

West Virginia State University Board of Governors
University Advancement Committee
Erickson Alumni Center, Weisberg Lounge
June 13, 2013
8:00 – 8:55 a.m.
Agenda

1. Call to Order and Roll Call—Committee Chair Larry L. Rowe, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Agenda
4. Review and Approval of Minutes of Previous Meeting
5. University Recommendations and Reports

2013 Fundraising Update

- 5.1 Comparative Gift Report
- 5.2 Initiatives to meet Goals

Volunteer Leadership

- 5.3 WVSU Foundation
- 5.4 Campaign Steering Committee
- 5.5 National Alumni Association

6. Adjournment

**West Virginia State University Board of Governors
Recruitment and Retention Committee
Erickson Alumni Center, Weisberg Lounge
June 13, 2013
10:30 – 11:25 a.m.
Agenda**

1. Call to Order and Roll Call – Committee Chair William Lipscomb, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of the Agenda
4. Review and Approval of Minutes of the Previous Meeting
5. University Recommendations and Reports
 - 5.1 Recruitment Update
 - 5.2 Retention Update
6. Next Meeting Date
7. Adjournment

**West Virginia State University Board of Governors
Audit Committee Meeting
Erickson Alumni Center, Grand Hall
June 13, 2013
11:30 a.m. – 12:25 p.m.
Agenda**

1. Call to Order and Roll Call – Committee Chair L. Vincent Williams, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Agenda
4. Review and Approval of Minutes of Previous Meeting
5. University Recommendations and Reports
 - 5.1 Discussion of West Virginia Single Audit Findings
 - 5.2 Updates on Questions from Deloitte & Touche Billing
 - 5.3 Update on Preparing for This Year's Audit
6. Next Meeting Date
7. Adjournment

**STATE OF WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

For the Year Ended June 30, 2012

2012-21 SPECIAL TEST AND PROVISIONS- BORROWER DATA TRANSMISSION AND RECONCILIATION

Federal Program Information:	Federal Agency and Program Name	CFDA#
	U.S. Department of Education	
	Office of Student Financial Assistance	
	Office of Post Secondary Education	
	U.S. Department of Health and Human Services	
	Health Resources and Services Administration	
	Student Financial Assistance Cluster	84.007/84.032/ 84.033/84.037/ 84.038/84.063/ 84.268/84.375/ 84.376/84.379/ 84.408/93.264/ 93.342/93.364/ 93.407/93.408/ 93.925

Criteria: In accordance with 34 CFR §685.102(b), "Institutions must report all loan disbursements and submit required records to the Direct Loan Servicing System (DLSS) via the Common Origination and Disbursement (COD) within 30 days of disbursement. Each month, the COD provides institutions with a School Account Statement (SAS) data file which consists of a Cash Summary, Cash Detail, and (optional at the request of the school) Loan Detail records. The school is required to reconcile these files to the institution's financial records."

Condition: The institutions are required to have internal controls in place surrounding the monthly reconciliation of the institution's financial records to the COD SAS data file. During our testing of the institutions, it was determined that the institutions did not have a formalized internal control process, such as a formalized review and approval control, surrounding the reconciliation of borrower data.

Questioned Cost: N/A

Context: Total Direct Loan expenditures for the State of West Virginia were \$487,533,933 for the year ended June 30, 2012.

Cause: Formal review and approval process is not in place related to the reconciliation of borrower data nor is evidence of the review maintained.

Effect: The absence of a review process for the direct loan reconciliations could result in the institution's financial records for Direct Loan expenditures to be improperly stated.

Recommendation: We recommend the institution ensure that that monthly reconciliations are performed and saved as documented in the institution's written procedure, including retaining documentation of timely supervisor review and approval.

Views of Responsible Officials: Agree. See the separate corrective action plan.

**STATE OF WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2012**

2012-42 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS **CFDA#**
(Prior Year Finding 2011-28)

Federal Program Information:	Federal Agency and Program Name	
	U.S. Department of Education	
	Office of Student Financial Assistance	
	Office of Post Secondary Education	84.007/84.032/
	U.S. Department of Health and Human Services	84.033/84.037/
	Health Resources and Services Administration	84.038/84.063/
	Student Financial Assistance Cluster	84.268/84.375/ 84.376/84.379/ 84.408/93.264/ 93.342/93.364/ 93.407/93.408/ 93.925

Criteria: Subpart D, §_300(d) of OMB Circular A-133 states, "Auditees shall prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with §_310." Section §_310(b)(3) of OMB Circular A-133 states "Auditees must complete the SEFA and include CFDA numbers provided in Federal awards/subawards and associated expenditures."

Condition: During our testing of the Schedule of Expenditures of Federal Awards (SEFA) for West Virginia State University (WVSU), we noted that WVSU improperly reported current year expenditures for non-federal alternative loans provided by a private lender under CFDA# 84.032, Federal Family Education Loans (FFEL). The respective overstatement has been quantified within the context below.

