



**Advisory Audit Committee Meeting Agenda
Thursday, November 9, 2023 – 3:00 PM**

NOTICE IS GIVEN that the Milwaukee Area Technical College (MATC) Advisory Audit Committee will meet in open session via teleconference using this link: Meeting ID: meet.google.com/mcf-cnkn-eng or via phone (1-540-835-0268; PIN: 131-409-867#). MATC is holding this open session electronically pursuant to the Wisconsin Department of Justice, March 16, 2020 guidance regarding Wisconsin Open Meetings Law.

Public wishing to speak on issues under the “Comments from the Public” section of the agenda are asked to submit their request to the Manager-Internal Audit prior to the meeting via email to Brian Kubik at kubikb@matc.edu no later than Tuesday, November 7, at 2:59 p.m. The request must include name and nature of your interest/concern. The Committee Chairperson will ask the requesting speaker to present their comments to the Committee

The agenda for said meeting is presented as follows:

- A. Roll Call**
- B. Compliance with the Open Meetings Law**
- C. [Approval of Minutes, August 10, 2023 - Attachment 1](#)**
- D. Comments from the Public**
- E. Action Items**
- F. Discussion Items**
 - 1. External Audit Update – Paul Frantz, Partner – Baker Tilly
 - 2. Internal Audit Update – Brian Kubik
- G. Information Items**
- H. Old Business/New Business**
 - 1. Date of Next Meeting: **TBD**
Committee Members: Erica Case, Dennis Butler, Sharon Johnson and Katherine Reilly

* 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

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 – Mr. Kubik gave a brief overview of the risk factors related to Data Quality issues and related internal controls in organizations, 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 – Mr. Kubik 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 – Mr. Kubik shared that three action plans were completed between the last Committee meeting and July 31st. 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 – Mr. Kubik shared the fact that the Institute of Internal Auditors (the governing body for the internal audit profession) is revising its professional standards. 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

DRAFT