

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

**May 18, 2017**

**Minutes**

The Audit Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 18, 2017 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**Members Present**

Robert Glaser, Committee Member  
Neeta Sane, Committee Member  
Dave Wilson, Alternate Committee Member  
Zeph Capo  
John P. Hansen  
Eva Loreda

**Administration**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Vice Chancellor/Chief of Staff  
Nicole Montgomery for Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty Vice Chancellor, Instructional Services/Chief Academic Officer  
Athos Brewer, Vice Chancellor, Student Services  
Kurt Ewen, Vice Chancellor, Planning and Institutional Effectiveness  
Julian Fisher for Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
Muddassir Siddiqi, President, Central College  
Kathy Anzivino for Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Robert King, Interim Executive Director, HCC Foundation  
Terrance Corrigan, Director, Internal Audit

**Others Present**

Melissa Mihalick, Board Counsel, Bracewell LLP  
Mellissa Miller-Waters, President, Faculty Senate  
Other administrators, citizens, and representatives from the news media

**CALL TO ORDER**

Mrs. Neeta Sane, Committee Member, called the meeting to order at 12:13 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 were present: Hansen, Loreda, Sane, and Wilson)*

**TOPICS FOR DISCUSSION AND/OR ACTION**

**INTERNAL AUDIT QUARTERLY REPORT**

Dr. Maldonado apprised that Mr. Terrance Corrigan would provide a quarterly status update of the annual audit plan.

*(Mr. Glaser joined the meeting at 12:14 p.m.)*

*(Mr. Capo joined the meeting at 12:15 p.m.)*

Mr. Corrigan provided an update to include the following:

- Projects in Finalization/Report Completion Phase
  - 17-1-1 Procurement – Contracting Legal Policy Compliance
  - 17-2-1 Procurement – Vendor Set-up
  - 17-2-2 Procurement – Third Party Relationships
  - 17-5 Campus Safety & Security Operations Management
    - 17-5-1 Central College
    - 17-5-2 Northeast College
    - 17-5-3 Coleman College
- Major Administrative Projects
  - 17-7 Automated Internal Audit Management System Implementation
  - 17-8 FY 2018 Audit Planning and ERM Assessment
- Audit Observations Follow-up Report

Mr. Corrigan noted there has not been any fraud allegations or misappropriations of assets.

Mr. Glaser inquired about the development of the Compliance Department and the staffing status. Dr. Maldonado noted a response on the staffing forecast will be provided in the Weekly Administrative Briefing (WAB). He noted policy development with training and compliance information will be added to the General Counsel report for the next meeting.

**REPORT ON QUARTERLY CONTROL AND COMPLIANCE ATTESTATION**

Dr. Maldonado noted the quarterly attestation for compliance report contained no exceptions and no material issues to be disclosed and opened the floor for questions.

*(Mr. Glaser stepped out at 12:17 p.m.)*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 12:18 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: June 15, 2017