



Board of Regents

FINANCE AND BUDGET COMMITTEE MEETING AGENDA

June 22, 2018

Jody Richards Hall

Cornelius A. Martin Regents Room

Committee Members:

Mr. Gillard B. Johnson III, Chair
Mr. Frederick A. Higdon
Mr. Jason L. McKinney

Mr. John W. Ridley
Mr. J. David Porter

Action Items:

- FB-1 Approval of Personnel Actions [p 1 and attached reports]
- Faculty [pp F1-F10]
 - Staff [pp S1-S10]
- FB-2 Approval of the 2018-19 Audit Plan [pp 2-5]
- FB-3 Approval of Amendment to the Internal Audit Charter [pp 6-8]

Information Item:

- Quarterly Internal Audit Report (*Ms. Jennifer Miller*) [p 9]

PERSONNEL ACTIONS

REQUEST:

Approval of faculty and staff personnel actions which have been approved through administrative channels and executed through the human resources information system during the period 04/02/2018 – 05/23/2018, one-time compensation payments executed through the payroll system cover the period 04/01/2018 – 05/31/2018, and promotion and tenure recommendations.

FACTS:

This request includes a variety of customary actions pertaining to people and positions, except for those actions specifically delegated to the President. Each action is identified by “type” and “funding source”. Stipend payments are included under a separate tab of the personnel actions report. One-time compensation payments associated with extra duties/special assignments are included in a separate report.

BUDGETARY IMPLICATIONS:

Funding is provided as indicated for each transaction.

RECOMMENDATION:

President Timothy C. Caboni recommends approval of all faculty and staff personnel actions and promotion and tenure recommendations.

MOTION:

Approve faculty and staff personnel actions and promotion and tenure recommendations.

Meeting Date: August 3, 2018

Completed Faculty Personnel Actions Subject to Board Approval
Entered April 2, 2018 through May 23, 2018

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Department	Employee	Title	Effective Date	Current Rate/Salary	Proposed Rate/Salary	Type Action	Funding Source	LE
Ed Leadership Doctoral Prgm/Psychology English	Joseph P. Cangemi	Scholar in Residence	07/01/2018	29,412.00	29,412.00	Reappointment	E&G	
	William David LeNoir	Professor	07/01/2018	92,448.00	92,448.00	Reappointment	E&G	
Honors College	Yang Liu	Instructor I	06/01/2018	40,464.00	40,464.00	Reappointment	E&G	
School of Teacher Education	Wei Chen	Clinical Assistant Professor	07/01/2018	51,516.00	51,516.00	Reappointment	E&G	
School of Nursing	Mark Wallace Flener	Clinical Assistant Professor	07/01/2018	48,000.00	52,464.00	Status Change (Temp to Reg)	E&G	
Chemistry	Sarah Jane Edwards	Instructor I	07/01/2018	41,244.00	44,004.00	Transfer	E&G	
Department of Marketing	Mary Jane Gardner	Assistant Professor	07/01/2018	63,336.00	105,000.00	Transfer	E&G	
Economics	Alexander G. Lebedinsky	Department Head	07/01/2018	85,464.00	112,188.00	Transfer	E&G	
Gordon Ford College of Business	Jeffrey P. Katz	Professor	07/01/2018	237,792.00	152,004.00	Transfer	E&G	
Public Health	William N. Mkanta	Department Head	07/01/2018	85,068.00	104,004.00	Transfer	E&G	

Entered April 2, 2018 through May 23, 2018

Department	Employee	Begin Date	End Date	Proposed Salary	Type Action	Funding Source
Dual Credit	Laura Ruth Leeper	08/21/2017	12/31/2017	2,848.00	Initial Appointment	E&G
Ed. Admin., Leadership & Research	Laura Meeks Hudson	05/14/2018	8/31/2018	2,280.00	Reappointment	E&G
Ed. Admin., Leadership & Research	John Darnian Millay	05/14/2018	6/30/2018	2,280.00	Reappointment	E&G
Ed. Admin., Leadership & Research	Jason Thomas Radford	05/14/2018	6/30/2018	2,280.00	Reappointment	E&G
Folk Studies & Anthropology	Matthew Lee Hale	05/14/2018	6/30/2018	3,036.00	Reappointment	E&G
School of Kinesiology, Rec. & Sport	Terry L. Obce	01/01/2018	7/31/2018	4,800.00	Reappointment	RD
School of Kinesiology, Rec. & Sport	Terry L. Obce	05/14/2018	7/31/2018	3,840.00	Reappointment	E&G
School of Professional Studies	Scott Butterfield	05/14/2018	6/30/2018	2,580.00	Reappointment	E&G
School of Professional Studies	Christina Marie Witt	04/01/2018	5/31/2018	3,068.00	Reappointment	E&G
WKU - Glasgow	Angela Lynn Rush	03/19/2018	5/31/2018	1,692.00	Reappointment	RD

