

**West Virginia State University Board of Governors**  
**Audit Committee**  
**Erickson Alumni Center, Grand Hall**  
**April 27, 2017**  
**9:30 a.m. – 10:20 a.m.**  
**Agenda**

1. Call to Order and Roll Call – Committee Chair L. Vincent Williams, presiding
2. Verification of Appropriate Notice of Public Meeting 2
3. Review and Approval of Agenda 1
4. Review and Approval of Minutes of Previous Meeting 3
5. University Recommendations and Reports
  - 5.1 Update on FY17 Financial Audit
  - 5.2 Other Business
6. Next Meeting Date – *To be determined*
7. Adjournment

**West Virginia State University**  
*Audit Committee*

**Date/Time:** 6/15/2017 -- 9:30AM

**Location:**

West Virginia State University  
Erickson Alumni Center  
Grand Hall  
Institute, WV

**Purpose:** To conduct the regular business of the Committee in preparation for the June 15, 2017 Board of Governors meeting.

**Notes:**

This is a compliant meeting.

Meeting was approved : 6/6/2017 8:10:41 AM

**West Virginia State University Board of Governors**  
**Audit Committee**  
**Erickson Alumni Center, Grand Hall**  
**Minutes**  
**April 27, 2017**

**1. Call to Order and Roll Call**

Mr. Gary Swingle called the meeting of the West Virginia State University Board of Governors Audit Committee to order at 9:10 a.m.

**Present:** Mr. Lipscomb, Mr. Swingle, Mrs. Squirts, Mr. Williams (via phone), and Dr. Smith. Several members of the administration, faculty, and staff were present.

**2. Verification of Appropriate Notice of Public Meeting**

Mr. Swingle announced the Verification of Appropriate Notice of Public Meeting.

**3. Review and Approval of Agenda**

Mr. Swingle asked for approval of the agenda of the previous meeting. Mr. Williams made the motion, and it was seconded by Mr. Lipscomb. The motion passed.

**4. Review and Approval of Minutes of Previous Meeting**

Mr. Swingle asked for approval of the minutes of the previous meeting. Mrs. Squirts made the motion, and it was seconded by Mr. Lipscomb. The motion passed with the suspected typographical error. (*Notation:* Mr. Swingle would like to make a correction to the wording of the March 16, 2017 minutes in the fifth line down, “the overview consisted of audit droplets”, the word should be “comments”). (*Upon return to the office, Ms. Tyson reviewed recording #28 at 6m 6s for clarification purposes, the wording is as quoted in the notes; email was sent to the Board Liaison, Mr. Tom Bennett, for proper recording of the correction requested.*)

**5. University Recommendations and Reports**

**5.1 Update on University Financial Statement Audit**

Mrs. Kristi Williams provided an update on various audits. The FY17 financial audit will be performed by the CliftonLarsonAllen (CLA) Firm. The firm has scheduled interim fieldwork for the week of May 22 to conduct testing which assists them with their set up procedures when they return in September to conduct the full audit.

Mrs. Williams went on to discuss the A133 audit, or single audit, related to financial aid funds. A letter was received from the Financial Accounting Reporting Section of the State of West Virginia stating there were findings for several higher education institutions, three of which were for West Virginia State University. A

corrective action plan was developed by the Director of Financial Aid, Mrs. JoAnn Ross, to address the findings. The first finding was related to enrollment reporting, which the University's Information Technology Department was to be contacted to submit the information to the National Clearing House within the time frame and formats expected. The second finding was related to the internal control processes surrounding the calculation of the return of Federal Student Aid (Title IV) funds when a student withdraws or stops attending the University but received financial aid. The Department of Education calculation guide states a school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance. In response to this finding, the Office of Student Financial Assistance has established an internal control procedure for the calculation of the return of Title IV Funds that has been documented in the office's policy and procedures manual. The final finding was related to the internal procedures related to the disbursement and reconciliation of the Perkins Loans Program. It was noted that the Perkins Loans Program at the University is administered through a third party servicer (ECSI). AS the Perkins Loans Program is being phased out by the federal government, ECSI works closely with the University to transfer the funds obtained from the students that still owe on their loans to the Department of Education. For the students the University has been unable to collect their loan payments, these collections are being reassigned to the Department of Education for their collection procedures. Mrs. Williams stated that the University works closely with ECSI to make sure that monthly reconciliations occur. Mr. Swingle asked for clarification on the response process with the auditors. Mrs. Williams stated the University's response was the corrective action plan just presented which addresses the findings and she does not anticipate receiving any further correspondence. Mr. Swingle explained the job of the external auditor and the process of determining how good the internal controls are and reiterated that the FY16 financial audit revealed the University has good internal audit controls. As last year's FY16 financial audit was submitted late by the State of West Virginia, Mr. Williams asked if the State is going to submit the overall audit report to the federal office on-time, which Mrs. Williams responded she believes the deadline will be met.

**6. Next Meeting Date**

June 15, 2017

**7. Adjournment**

With there being no further business, Mr. Swingle asked for a motion to adjourn the meeting. Dr. Smith motioned to adjourn, and Mr. Lipscomb seconded the motion. The motion passed. The meeting adjourned at 9:32 a.m.

Respectfully submitted,  
Natasha Tyson  
Executive Administrative Assistant  
Business & Finance