April 24, 2019

Jennifer K. Perkins News Editor for The Eastern Progress Combs 317 jennifer_perkins84@mymail.eku.edu

Office of University Counsel and Compliance Coates Building Room 212 521 Lancaster Avenue, CPO 40A Richmond, KY 40475-3102 Email: <u>university.counsel@eku.edu</u>

Re: Open Records Request for all documents related to the rings given to Board of Regents members on April 23, including but not limited to invoices, receipts, emails and contracts.

Pursuant to KRS 61.870 to 61.991, an Open Records request is made for the above identified record(s).

The preferred method of receipt of the record is as an email attachment.

If the record is only available in hard copy, it is understood that a fee of 10 cents per page may be charged for copies. If copying fee will exceed \$5.00, please contact requestee at the email address provided above <u>before</u> copying the record(s).

Also, please notify the requestee at the above email address when the information is available to be picked up or to be sent by email attachment.

These records are NOT being requested for a commercial purpose.

Sincerely, Jennifer K. Perkins jennifer_perkins84@mymail.eku.edu



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of University Counsel & Compliance Main: (859) 622-6693 • Fax: (859) 622-8030 University.Counsel@eku.edu • www.eku.edu Coates Building Room 212, CPO 40A 521 Lancaster Avenue Richmond, Kentucky 40475

April 30, 2019

Jennifer K. Perkins News Editor, The Eastern Progress Combs 317 Via email: jennifer_perkins84@mymail.eku.edu

RE - Open Records Request

Dear Ms. Perkins:

This letter is in follow up to your open records request we received October 26, 2018 via mail seeking:

"All documents related to the rings given to Board of Regents members on April 23, including but not limited to invoices, receipts, emails, and contracts."

Documents responsive to your request are attached. Pursuant to KRS 61.878(1)(a) information of a personal nature has been redacted.

The rings were given to commemorate the EKU Men's cross country/track and field team's Ohio Valley Conference ("OVC") triple crown achievement. The 2017-2018 Colonels were the first OVC men's team to accomplish that feat since Eastern Illinois last earned the OVC triple crown almost fifteen years ago. Given the incredible accomplishment of the team, the head coach of EKU's Men's cross country/track and field team worked with the Board Chairman to solicit the private donations to purchase the rings and pendant necklaces given to board members at the April board meeting.

Because we are able to provide the requested records electronically, there are no copy fees associated with this response. Should you have any questions or need additional information, please let me know.

Sincerely,

/s/ Micah Hunsucker

Micah Hunsucker, Paralegal Office of University Counsel

cc: Dana Fohl Kristi Middleton From: Adams, Shelia Sent: Tuesday, February 12, 2019 1:07 PM To: Malick, Cassie <Cassie.Malick@eku.edu> Subject: Ring sizer for BOR Importance: High

Cassie,

Please order the ring sizer on Amazon for the Board of Regents meeting on February 22. It looks like if it is ordered today, it will arrive Feb 20-22, day of meeting.

https://www.amazon.com/dp/B00WSJA1FU/ref=sspa dk detail 3?psc=1&pd rd i=B00WSJA1FU&pd rd w=vA552&pf rd p=2bd81721-c115-4b8d-93a3-2ecd17466ded&pd rd wg=f6LYx&pf rd r=FXMDP9NJZKQBC65A58X5&pd rd r=975aea80-2eef-11e9-8876-25c1e7c0b158

Thanks,

Shelia

Shelia Adams

Administrative Assistant to the Vice President Office of Engagement, Regional Stewardship and Government Relations Eastern Kentucky University 521 Lancaster Avenue, CPO 41A Richmond, KY 40475 Office: Coates 103 Phone: 859-622-6220 Fax: 859-622-2290

From:
Sent:
To:
Subject:

Adams, Shelia Tuesday, February 12, 2019 1:16 PM Malick, Cassie RE: Ring sizer for BOR

https://www.walmart.com/ip/Metal-Finger-Gauge-Set-Ring-Sizer-Wide-Band-Graduated-1-15-Measuring-Finger-Size/557025365