Meeting Date: August 3, 2018

Completed Faculty Stipend Actions Subject to Board Approval

Entered April 2, 2018 through May 23, 2018

Department	Name	Start Date	End Date	Amount	Source
Allied Health	Joseph William Evans	05/01/18	06/30/18	7,670.68	E&G
Communication Sciences & Disorders	Lauren E. Bland	05/16/18	06/30/18	7,456.00	E&G
Communication Sciences & Disorders	Richard A. Dressler	06/01/18	06/30/18	7,669.33	E&G
Communication Sciences & Disorders	Leisa S. Hutchison	05/16/18	06/30/18	5,612.00	E&G
Communication Sciences & Disorders	Jean Neils-Strunjas	07/01/18	06/30/19	12,000.00	E&G
Communication Sciences & Disorders	Jo L. Shackelford	05/16/18	06/30/18	5,731.44	E&G
Dean CHHS	Brian Kenneth Weiler	05/15/18	08/15/18	18,522.00	E&G
DELO - PH Contract Programs	Marilyn M. Gardner	09/01/17	06/30/18	5,000.00	RD
Doctor of Nursing Practice	Maria Eve Main	05/15/18	06/30/18	8,988.00	E&G
GFCB - Faculty & Student Prog Sup.	Evelyn Holmes Thrasher	05/01/18	06/30/18	1,000.00	E&G
Information Systems	Evelyn Holmes Thrasher	07/01/18	10/31/18	5,004.00	FDN
Management	Jeffrey P. Katz	07/01/18	06/30/19	20,004.00	FDN
MSW Cohorts	Amy C. Cappiccie	06/01/18	06/30/18	6,857.33	RD
Public Health	Gregory Earle Ellis-Griffith	05/01/18	06/30/18	2,705.44	E&G
Public Health	Gary M. English	05/01/18	06/30/18	8,341.34	E&G
Public Health	Marilyn M. Gardner	05/01/18	06/30/18	5,937.00	E&G
Public Health	Janice Ray Hunt-Shepherd	05/01/18	06/30/18	6,998.68	E&G
School of Kinesiology, Rec. & Sport	Fred Wayne Gibson	05/15/18	06/30/18	4,229.38	Split
School of Kinesiology, Rec. & Sport	Raymond Arthur Poff	05/15/18	06/30/18	5,404.00	E&G
School of Kinesiology, Rec. & Sport	Elizabeth C. Pyle	05/15/18	06/30/18	6,838.00	E&G
School of Kinesiology, Rec. & Sport	Mark Anthony Schafer	06/01/18	06/30/18	3,080.23	E&G
School of Kinesiology, Rec. & Sport	Paula Ann Upright	05/15/18	06/30/18	4,833.00	E&G
School of Nursing	Lori Jagers Alexander	06/01/18	06/30/18	7,022.67	E&G
School of Nursing	Tonya Monique Bragg-Underwood	05/15/18	06/30/18	6,456.61	E&G
School of Nursing	Kimberly W. Harris	06/01/18	06/30/18	2,285.77	E&G
School of Nursing	Sherry Mays Lovan	05/15/18	06/30/18	8,214.67	E&G
Social Work	Sandra H. Starks	05/01/18	06/30/18	8,192.00	E&G
Social Work	Dana June Sullivan	05/15/18	06/30/18	7,052.00	E&G

Department	Employee	Rank	Effective Date	Current Rate/Salary	*Proposed Rate/Salary	Type Action	Funding Source
English	Jerod Hollyfield	Associate Professor	07/01/18	\$49,992	\$55,440	Promotion and Tenure	E&G

