



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

September 24, 2020

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Thursday, September 24, 2020 and called to order by Mr. Dennis Butler at 3:05 p.m. The meeting was held virtually and/or via phone.

ITEM A. ROLL CALL

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

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, May 14, 2020

The minutes were approved with no objections.

ITEM D. COMMENTS FROM THE PUBLIC

None.

ITEM E. ACTION ITEMS

None.

ITEM F. DISCUSSION ITEMS

1. Internal Audit Update – Mr. Brian Kubik, Manager-Internal Audit noted that MATC has reopened for the Fall semester, with 20% of classes being taught in-person, and another 10% in a hybrid (in-person and virtual) model. However, many students/faculty/staff/administrators are still working from home (WFH). This presents risks that either did not exist, or were much lower profile, prior to the pandemic, especially related to information technology. Mr. Kubik introduced Mr. Donald Kasprzak, Director Information Security & Enterprise Analyst at MATC. Mr. Kubik and Mr. Kasprzak discussed a series of elements (IT Security Concerns, Training/Awareness, Devices/Connectivity) related to WFH:
 - a. Employees using a MATC device do receive routine security updates/patches when the device is connected to the MATC network. A communication was sent out informing users as to how to update their personal devices.
 - b. Users receive regular reminders to reset passwords every 90 days. MATC cannot manage how often and when users should update their personal home devices, but are encouraged to reach out to the MATC Help Desk with technology questions.
 - c. MATC is planning on adding a WFH training to applicable employees training requirements for FY2020-21. This training will either be developed in-house, or an external (SANS) training module will be utilized.
 - d. MATC users currently have the option to encrypt their email using the product *Virtru*. Many MATC users are not aware of the product. IT is exploring best practices on rolling out virtue across the organization.
 - e. Regarding phishing and cyber-crime, regular reminders on how to spot phishing and malicious emails are being communicated to the MATC community.



- f. Devices and Connectability
 - i. Students: 1,300 Chromebooks were provided to students in the spring. For the fall, 2,200 Chromebooks will be shipped to students. Additionally, 250 WiFi hot spots can be checked out from the MATC Library and pair it to the Chromebook to get internet access.
 - ii. Staff: Laptops were made available to staff working from home, as well as exploring state funded technology purchases. Also, servers were upgraded to accommodate increased usage and allow staff to access all of their MATC resources.
2. Audit Plan – Mr. Kubik stated that no new audits have been completed since the May, 2020 Committee meeting. It was noted that the Data Flow/Privacy audit discussed as a draft at the May meeting was not complete, while the Compliance Review- Educational Requirements audit discussed at the February meeting was still in draft form. All issues and action plans have been agreed to, but a timeline for the action plans have yet to be submitted. Internal Audit is continuing work on the Compliance Review V- Classroom Safety and Cash Handling. In addition, Internal Audit has been working on the following: MATC’s Standard Operating Procedure initiative; participation on the Data Governance Committee and subcommittees; completion of a Department of Education required cash management attestation; participation on an Organizational Excellence team; assisting at the Oak Creek campus in entry door duties; and development and kick-off of a COVID Safety Compliance Checklist and Tour process.
3. Audit Follow-up – Mr. Kubik stated that all of the action plans from the Titus completed audits were now marked as complete, so they will no longer be included in the update. Three action plans from reviews performed by the current Internal Audit function were completed by August 31, with another one completed this week. Percentages were noted as low, but with the pandemic as a background, this is not unexpected.
4. Share Knowledge – Mr. Kubik provided the results and details on the Customer Satisfaction Survey scores sent out after each completed audit, for FY2019-20. Additionally, the scores and details for the annual Governance & Leadership survey for FY2019-20.

Finally, the Committee Charter Compliance documents for FY2019-20 (final) and FY2020-21 (year-to-date) were shared. It was noted that in Internal Audit’s opinion, all requirements were met for FY2019-20, and the Committee is on-track for FY2020-21.

ITEM G. INFORMATIONAL ITEMS

None.

ITEM H. OLD BUSINESS / NEW BUSINESS

Date of Next Meeting: November 18, 2020, 2:00 p.m., location (Room M210 or virtual) to-be-determined.

ADJOURNMENT

The meeting adjourned at 3:40 PM.

Respectfully submitted,
Kathleen Lawson
Administrative Specialist - Finance