



AGENDA

AUDIT COMMITTEE OF THE BOARD OF TRUSTEES

**April 2, 2025
2:30 PM**

3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002

**NOTICE OF A MEETING OF THE
Audit Committee
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

April 2, 2025

Notice is hereby given that a Meeting of the Audit Committee of the Board of Trustees of Houston Community College will be held on Wednesday, April 2, 2025 at 2:30 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. 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

- A. Opportunity for Public Comments

II. Topics For Discussion and/or Action:

- A. Approve Internal Audit Department and Audit Committee Charters
- B. Baseline Audit Reporting: Minors on Campus

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. Legal Matters

Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

B. Personnel Matters

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

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 the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority:

If, during the course of the meeting covered by this Notice, the Board should

determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 - For the purpose of a private consultation with the Board's attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 - For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **28th day of March 2025**, 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) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston Community College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: April 2, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
A.	Approve Internal Audit Department and Audit Committee Charters	Dr. Margaret Ford Fisher Terry Corrigan

RECOMMENDATION

Approve the Internal Audit Department and Audit Committee Charters with revisions to conform with the new Global Internal Audit Standards.

COMPELLING REASON AND BACKGROUND

To allow time for the AY 2025 Audit Committee members to review the proposed Internal Audit Department and Audit Committee Charters, the information and methodology used for the Charters were presented in the February 5, 2025, Audit Committee Meeting with the Charters being brought forward for Board of Trustees approval in the April 2025 board meetings.

To conform with the new Global Internal Audit Standards, and Board Bylaws Article F, Section 4c:

- Global Internal Audit Standard 8.1 requires: "The chief audit executive must provide the board with the information needed to conduct its oversight responsibilities. This information may be specifically requested by the board or may be, in the judgment of the chief audit executive, valuable for the board to exercise its oversight responsibilities."
- Board Bylaws Article F, Section 4c states: "The audit committee assists the board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the board."

FISCAL IMPACT

No impact.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Current Approved IA Department Charter	2/20/2025	Attachment
Proposed IA Department Charter w tracked revisions	2/20/2025	Attachment
Proposed IA Department Charter with Revisions	2/20/2025	Attachment
Current Approved Audit Committee Charter	2/20/2025	Attachment
Proposed Audit Committee Charter w tracked revisions	2/20/2025	Attachment
Proposed Audit Committee Charter with Revisions	2/20/2025	Attachment

This item is applicable to the following: District

**Houston Community College System
Internal Audit
Policies and Procedures
Audit Committee Charter**

Authority

Board Bylaws Article F: Committees, 4. STANDING COMMITTEES, c. Audit states:

“The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board.”

Purpose

The committee assists the board in fulfilling its audit oversight responsibilities in the following areas:

- Ethics,
- Risk management,
- Internal control framework,
- Oversight of the internal audit activity, external auditors, and other providers of assurance, and
- Financial statements and public accountability reporting.

Composition

The committee consists of four board members as follows: a chair, two members, and one alternate. The chair of the Board of Trustees appoints the committee chair and assigns the other committee members annually in January.

Meetings

The committee will meet as frequently as the committee deems necessary, but not less than quarterly in February, May, August, and November. At least two committee members must be in attendance for a meeting quorum.

Responsibilities

Based upon the guidance of the *International Standards for the Professional Practice of Internal Auditing*, Board Bylaws Article E item 3, and Board Policy CDC the following are the responsibilities of the Board Audit Committee:

Oversight of Internal Auditing

1. Approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.

**Houston Community College System
Internal Audit
Policies and Procedures
Audit Committee Charter**

2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of direct communication between the Chairman of the Audit Committee and the Internal Audit Director.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director
10. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
11. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

Oversight of External Accounting Entities

1. Provide input to the Board concerning the selection of the independent external auditing firm for the annual financial statement audit (the External Auditor) as detailed in Board Policy CDC.
2. Review and approve the External Auditor engagement letters submitted for Board approval and the Board Chairperson's signature.
3. Periodically evaluate the performance of the External Auditor.
4. Monitor the institution's contracting with all external public accounting firms to ensure compliance with the requirements.
5. Review the reports of all external public accounting firms contracted by the institution to perform audits of any institution functions, components, activities, or financial information. Recommend final form to Board for approval.
6. Monitor all activity by other external auditors such as the State Auditor's Office, IRS, DOE, OIG, *etc.*

Document History

- Adopted by the Board of Trustees September 19, 2013
- Amended September 2, 2020
- Amended April 21, 2021
- Approved with no revisions April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024



Internal Audit Policies and Procedures

Internal Audit Charter

PURPOSE

~~This Internal Audit Charter defines the function, authority and responsibility of the Internal Audit Department (the Department).~~

The purpose of the internal audit function is to strengthen Houston Community College System's (HCCS) ability to create, protect, and sustain value by providing the board and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The internal audit function enhances HCCS's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

HCCS's internal audit function is most effective when:

- Internal auditing is performed by competent professionals in conformance with The IIA's Global Internal Audit Standards™, which are set in the public interest.
- The internal audit function is independently positioned with direct accountability to the board.
- Internal auditors are free from undue influence and committed to making objective assessments.