Questioned Costs: N/A

Context: On the SEFA, WVSU overstated FFEL expenditures by \$173,974. Total federal expenditures which should have been reported for the FFEL program were \$0. Total Student Financial Assistance Cluster expenditures were \$18,460,953.

Cause: Policies and procedures related to preparation and review of the SEFA are not being followed, therefore allowing for errors which are not being detected.

Effect: Improper reporting on the SEFA results in inaccurate reporting in the State of West Virginia's SEFA.

Recommendation: We recommend that WVSU implement a review process that is closely followed. Such procedures should include the formal documentation that the appropriate review was performed to ensure proper reporting of federal awards and expenditures.

Views of Responsible Officials: Agree. See the separate corrective action plan.

**STATE OF WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2012**

**SPECIAL TESTS AND PROVISIONS- ENROLLMENT
REPORTING**

Federal Program Information: Federal Agency and Program Name	CFDA#
U.S. Department of Education	
Office of Student Financial Assistance	
Office of Post Secondary Education	
U.S. Department of Health and Human Services	
Health Resources and Services Administration	84.007/84.032/
Student Financial Assistance Cluster	84.033/84.037/ 84.038/84.063/ 84.268/84.375/ 84.376/84.379/ 84.408/93.264/ 93.342/93.364/ 93.407/93.408/ 93.925

- Criteria:** 34 CFR section 685.309(b) states a school shall-
- (1) Upon receipt of a student status confirmation report from the Secretary, complete and return that report to the Secretary within 30 days of receipt; and
 - (2) Unless it expects to submit its next student status confirmation report to the Secretary within the next 60 days, notify the Secretary within 30 days if it discovers that a Direct Subsidized, Direct Unsubsidized, or Direct PLUS Loan has been made to or on behalf of a student who--
 - (i) Enrolled at that school but has ceased to be enrolled on at least a half-time basis;
 - (ii) Has been accepted for enrollment at that school but failed to enroll on at least a half-time basis for the period for which the loan was intended; or
 - (iii) Has changed his or her permanent address.

Condition: For 4 of the 4 students in our internal control sample of students who withdrew, graduated, or enrolled but never attended, we noted the institution did not promptly notify the appropriate entities of a change in the student's status in a timely and accurate manner. For 3 of the 4 students in our program compliance sample of students who withdrew, graduated, or enrolled but never attended, we noted the institution did not promptly notify the appropriate entities of a change in the student's status in a timely and accurate manner.

Questioned Costs: N/A

Context: Total Direct Loan expenditures for West Virginia State University were \$12,030,677 for the year ended June 30, 2012.

Cause: For the students noted above, there were timing discrepancies between the information reported by the institution to the National Student Clearinghouse and their subsequent reporting of enrollment detail to National Student Loan Data System (NSLDS).

**STATE OF WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2012**

**2012-43 SPECIAL TESTS AND PROVISIONS ENROLLMENT REPORTING
(continued)**

Federal Program Information:	Federal Agency and Program Name	CFDA#
	U.S. Department of Education	
	Office of Student Financial Assistance	
	Office of Post Secondary Education	
	U.S. Department of Health and Human Services	
	Health Resources and Services Administration	
	Student Financial Assistance Cluster	84.007/84.032/ 84.033/84.037/ 84.038/84.063/ 84.268/84.375/ 84.376/84.379/ 84.408/93.264/ 93.342/93.364/ 93.407/93.408/ 93.925

Effect: The institution is not promptly notifying the proper agencies of changes in student statuses in a timely and accurate manner.

Recommendation: As institutions are responsible for timely reporting whether they report directly or via a third-party servicer, we recommend that WVSU implement a review process to ensure they are promptly notifying the U.S. Department of Education and NSLDS of changes in a student's status in a timely and accurate manner.

Views of Responsible Officials: Agree. See the separate corrective action plan.

**STATE OF WEST VIRGINIA
CORRECTIVE ACTION PLAN
FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

2012-21BORROWER DATA TRANSMISSION AND RECONCILIATION

Overall Higher Education

CFDA Numbers 84.007, 84.032, 84.033, 84.038, 84.063, 84.268,
84.375, 84.376, 84.379, 93.342, 93.364, 93.925

FARS will emphasize at training that the institutions are required to have internal controls in place surrounding the monthly reconciliation of the institution's financial records to the COD SAS data file. A uniform formal review and approval process related to the reconciliation of borrower data and evidence of the review needs to be instituted, including instructions for documentation that needs to be maintained.

2012-22CASH MANAGEMENT

Bluefield State College

CFDA Numbers 84.007, 84.032, 84.033, 84.037, 84.038, 84.063,
84.268, 84.375, 84.376, 84.379, 84.408, 93.264, 93.342, 93.364, 93.407,
93.408, 93.925

Management has developed procedures to ensure fund balances are checked every other business day. Also, management has discussed the issue with the Business Office personnel and Director of Financial Systems Process to ensure compliance in future years.

