



## 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

May 2, 2019

Jennifer K. Perkins  
News Editor, The Eastern Progress  
Combs 317  
Via Electronic Mail: [Jennifer\\_perkins84@mymail.eku.edu](mailto:Jennifer_perkins84@mymail.eku.edu)

RE: Open Records Request Received May 1, 2019

Dear Ms. Perkins:

This letter is in follow up to your open records request we received May 1, 2019 via email seeking:

*“receipts and expenditure reports related to Jostens purchase order P0037651”*

As invoices are not processed by the University for approximately 30 days, the above-referenced invoice has not yet been paid. As such, there are no public records responsive to your request.

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



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**EASTERN KENTUCKY UNIVERSITY**  
*Serving Kentuckians Since 1906*

Coates Building Room 212, CPO 40A  
521 Lancaster Avenue  
Richmond, Kentucky 40475

April 29, 2019

VIA ELECTRONIC MAIL- [jennifer\\_perkins84@mymail.eku.edu](mailto:jennifer_perkins84@mymail.eku.edu)

Jennifer K. Perkins  
News Editor, The Eastern Progress  
Combs 317

RE – Open Records Request – April 24, 2019

Dear Ms. Perkins:

This letter is to inform you of the status of your Open Records request received April 24, 2019 wherein you are 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.”*

For the following reasons, our office will need additional time in which to respond to your request:

1. The Office of University Counsel has several time-sensitive matters that require the immediate attention of staff, causing a significant impact on office workload, excluding daily workflow. See KRS § 61.872(5).
2. Given the extent and breadth of the request, the number of individual items which you are requesting and the time element to review and conduct necessary redactions, we will need more time to obtain, review, and determine which records are responsive and can be produced. (See 12-ORD-097).
3. The Development office, which maintains several of the documents you seek, has had several matters, including The Day of Giving, that require the immediate attention of staff, causing a significant impact on office workload.
4. Our office has been short-staffed as a former employee has left our office for another position. This vacancy represents 25% of our full-time, regular staff positions, and has had a significant impact on our workload over the last several weeks.

At this time we anticipate that we should be able to respond to your request by the close of business on Wednesday May1, 2019; however, we may require additional time. 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: Kristi Middleton  
Dana Fohl



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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](mailto: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





**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

04/04/2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Michael T. Benson, President

Eastern Kentucky University

4/5/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dan McBride

Associate Vice President for Development and Alumni Relations  
Eastern Kentucky University

4-4-19  
\_\_\_\_\_  
Date

Thomas, Johnna

Holding Acct

**From:** King, Brooke  
**Sent:** Monday, April 01, 2019 4:26 PM  
**To:** Hall, Joni; Thomas, Johnna  
**Subject:** FW: Receipt

APR 03 2019

80003F

04.03.19

19 WMNR

\$2300<sup>00</sup>

Joni and Johnna,

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

Thanks,

Brooke

---

**From:** Poynter, Barry <Barry.Poynter@eku.edu>  
**Sent:** Monday, April 1, 2019 2:13 PM  
**To:** Lewis Diaz [REDACTED]  
**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.

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)





**EKU** VICE PRESIDENT FOR FINANCIAL AFFAIRS  
Jones Building Room 120, CPO 35A  
EASTERN KENTUCKY UNIVERSITY  
521 Lancaster Avenue  
Richmond, KY 40475-3102

600000

001 2,300.00   
2,300.00 



Thomas, Johnna

Holding Acct.

**From:** Hall, Joni  
**Sent:** Friday, April 05, 2019 9:07 AM  
**To:** Thomas, Johnna  
**Subject:** FW: Receipt

APR 05 2019

80003F  
04.05.19  
19 PC  
\$ 240<sup>00</sup>

**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,

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

Thanks,

Brooke

**From:** Poynter, Barry <Barry.Poynter@eku.edu>  
**Sent:** Wednesday, April 3, 2019 5:38 PM  
**To:** Lewis Diaz <[REDACTED]>  
**Cc:** King, Brooke <Brooke.King@eku.edu>; Caudill, Steve <Steve.Caudill@eku.edu>  
**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.

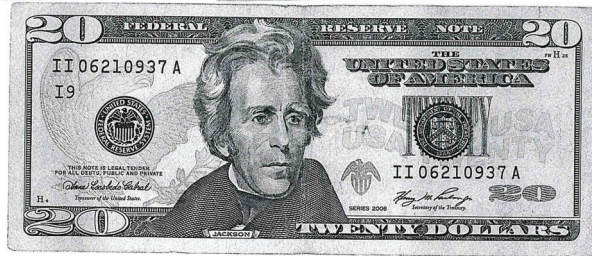
I very much enjoyed the day today—good, productive meetings.

