

**TEXAS HIGHER EDUCATION COORDINATING BOARD
Agency Operations Committee**

**Wednesday, January 24, 2018
Board Room, 1st Floor
Room 1.170
2:00 p.m.
1200 East Anderson Lane, Austin, Texas**

The Committee on Agency Operations convened at 2:00 p.m. on January 24, 2018, with the following members present: John Steen; presiding; Javaid Anwar; Fred Farias; Ricky Raven; Stuart Stedman; Bobby Jenkins (Ex-Officio); and Annie Jones (Ex-Officio)

Other Board Members present: Arcilia Acosta

AGENDA ITEM	ACTION
I. Welcome and Committee Chair’s Opening Remarks	Chair John Steen called the meeting of the Agency Operations Committee to order.
II. Consideration of Approval of the Minutes from October 25, 2017, Committee Meeting	On a motion by Mr. Raven, seconded by Mr. Anwar, the Committee approved the October 25, 2017, Agency Operations Committee meeting minutes.
III. Public Testimony on Agenda Items Relating to the Committee on Agency Operations	No action required.
IV. Agency Operations	
A. Report on grants and contracts, including those exceeding \$1 million	No action required.
B. Update on the key initiatives recommended by NTT Data regarding the Agency Cyber Security Framework	Ms. Zhenzhen Sun, Assistant Commissioner for Information Solutions and Services, and Mr. John House, Information Security Officer, updated the Board on the progress made so far on the key initiatives recommended by NTT Data. This item did not require any action.

AGENDA ITEM	ACTION
V. Finance	
A. Review of the Year to Date Fiscal Year 2018 Financial Report to the Board	Mr. Ken Martin, Assistant Commissioner for Financial Services/CFO presented this item to the Committee. This item did not require any action.
VI. Compliance Monitoring	
A. Update on Compliance Monitoring Reports and Activities	Mr. Mark Poehl, Director of Internal Audit and Compliance presented this item to the Committee. This item did not require any action.
VII. Internal Audit	
A. Consideration of approval of the updated Internal Audit Charter	On a motion by Mr. Raven, seconded by Dr. Farias, the Committee approved the updated Internal Audit Charter.
B. Update on Internal Audit Reports and Activities	Mr. Mark Poehl, Director of Internal Audit and Compliance presented this item to the Committee. This item did not require any action.
VIII. Executive Session	
A. Pursuant to Texas Government Code, section 551.071, Consultation with Attorney, the Agency Operations Committee will meet in closed session to discuss and receive its attorney's advice on legal matters relating to Agenda Item VII-B(4)	The Committee went into closed session at 3:23 p.m. and reconvened at 4:18 p.m. No other business of the Board was discussed before reconvening in open session. There was no action taken during this closed session.

With no further business, on a motion by Mr. Anwar, seconded by Mr. Raven, the meeting adjourned at approximately 4:18 p.m.