Commitment to Adhering to the Global Internal Audit Standards

The HCCS's internal audit function will adhere to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements (the Standards). The chief audit executive (CAE) will report annually to the board and senior management regarding the internal audit function's conformance with the Standards, which will be assessed through a quality assurance and improvement program.

Mandate

Internal Audit Policies and Procedures

Internal Audit Charter

AUTHORITY

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve the HCCS operations. The Department helps HCCS accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The HCCS's board grants the internal audit function the mandate to provide the board and senior management with objective assurance, advice, insight, and foresight. The internal audit function's authority is created by its direct reporting relationship to the board. The CAE will have unrestricted access to and communicate and interact directly with the Audit Committee Chair, including in private meetings without management present. The Board of Trustees authorizes the Department to:

- Have full, free, and unrestricted access to all functions, activities, properties, manual and automated information systems, personnel, and non-privileged records pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from necessary HCCS personnel, as well as other specialized services from within or outside HCCS to complete engagements.
- Require written responses to audit observations describing corrective action that will be taken to adequately resolve the deficiencies, the responsible parties, and the expected completion dates. Deficient corrective action plans will be reported to the Board of Trustees for resolution.

MISSION

~~Internal Auditing's mission is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.~~

INDEPENDENCE, ORGANIZATION POSITION, AND REPORTING RELATIONSHIPS

OBJECTIVITY

To provide for the independence of the internal audit function ~~Department~~ to perform audit services and responsibilities without interference from management, its personnel report to the Chief Audit Executive ("CAE"), who reports functionally to the Audit Committee of the Board of Trustees and administratively (i.e., day-to-day operations) to the Chancellor. This positioning provides the organizational authority and status to bring matters directly to senior management and escalate matters to the board, when necessary, without interference and supports the internal auditors' ability to maintain objectivity.

Internal Audit Policies and Procedures

Internal Audit Charter

The CAE will confirm to the board, at least annually, the organizational independence of the internal audit function. The CAE will disclose to the board any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results.

CHARTER AND MANDATE REVISIONS

Circumstances may justify a follow-up discussion between the chief audit executive, board, and senior management on the internal audit mandate or other aspects of the internal audit charter. Any changes to this Charter require the approval of the Board Audit Committee.

FUNCTION

~~All the Department's endeavors are to be conducted in compliance with objectives and policies of HCCS; as well as, the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework (IPPF) promulgated by the Institute of Internal Auditors, Inc. as follows:~~

- ~~• Core Principles for the Professional Practice of Internal Auditing~~
- ~~• Code of Ethics~~
- ~~• Definition of Internal Auditing~~
- ~~• International Standards for the Professional Practice of Internal Auditing~~

~~Periodic internal and external quality assessments and ongoing internal monitoring will be part of a quality assurance and improvement program designed to help the internal auditing activity add value.~~

BOARD OVERSIGHT

To establish, maintain, and assure that the Department has sufficient authority to fulfill its duties, the Board Audit Committee will:

1. **Annually** Approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.
2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.

Internal Audit Policies and Procedures

Internal Audit Charter

5. Establish a schedule of regular meetings.
6. Establish a means of unrestricted access to and direct communication between the Chairman of the Audit Committee and the CAE, including private meetings without senior management present. ~~Internal Audit Director.~~
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Ensure a quality assurance and improvement program has been established.
10. Review Internal Audit's Strategic Plan.
11. Review the internal audit function's human resources administration and budget.
12. Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.
13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director.
14. Approve the remuneration of the Internal Audit Director.
15. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
16. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

CAE ROLES AND RESPONSIBILITIES

Ethics and Professionalism

The chief audit executive will ensure that internal auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.
- Encourage and promote an ethics-based culture in the organization.
- Report organizational behavior that is inconsistent with the organization's ethical expectations, as described in applicable policies and procedures.