Barry

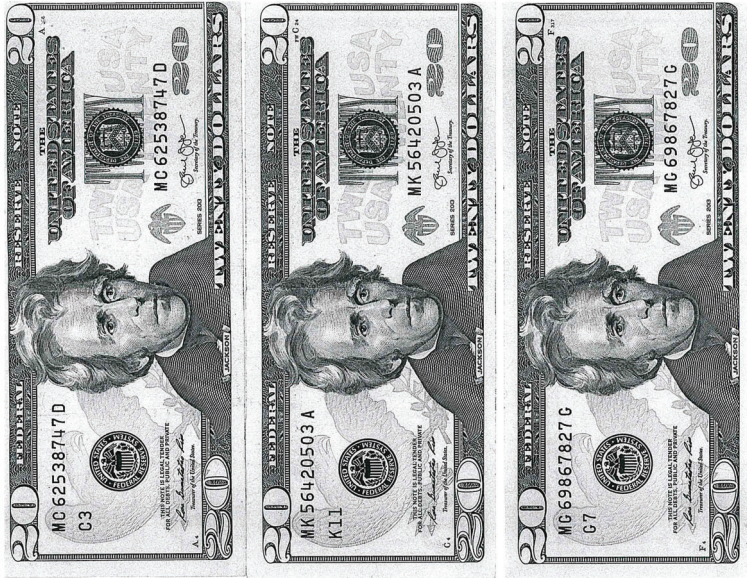
Barry D. Poynter  
Vice President & Treasurer  
Office of Finance and Administration  
Eastern Kentucky University  
113 Coates Building, CPO 35A  
521 Lancaster Avenue  
Richmond, KY 40475  
(859) 622-5012  
(859) 622-8822 (fax)











Thomas, Johnna

Holding Acct.

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**To:** Thomas, Johnna  
**Subject:** FW: Receipt

APR 05 2019

80003F  
04.05.19  
19 PC  
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**To:** Hall, Joni <Joni.Hall@eku.edu>  
**Subject:** FW: Receipt

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Brooke

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**Sent:** Wednesday, April 3, 2019 5:38 PM  
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**Cc:** King, Brooke <Brooke.King@eku.edu>; Caudill, Steve <Steve.Caudill@eku.edu>  
**Subject:** Receipt

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↓

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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)

**From:** Eastern Kentucky University <giving@external1.eku.edu>

**Sent:** Wednesday, April 24, 2019 2:24 PM

**To:** Diaz, Lewis [REDACTED] >

**Subject:** EKU Giving Day - Thank you for your gift!



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 ECU Giving Day!

# Be an Ambassador

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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 [giving@ecu.edu](mailto:giving@ecu.edu).

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

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## Hunsucker, Micah

---

**From:** Adams, Shelia  
**Sent:** Tuesday, February 26, 2019 11:25 AM  
**To:** Diaz, Lewis [REDACTED]  
**Subject:** Rings for ECU 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 ECU 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

## Hunsucker, Micah

---

**From:** Adams, Shelia  
**Sent:** Tuesday, February 12, 2019 1:16 PM  
**To:** Malick, Cassie  
**Subject:** 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>

---

**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](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

## Hunsucker, Micah

---

**From:** Adams, Shelia  
**Sent:** Monday, February 25, 2019 3:49 PM  
**To:** Stepp, Grant  
**Subject:** RE: Ring sizes

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

Shelia

---

**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](mailto:grant.stepp@eku.edu) | [EKUSports.com](http://EKUSports.com)

o: (859) 622-2122 | c: (859) 963-6144



@ekutickets

---

**From:** Adams, Shelia  
**Sent:** Monday, February 25, 2019 3:15 PM  
**To:** Stepp, Grant <[Grant.Stepp@eku.edu](mailto:Grant.Stepp@eku.edu)>  
**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



President Benson: 9 ½

David McFaddin: 9 ½

Thanks,

Shelia

---

**From:** Stepp, Grant  
**Sent:** Wednesday, February 20, 2019 9:44 AM  
**To:** Adams, Shelia <[Shelia.Adams@EKU.EDU](mailto:Shelia.Adams@EKU.EDU)>  
**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](mailto:grant.stepp@eku.edu) | [EKUSports.com](http://EKUSports.com)

o: (859) 622-2122 | c: (859) 963-6144



@ekutickets



## Hunsucker, Micah

---

**From:** Adams, Shelia  
**Sent:** Tuesday, March 19, 2019 12:56 PM  
**To:** Diaz, Lewis [REDACTED]  
**Subject:** 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 30<sup>th</sup>, so Grant should have them sometime the week of April 1.

Thanks,  
Shelia

---

**From:** Adams, Shelia  
**Sent:** Monday, March 18, 2019 2:30 PM  
**To:** 'Diaz, Lewis' [REDACTED]  
**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 <https://adidas-team.com/catalogs/>

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:** Diaz, Lewis [REDACTED]  
**Sent:** Monday, March 18, 2019 1:51 PM  
**To:** Adams, Shelia <[Shelia.Adams@EKU.EDU](mailto:Shelia.Adams@EKU.EDU)>  
**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](mailto:Grant.Stepp@eku.edu) and ask for him to obtain an anticipated delivery date from Jostens re: Regents rings.

Can you also obtain an Adidas catalog or electronic catalog.

Thank you.