4

President Benson: 9 ½ David McFaddin: 9 ½

Thanks,

Shelia

From: Stepp, Grant Sent: Wednesday, February 20, 2019 9:44 AM To: Adams, Shelia <<u>Shelia.Adams@EKU.EDU</u>> Subject: Ring sizes

Hey Sheila,

I hope all is well. Mr. Lochmueller and the chair have discussed getting every member of the board and the Prez a Track and Field championship ring, the same one the kids received. In order to make this happen we will need to get ring sizes from each of board members.... Is there any way you can assist me with getting their ring sizes. Mr. Lochmueller said you would be the person to reach out to. If there are any women on the board who do not want a ring, we can also get a pendant that comes with a necklace. If this is the first you've heard of this just give me a call and we can discuss. I am out of the office today and tomorrow but can talk on my cell. 859 963 6144.

Also, I want David to get one too so I will need his ring size.

Grant Stepp

Eastern Kentucky University Athletics Assistant Athletics Director 521 Lancaster Ave. | Alumni Coliseum 115 | Richmond, KY 40475 grant.stepp@eku.edu | <u>EKUSports.com</u> o: (859) 622-2122 | c: (859) 963-6144



From: Sent: To: Cc: Subject: Adams, Shelia Thursday, February 21, 2019 11:56 AM Malick, Cassie Dumay, Kevely Ring Size

Cassie,

We will need President Benson's ring size, also. Kevley has the ring sizer, if you can get it to me sometime Monday will be great. Thanks!

Shelia

Shelia Adams

Administrative Assistant to the Vice President Office of Engagement, Regional Stewardship and Government Relations Eastern Kentucky University 521 Lancaster Avenue, CPO 41A Richmond, KY 40475 Office: Coates 103 Phone: 859-622-6220 Fax: 859-622-2290

From: Sent: To: Subject: Adams, Shelia Monday, February 25, 2019 10:54 AM Wiggins, Ryan BOR - ring sizes

Importance:

High

Hi, Ryan,

I've been asked to get ring sizes for the Board of Regents members. Please send me your ring size as soon as possible. If you do not know it, I have a ring sizer in my office (Coates 103), if you want to stop by before 4:30 p.m. today.

Thanks,

Shelia

Shelia Adams

Administrative Assistant to the Vice President Operations and Strategic Initiatives Coates 103, CPO 41A Eastern Kentucky University 521 Lancaster Avenue Richmond, KY 40475 Phone: 859-622-6220 Fax: 859-622-2290

From: Adams, Shelia Sent: Monday, February 25, 2019 3:15 PM To: Stepp, Grant <<u>Grant.Stepp@eku.edu</u>> Subject: RE: Ring sizes

Hi, Grant,

Below is the information you requested. Have a good day!

Laura Babbage: pendant w/necklace Juan Castro: 8 ½ Nancy Collins: pendant w/necklace Richard Day: 13 Lewis Diaz: 12 Alan Long: 10 ½ Bryan Makinen: 9 Lynn Taylor Tye: pendant w/necklace Vasu Vasudevan: 7 Holly Wiedemann: 5 ½ Ryan Wiggins: 11 From: Stepp, Grant Sent: Monday, February 25, 2019 3:45 PM To: Adams, Shelia <Shelia.Adams@EKU.EDU> Subject: RE: Ring sizes

Thank you mam. I appreciate this.

Grant Stepp

Eastern Kentucky University Athletics Assistant Athletics Director 521 Lancaster Ave. | Alumni Coliseum 115 | Richmond, KY 40475 grant.stepp@eku.edu | <u>EKUSports.com</u> o: (859) 622-2122 | c: (859) 963-6144

@ekutickets

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Hunsucker, Micah

From:
Sent:
To:
Subject:

Adams, Shelia Monday, February 25, 2019 3:49 PM Stepp, Grant RE: Ring sizes

You're welcome. Glad to help you for a change

Shelia

From: Sent: To: Subject: Adams, Shelia Tuesday, February 26, 2019 11:25 AM Diaz, Lewis Rings for EKU Board of Regents

Good morning, Chair Diaz,

Below is the information I shared with Grant Stepp in Athletics. Last week, Steve Lochmueller asked him to contact me to share ring sizes of the Board of Regent members. He mentioned ladies had an option of a ring or pendant w/necklace. He also requested President Benson and David's ring size.

