

**Board of Regents  
Meeting**

**August 11, 2016  
Waco, Texas**



**OFFICE OF THE CHANCELLOR**

3801 Campus Drive  
Waco, Texas 76705

254-867-4891  
254-867-3960

July 28, 2016

Mr. Keith Honey, Chair  
Members of the Board of Regents  
Texas State Technical College System  
Waco, Texas 76705

**SUBJECT:** Action Items for the Board of Regents' Meetings on August 10-11, 2016

**Regents:**

The attached materials have been prepared for consideration by the Board of Regents of Texas State Technical College for the August 10-11, 2016 meetings. These materials have been reviewed and approved by the appropriate staff members as indicated.

As Chancellor of the college, I have also reviewed and approved the recommendations and submit them for whatever action the Board of Regents deems proper.

Sincerely,



Michael L. Reeser  
Chancellor & CEO

/lmm

Attachments

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August 11, 2016

Mr. Keith Honey, Chair  
Members of the Board of Regents  
Texas State Technical College System  
Waco, Texas 76705

**RE:** *Quarterly Control & Compliance Attestation*

Regents:

I am providing this letter in connection with the College's preparation of quarterly Board reporting. I understand that you and the Board of Regents will rely on these reports to assist with your governance responsibilities, specifically including, but not limited to, your responsibilities to the Governor's Office, Legislative Budget Board, and the Texas Higher Education Coordinating Board.

I have reviewed sections of the Board reports relevant to my operating responsibilities and believe the disclosures are informative and reasonably reflect the underlying events and the inclusion of other information necessary to give you a materially complete picture of our operations. I hereby certify, to the best of my knowledge and belief, that the reports do not contain any untrue statement of a material fact or omit any material fact(s) necessary to make the report misleading.

I confirm that I am responsible within areas of my operating responsibility for:

- a. The design and implementation of programs and controls to prevent and detect fraud;
- b. Establishing and maintaining effective internal control over financial reporting, effective and efficient operations, and regulatory compliance;
- c. Maintaining appropriate documentation of such internal control; and
- d. Financial reports, records and supporting documentation that were properly reviewed and to my knowledge, do not contain any untrue statement of material fact or omit material facts that would result in making the information and/or documentation misleading.

I confirm, to the best of my knowledge and belief, the following representations:

1. I have no knowledge of any regulatory violations, occurrences of misstatement, fraud or suspected fraud affecting the College during the period being reviewed that has not been reported to you, our General Counsel, the Internal Audit Director, or the Audit Committee;
2. There are no contingent claims that have not been reported to our Chief Financial Officer or General Counsel; and
3. I have maintained adequate internal control over financial reporting, effective and efficient operations, and regulatory compliance within my areas of operating responsibility as of June 30, 2016, based on criteria established by prudent risk management practices.
4. There have been no changes in internal control that might negatively affect the effectiveness of such controls, including any corrective actions taken with regard to related deficiencies and weaknesses previously identified. I have resolved, or am currently in the process of resolving, all such issues identified and communicated to me during previous audits (internal or external).
5. All material transactions have been communicated to the Chief Financial Officer for recording and disclosure in the financial statements and/or Board reports.
6. The following, to the extent applicable, have been appropriately identified and communicated for proper recording and disclosure:
  - a. Related-party transactions associated with vendor relationships; and
  - b. Significant contractual obligations, or other contingent liabilities.
7. Violations or possible violations of laws or regulations whose effects should be considered for disclosure due to their level of impact have been communicated to you, our General Counsel, the Internal Audit Director, or the Audit Committee.
8. The College has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
9. Other than those previously disclosed, no events have occurred subsequent to June 30, 2016, that should be disclosed due to their impact on the financial statements, effectiveness of existing systems of control, or regulatory compliance.

Please note, details of any issues, if not previously communicated, are attached to this document.

