

**MEETING OF THE
AUDIT COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

November 12, 2015

Minutes

The Audit Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, November 12, 2015, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Robert Glaser, *Committee Chair*
Dave Wilson, *Committee Member*
Adriana Tamez, *Alternate Committee Member*
Carolyn Evans-Shabazz
Eva Loredó

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
Debra McGaughey for William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Glaser, Committee Chair, called the meeting to order at 2:54 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees present: Evans-Shabazz, Tamez, Glaser, Loredó and Wilson).

(Trustee Shabazz stepped out at 2:55 p.m.)

INTERNAL AUDIT QUARTERLY REPORT

Mrs. Brockman provided an overview on the Follow-up Status Report and its status:

- 12-09 Fixed Assets (Complete)
- 14-14 Business Continuity Plan (1-2 In Progress 3 Complete)
- 14-21 Payroll (Complete)

Mrs. Brockman continued a follow up on Internal Audit Plan Status Report:

- 15-11 Financial Management (In Process)
- 15-16 Web Presence (In Process)
- 15-17 Veteran's Affairs Dept. (In Final Stages)
- 15-18 IT Governance and Planning (In Final Stages)

Additional Audits Investigations:

- 15-102 SE Issues
- 15-103 Faculty Benefit Issue (results indicate that no net benefit to the individual)

QUARTERLY CONTROL AND COMPLIANCE ATTESTATION

Dr. Maldonado informed that in an effort to help build the confidence in Administration and the trust between administration, members of the Board of Trustees, and the public, beginning this quarter he would offer a quarterly control and compliance attestation letter.

(Trustee Evans-Shabazz returned at 3:02 p.m.)

Mr. Glaser inquired if the external auditors had reviewed the letter.

Dr. Maldonado explained the letter had not been reviewed with external auditors. He noted it will be discussed with the external auditors to the extent that it can be modified to best fit the mission of the external auditors.

Mr. Glaser apprised he would review open items from external auditors from previous years.

Mrs. Zamora reported open items from previous years will be addressed in the December meeting.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:04 p.m.

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____