OBJECTIVITY

Internal Audit Policies and Procedures

Internal Audit Charter

The reporting relationships of the CAE enhance departmental independence, promote comprehensive audit coverage and encourage adequate consideration of audit reports and recommendations. To maintain objectivity, the CAE and the audit staff shall have no direct authority over the activities they review. In particular, Internal Audit may not develop policies and procedures for a function they might audit or direct the actions of the personnel in the performance of that function. **Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:**

- Performing operational duties for HCCS.
- Initiating or approving transactions external to the internal audit function.
- Directing the activities of any HCCS employee that is not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to internal audit teams or to assist internal auditors.
- Assessing specific operations for which they had responsibility within the previous year.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on audit matters to others, either in fact or appearance.

Internal Audit may be asked to participate in management committees or project teams, to analyze controls built into processes, development systems, or analyze security products. Because Internal Audit is not a management decision-making function, decisions to develop, adopt and implement policies or procedures as a result of an internal audit advisory service must be made by management. The performance of these audits or reviews does not relieve management of any assigned responsibilities. The internal audit activity must be independent, and internal auditors must be objective in performing their work.

MANAGING THE INTERNAL AUDIT FUNCTION

In accordance with Board Policy, Internal Audit is responsible for assessing the various functions and control systems within HCCS and for advising management concerning their condition. The fulfillment of this accountability includes:

- Developing a flexible risk based annual internal audit plan with input from Senior Management and the Board of Trustees as required by IIA Standard 2010. A1

Internal Audit Policies and Procedures

Internal Audit Charter

and submit the audit plan to the Audit Committee for review and the Board for approval.

- Reviewing and adjusting the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and Board approval.
- Meeting regularly with the Board Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the Department resources.
- Conducting independent and constructive audits to review effectiveness of controls, financial records, operations, or to review departmental records, the proper recording of transactions, and compliance with applicable rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.
- Analyzing data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College policies and procedures.
- Conducting audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the board and senior management quarterly and for each engagement as appropriate.
- Investigating allegations of fraud, waste, abuse and other wrongdoing as appropriate and in accordance with Board Policy, and coordinating such investigations as needed with Legal Counsel or the HCCS Police.
- Evaluating the design, implementation, and effectiveness of HCCS ethics-related objectives, programs, and activities.
- Assessing whether information technology governance effectively supports HCCS strategies and objectives.
- Offering Advisory services; Internal Control or Fraud training; Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.
- Coordinating audit efforts with those of external financial auditors and acting as a liaison for other external auditors.
- Coordinating efforts with other control monitoring functions within HCCS (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).
- Identify and consider trends and emerging issues that could impact HCCS and communicate to the board and senior management.

Internal Audit Policies and Procedures

Internal Audit Charter

- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this *Charter* and ensure that personnel in the Department have appropriate continuing education to foster advancement of technical knowledge and skills.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The CAE will develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program will include external and internal assessments of the internal audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the internal audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The program will assess compliance with laws and/or regulations relevant to internal auditing. The assessment will include plans to address the internal audit function's deficiencies and opportunities for improvement.

Annually, the CAE will communicate with the board and senior management about the internal audit function's quality assurance and improvement program, including the results of internal self-assessments and external assessments. External assessments will be conducted at least once every five years by a qualified, independent assessor or assessment team from outside HCCS. The assessment team must include at least one assessor holding an active Certified Internal Auditor® credential.

Communication with the Board and Senior Management

The CAE will communicate with the board and senior management regarding:

- The internal audit function's mandate.
- The internal audit plan and performance relative to its plan.
- Internal audit budget.
- Significant revisions to the internal audit plan and budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement program, which include the internal audit function's conformance with The IIA's Global Internal Audit Standards and action plans to address the internal audit function's deficiencies and opportunities for improvement.

Internal Audit Policies and Procedures

Internal Audit Charter

- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the board.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the internal audit function determines may be unacceptable or acceptance of a risk that is beyond HCCS's risk appetite.

SCOPE AND TYPES OF INTERNAL AUDIT SERVICES

The scope of internal audit services covers the entire breadth of the organization, including all HCCS's activities, assets, and personnel. The scope of internal audit activities also encompasses but is not limited to objective examinations of evidence to provide independent assurance and advisory services to the board and management on the adequacy and effectiveness of governance, risk management, and control processes for HCCS.

HCCS internal audit services include:

Operational: These are projects in which some activity or other management assertion is evaluated so that improvements to operating efficiency and effectiveness can be made. These can also be projects in which the object is to develop new information on an activity so that management can use that information in their decision-making process.

Compliance: Reviews focused on ensuring compliance with laws, regulations and HCC policies.

Information Technology: Governance assessments in support of HCC's strategies and objectives.