Meeting Date: August 3, 2018

Faculty One Time Payments
For the Period April 1, 2018 through May 31, 2018

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Dean Gordon Ford College Business Diversity & Community Studies	Dawn Langkamp Bolton	Associate Professor	5/31/2018	1,000.00 Awards		FDN
Faculty Award/Waiver Funds	Kristina Elisabeth Arnold	Associate Professor	4/30/2018	500.00 Awards		FDN
Faculty Award/Waiver Funds	Noah Todd Ashley	Assistant Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	John Kirk Atkinson	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Janice Dianne Brockman	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Reagan Dwayne Brown	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Monica Galloway Burke	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Kenneth Jason Crandall	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Joshua David Durkee	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Lee D. Emanuel	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Kimberlee Kaye Everson	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Darbi Jean Haynes-Lawrence	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Cheryl R Hopson	Assistant Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Xiaoxia Huang	Assistant Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Larry S. Kinder	Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Thomas W. Kingery	Assistant Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Ching-Yi Lin	Assistant Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Stephen L. Locke	Assistant Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Larry W. Owens	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Ke Peng	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Michael Shane Spiller	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Thomas Bradley Stinnett	Assistant Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Rebecca R. Stobaugh	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Timothy D. Straubel	Instructor II	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Joon Gi Sung	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Leila Ruth Watkins	Assistant Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Carol Lewis Watwood	Associate Professor	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Lily Popova Zhuhadar	Assistant Professor	5/31/2018	500.00 Awards		E&G
Dean College of Education	David Forrest Almand	Professional-in-Residence	5/31/2018	594.40 Consulting		Grant
Dean College of Education	Kenneth Brent Askins	Professor	5/31/2018	628.65 Consulting		Grant
Dean College of Education	Robin Latrice Ayers	Instructor II	5/31/2018	160.00 Consulting		Grant
Dean College of Education	Patricia E. Bertke	Instructor I	5/31/2018	320.00 Consulting		Grant
Dean College of Education	Jeffrey R. Bright	Associate Professor	5/31/2018	160.00 Consulting		Grant
Dean College of Education	Wei Chen	Clinical Assistant Professor	5/31/2018	480.00 Consulting		Grant
Dean College of Education	Kathy C. Croxall	Associate Professor	5/31/2018	220.00 Consulting		Grant
Dean College of Education	Pamela M. Jukes	Professor	5/31/2018	160.00 Consulting		Grant
Dean College of Education	Mella Ann Mattingly	Instructor I	5/31/2018	320.00 Consulting		Grant
Dean College of Education	Julia Anne Mittelberg	Assistant Professor	5/31/2018	320.00 Consulting		Grant
Dean College of Education	Lisa D. Murley	Associate Professor	5/31/2018	160.00 Consulting		Grant
Dean College of Education	Julia Link Roberts	Professor	5/31/2018	320.00 Consulting		Grant
Dean College of Education	Rebecca R. Stobaugh	Associate Professor	5/31/2018	480.00 Consulting		Grant
Educational Enhancement Programs	Aaron Wilson Hughey	Professor	5/31/2018	240.00 Consulting		Grant
School of Teacher Education	Rachel E. Leer	Instructor I	5/31/2018	300.00 Consulting		Grant