Regards,

Lewis

## Hunsucker, Micah

---

**From:** Stepp, Grant  
**Sent:** Tuesday, March 19, 2019 9:47 AM  
**To:** Adams, Shelia  
**Subject:** 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 30<sup>th</sup>. 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](mailto:grant.stepp@eku.edu) | [EKUSports.com](http://EKUSports.com)

o: (859) 622-2122 | c: (859) 963-6144



@ekutickets

---

**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 CC ring deliveries

Grant,

The 9 Track and Field rings are due to ship on the 30<sup>th</sup> 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: [chris.adkins@jostens.com](mailto:chris.adkins@jostens.com)



**CELEBRATING MOMENTS THAT MATTER**

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## Hunsucker, Micah

---

**From:** Adams, Shelia  
**Sent:** Monday, February 25, 2019 10:54 AM  
**To:** Wiggins, Ryan  
**Subject:** 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

## Hunsucker, Micah

---

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

## Hunsucker, Micah

---

**From:** Adams, Shelia  
**Sent:** Thursday, February 21, 2019 11:56 AM  
**To:** Malick, Cassie  
**Cc:** Dumay, Kevely  
**Subject:** 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  
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521 Lancaster Avenue, CPO 41A  
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Fax: 859-622-2290

## Hunsucker, Micah

---

**From:** Adams, Shelia on behalf of Diaz, Lewis  
**Sent:** Friday, April 19, 2019 11:03 AM  
**To:** Diaz, Lewis [REDACTED]  
**Subject:** FW: Foundation Board Itinerary  
**Attachments:** 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:** Hall, Joni <Joni.Hall@eku.edu>  
**Sent:** Thursday, April 18, 2019 3:42 PM  
**To:** Diaz, Lewis [REDACTED]  
**Subject:** Foundation Board Itinerary

*Joni Hall*

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



# INVOICE

Please Pay From This Invoice

Remit to:

Jostens  
21336 NETWORK PLACE  
CHICAGO IL 60673-1213

<b>Ship To:</b> No: 2599897 ADKINS CHRIS 18 CLIFFVIEW AVENUE FORT THOMAS KY 41075	<b>Sold To:</b> No: 1015822 EASTERN KENTUCKY UNIVERSITY CHAMP
<b>Bill To:</b> No: 1015822 EASTERN KENTUCKY UNIVERSITY CHAMP ATHLETICS 115 ALUMNI COLISEUM RICHMOND KY 40475	

<b>Invoice Number</b> 22861908	<b>Date</b> 29-MAR-19	<b>Page</b> 1 of 1
<b>Terms</b> NET 30	<b>Order Number</b> 25370167	
<b>Customer P.O. Number</b> P0037651		
<b>Date Shipped</b> 29-MAR-19	<b>Shipped Via</b> UPS-2D	
<b>Shipping Ref Num.</b> 1Z7515031320793812		
<b>Federal Taxpayer ID</b>	<b>FOB Shipping Point</b>	
<b>Sales Agent</b> ADKINS CHRIS	<b>Sales ID</b> 7654	

**For Customer Service Call**  
**1-800-854-7464**

Line No.	Description	Quantity Ordered	To Follow	Quantity Shipped	Unit Price	Extended Price	Total Tax
1	PENDANT_XXXF 2018 Men'S Track And Field Conference Champions Wlust	3	0	3	275.00	825.00	.00
2	Xxxf 2018 Men'S Track And Field Conference Champions Wlust	6	0	6	290.00	1,740.00	.00
N		Total Charges Less Discount		Total Tax	Total Deposits	Please Pay This Amount	
DO NOT MERGE WITH OTHER ORDER(S)		+		+	-	=	
		2,565.00		.00	.00	2,565.00	

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

Customer P.O. Number	Customer Num.	Invoice No.	Invoice Date	Amount	Payment
P0037651	1015822	22861908	29-MAR-19	2,565.00	

Remit to: Jostens  
21336 NETWORK PLACE  
CHICAGO IL 60673-1213

EASTERN KENTUCKY UNIVERSITY CHAMP  
ATHLETICS  
115 ALUMNI COLISEUM  
RICHMOND KY 40475



## Ridner, Dusty

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

Sent from my Sprint Samsung Galaxy S9+.

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

From: "Diaz, Lewis" <[REDACTED]>  
Date: 2/28/19 3:15 PM (GMT-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		



Babbage	Laura ✓		Babbage				Laura Babbage	2018	pendant with necklace
Collins	Nancy ✓		Collins				Nancy Collins	2018	pendant with necklace
Taylor Tye	Lynn ✓		Taylor Tye				Lynn Taylor Tye	2018	pendant with necklace
Castro	Juan ✓		Castro			8.5	Juan Castro		RING
Diaz	Lewis ✓		Diaz			12	Lewis Diaz		RING
Long	Alan ✓		Long			10.5	Alan Long		RING
Makinen	Bryan ✓		Makinen			9	Bryan Makinen		RING
Vasudevan	Vasu ✓		Vasudevan			7	Vasu Vasudevan		RING
Wiedemann	Holly		Wiedemann			5.5	Holly Wiedemann		RING