



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

**Minutes August 10, 2023**

**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 10, 2023 and called to order by Ms. Erica Case at 3:02 p.m. The meeting was held virtually and/or via phone.

**A. ROLL CALL**

Present: Erica Case, Dennis Butler and Katherine Reilly; Sharon Johnson (Excused)

**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, May 11, 2023**

The minutes were approved with no objections.

**D. COMMENTS FROM THE PUBLIC**

None.

**E. ACTION ITEMS**

None.

**F. DISCUSSION ITEMS**

Internal Audit (IA) – Brian Kubik, Manager-Internal Audit

- Risk Assessment – A brief overview of the risk factors related to Data Quality issues and related internal controls in organizations was shared, in advance of a review of that topic.
- Audit Plan – Mr. Kubik walked through the status of the FY2024 Plan, and noted other activities Internal Audit has been participating in during the fiscal year.
- Audit Results – The Committee was walked through several Draft findings from the Zancil/Stipend Compensation Review. It was noted that final discussions and action plan development have yet to occur.
  - Draft- Lack of Zancil/Stipend Definitions
  - Draft- Lack of Standard Processes for Zancils
  - Draft- Potential Overlap of Zancil Assignments and Job Responsibilities
  - Draft- Pay Equity Among Employee Groups
  - Draft- Cost of Instruction
  - Draft- Access to Payment Screens
  - Draft- Overpayment to Faculty Member
- Audit Follow-up – Three action plans were completed between the last Committee meeting and July 31<sup>st</sup>. Several action plans were noted that are close to completion.
- Share Knowledge – Mr. Kubik shared Internal Audit Survey score information. Each year (June), a Governance and Leadership Survey is sent to Committee members and key members of leadership. Additionally, a Customer Satisfaction Survey is sent to key participants in audits after the completion of each review. As is done annually, the scores (with two years of comparative data for trending) was shared with the Committee.



- Share Knowledge – Information on the Institute of Internal Auditors (the governing body for the internal audit profession) revising its professional standards was shared. A draft, and comment period, have passed. A final product is expected before the end of the calendar year. One of the key features noted relates to language specific to “small audit shops.”
- Share Knowledge – Regarding the Advisory Audit Committee Charter, Mr. Kubik noted that in his opinion, the Committee had met its Charter requirements for FY2023. Further, through July 31st the Committee is on pace to meet its requirements for FY2024.

**G. Information Items**

**H. Old Business/New Business**

a. Date of Next Meeting:

The date and time of the next meeting will be Thursday, November 9 at 3:00 p.m.

**Adjournment**

The meeting adjourned at 3:47 p.m.

Respectfully submitted,  
Jolene Arnold  
Executive Assistant, Finance & DEI