**2012-23FISCAL OPERATIONS REPORT AND APPLICATION
TO PARTICIPATE**

Blue Ridge Community and Technical College (CTC) CFDA
Numbers 84.007, 84.032, 84.033, 84.037, 84.038, 84.063,
84.268, 84.375, 84.376, 84.379, 84.408, 93.264, 93.342, 93.364, 93.407,
93.408, 93.925

Information was provided to the Financial Aid Director that the number of Community Service employees was 12 students and the amount earned shown in the spreadsheet was \$7,805. It was found that the

STATE OF WEST VIRGINIA
CORRECTIVE ACTION PLAN
FOR THE FISCAL YEAR ENDED JUNE 30, 2012

**2012-40 BORROWER TRANSMISSION DATA AND RECONCILIATION
West Liberty University**

**CFDA Numbers 84.007, 84.032, 84.033, 84.037, 84.038, 84.063,
84.268, 84.375, 84.376, 84.379, 84.408, 93.264, 93.342, 93.364, 93.407,
93.408, 93.925**

Since October 2011, WLU Financial Aid has begun to download all provided SAS files into Banner through Ed Connect. Once the SAS files are downloaded, they are printed. Once printed, each 'unhooked' loan transaction is checked against WLU records and updated in Banner and COD to match accordingly if necessary. WLU Financial Aid will continue to update all loan transactions monthly through the SAS files provided.

**2012-41 INSTITUTIONAL ELIGIBILITY
West Liberty University**

**CFDA Numbers 84.007, 84.032, 84.033, 84.037, 84.038, 84.063,
84.268, 84.375, 84.376, 84.379, 84.408, 93.264, 93.342, 93.364, 93.407,
93.408, 93.925**

WLU has updated the Satisfactory Academic Progress (SAP) Policy to include how and when students will be notified if they are not meeting the SAP requirements in our new course catalogue.

**2012-42 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
West Virginia State University (WVSU)**

**CFDA Numbers 84.007, 84.032, 84.033, 84.038, 84.063,
84.268, 84.375, 84.376, 84.379, 93.342, 93.364, 93.925**

WVSU will comply with the recommendation and implement procedures for a review process of the SEFA that is closely followed. These procedures will include a review from the person completing the SEFA and managerial review for accuracy. We will also formally document that the appropriate review was performed to ensure proper reporting of federal awards and expenditures.

**STATE OF WEST VIRGINIA
CORRECTIVE ACTION PLAN
FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

**2012-43 SPECIAL TESTS AND PROVISIONS-
ENROLLMENT REPORTING**

West Virginia State University

**CFDA Numbers 84.007, 84.032, 84.033, 84.037, 84.038, 84.063,
84.268, 84.375, 84.376, 84.379, 84.408, 93.264, 93.342, 93.364, 93.407,
93.408, 93.925**

WVSU agrees with this recommendation and continues to work on reporting of data via a third-party servicer. We have documentation that reporting to the National Clearinghouse does take place every month around the 25th. We will implement a review process to ensure that they are promptly notifying the USDOE and National Student Loan Data System (NSLDS) of changes in a student's status in a timely and accurate manner. A review will be performed on a monthly basis.

2012-44 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

West Virginia University (WVU)

**CFDA Numbers 84.007, 84.032, 84.033, 84.037, 84.038, 84.063,
84.268, 84.375, 84.376, 84.379, 84.408, 93.264, 93.342, 93.364, 93.407,
93.408, 93.925**

WVU will enhance the review procedures of the SEFA to include a consultation with the agency to confirm that the correct CFDA number is being used when new programs are added.

2012-45 SPECIAL TESTS AND PROVISIONS -VERIFICATION

West Virginia University

**CFDA Numbers 84.007, 84.032, 84.033, 84.037, 84.038, 84.063,
84.268, 84.375, 84.376, 84.379, 84.408, 93.264, 93.342, 93.364, 93.407,
93.408, 93.925**

WVU has changed the verification process as well as the forms used for verification for the upcoming 2013-14 academic year to address the recommendation. All discrepancies are being verified through using the full federal verification methodology. All data elements will be updated as necessary.

West Virginia State University Board of Governors
Finance Committee Meeting
Erickson Alumni Center, Grand Hall
June 13, 2013
12:30 p.m. – 1:55 p.m.
Agenda

1. Call To Order and Roll Call—Committee Chairman Larry Salyers, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Agenda
4. Review and Approval Of Minutes of Previous Meeting
5. University Recommendations and Reports
 - 5.1. BOG Reports from May and April 2013
 - 5.2. Update on Gore / Prillerman Demolition
6. Next Meeting Date
7. Adjournment