Advisory Services: Consulting projects that improve management of risks, add value, and improve the organization's operations, including special projects requested by the Board or management, participating in HCC committees and task forces, and providing investigation services.

Administrative: Administrative projects within the department such as performing enterprise risk assessments, preparing the next fiscal year's audit plan, performing quality assurance, preparing the Annual Audit Report, newsletters, and lunch & learns.

Observation action plan follow-ups: These are on-going status reviews on the resolution of deficiencies identified in past audits to ensure management completed action plans.

**Internal Audit
Policies and Procedures**

Internal Audit Charter

Document History

- Amended September 19, 2013
- Amended October 20, 2016
- Amended August 17, 2017
- Approved with no revisions August 1, 2018
- Approved with no revisions February 5, 2020
- Amended April 21, 2021
- Amended April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024
- Amended _____



Internal Audit Policies and Procedures

Internal Audit Charter

PURPOSE

The purpose of the internal audit function is to strengthen Houston Community College System's (HCCS) ability to create, protect, and sustain value by providing the board and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The internal audit function enhances HCCS's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

HCCS's internal audit function is most effective when:

- Internal auditing is performed by competent professionals in conformance with The IIA's Global Internal Audit Standards™, which are set in the public interest.
- The internal audit function is independently positioned with direct accountability to the board.
- Internal auditors are free from undue influence and committed to making objective assessments.

Commitment to Adhering to the Global Internal Audit Standards

The HCCS's internal audit function will adhere to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements (the Standards). The chief audit executive (CAE) will report annually to the board and senior management regarding the internal audit function's conformance with the Standards, which will be assessed through a quality assurance and improvement program.

Internal Audit Policies and Procedures

Internal Audit Charter

MANDATE

Authority

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve the HCCS operations. The Department helps HCCS accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The HCCS's board grants the internal audit function the mandate to provide the board and senior management with objective assurance, advice, insight, and foresight. The internal audit function's authority is created by its direct reporting relationship to the board. The CAE will have unrestricted access to and communicate and interact directly with the Audit Committee Chair, including in private meetings without management present. The Board of Trustees authorizes the Department to:

- Have full, free, and unrestricted access to all functions, activities, properties, manual and automated information systems, personnel, and non-privileged records pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from necessary HCCS personnel, as well as other specialized services from within or outside HCCS to complete engagements.
- Require written responses to audit observations describing corrective action that will be taken to adequately resolve the deficiencies, the responsible parties, and the expected completion dates. Deficient corrective action plans will be reported to the Board of Trustees for resolution.

Independence, Organization Position, and Reporting Relationships

To provide for the independence of the internal audit function to perform audit services and responsibilities without interference from management, its personnel report to the Chief Audit Executive ("CAE"), who reports functionally to the Audit Committee of the Board of Trustees and administratively (i.e., day-to-day operations) to the Chancellor. This positioning provides the organizational authority and status to bring matters directly to senior management and escalate matters to the board, when necessary, without interference and supports the internal auditors' ability to maintain objectivity.

The CAE will confirm to the board, at least annually, the organizational independence of the internal audit function. The CAE will disclose to the board any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results.

Internal Audit Policies and Procedures

Internal Audit Charter

Charter and Mandate Revisions

Circumstances may justify a follow-up discussion between the chief audit executive, board, and senior management on the internal audit mandate or other aspects of the internal audit charter. Any changes to this Charter require the approval of the Board Audit Committee.

BOARD OVERSIGHT

To establish, maintain, and assure that the Department has sufficient authority to fulfill its duties, the Board Audit Committee will:

1. Annually approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.
2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of unrestricted access to and direct communication between the Chairman of the Audit Committee and the CAE, including private meetings without senior management present.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Ensure a quality assurance and improvement program has been established.
10. Review Internal Audit's Strategic Plan.
11. Review the internal audit function's human resources administration and budget.
12. Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.

**Internal Audit
Policies and Procedures**

Internal Audit Charter

13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director.
14. Approve the remuneration of the Internal Audit Director.
15. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
16. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

CAE ROLES AND RESPONSIBILITIES

Ethics and Professionalism

The chief audit executive will ensure that internal auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.
- Encourage and promote an ethics-based culture in the organization.
- Report organizational behavior that is inconsistent with the organization's ethical expectations, as described in applicable policies and procedures.

Objectivity

The reporting relationships of the CAE enhance departmental independence, promote comprehensive audit coverage and encourage adequate consideration of audit reports and recommendations. To maintain objectivity, the CAE and the audit staff shall have no direct authority over the activities they review. Internal Audit may not develop policies and procedures for a function they might audit or direct the actions of the personnel in the performance of that function. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:

- Performing operational duties for HCCS.
- Initiating or approving transactions external to the internal audit function.

