **Action Items**
- F. **Discussion Items**
  - 1. Internal Audit Update
- G. **Information Items**
- H. **Old Business/New Business**
  - 1. Date of Next Meeting: **TBD**, MATC Board Room, M210  
Committee Members: Wilson, Butler, Reilly and Tessmann

\* 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

May 17, 2018

#### CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Thursday, May 17, 2018, and called to order by Mr. Mark Foley at 3:01 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

#### ITEM A. ROLL CALL

**Present:** Mark Foley, Dennis Butler, Katherine Reilly, and Cary Tessman

#### 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, February 20, 2018

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. Jeffrey Hollow, Vice President-Finance, introduced John Kneppel, Partner with the accounting firm Baker Tilly. Mr. Kneppel noted that only one change (the removal of the subcontractor Coleman & Williams, LTD) had been made from the plan discussed with the Committee in May. Mr. Frantz reported the results of the audit, which revealed that MATC received the highest level of assurance one can receive from an audit and that the financial documents included all necessary disclosures reported consistently over the periods presented. He further reported on the Comprehensive Annual Financial Report (CAFR) and the Single Audit for MATC, and also noted the unmodified opinion for MPBS and the required communications to Governance and Management.



Mr. Kneppel introduced Bill Williams, Partner with Coleman & Williams, LTD, who have been subcontracted by Baker Tilly to complete the Single Audit for MATC. Mr. Williams discussed the scope and timelines for this portion of the FY2018 audit.

Finally, Mr. Kneppel noted that he will be transitioning to a part-time role with Baker Tilly. He will continue overseeing the MATC audit through completion this year, but this will likely be his last year on the audit. He thanked Governance and Management for their support and cooperation over the years.

### **F-2 Compliance Report**

Discussion: Ms. Kristen Decato, Assistant General Counsel at MATC, presented the Committee with an update on Compliance matters for FY2017-18, as well as an update on the Compliance programs (the formation of the Governance, Risk, and Compliance Committee).

### **F-3 Internal Audit Update**

Discussion: Mr. Brian Kubik, Manager-Internal Audit, Administration, provided an Internal Audit update, including the results of the risk assessment and Audit Plan for July – December, 2018, an update on the Audit Plan for January – June, 2018, the results of the Student Experience II: Year One audit, the draft results of the Compliance Review II (Student Athletics), an update on Action Plan Follow-up, and an update on the Committee Charter compliance.

### **ITEM G. INFORMATIONAL ITEMS**

Mr. Hollow noted that Ms. Cary Tessmann will be retiring in December, and will be stepping down from the Advisory Audit Committee at that time also. As such, Mr. Hollow will begin recruiting for a new member immediately

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

Date of Next Meeting: August 16, 2018, 3:00 p.m., Room M210

### **ADJOURNMENT**

The meeting adjourned at 3:57 PM.

Respectfully submitted,

*Kathleen Lawson*

Administrative Specialist - Finance