Laura Babbage: pendant w/necklace Juan Castro: 8 ½ Nancy Collins: pendant w/necklace Richard Day: 13 Lewis Diaz: 12 Alan Long: 10 ½ Bryan Makinen: 9 Lynn Taylor Tye: pendant w/necklace Vasu Vasudevan: 7 Holly Wiedemann: 5 ½ Ryan Wiggins: 11

President Benson: 9 ½ David McFaddin: 9 ½

I spoke with Grant after our phone call this morning and Athletics does not accept Venmo as payment. A check payable to EKU Colonel Club is preferred. When Grant receives the invoice for the rings, he will send to me and I will forward to you, if that's okay.

On a side note, I can now complete a conference call from my office phone and my voice mail greeting has been updated 🙂

Have a good day!

Shelia

Shelia Adams

Administrative Assistant to the Vice President Operations and Strategic Initiatives Coates 103, CPO 41A Eastern Kentucky University 521 Lancaster Avenue Richmond, KY 40475 Phone: 859-622-6220 Fax: 859-622-2290

Ridner, Dusty

From: Sent: To: Subject: Attachments: Stepp, Grant Thursday, February 28, 2019 3:36 PM Ridner, Dusty Fwd: revised Eastern Kentucky University T&F XXXF 2018 2nd Order Feb 2019.docx

Sent from my Sprint Samsung Galaxy S9+.

----- Original message ------

From: "Diaz, Lewis" < Date: 2/28/19 3:15 PM (GM1-05:00) To: "Stepp, Grant" <Grant.Stepp@eku.edu> Cc: "Poynter, Barry" <Barry.Poynter@eku.edu>, "Lochmueller, Stephen" <Stephen.Lochmueller@eku.edu> Subject: RE: revised

Grant,

At your earliest convenience, please proceed with the order described in the attached invoice for the persons listed below (Board Members as of the April meeting). On Monday, March 4, 2019, I will deposit \$2,600 in the Board of Regents General Support Charitable Fund. Once you have placed the order, please request the anticipated deliver date from the vender. Upon completion of the order, please provide the anticipated delivery date.

Regards,

Lewis

Last	First	Last Name	Size	Full Name	
Babbage	Laura	Babbage		Laura Babbage	pendant with necklace
Castro	Juan	Castro	8.5	Juan Castro	
Collins	Nancy	Collins		Nancy Collins	pendant with necklace
Diaz	Lewis	Diaz	12	Lewis Diaz	
Long	Alan	Long	10.5	Alan Long	
Makinen	Bryan	Makinen	9	Bryan Makinen	
Taylor Tye	Lynn	Taylor Tye		Lynn Taylor Tye	pendant with necklace
Vasudevan	Vasu	Vasudevan	7	Vasu Vasudevan	

Wiedemann	Vasudevan	Makinen	Long	Diaz	Castro	Taylor Tye	Collins	Babbage
Holly	Vasu 🖌	Bryan√	Alan 🗸	Lewis 🗸	Juan 🗸	Lynn 🗸	Nancy	Laura
Wiedemann	Vasudevan	Makinen	Long	Diaz	Castro	Taylor Tye	Collins	Babbage
5.5	7	6	10.5	12	8.5			
Holly Wiedemann	Vasu Vasudevan	Bryan Makinen	Alan Long	Lewis Diaz	Juan Castro	Lynn Taylor Tye	Nancy Collins	Laura Babbage
						20	20	20
RING	RING	RING	RING	RING	RING	2018 pendant with necklace	2018 pendant with necklace	2018 pendant with necklace

From: Adkins, Chris <Chris.Adkins@jostens.com> Sent: Friday, March 08, 2019 12:15 PM To: Stepp, Grant <Grant.Stepp@eku.edu> Subject: Track and OC ring deliveries

Grant,

The 9 Track and Field rings are due to ship on the 30th of March, the 11 Cross Country are due to ship 3/25.