Internal Audit Policies and Procedures

Internal Audit Charter

- Directing the activities of any HCCS employee that is not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to internal audit teams or to assist internal auditors.
- Assessing specific operations for which they had responsibility within the previous year.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on audit matters to others, either in fact or appearance.

Internal Audit may be asked to participate in management committees or project teams, to analyze controls built into processes, development systems, or analyze security products. Because Internal Audit is not a management decision-making function, decisions to develop, adopt and implement policies or procedures as a result of an internal audit advisory service must be made by management. The performance of these audits or reviews does not relieve management of any assigned responsibilities. The internal audit activity must be independent, and internal auditors must be objective in performing their work.

Managing the Internal Audit Function

In accordance with Board Policy, Internal Audit is responsible for assessing the various functions and control systems within HCCS and for advising management concerning their condition. The fulfillment of this accountability includes:

- Developing a flexible risk based annual internal audit plan with input from Senior Management and the Board of Trustees as required by IIA Standard 2010. A1 and submit the audit plan to the Audit Committee for review and the Board for approval.
- Reviewing and adjusting the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and Board approval.
- Meeting regularly with the Board Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the Department resources.
- Conducting independent and constructive audits to review effectiveness of controls, financial records, operations, or to review departmental records, the proper recording of transactions, and compliance with applicable rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.

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- Analyzing data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College policies and procedures.
- Conducting audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the board and senior management quarterly and for each engagement as appropriate.
- Investigating allegations of fraud, waste, abuse and other wrongdoing as appropriate and in accordance with Board Policy, and coordinating such investigations as needed with Legal Counsel or the HCCS Police.
- Evaluating the design, implementation, and effectiveness of HCCS ethics-related objectives, programs, and activities.
- Assessing whether information technology governance effectively supports HCCS strategies and objectives.
- Offering Advisory services; Internal Control or Fraud training; Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.
- Coordinating audit efforts with those of external financial auditors and acting as a liaison for other external auditors.
- Coordinating efforts with other control monitoring functions within HCCS (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).
- Identify and consider trends and emerging issues that could impact HCCS and communicate to the board and senior management.
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this *Charter* and ensure that personnel in the Department have appropriate continuing education to foster advancement of technical knowledge and skills.

Quality Assurance and Improvement Program

The CAE will develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program will include external and internal assessments of the internal audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the internal audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The program will assess compliance with laws

Internal Audit Policies and Procedures

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and/or regulations relevant to internal auditing. The assessment will include plans to address the internal audit function's deficiencies and opportunities for improvement.

Annually, the CAE will communicate with the board and senior management about the internal audit function's quality assurance and improvement program, including the results of internal self-assessments and external assessments. External assessments will be conducted at least once every five years by a qualified, independent assessor or assessment team from outside HCCS. The assessment team must include at least one assessor holding an active Certified Internal Auditor® credential.

Communication with the Board and Senior Management

The CAE will communicate with the board and senior management regarding:

- The internal audit function's mandate.
- The internal audit plan and performance relative to its plan.
- Internal audit budget.
- Significant revisions to the internal audit plan and budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement program, which include the internal audit function's conformance with The IIA's Global Internal Audit Standards and action plans to address the internal audit function's deficiencies and opportunities for improvement.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the board.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the internal audit function determines may be unacceptable or acceptance of a risk that is beyond HCCS's risk appetite.

SCOPE AND TYPES OF INTERNAL AUDIT SERVICES

The scope of internal audit services covers the entire breadth of the organization, including all HCCS's activities, assets, and personnel. The scope of internal audit activities also encompasses but is not limited to objective examinations of evidence to provide independent assurance and advisory services to the board and management on

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the adequacy and effectiveness of governance, risk management, and control processes for HCCS.

HCCS internal audit services include:

Operational: These are projects in which some activity or other management assertion is evaluated so that improvements to operating efficiency and effectiveness can be made. These can also be projects in which the object is to develop new information on an activity so that management can use that information in their decision-making process.

Compliance: Reviews focused on ensuring compliance with laws, regulations and HCC policies.

Information Technology: Governance assessments in support of HCC's strategies and objectives.

Advisory Services: Consulting projects that improve management of risks, add value, and improve the organization's operations, including special projects requested by the Board or management, participating in HCC committees and task forces, and providing investigation services.

Administrative: Administrative projects within the department such as performing enterprise risk assessments, preparing the next fiscal year's audit plan, performing quality assurance, preparing the Annual Audit Report, newsletters, and lunch & learns.

