



MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD ADVISORY AUDIT COMMITTEE

Minutes August 18, 2022

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 18, 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, May 19, 2022

The minutes were approved with no objections.

D. COMMENTS FROM THE PUBLIC

None.

E. ACTION ITEMS

None.

F. DISCUSSION ITEMS

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

A. Risk Assessment – Mr. Kubik shared information from the 2022 Report to the Nations, a biennial report from the Association of Certified Fraud Examiners on occupational fraud. The report (available at www.acfe.com) provides data from over 2,100 cases of fraud during the period January 2020 through September 2021. Information is broken down in many categories, and indicated that no discernable increase in occupational fraud was identified due to the pandemic.

B. Audit Plan – It was noted that there were no changes proposed to the audit plan since the May meeting. Three audits are still planned for the current period. The audit topics are: Faculty Zancil Pay; Pay Equity; and Data Quality/ Consistency. The first two are both currently in-progress, while the third has not been started at this point. Additionally, work has continued on several none audit projects, including: development of a Risk & Compliance Oversight framework for the college, the development of an Environment Health & Safety (EH&S) Committee, assisting in an initiative to update all college Administrative Procedures, the SOP Development Initiative, and others.

C. Audit Results – Mr. Kubik noted that one audit was completed since the May meeting [Compliance Review V-Safety Plans/Classroom Impact. The draft results of that audit were shared at the May meeting, and with no significant changes prior to completing the final report, no further discussion was planned.

D. Audit Follow-up – Mr. Kubik noted that three action plans were completed as of July 31, and one additional action plan was marked as complete yesterday, bringing the total to four (19%) since the May meeting. Additional information was shared on several other action plans close to completion.

E. Share Knowledge – Mr. Kubik shared the following:

- i. IA Survey Results – The annual Governance and Leadership survey scores for FY2022 were shared. Scores averaged 4.75 (scale 1-5) from the five (of nine recipients) responses, up from approximately 4.40 over the prior two fiscal years. One take-away noted was to more clearly link the internal controls reviewed to the findings and action plans. Regarding the Customer Satisfaction surveys (sent out after each completed audit to key participants), no responses had been received in FY2022 as of the meeting. Possible reasons for the lack of responses included the type of audits performed (consultative vs risk based), the Work-from-Home audit being closed, and the timing of the Compliance Review V audit.



- ii. IA Charter – Mr. Kubik noted that as the IA webpage (discussed at the last meeting) was being completed, IA noted that the IA Charter had been drafted and shared with the Committee in 2018, but apparently never formally approved. It was shared with the Committee today, and will be brought back to the next meeting with opportunity for questions, comments, and action (i.e., approval).
- iii. Finally, the Advisory Audit Committee Charter Self-Assessment was discussed. As of the end of June, all pending items have been met, and it is the opinion of IA that the Committee has met all of its requirements for FY2021-22. IA also shared the first report out (through July) of the FY2022-23 compliance document.

G. INFORMATION ITEMS

None.

H. OLD BUSINESS/NEW BUSINESS

The date and time of the next meeting is November 17, 3:00 p.m.

Adjournment

The meeting adjourned at 3:32p.m.

Respectfully submitted,

Kathleen Lawson

Executive Assistant, Finance & HR