Regards,

Chris

CHRISTINE ADKINS Jostens, Inc. College Division, East Phone C: 859-240-4800 Email: <u>chris.adkins@jostens.com</u>

ostens

CELEBRATING MOMENTS THAT MATTER

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From: Diaz, Lewis
Sent: Monday, March 18, 2019 1:51 PM
To: Adams, Shelia <<u>Shelia.Adams@EKU.EDU</u>>
Subject: FW: Diversity luncheon with President Benson

Please see below. Can you verify whether Mike has 30 minutes before or after to check-in.

Also, please reach out to Stepp, Grant Grant.Stepp@eku.edu and ask for him to obtain an anticipated delivery date from Jostens re: Regents rings.

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Can you also obtain an Adidas catalog or electronic catalog.





Lewis

From: Adams, Shelia Sent: Monday, March 18, 2019 2:30 PM To: 'Diaz, Lewis' Subject: RE: Diversity luncheon with President Benson

Hi, Chair Diaz,

I will work on scheduling a meeting with President Benson on April 1. Grant Stepp is out of the office today. I will check with him tomorrow regarding the Regents rings. Here is a link for catalogs <u>https://adidas-team.com/catalogs/</u>

I wanted to confirm the location of your interview on Friday. Will it take place at your office in Covington or Cincinnati?

Thanks,

Shelia

From: Sent: To: Subject: Adams, Shelia Tuesday, March 19, 2019 9:09 AM Stepp, Grant Regents Rings

Hi, Grant,

I hope you had a nice spring break! Chair Diaz asked me to check on the shipping date for the Regents rings. Do you know when they will arrive?

Thanks,

Shelia

Shelia Adams

Administrative Assistant to the Senior Vice President Operations and Strategic Initiatives Coates 103, CPO 41A Eastern Kentucky University 521 Lancaster Avenue Richmond, KY 40475 Phone: 859-622-6220 Fax: 859-622-2290

From: Sent: To: Subject: Stepp, Grant Tuesday, March 19, 2019 9:47 AM Adams, Shelia FW: Track and CC ring deliveries

Good morning,

I did have a good break. I hope you did as well. The rings are due to ship on March 30th. We should have them a few days after that. Thank you.

Grant Stepp

Eastern Kentucky University Athletics Assistant Athletics Director 521 Lancaster Ave. | Alumni Coliseum 115 | Richmond, KY 40475 grant.stepp@eku.edu | EKUSports.com o: (859) 622-2122 | c: (859) 963-6144



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From: Sent: To: Subject:

Adams, Shelia Tuesday, March 19, 2019 12:56 PM Diaz, Lewis FW: Diversity luncheon with President Benson

Hello,

The meeting with President Benson is scheduled for 10:30 a.m. April 1 in the President's Office. The rings are due to ship on March 30th, so Grant should have them sometime the week of April 1.

Thanks, Shelia

Jostens

INVOICE

Remit to: Jostens 21336 NETWORK PLACE

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P0037651	1015822	22861908	29-MAR-19	2,565.00		

Remit to: Jostens

DO NOT MERGE WITH OTHER ORDER(S)

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EASTERN KENTUCKY UNIVERSITY CHAMP ATHLETICS 115 ALUMNI COLISEUM RICHMOND KY 40475

Total

Deposits

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Amount

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From: Poynter, Barry <Barry.Poynter@eku.edu> Sent: Monday, April 1, 2019 2:13 PM To: Lewis Diaz Cc: King, Brooke <Brooke.King@eku.edu> Subject: Receipt

Lewis,

I am in receipt of your cash gift of \$2,300 to be deposited to the Regents Special Initiatives fund.

1

Thank you so much for your generosity.

