

**AMENDED  
NOTICE OF A MEETING OF THE  
AUDIT COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**September 12, 2013**

Notice is hereby given that a Meeting of the Audit Committee of the Board of Trustees of Houston Community College will be held on Thursday, the twelfth (12<sup>th</sup>) day of September 2013 at 3:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 2nd Floor, Seminar Room A, 3100 Main, Houston, Texas. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

**I. Call to Order**

**II. Topics for Discussion and/or Action:**

- A. Report on Human Resources Processes and Procedures
- B. Report on Financial Processes and Procedures
- C. Audit Services Firm
- D. Proposed Internal Audit Department Charter
- E. Proposed Audit Committee Charter
- F. Proposed Internal Audit Work Plan for 2014
- G. 2012-2013 Internal Audit Reports with Internal Audit Status and Recommendation Tracking Report
- H. Internal Audit of Credit Card Usage

**III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071, 551.072 and 551.074, the Open Meetings Act, for the following purposes:**

**A. Litigation and Legal Matters**

- 1. Consultation with System attorney concerning matters in which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings laws

The Houston Community College Board of Trustees (the "Board") will not consider or act upon any item before this committee. This meeting is not a Regular Meeting of the Board but because a quorum of the Board may attend, the meeting of this committee is also being posted as a Meeting of the Board.

Houston Community College  
Audit Committee – September 12, 2013

**B. Personnel Matters**

1. Deliberate the appointment, employment, evaluation, reassignment, duties, leave, discipline, contract status, or dismissal or to hear complaints or charges against the chancellor, employees or board members

**C. Real Estate and Property Matters**

1. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on negotiations

**IV. Reconvene in Open Meeting**

**V. Consider Directives or Actions for Recommendation to the Board Regarding Agenda Items, including Closed Session Matters**

**VI. Adjournment**

**Certificate of Posting or Giving of Notice**

On this \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ day of September, 2013, at or before 3:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College website, [www.hccs.edu](http://www.hccs.edu). The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

---

Sharon R. Wright, Manager  
Board Services