

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

May 10, 2016

Minutes

The Audit Committee of Houston Community College met on May 10, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

Members Present

Robert Glaser, Committee Chair
Dr. Carolyn Evans-Shabazz
Dr. John P. Hansen
Eva Loreda
Neeta Sane
Dr. Adriana Tamez

Administration

Dr. 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
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College/Interim Vice Chancellor, Student Services
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Carme Williams, Executive Director, HCC Foundation
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

Others Present

Jarvis Hollingsworth, Board Counsel, Bracewell LLP
David White, President, Faculty Senate
Other administrators, citizens, and representatives from the news media

CALL TO ORDER

Mr. Robert Glaser, Vice Chair, called the meeting to order at 2:11 p.m. Mr. Glaser informed that due to lack of a quorum of committee members, the Audit Committee would hear the reports and noted that a subsequent Audit Committee meeting would be scheduled.

TOPICS FOR DISCUSSION AND/OR ACTION

A report was provided regarding the following items:

- **Report on Employment of Director of Internal Audit**
- **Report on Quarterly Internal Audits**

Dr. Gonzales informed that a senior auditor was hired. She noted that the financial management project has been completed and provided an update on audits completed last year.

- **Report on Quarterly Control and Compliance Attestation**

Dr. Maldonado informed that General Counsel would provide an update on the Control and Compliance Attestation.

Mr. Ashley Smith provided an overview of the letter to supplement the compliance plan and anonymous reports from the field. He noted that the attestation letter will be part of the compliance.

ADJOURNMENT

Mr. Glaser apprised that the Audit Committee meeting would be rescheduled in coordination with the Board Chair.

With no further business coming before the Board, the meeting adjourned at 2:18 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Director, Board Services

Minutes Approved as Submitted: June 16, 2016