Sincerely,



Michael L. Reeser  
Chancellor & CEO



Texas State Technical College  
Internal Audit  
Attestation Disclosures

Responsible Management	Issue Reported by Management	Report Date	Management's Corrective Action Plan	Internal Audit Assistance/Follow-up
<b>No new issues were reported this quarter.</b>				

The noted items were reported during the attestation process, and have been disclosed to the Chancellor. These were deemed to be worthy of disclosure to the Audit Committee.

## **SCHEDULE OF ACTIVITIES**

### **TEXAS STATE TECHNICAL COLLEGE**

**Board of Regents  
August 10-11, 2016  
Waco, TX**

**Reservations:**                    **Hilton Waco**  
113 S. University Parks Dr.  
Waco, TX 76701  
Telephone: (254) 759-5517

**Board of Regents Meetings  
Baylor Research Institute Collaboration (BRIC)**  
100 Research Parkway  
Waco, TX

#### **Tuesday, August 9, 2016**

12:00 p.m.    **Lunch/Board of Regents Retreat**

#### **Wednesday, August 10, 2016**

8:00 a.m.    **Breakfast**

9:00 a.m.    **Board of Regents Retreat**

12:00 p.m.    **Lunch**

1:00 p.m.    **Board of Regents Special Meeting**

5:30 p.m. - 5:45 p.m.    **Transportation from Hilton to TSTC Waco**

6:00 p.m. - 6:30 p.m.    **Reception/Dinner**

#### **Thursday, August 11, 2016**

8:00 a.m.    **Breakfast**




9:00 a.m.    **Board Working Group Meetings**

10:45 a.m.    **Audit Committee Meeting**


11:30 a.m.    **Lunch**


12:30 p.m.    **Board of Regents Committee Meetings**





1:30 p.m.    **Board of Regents Meeting**











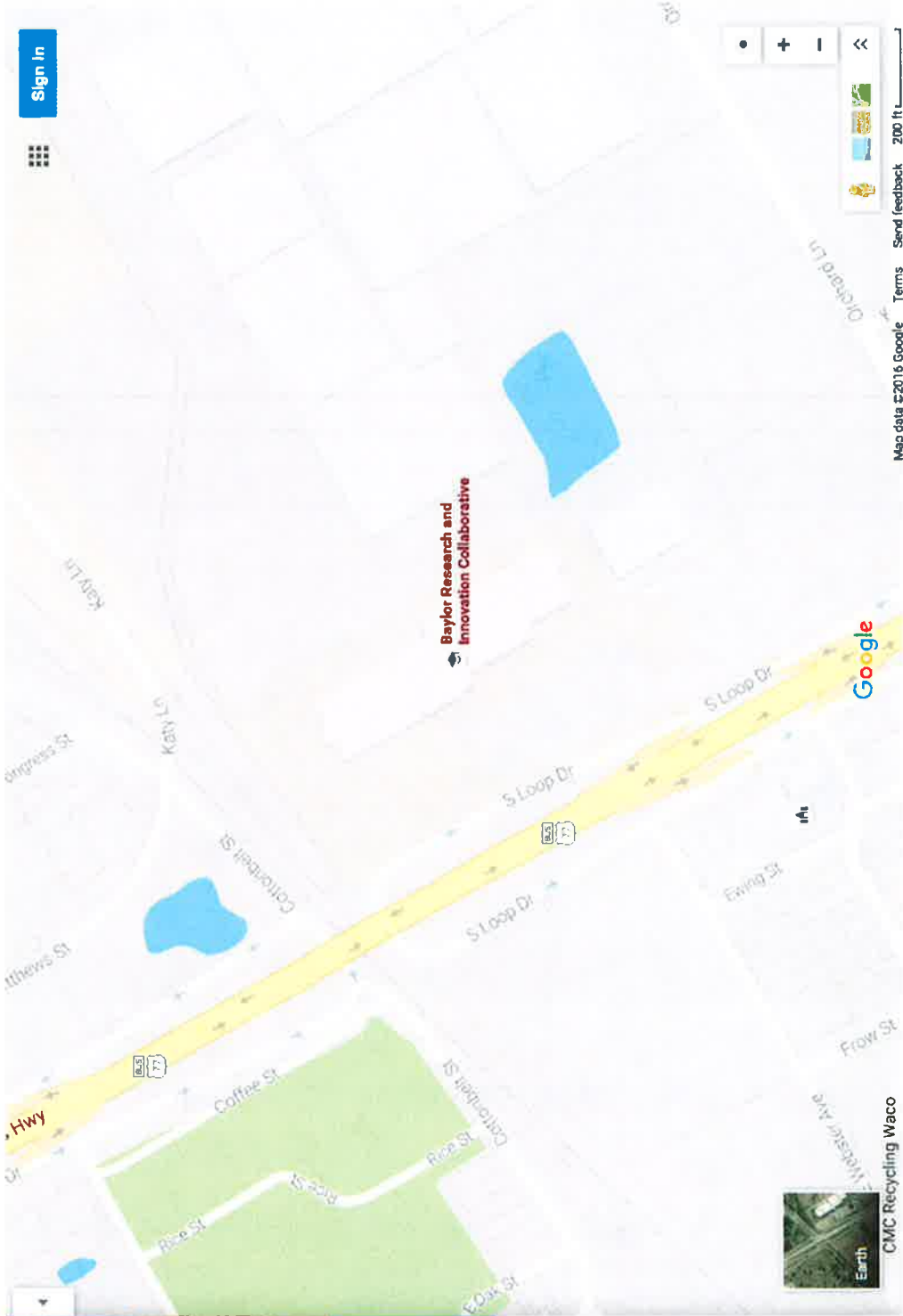
**Baylor Research and Innovation Collaborative**

