



## Attachment AAC – 1

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

#### Minutes November 6, 2024

##### CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Wednesday, November 6, 2024 and called to order by Mr. Gale Pence at 3:01 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College (with virtual attendance an option).

##### A. ROLL CALL

Present: Gale Pence, 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, August 7, 2024

The minutes were approved with no objections.

##### D. COMMENTS FROM THE PUBLIC

None.

##### E. ACTION ITEMS

None.

##### F. DISCUSSION ITEMS

###### 1. External Audit Update

Mr. Paul Frantz, Partner-Baker Tilly, provided an update on both the Financial Audit and the Single audit for FY2024. The Financial audit is still in-process. No changes have been made to the plan presented in May. The review is behind schedule in part due to turnover at MATC and delays in receiving actuarial data from third parties. Mr. Frantz indicated the expectation of completing the review during December. Finally, he noted that there were no material weaknesses or significant discrepancies noted.

Regarding the Single Audit, Mr. Frantz noted they expected to issue an Unmodified Opinion.

###### 2. Internal Audit Update

- Risk Assessment – Mr. Kubik briefly described the risk assessment process carried out biannually at MATC. Three risks/risk areas in which audits are planned, and reasons why were discussed. These topics were: Data Quality, Financial Aid (Part II), and the Hiring Process (Human Resources). Additionally, the top three risks/risk areas for which audits were not planned were discussed. These topics were: Culture, Fiscal/Budget Management, and Compliance.
- Audit Plan – The audit plan for FY2025 was discussed, and there have been two audits completed (drafted) and two new audits added based on the results of the risk assessment. Thus, three audits remain on the Plan.
- Audit Results – Mr. Kubik discussed the results of the Program Viability review. There was one draft issue related to the lack of completing instructional program reviews in accordance with MATC Board Policy and Administrative Procedure. An action plan to revise this review process was drafted and shared with



the Dean's, and is currently being evaluated. Once a final (new) procedure is developed, it will be shared with IA and included in the report. The development of a new process would also necessitate revisions of the policy and procedure. It was also noted that a current input to the review process was a report from Institutional Research (IR), but that the rankings it developed were of questionable use. If that report will continue to be an input in the review process, Academics and IR should collaborate to design a new ranking guide that would add value. Finally, it was observed that as written, the current process had employees (Pathway personnel, faculty, etc.) with a vested interest in the continuation of the program making the recommendation to continue or discontinue the program to leadership. IA noted the inherent conflict of interest, and recommends that the new process in development include neutral and/or external parties in the evaluation process, to avoid real and/or perceived conflicts and improve transparency.

- Audit Follow Up – It was noted that through October 25, one action plan had been completed since the last Committee meeting, leaving 12 past-due plans that are in-progress. Discussion on potential closure of additional plans ensued.
- Share Knowledge – Mr. Kubik shared the information regarding cybersecurity in higher education. Finally, regarding the Advisory Audit Committee Charter, Mr. Kubik noted that his observation was that the Committee was on track to meet its Charter requirements for FY2025.

#### **G. Information Items**

None.

#### **H. Old Business/New Business**

- Date of Next Meeting:

The date and time of the next meeting will be Wednesday, February 5 at 3:00 p.m.

#### **Adjournment**

The meeting adjourned at 3:53 p.m.

Respectfully submitted,  
Jolene Arnold  
Executive Assistant, Finance & DEI