

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

August 13, 2015

Minutes

The Audit Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, August 13, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Robert Glaser, *Chair*
David Wilson, *Committee Member*
Zeph Capo
Dr. Carolyn Evans-Shabazz

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
Ashley Smith, Acting General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
Pheryl Prestage for William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Administration
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Rudy Soliz, Interim President, Southeast College
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Robert Glaser, Chair, called the meeting to order at 2:03 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: Capo, Glaser, and Wilson).

INTERNAL AUDIT QUARTERLY REPORT

Dr. Maldonado noted that the item is a quarterly report to provide an update of the on-going internal audit as well as projects that have been closed since the last presentation. He informed that Mrs. Belinda Brockman would provide the update.

(Dr. Evans-Shabazz joined the meeting at 2:07 p.m.)

Mrs. Brockman apprised that the two outstanding audits have been completed, two audits are in process and two more audits have been assigned to begin in mid-September.

Mrs. Brockman provided an overview of the Business Continuity audit to include the following:

- Development of a process for a business continuity plan
- Management responses
- Completion date

Mrs. Brockman continued with a summary of the Payroll Audit to include the following:

- Minor Issues
 - Passwords
 - Time entry policies
- Upgraded Business Analyst skills set

Mrs. Brockman concluded with an update of follow-ups to the Fixed Asset audit from the past quarter to include:

- Extension requested and granted
- Confirmation of meetings held

Mr. Glaser noted that he had some concerns regarding Information Technology procedures but informed that in conversing with Mrs. Brockman, the process is moving forward.

Dr. Maldonado apprised that there are procedures in place that provide for the proper disengagement regarding voluntarily and involuntarily termination of employees. He noted that the issue was following the procedures that are in place.

Dr. Maldonado informed that management's responses were not received in time for the last audit meeting and apprised that the update was held until this meeting as it relates to responding to the auditors. Dr. Maldonado noted that it took time to identify where there was a derail.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:12 p.m.

Minutes recorded, transcribed & submitted by:

Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: _____