Observation action plan follow-ups: These are on-going status reviews on the resolution of deficiencies identified in past audits to ensure management completed action plans.

Document History

- Amended September 19, 2013
- Amended October 20, 2016
- Amended August 17, 2017
- Approved with no revisions August 1, 2018
- Approved with no revisions February 5, 2020
- Amended April 21, 2021
- Amended April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024
- Amended _____

**Houston Community College System
Internal Audit
Policies and Procedures
Audit Committee Charter**

Authority

Board Bylaws Article F: Committees, 4. STANDING COMMITTEES, c. Audit states:

“The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board.”

Purpose

The committee assists the board in fulfilling its audit oversight responsibilities in the following areas:

- Ethics,
- Risk management,
- Internal control framework,
- Oversight of the internal audit activity, external auditors, and other providers of assurance, and
- Financial statements and public accountability reporting.

Composition

The committee consists of four board members as follows: a chair, two members, and one alternate. The chair of the Board of Trustees appoints the committee chair and assigns the other committee members annually in January.

Meetings

The committee will meet as frequently as the committee deems necessary, but not less than quarterly in February, May, August, and November. At least two committee members must be in attendance for a meeting quorum.

Responsibilities

Based upon the guidance of the *International Standards for the Professional Practice of Internal Auditing*, Board Bylaws Article E item 3, and Board Policy CDC the following are the responsibilities of the Board Audit Committee:

Oversight of Internal Auditing

1. Approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.

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2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of direct communication between the Chairman of the Audit Committee and the Internal Audit Director.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director
10. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
11. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

Oversight of External Accounting Entities

1. Provide input to the Board concerning the selection of the independent external auditing firm for the annual financial statement audit (the External Auditor) as detailed in Board Policy CDC.
2. Review and approve the External Auditor engagement letters submitted for Board approval and the Board Chairperson's signature.
3. Periodically evaluate the performance of the External Auditor.
4. Monitor the institution's contracting with all external public accounting firms to ensure compliance with the requirements.
5. Review the reports of all external public accounting firms contracted by the institution to perform audits of any institution functions, components, activities, or financial information. Recommend final form to Board for approval.
6. Monitor all activity by other external auditors such as the State Auditor's Office, IRS, DOE, OIG, *etc.*

Document History

- Adopted by the Board of Trustees September 19, 2013
- Amended September 2, 2020
- Amended April 21, 2021
- Approved with no revisions April 20, 2022
- Approved with no revisions April 19, 2023
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7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. **Ensure a quality assurance and improvement program has been established.**
10. **Review Internal Audit's Strategic Plan.**
11. **Review the internal audit function's human resources administration and budget.**
12. **Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.**
13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director
14. **Approve the remuneration of the Internal Audit Director.**
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REPORT ITEM

Meeting Date: April 2, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
B.	Baseline Audit Reporting: Minors on Campus	Dr. Margaret Ford Fisher Dr. Norma Perez Dr. Rima Adil

DISCUSSION

State mandatory reporting for Youth and Minors on Campus: Minors on Campus has been identified as one of the risks on the Enterprise Risk Reporting schedule that is due for presentation to the Board in April. This presentation allows us to review our practices at HCC as it relates to any MOUs with ISD's, facility use agreements, mandatory staff training, unaccompanied minor policy, and event planning.

COMPELLING REASON AND BACKGROUND

Developing Institutional Protocols to ensure compliance and minimize legal liability.

LEGAL REQUIREMENT

State legal reporting requirement.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Baseline Audit Reporting: Minors on Campus	3/26/2025	Presentation

This item is applicable to the following:

Central, Coleman, Northeast, Northwest, Southeast, Southwest, District



Minors on Campus

Margaret Ford-Fisher, Ed.D.

Chancellor

Norma Perez, Ph.D.

Sr. Vice Chancellor, Instruction & Student Services and CAO, Instructional Services

Rima Adil, Ed.D.

Interim Vice Chancellor, Student Services

April 2, 2025

Minors on Campus:

Minors on campus are a key risk in Enterprise Risk reporting due to different mandatory reporting and supervision requirements compared to adult students. With increased outreach to minors for enrollment growth and community involvement, as well as more dual credit students on campus, frequent policy reviews and consistent tracking are essential. HCC's strong internal measures create a secure environment and ensure compliance with state and federal guidelines, safeguarding minors from harm and discrimination.

