

**Board of Regents
Meeting**

**November 5, 2015
Waco, Texas**





Office of the Chancellor

254.867.4891

Fax: 254.867.3690

3801 Campus Dr. x Waco, TX 76705

www.tstc.edu

October 22, 2015

Mr. Ellis Skinner, II, 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 November 4 & 5, 2015

Regents,

The attached materials have been prepared for consideration by the Board of Regents of the Texas State Technical College System for the November 4 & 5, 2015 meetings. These materials have been reviewed and approved by the appropriate staff members as indicated.

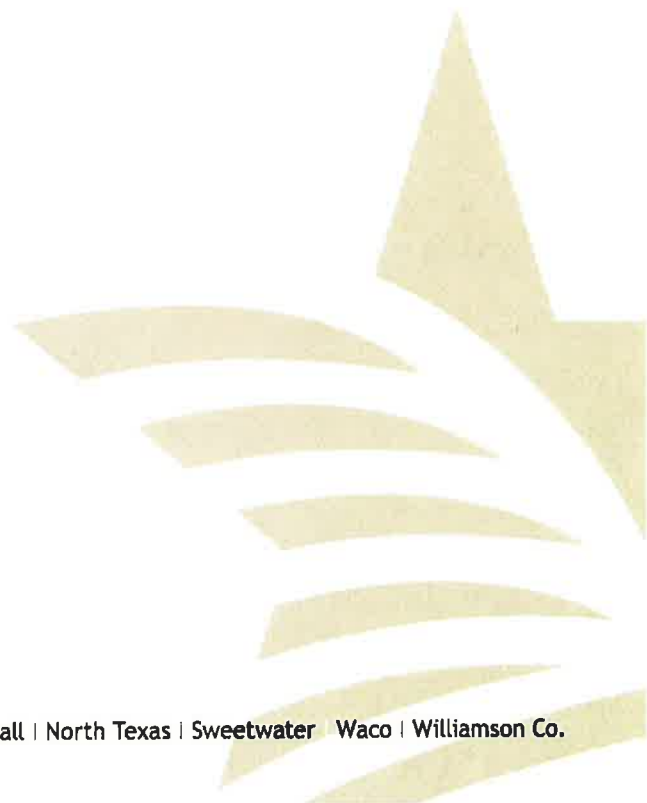
As Chancellor of the System, I have also reviewed and approved the recommendations and submit them for whatever action the Board of Regents deems proper.

Sincerely,

Michael L. Reeser
Chancellor

/lmm

Attachments





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November 5, 2015

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

Regents:

SUBJECT: Quarterly Control & Compliance Attestation

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;

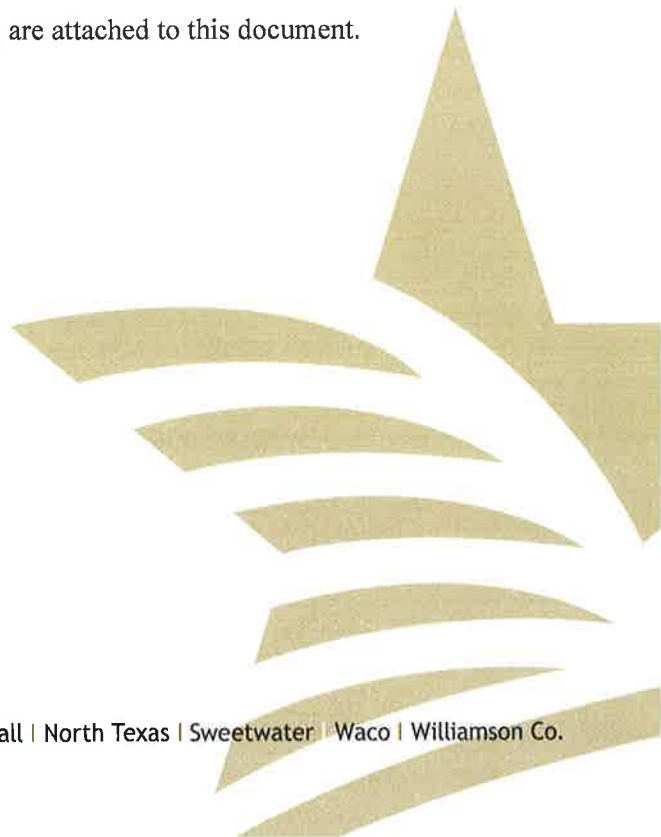
2. There are no contingent claims that have not been reported to our Chief Financial Officer or General Counsel; and
3. I have maintained adequate internal control over financial reporting, effective and efficient operations, and regulatory compliance within my areas of operating responsibility as of September 30, 2015, 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 September 30, 2015, 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





