



Attachment AAC – 1

MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD ADVISORY AUDIT COMMITTEE

Minutes February 5, 2025

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Advisory Audit Committee was held in open session on Wednesday, February 5, 2025 and called to order by Mr. Gale Pence at 3:02 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, November 6, 2024

The minutes were approved with no objections.

D. COMMENTS FROM THE PUBLIC

None.

E. ACTION ITEMS

None.

F. DISCUSSION ITEMS

1. Compliance Update

Mr. Christopher Morgan, Assistant General Counsel, provided an update on a compliance matter impacting MATC. A review of Community Based Organizations (CBOs) was completed. CBOs typically offer non-degree programs to students such as GED and Adult High School. The review was prompted due to (i) potential conflicts of interest of employees and (ii) a site closure leading to student documentation and equipment concerns. As a result of the review, new agreements were signed with all but the one CBO that closed, and MATC equipment was recovered and accounted for.

2. Internal Audit Update

- Risk Assessment – Mr. Kubik provided information on third-party risk and risk management, focused on a toolkit created and provided to higher education institutions by Educause. The Higher Education Community Assessment Toolkit (HECVAT) was discussed, and it was noted that MATC is currently evaluating this tool for potential adoption. The Technology and Data Governance Council will be making a recommendation to the executive leadership team for that decision in the next month.
- Audit Plan – The audit plan for FY2025 was discussed, and there have been two audits completed (drafted), one deleted (HR Hiring) in lieu of an external review, and two others (one in process, one not started).
- Audit Results – Mr. Kubik discussed additional Zancil issues identified during work to resolve issues from the original audit. These included: process issues resulting in overpayments related to Zancils for Curriculum Development; undocumented processes leading to additional payments for Zancils; compliance with the WTCS Finance and Administrative Manual regarding large Zancil loads; and the need



to create a budgeting process for Zancils. Additional observations included the creation of a new Zancil code (Accreditation), information received from another WTCS college on their treatment/payment of professional assignments, a conflict of interest concern regarding scheduling, and a potential concern regarding one of MATC options for handling faculty below full-time load.

- Audit Follow Up – It was noted that through January 24, one action plan cannot be completed due to a lack of information, so it will be removed as an open item. Thus, 10 action plans are currently past-due, and with four additional Zancil issues, there will be 12 action plans that are not yet due (11 in draft status, still needing final agreed upon action plans, due dates, and/or deliverables).
- Share Knowledge – Mr. Kubik shared his observation that the Committee was on track to meet its Charter requirements for FY2025. Further, noting a Charter requirement, the Committee was asked to review the Charter and bring any suggestions for updates/changes to the April meeting.

G. Information Items

None.

H. Old Business/New Business

- Date of Next Meeting:

The date and time of the next meeting will be Wednesday, April 30 at 3:00 p.m. (later rescheduled to Wednesday, June 11 at 3:00 p.m.)

Adjournment

The meeting adjourned at 3:42 p.m.

Respectfully submitted,
Jolene Arnold
Executive Assistant, Finance & DEI