HCC Policy GDA (Local) - Unaccompanied Minors and Relatives on Property

- The college district is a public educational institution and has an obligation to provide a safe and enjoyable learning and working environment for its students and employees.
- Minors and relatives requiring special care shall not be permitted on college district property unless they are directly supervised by a parent, legal guardian, or responsible adult. Minors and relatives of college district employees requiring special care shall not be allowed in college district work areas. Minors and relatives of enrolled students requiring special care shall not be permitted in classrooms unless they are invited by the classroom instructor for instructional purposes.
- Relatives requiring special care shall mean any person connected with another by blood or affinity who requires continuous health or medical-related assistance due to a chronic physical, developmental, behavioral, or emotional condition.
- The parent, legal guardian, or responsible adult must be present at all times whenever the minor or relative is on college district property. These requirements shall not apply to minors enrolled in courses or to minors participating in college district-sponsored events or activities.
- The college district shall not be responsible for the care and supervision of minors or relatives of employees or enrolled students and shall not be liable for any injury or harm to minors or relatives that result from the negligence of care by the responsible party.

Areas Related to Youth and Minors on Campus:

- ✓ Dual Credit Students / MOUs with ISD's
- ✓ Drop-in Day Care (Southeast College)
- ☐ College Events - College or Community
- ✓ Annual Mandatory Compliance Training: Protecting the Rights of Minors on Campus

Managing The Risk

- ✓ **Document Assembly**

- Risk Management Group and Office of General Counsel, gathered and update all existing documents related to minors on campus.

- ✓ **Packet Distribution**

- The updated forms were combined into a packet and distributed to the Colleges for usage.

- ✓ **Workgroup Creation**

- A workgroup, including Risk Management, Emergency Management, and College Operations staff, created a matrix to identify necessary steps for events including for registration, monitoring supervising minors, and signing of necessary forms.

Minors on Campus Chart

Types of Events/Categories with Minors in Attendance	HCC Dept Camp/Event: Parents at Event	HCC Dept Camp/Event: Minors Dropped off	HCC Dept Camp/Event: Minors Accompanied by ISD Partners	Outside Camp Sponsored by HCC Dept: HCC employees helping with camp	Outside Camp Supported by HCC Dept: Non HCC employees running camp	Third Party Camp/Event Asking to Use Space:	HCC transporting minors off campus (Upward Bound)	HCC Event at another location
Who is watching the minors	Parents	HCC employees	ISD employees	HCC Employees watching the minors (3rd party is facilitating lessons)	3rd party	3rd party	HCC Employees	HCC Employees
Insurance	No	No	Yes, may already be on file	No	Yes	Yes		
Molestation Clause	No	No	Yes, may already be on file	No	Yes	Yes		
Minors on Campus Event Infor Sheet	Yes, for tracking	Yes, for tracking	Yes, for tracking	Yes, for tracking	Yes, for tracking	Yes, for tracking		
Minors on Campus Checklist	Resource only	Resource only	Resource only	Resource only	Resource only	Resource only		
Third Party Sponsor/Hosts Parental Permission	No	No	Yes	No	Yes	Yes		
Liability Release for Minor Participant	based on risk of activity yes/no	Yes	No, assumption is ISD has forms	Yes	check that camp has	check that camp has		
Minor (Child) Medical Authorization	No	Yes	No, assumption is ISD has forms	Yes	check that camp has	check that camp has		
Minor Medical Information	No	Yes	No, assumption is ISD has forms	Yes	check that camp has	check that camp has		
Liability Release for Minor Participant	No	Yes	No	Yes	check that camp has	check that camp has		
Minor Student Travel Release Form	No	No	No	No	No	No	Yes	
Video, Photographic, Print, & Audio Release Form	Yes	Yes	Yes	Yes	Yes	Yes		
Facility Rental Agreement	Ad Astra Request	Ad Astra Request	Ad Astra Request	Ad Astra Request	Yes	Yes		
Request HCC Certificate of Insurance Form			Might be needed					Yes
Volunteer Forms Checklist	resource	resource	resource	resource	resource	resource		
Description of Volunteer Activity	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract		
Volunteer Acknowledgement & Release Form	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract		
Authorization for Criminal Background Check & Fingerprinting	probably not but check	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract		
Volunteer Agreement	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract	if using volunteers or employees off contract		
Volunteer Service Parental/Guardian Consent Form	if volunteer is a minor	if volunteer is a minor	if volunteer is a minor	if volunteer is a minor	if volunteer is a minor	if volunteer is a minor		
Event Staffing/Volunteer Training	Yes	Yes	Yes	Yes	Orientation/Expectations	Orientation/Expectations		
Student Travel Insurance Instructions							yes, if over 50 miles; minors and non minors	yes, if over 50 miles; minors and non minors
Staff/Faculty/Student Travel/Domestic/ International Insurance Request							yes, if over 50 miles; minors and non minors	yes, if over 50 miles; minors and non minors
Student List Travel Insurance Request							yes, if over 50 miles; minors and non minors	yes, if over 50 miles; minors and non minors
Travel Itinerary							yes, if over 50 miles; minors and non minors	yes, if over 50 miles; minors and non minors

