

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

**February 14, 2024**

**Minutes**

The Audit Committee of Houston Community College met on Wednesday, February 14, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

Pretta VanDible Stallworth, Committee Chair  
Dave Wilson, Committee Member  
Eva Loreda, Alternate Member (video conference)  
Sean Cheben  
Laolu Davies  
Charlene Johnson (video conference)  
Cynthia Lenton-Gary

**CHANCELLOR'S COUNCIL**

Margaret Ford Fisher, Chancellor  
Izzy Anderson, Vice Chancellor for Talent Engagement and Chief Human Resource Officer  
Andrea BurrIDGE, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness  
Jerome Drain, Interim President, Online College  
Michael Edwards, President, Northeast College  
Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College  
Daejan Grigsby, Faculty Senate President  
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer  
Misha Turner for Aaron Henry, Staff Senate President  
Zachary Hodges, President, Northwest College  
Madeline Burillo-Hopkins, Vice Chancellor for Workforce/President, Southwest College  
Phillip Nicotera, President, Coleman College  
Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer  
Fheryl Prestage, Chief Information Officer, Information Technology  
Karen Schmidt, Executive Director, HCC Foundation  
Ashley Smith, General Counsel  
Remmele Young, Vice Chancellor, Public Information Communication and External Affairs

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

**CALL TO ORDER**

Dr. Pretta VanDible Stallworth, Committee Chair, called the meeting to order at 3:58 p.m. and declared the Board convened to consider matters about Houston Community College as listed on the duly posted Meeting Notice.

*(The following Trustees were present: Cheben, Johnson, Lenton-Gary, Loreda, VanDible Stallworth, and Wilson)*

**OPPORTUNITY FOR PUBLIC COMMENTS**

No citizens signed up to speak before the Committee.

**TOPICS FOR DISCUSSION AND/OR ACTION**

(Dr. Lenton-Gary stepped out at 4:00 p.m.)

**ORIENTATION - INTERNAL AUDIT AND CHARTERS**

Dr. Ford Fisher noted that Terrance Corrigan, Director, Internal Auditing will provide the orientation on HCC's internal audit function, Audit Committee responsibilities, and the Internal Audit Department and Audit Committee Charters.

Mr. Corrigan provided an overview of the following:

- Internal Audit Departments

(Trustee Davies joined the meeting at 4:02 p.m.)

- The Standards Charter Requirement
- Basis Used in Establishing the Charters

(Dr. Lenton-Gary returned at 4:03 p.m.)

- Proposed Charters
- Proposed Schedule for Approving Charters - Presented for Approval in April 2024

Dr. VanDible Stallworth requested that the Chancellor review the staffing for the Internal Audit as it relates to the Charter requirements and the extensive risk work that needs to be done for the baseline audits.

Mr. Corrigan noted that the Internal Audit Department and Audit Committee Charters will be brought forward to the Audit Committee for approval in April 2024.

(Trustee Cheben stepped out at 4:09 p.m.)

### **INTERNAL AUDIT STATUS REPORT**

Dr. Ford Fisher noted that the report provides an update on the Internal Audit for 2024. She apprised that Terrance Corrigan would provide the overview.

Mr. Corrigan provided an overview of the following:

- Summarized Internal Audit Status Information

(Trustee Cheben returned at 4:10 p.m.)

- Observation Action Plans Follow-Up
- External Audit/Review Activity

### **APPROVE ADDING ERM TOP 10 RISKS BASELINE ASSESSMENT TO INTERNAL AUDIT PLAN**

Dr. Ford Fisher noted that the item is to add the baseline risk audit items to the Internal Audit Plan and apprised that Mr. Terrance Corrigan would provide the overview.

Mr. Corrigan noted that approval is needed to add the baseline risk audit items to the Internal Audit Plan for 2024.

Vote – The motion passed with a vote of 2-0 with Trustees VanDible Stallworth and Wilson in favor.

### **REPORT ON QUARTERLY CONTROL AND COMPLIANCE ATTESTATION**

Dr. Ford Fisher noted that the item is to report on the Quarterly Control and Compliance Attestation. She noted that Ashley Smith, General Counsel, would provide the report.

Dr. Smith noted that there are no items to bring before the Board. He apprised that an item was mitigated regarding the late filing of a report, which was delayed by the departure of Dr. David Cross.

### **ADJOURNMENT**

The meeting adjourned at 4:21 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: April 17, 2024