 4.8 ★★★★★ 6 reviews  
 Research Institute

 Directions

 SAVE  
  NEARBY  
  SEND TO YOUR PHONE  
  SHARE

 100 Research Pkwy, Waco, TX 76704  
 [baylor.edu](http://baylor.edu)  
 (254) 710-2742  
 Open now: 8AM–5PM  
 [Suggest an edit](#)

**Driving directions from Austin:**

Travel I-35 North to Waco (~90 miles)

Take Exit 335C (Martin Luther King, Jr., McLane Stadium)

Turn right on Martin Luther King, Jr., then left on Orchard Lane (across from stadium).

Continue on Orchard Lane ~ 0.6 mi.

Cross under Texas Hwy 6, turn left onto access road (South Loop).

BRIC is directly ahead on right; enter at facility sign (Research Parkway).

**Driving directions from Dallas:**

Travel I-35E South toward Waco.

Merge into I-35 north of Hillsboro (~60 miles).

In Waco, take Exit 335C (Martin Luther King Jr., Lake Brazos Dr.).

Turn left on Martin Luther King, Jr., cross under I-35.

Turn left onto Orchard Lane (across from stadium).

Continue on Orchard Lane ~ 0.6 mi.

Cross under Texas Hwy 6, turn left onto access road (South Loop).

BRIC is directly ahead on right; enter at facility sign (Research Parkway).

**Driving directions from Fort Worth:**

Travel I-35W South toward Waco.

Merge into I-35 South approx. 1 mi. north of Hillsboro (~55 miles).

In Waco, take Exit 335C (Martin Luther King Jr., Lake Brazos Dr.).

Turn left on Martin Luther King, Jr., cross under I-35.

Turn left onto Orchard Lane (across from stadium).

Continue on Orchard Lane ~ 0.6 mi.

Cross under Texas Hwy 6, turn left onto access road (South Loop).

BRIC is directly ahead on right; enter at facility sign (Research Parkway).

**Driving directions from Houston:**

Navigate to U.S. 290 West and enter Texas 6 near Hempstead (~50 miles).

Travel Texas 6 North toward Waco, through College Station/Bryan (~132 miles).

Texas 6 becomes Business 77 in Waco.

Exit Orchard Lane

**CAUTION: Orchard Lane cross-traffic does not stop.**

Cross Orchard Lane.

BRIC is directly ahead on right; enter at facility sign (Research Parkway).