**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
Hoekstra	Two vehicles being purchased by the College under a lease to own type of agreement (referred to as a capital lease) from the TSTC Foundation are required to have the State of Texas inscription printed on each side of the vehicles. The vehicles currently do not have that inscription.	9/29/15	TSTC Legal Counsel opined that the vehicles are not required to include the inscription at this time because tax exempt plates are not being used on the vehicles, and the Foundation currently holds the titles. The inscription will be required once full ownership transfers.	IA verified that the vehicles were properly accounted for as a capital lease on the Colleges books. More simply, the outstanding lease payments are recorded as a College liability, while the vehicles are recorded as College assets. We defer to Legal Counsel's opinion on whether the inscription is required at this time.

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.



CELEBRATING
HALF A CENTURY

SCHEDULE OF ACTIVITIES

**TEXAS STATE TECHNICAL COLLEGE
Board of Regents
November 4-5, 2015
Waco, Texas**

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

Wednesday, November 4, 2015

7:00 p.m. **Board of Regents Meeting**
TSTC Waco
Culinary Arts

Thursday, November 5, 2015

Board of Regents Meetings
TSTC Waco
Col James T. Connally Aerospace Center and Terminal

8:00 a.m. **Breakfast**

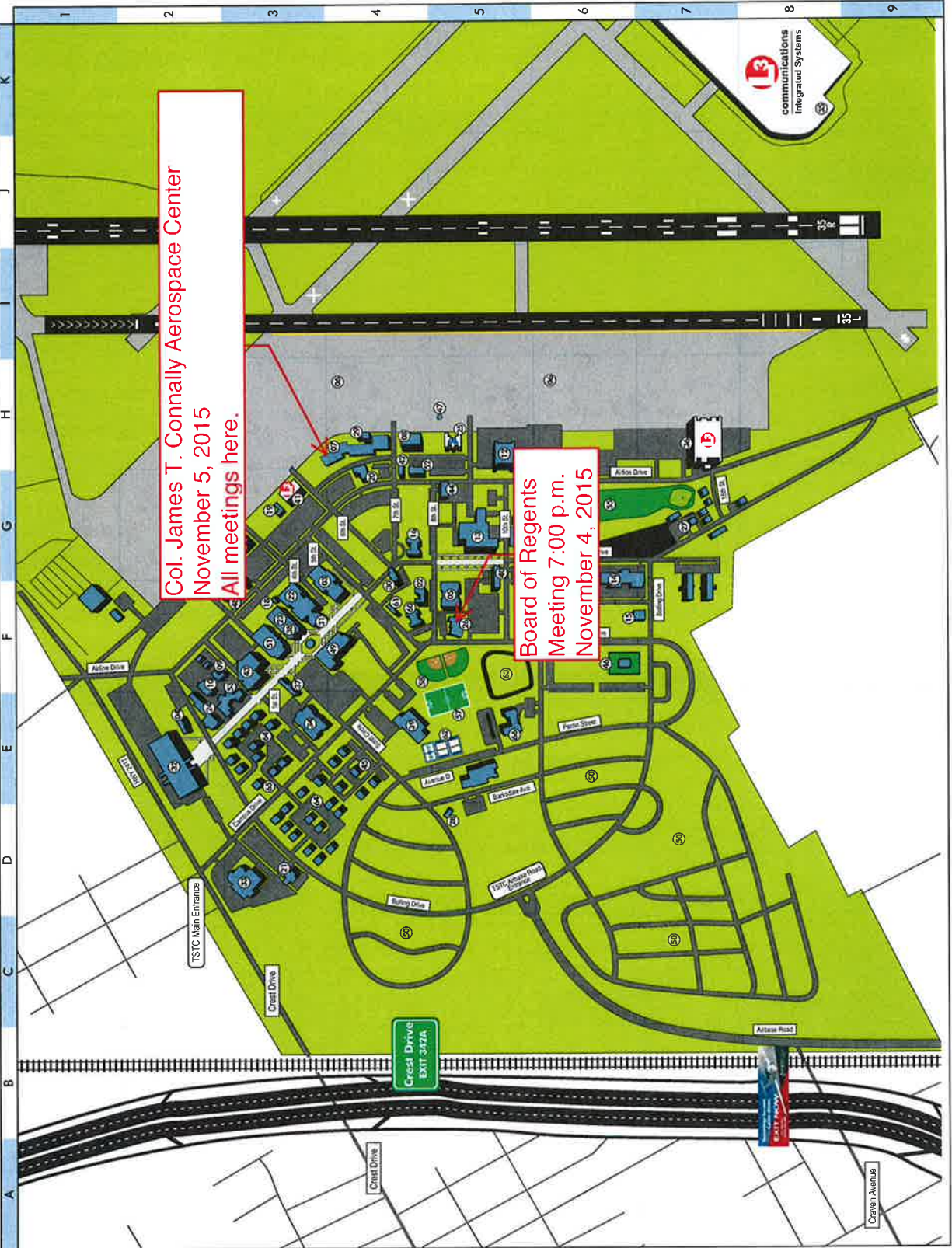
9:00 a.m. **Board Working Group Meetings**

