

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

**May 7, 2025**

**Minutes**

The Audit Committee of Houston Community College Board of Trustees met on Wednesday, May 7, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

Pretta VanDible Stallworth, Committee Chair  
Renee Patterson, Committee Member  
Sean Cheben  
Monica Richart  
David Wilson

**CHANCELLOR'S COUNCIL**

Margaret Ford Fisher, Chancellor  
Rima Adil, Interim Vice Chancellor for Student Services  
Andrea BurrIDGE, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness  
Jerome Drain, President, Online College  
Michael Edwards, Office of the Ombudsman  
Betty Fortune, Interim President, Northeast College  
Frances Villagran-Glover, President, Southeast College  
Lutricia Harrison, President, Coleman College  
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations  
Edmond "Butch" Herod, President, Central College  
Zachary Hodges, President, Northwest College  
Warren Hurd, Vice Chancellor, Administrative Services  
James Jackson, Interim Chief Information Officer, Information Technology  
Bob McCracken, Vice Chancellor, Administration and Operations  
Nicole Montgomery, Interim General Counsel  
Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer  
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer  
Miguel Ramos, Vice Chancellor, Instructional Services  
Karen Schmidt, Executive Director, HCC Foundation  
James Walker, Interim Chief Facilities Officer  
Michael Webster, President, Southwest College  
Morgan Yette, Staff Senate President  
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations

**OTHER PRESENT**

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Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

**CALL TO ORDER**

Dr. Pretta VanDible Stallworth, Committee Chair, called the meeting to order at 1:52 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, Patterson, Richart, and VanDible Stallworth)*

**OPPORTUNITY FOR PUBLIC COMMENTS**

No citizens signed up to speak before the Committee.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**INTERNAL AUDIT STATUS REPORT**

Dr. Ford Fisher noted that Terrance Corrigan, Director, Internal Auditing, would provide the report on the Internal Audit for 2025.

Mr. Corrigan reported that all but one of the recommendations made by McConnell & Jones had been implemented and informed the Board that the remaining item is expected to be completed by June 2025.

(Trustee Cheben stepped out at 1:55 p.m.)

Mr. Corrigan further apprised of the addition of a new statement indicating that there are no impairments or scope limitations affecting the audit work. He noted that there is also a request that a statement be included disclosing any known risks that exceed the scope of the Internal Audit opinion. He noted that Internal Audit is not aware of any risks that are not already being addressed. He apprised that the statement will be included in future reports.

Mr. Corrigan reported on the following per the adopted Audit Committee Calendar:

- Summarized Internal Audit Status Information
- Follow-up on Observation Action Plans
- External Audit/Review Activity
- Independence Impairments/Scope Limitations
- Information Attachments
  - Detailed FY 2025 Internal Audit Plan Status Report
  - Audit Observations Follow-up Status Report
  - McConnell & Jones Recommendations Follow-up Status Report

(Trustee Wilson joined the meeting at 1:59 p.m.)

Mr. Corrigan noted that an Internal Quality Assurance Review will be coming due in the next few years.

(Trustee Cheben returned at 2:01 p.m.)

Dr. VanDible Stallworth noted that she held a meeting with the Internal Auditor in preparation for the meeting.

**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 Dr. Nicole Montgomery, Interim General Counsel, would provide the report.

Dr. Montgomery noted that there is one attestation regarding financial aid identify fraud and noted that it will be discussed in closed session during the Special Meeting (May 7, 2025) scheduled for 3:30 p.m.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 2:03 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: June 18, 2025