Minors on Campus Check-list



Minors On Campus Checklist

- Pre-Event: Complete Event Information Sheet with Signatures*

Pre-Event Consult with the following departments & forward an Event Information Sheet:

- Legal
- Business Services
- Financial Services
- Facilities
- HCC PD
- Risk Management
- Environmental Health & Safety

Pre-Event Facilities Checks

Inspect/Check Event Facilities:

- Classroom Safety
- Theater Safety
- Laboratory Safety
- Event Related equipment & furnishings
- Access Security/Control
- Adequate & Safe Parking
- Arrange off site or overflow parking as necessary

Identify and eliminate before Event Start:

- ALL Safety Hazards (trip, fall, lighting, access, etc.)
- Ongoing Construction Hazards

* Inspect Facilities & Equipment daily for extended events. Remove hazards or defective equipment ASAP. Report hazards to responsible authorities ASAP.*

Event Staffing Checklist

- Assure HCC Volunteer Procedure is 100% Completed, including Background Checks
- Event Adequately Staffed at an Appropriate Ratio
- Pre-Event Mandatory Training 100% Complete for Each Staff Member or Volunteer
- If a Third Party is Sponsoring Staffing, Confirm 100% Compliance to HCC Training Requirements
- Event Supervisors/Sponsors Must Consult with HCC Title IX Coordinator Before the Event
- Event Staff, Faculty, Volunteers Know how to Report Minor Abuse (or Suspected Minor Abuse)

Staff/Volunteer Training Considerations

Staff and volunteers should be trained on:

- Title IX, including HCC's Title IX Processes, Policies, and Regulations ([DIAA \(Legal\)](#), [DIAA \(Local\)](#), [DIAA1 \(Regulation\)](#), [DIAA2 \(Regulation\)](#), [FFDA \(Legal\)](#), [FFDA \(Local\)](#), [FFDA1 \(Regulation\)](#), [FFDA2 \(Regulation\)](#))
- HCC Incident/Accident Reporting Child Abuse ([DHB \(Legal\)](#), [DHB \(Local\)](#))
- FERPA ([FJ \(Legal\)](#), [FJ \(Local\)](#))
- Texas Education Code § 51.937

Structured and Unstructured Time, Including:

- Taking Attendance & Reporting Missing Minor(s) Participants
- Following Location Emergency Procedures
- Following Healthcare/Medical Procedures
- Meal Time
- Bathroom Trips
- Unsupervised Free Time
- Interacting with Minors to Promote Physical and Emotional Safety
- Appropriate Electronic Interaction Outside of the Event, Including Texting & Social Media
- Managing Minor Behavior Without Corporal Punishment or Verbal Abuse
- Releasing Minors Earlier than Scheduled
- Providing Participants Adequate Breaks
- Specific Training to Any Activity

****Third Party Sponsors/Hosts are REQUIRED to Comply with HCC Policies & Procedures****

HCC Forms & Documentation for Minors on Campus Events **(MANDATORY for Each Minor)**

Parental/Minor Permissions & Release Forms - Mandatory

- Minor Release of Liability – Minors on Campus Packet @
- Minor Medical Consent to Treat - Minors on Campus Packet @
- Minor Medical Information - Minors on Campus Packet @
- Minor Transportation Release (as required) - Minors on Campus Packet @
- Minor Student Travel (as required) - Minors on Campus Packet @
- Photo/Recording Release – Minors on Campus Packet @

Required Event Documentation

- [Facility Agreement](#) (as required)
- [Event Insurance](#)
- [Travel/Transportation Insurance](#) (as required)

Responsibility Reference Documents

- [Faculty Handbook](#)
- [HCC Minors Procedure](#)
- [HCC Minors Policy](#)
- [Volunteers Procedure](#)
- [Transportation Policy](#)
- [Mandatory Training FY 2023-2024](#)

Ongoing Training / Process Review

- Ensure minors on campus are a priority to maximize their safety and experiences.
- Ensure a safe experience through consistent and frequent review and discussion regarding minors on campus to improve the experience for minors, parents and HCC faculty and staff.
- Standardize planning/processes of events involving minors across the system.
- Require additional training as issues surface related to minors on campus.

Thank you!