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

11:30 a.m. **Lunch**

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

3:00 p.m. **Board of Regents Meeting**



TSTC Campus Map Key

- 1 F-5 Air Conditioning & Refrigeration Technology (1*ACT)S
- 2 F-5 Air Traffic Control (1ATC)
- 3 G-3 Aircraft Maintenance Hangar (1AMH)
- 4 G-3 Aircraft Pilot Training (1IME)
- 5 H-4 Aircraft Pilot Training (1TEL)
- 6 H-4 Airport (also see G thru K 1-3; H thru K 4-9)
- 7 H-5 Airport Control Tower (1TWR)
- 8 H-5 Airport Emergency Fire & Rescue (10BU)
- 9 H-4 Airport Shop (1APS)
- 10 F-2 Auto Collision Repair II (1ACR)
- 11 F-2 Auto Reminish Lab (1ARL)
- 12 H-2 Aviation Maintenance Hangar/Lab (1AER)
- 13 C-3 Building Construction Technology (1BC)
- 14 C-3 Campus Administration/President's Office (1AM1)
- 15 G-4 Computer Imaging Storage (1S37)
- 16 E-2 Computer Plant (1CPL)
- 17 E-2 Colonel James Connally Aerospace Center (1ASO) H-4
- 18 F-3 Computerized Tomography Lab (1CTL)
- 19 G-5 Dental Assistant/Department (1DNT)
- 20 G-5 Diesel Equipment Technology (1BAT)
- 21 G-3 Dr. Roy Dugger Center (1RDC)
- 22 D-3 Educator's Credit Union
- 23 F-3 Electronics Center (1EEC)
- 24 F-3 Electronics Office (1EEO)
- 25 F-4 Facilities Planning (1FIN)
- 26 E-2 Fire Station No. 3
- 27 H-5 Fire Station No. 4
- 28 F-5 Fire Station No. 5
- 29 F-5 Fire Station No. 6
- 30 F-4 Fire Station No. 7
- 31 G-2 Fire Station No. 8
- 32 F-2 Fire Station No. 9
- 33 F-2 Fire Station No. 10
- 34 E-3 Fire Station No. 11
- 35 H-7 Fire Station No. 12
- 36 K-8 Fire Station No. 13
- 37 F-3 Fire Station No. 14
- 38 F-3 Fire Station No. 15
- 39 E-4 Fire Station No. 16
- 40 E-4 Fire Station No. 17
- 41 F-6 Fire Station No. 18
- 42 F-3 Fire Station No. 19
- 43 F-3 Fire Station No. 20
- 44 E-4 Fire Station No. 21
- 45 E-4 Fire Station No. 22
- 46 F-6 Fire Station No. 23
- 47 F-6 Fire Station No. 24
- 48 F-3 Fire Station No. 25
- 49 F-4 Fire Station No. 26
- 50 C-4 Fire Station No. 27
- 51 F-3 Fire Station No. 28
- 52 F-3 Fire Station No. 29
- 53 E-3 Fire Station No. 30
- 54 H-6 Fire Station No. 31
- 55 E-5 Fire Station No. 32
- 56 F-4 Fire Station No. 33
- 57 F-4 Fire Station No. 34
- 58 F-4 Fire Station No. 35
- 59 F-4 Fire Station No. 36
- 60 F-4 Fire Station No. 37
- 61 F-4 Fire Station No. 38
- 62 E-5 Fire Station No. 39
- 63 F-5 Fire Station No. 40
- 64 E-3 Fire Station No. 41
- 65 E-3 Fire Station No. 42
- 66 E-5 Fire Station No. 43

Technology focused.
Career driven.

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EXIT 342A
www.tstc.edu

Look for this billboard traveling north on IH-35 exit 342A