Barry

Barry D. Poynter Vice President & Treasurer Office of Finance and Administration Eastern Kentucky University 113 Coates Building, CPO 35A 521 Lancaster Avenue Richmond, KY 40475 (859) 622-5012 (859) 622-8822 (fax)

Thomas, Johnna

From: Sent: To: Subject:

King, Brooke Monday, April 01, 2019 4:26 PM Hall, Joni; Thomas, Johnna FW: Receipt

APR 0 3 2019

Joni and Johnna,

Please see Barry's email below regarding the bag I delivered today containing cash.

Thanks,

Holding Acct

80003F 04.03.19 19 WMNR \$230000

T

Brooke

From: Poynter, Barry <<u>Barry.Poynter@eku.edu</u>> Sent: Wednesday, April 3, 2019 5:38 PM To: Lewis Diaz < Cc: King, Brooke <<u>Brooke.King@eku.edu</u>>; Caudill, Steve <<u>Steve.Caudill@eku.edu</u>> Subject: Receipt

Lewis,

Pending completion

I am in receipt of your cash gift of \$240 to be deposited to the Regents Special Initiatives fund. Thank you so much for your generosity and support of Eastern.

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I very much enjoyed the day today-good, productive meetings.

Barry

Barry D. Poynter Vice President & Treasurer Office of Finance and Administration Eastern Kentucky University 113 Coates Building, CPO 35A 521 Lancaster Avenue Richmond, KY 40475 (859) 622-5012 (859) 622-8822 (fax)



Memorandum of Understanding Between , the Eastern Kentucky University Foundation and Eastern Kentucky University to establish the fund, Board of Regents Initiatives

This AGREEMENT is made the 3rd day of April, 2019 by and between the Board of Regents, Eastern Kentucky University (the University), a public higher education institution, and the Eastern Kentucky University Foundation (the Foundation or EKUF), a Kentucky non-profit corporation described in Section 501(c)3 of the Internal Revenue Code, to establish an non-endowed fund for the benefit of the EKUF and the University.

WITNESSETH:

WHEREAS, the Board of Regents desires to establish a fund to support the mission of the University and the Foundation; and

WHEREAS, the University and the Foundation is willing to accept such a fund in accordance with the provisions of this agreement,

NOW, THEREFORE, the parties agree as follows:

- 1. Multiple gifts in cash or property acceptable to the Foundation, in one or more transfers in accordance with the provisions of this agreement may be received. Donors may at any time, by gift, bequest, or otherwise, make additional gifts to the Foundation to be added to this fund and to be administered in accordance with this agreement.
- 2. The fund established by this agreement shall be known as Board of Regents Initiatives. The establishing body of this fund is the members of the Board of Regents as listed below as of the 3rd day of April, 2019:

Lewis Diaz, Chair Alan Long, Vice Chair Richard Day, Faculty Representative Bryan Makinen, Secretary and Staff Representative Ryan Wiggins, Student Representative Laura Babbage, Member Juan Castro, Member Nancy Collins, Member Lynne Taylor Tye, Member Vasu Vasudevan, Member Holly Wiedemann, Member

3. The fund will be utilized through the Senior Vice President for Finance and Administration's Office and the University Development Office in accordance with policies and guidelines established by the Foundation and the University according to the criteria as provided in Paragraph 4.

4. The Foundation agrees to accept such gifts and agrees to establish an account according to the terms of this agreement and annually distribute the funds in accordance with the provisions in this agreement.

The fund purpose is for projects and initiatives defined by the Board of Regents. Use of funds may include, but are not limited to:

- General use
- Special initiatives
- 5. The Foundation will utilize funds (and/or with appropriate recommendations of the appropriate University department) using the above standards.
- 6. The fund is subject to all Foundation Fund Administration Policies, Procedures and Guidelines, which will be provided to Donor(s) in writing upon request.
- 7. In the event that the stated purpose of the fund as described in this agreement can no longer be met or carried out, or it is impractical or inappropriate due to changing conditions, the Foundation is authorized and empowered in its sole discretion to utilize the funds for such alternate purposes that may be deemed proper, provided the fund shall continue to be named as designated above and the amended terms shall adhere as closely as possible to the funds original intent expressed in this agreement.
- 8. This agreement shall be governed by the laws of the Commonwealth of Kentucky. Any part of this agreement deemed to be unenforceable or illegal shall be stricken and the remainder of the agreement shall remain in full force.
- 9. This agreement may be modified by written amendment signed by all parties.
- 10. For good and valuable consideration and not withstanding any prior agreements or instructions providing otherwise, the parties covenant and agree as outlined above on behalf of themselves and their heirs, personal representatives, trustees, successors and assigns.
- 11. This gift and subsequent gifts to this fund shall be recognized in a manner consistent with the University's recognition program.

Barry Poynter Senior Vice President and Treasurer Office of Finance and Administration

Dr. Michael T. Benson, President Eastern Kentucky University

Date

.

Date

Dan McBride Associate Vice President for Development and Alumni Relations Eastern Kentucky University

From: King, Brooke <Brooke.King@eku.edu> Sent: Thursday, April 4, 2019 1:37 PM To: Hall, Joni <Joni.Hall@eku.edu> Subject: FW: Receipt

Joni,

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Here is the email I was speaking of earlier this morning for the bag I dropped off.

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Thanks,

Brooke



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Thomas, Johnna		Holding Acct.
From: Sent: To: Subject:	Hall, Joni Friday, April 05, 2019 9:07 AM Thomas, Johnna FW: Receipt APR 0 5 2019	80003F 04.05.19 19 PC 74000

300.00 E

From: Hall, Joni <Joni.Hall@eku.edu> Sent: Thursday, April 18, 2019 3:42 PM To: Diaz, Lewis Subject: Foundation Board Itinerary

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Joni Hall

Administrative Coordinator University Development Jones 324 | 859-622-6924

Please Detach and Return This Portion With Your Payment. Thank You For Your Order.

Hunsucker, Micah

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From:	
Sent:	
То:	
Subject:	
Attachmen	ts:

Adams, Shelia on behalf of Diaz, Lewis Friday, Apri<u>l 19, 2019 11:03 AM</u> Diaz, Lewis FW: Foundation Board Itinerary Itinerary - Revised Draft.docx

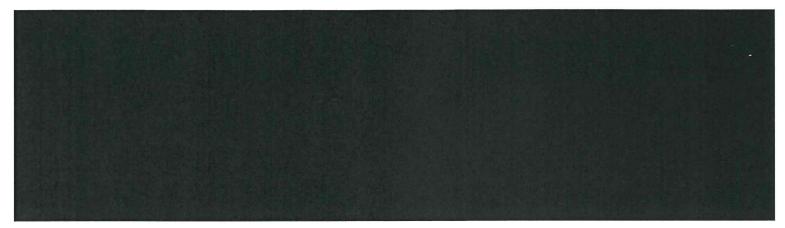
Happy Friday!

Forwarding the Foundation Board Itinerary. Do you plan to attend this event? If so, I'll add to your calendar.

Also, Grant Stepp brought me the rings/necklaces for the Board members. They are in our office.

Thanks,

Shelia



From: Eastern Kentucky University <giving@external1.eku.edu> Sent: Wednesday, April 24, 2019 2:24 PM To: Diaz, Lewis Sector Sect



Thank you, Lewis, for being a part of EKU's first ever Giving Day! Your investment in the future of this institution helps us take another step towards making the dream of higher education a reality for future Colonels. We couldn't do it without you!

On behalf of our students, faculty, staff, and the communities we serve, please accept our gratitude.

Go Big E!

View Giving Day Leaderboa

View our Giving Day Ambassador resources to help spread the word about EKU Giving Day!



You will receive a receipt reflecting the tax-deductible portion of your contribution within two weeks. Please retain that receipt for your records. If you have questions about your gift, please contact us at 859-622-3116 or via email at <u>giving@eku.edu</u>.

iMODULES Software, Inc. 7400 W. 132nd Street, Suite 300 Overland Park, KS 66213

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