



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

**February 18, 2021**

**CALL TO ORDER**

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Thursday, February 18, 2021 and called to order by Ms. Kahri Phelps at 3:01 p.m. The meeting was held virtually and/or via phone.

**ITEM A. ROLL CALL**

Present: Kahri Phelps-Okoro, Dennis Butler, Sharon Johnson, and Katherine Reilly.

**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, November 18, 2020**

The minutes were approved after identifying a spelling error in Item A.

**ITEM D. COMMENTS FROM THE PUBLIC**

None.

**ITEM E. ACTION ITEMS**

None.

**ITEM F. DISCUSSION ITEMS**

**Collateral Employment/Conflict of Interest - Kristen DeCato, Assistant General Counsel**

Ms. DeCato reported that non-faculty administrators are required to provide collateral income generating employment information annually. Last year, the college had 98.3% of forms were returned, where 55 reported some type of collateral employment. This year of 212 collateral forms, 43 were returned (67.5%) and 17 disclosed some type of collateral employment. Ms. DeCato noted that the drop in forms returned was undoubtedly due to the pandemic. After review by the Office of General Counsel, no conflicts of interest or risks to the college were identified in those responses. This process/review is required by both State law and WTCS regulations. Ms. DeCato noted that if the response rate does not bounce back in FY2022, additional steps will be taken to improve the response rate, and thus MATC's compliance with said requirements.

**Internal Audit Update**

**RISK ASSESSMENT** - a discussion regarding Third Party Management risk, its multiple impacts, questions every organization should ask itself and be able to answer, and the intention to seek deeper knowledge about MATC's processes during the upcoming risk assessment cycle.

**AUDIT PLAN** - an update was provided on the Audit Plan for FY2021.

**AUDIT RESULTS** –



Cybersecurity Awareness/Training project - a review of the draft observations were discussed. In summary:

- o A cyber-awareness campaign is now in place, with the first cyber 'tip' for employees and students scheduled to appear in *The Week Ahead* on February 22.
- o A cyber 'training' plan is now in place, with training modules focused on cyber and work-from-home security selected, loaded in our training platform, and awaiting only the approval of timelines from the President's Cabinet to be assigned to all employees.

Compliance Review V- Environmental Health & Safety Plans/Classroom Safety - the draft, to-date findings from this review were discussed. These findings included:

- o Lack of annual review/update of Chemical Hygiene Plan (CHP)
- o Lack of regular meetings of the Chemical Hygiene Committee (CHC)
- o Non-defined make-up of the CHC
- o Lack of chemical inventories at West Allis, Mequon campuses & Walker's Square campuses
- o Lack of a procedure/protocol for reviewing classrooms for compliance with the CHP
- o Lack of Standard Operating Procedure for the use of Hazardous Chemicals
- o Lack of annual review/update of the Hazardous Communications Program, and
- o Lack of safety language in course syllabi

Work-From-Home Oversight project – the draft, to-date observations from this project were discussed. These included:

- o Potential Employee Handbook changes/updates due to COVID/Work-From-Home, as well as changes identified related to Guided Pathways and General items.
- o Potential Faculty Appendix changes/updates due to COVID/Work-From-Home, as well as changes identified related to Guided Pathways and General items.
- o Sharing leading practices on managing remote workers.

AUDIT FOLLOW-UP - an update on Management's completion of action plans from prior audits.

SHARE KNOWLEDGE – information was provided related to the newly announced plans by MATC to form a planning team and develop a 'Return to Campus' plan.

Finally, Mr. Kubik referenced the Advisory Audit Committee Charter Compliance document, which indicated that through January 31, the Committee appears to be on-track to meet all of its requirements.

#### **ITEM G. INFORMATION ITEMS**

None

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

The date and time of the next meeting is May 13, 3:00 p.m.

#### **Adjournment**

The meeting adjourned at 3:52p.m.

Respectfully submitted,  
Kathleen Lawson  
Executive Assistant, Finance & HR