Meeting Date: August 3, 2018

Faculty One Time Payments

For the Period April 1, 2018 through May 31, 2018

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Architect & Manufacturing Sciences	Shahnaz Aly	Associate Professor	4/30/2018	1,000.00 Overload		E&G
Architect & Manufacturing Sciences	Taha Hassan Alyousef	Assistant Professor	4/30/2018	3,000.00 Overload		E&G
Architect & Manufacturing Sciences	Anthony Mark Doggett	Professor	4/30/2018	1,000.00 Overload		E&G
Architect & Manufacturing Sciences	Bashtar Favez Haddad	Assistant Professor	4/30/2018	1,000.00 Overload		E&G
Architect & Manufacturing Sciences	Daniel Dow Jackson	Professor	4/30/2018	1,000.00 Overload		E&G
Architect & Manufacturing Sciences	Bryan Reaka	Associate Professor	4/30/2018	1,000.00 Overload		E&G
Communication	Elizabeth D. Hall	Director	4/30/2018	250.00 Overload		E&G
Communication Sciences & Disorders	Janice Carter Smith	Instructor I	4/30/2018	750.00 Overload		E&G
Department of Marketing	Lukas Forbes	Professor	4/30/2018	2,000.00 Overload		E&G
Department of Marketing	Patricia R. Todd	Chair	4/30/2018	1,000.00 Overload		E&G
Diversity & Community Studies	Kristi R. Branham	Associate Professor	4/30/2018	1,000.00 Overload		E&G
Diversity & Community Studies	Molly Beth Kerby	Associate Professor	4/30/2018	1,000.00 Overload		E&G
Diversity & Community Studies	Gayle Marcus Malingner	Associate Professor	4/30/2018	1,000.00 Overload		E&G
Diversity & Community Studies	Alexander G. Lebedinsky	Associate Professor	4/30/2018	833.34 Overload		E&G
Economics	Warren Campbell	Professor	4/30/2018	750.00 Overload		E&G
Engineering	Shane M. Palmquist	Associate Professor	4/30/2018	1,000.00 Overload		E&G
Engineering	Theodore R. Hoyet	Professor	4/30/2018	1,500.00 Overload		E&G
English	Thomas Christian Hunley	Professor	4/30/2018	1,000.00 Overload		E&G
English	Alison Louise Langdon	Associate Professor	4/30/2018	1,000.00 Overload		E&G
English	Alexander B. Poole	Professor	4/30/2018	1,000.00 Overload		E&G
Finance	Ronald A Rhoades	Pedagogical Asst Professor	4/30/2018	1,000.00 Overload		E&G
Information Systems	Ray Blankenship	Chair	4/30/2018	750.00 Overload		E&G
Information Systems	James Hubert Lindsey	Instructor I	4/30/2018	1,500.00 Overload		E&G
Management	Feng Helen Liang	Assistant Professor	4/30/2018	1,000.00 Overload		E&G
Modern Languages	Laura Green McGee	Department Head	4/30/2018	1,000.00 Overload		E&G
Physics & Astronomy	Rico T. Tyler	Professional-In-Residence	4/30/2018	1,000.00 Overload		E&G
School of Nursing	Sonya Lakay House	Associate Professor	5/31/2018	3,500.00 Overload		E&G
Student Radio	Jeanine Marie Cherry	Instructor I	4/30/2018	1,000.00 Overload		E&G
Theatre & Dance	Elena Shura Pollatsek	Professor	4/30/2018	1,000.00 Overload		E&G
WKU Pathways - Instructional	Zachary Skiles Battersworth	Instructor I	4/30/2018	1,600.00 Overload		E&G
Civil Engineering Services	Jason C Wilson	Instructor I	4/30/2018	1,222.10 Supplemental Pay		RD
AA - CEBS - R&R (04)	David L. Bell	Professional-in-Residence	4/30/2018	255.00 Supplemental Pay		E&G
AA - CEBS - R&R (04)	David L. Bell	Professional-in-Residence	5/31/2018	255.00 Supplemental Pay		E&G
AA - CEBS - R&R (04)	Jeanine M. Huss	Associate Professor	4/30/2018	200.00 Supplemental Pay		E&G
AA - CEBS - R&R (04)	Jeanine M. Huss	Associate Professor	5/31/2018	200.00 Supplemental Pay		E&G
AA - CEBS - R&R (04)	Rachel E. Leer	Instructor I	4/30/2018	255.00 Supplemental Pay		E&G
AA - CEBS - R&R (04)	Rachel E. Leer	Instructor I	5/31/2018	255.00 Supplemental Pay		E&G
Accounting	Melloney C Simerly	Assistant Professor	5/31/2018	7,500.00 Supplemental Pay		E&G
Arch Resource Center -Prof Services	Neal Edward Downing	Professor	5/31/2018	2,025.00 Supplemental Pay		RD
Architect & Manufacturing Sciences	Kenneth Brent Askins	Professor	5/30/2018	4,356.00 Supplemental Pay		Grant
Career & Workforce Development	Aaron Wilson Hughey	Professor	4/30/2018	600.00 Supplemental Pay		RD
Career & Workforce Development	Aaron Wilson Hughey	Professor	5/31/2018	2,287.50 Supplemental Pay		RD
CFL - Social Work	Allison Gibson	Instructor I	4/30/2018	5,500.00 Supplemental Pay		RD

Meeting Date: August 3, 2018

Faculty One Time Payments

For the Period April 1, 2018 through May 31, 2018

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CFL - Social Work	Kellye Marie McInyre	Instructor I	4/30/2018	4,500.00 Supplemental Pay		RD
Cohort Programs	Janet Lee Applin	Associate Professor	5/31/2018	400.00 Supplemental Pay		RD
Cohort Programs	John Paul Baker	Associate Professor	4/30/2018	4,800.00 Supplemental Pay		RD
Cohort Programs	Dana Michelle Cuomo	Assistant Professor	5/31/2018	2,000.00 Supplemental Pay		RD
Cohort Programs	Sylvia L. Dietrich	Dir. Sch. of T. Ed/Assoc. Dean	4/30/2018	2,900.00 Supplemental Pay		RD
Cohort Programs	Sylvia L. Dietrich	Dir. Sch. of T. Ed/Assoc. Dean	5/31/2018	2,400.00 Supplemental Pay		RD
Cohort Programs	Stephanie Kay Candy	Professor	5/31/2018	800.00 Supplemental Pay		RD
Cohort Programs	Said Chezal	Assistant Professor	4/30/2018	2,400.00 Supplemental Pay		RD
Cohort Programs	Said Chezal	Assistant Professor	5/31/2018	5,150.00 Supplemental Pay		RD
Cohort Programs	Becky A. Giffilen	Professor	4/30/2018	1,500.00 Supplemental Pay		RD
Cohort Programs	Kristie Broadbent Guffey	Pedagogical Asst Professor	4/30/2018	4,800.00 Supplemental Pay		RD
Cohort Programs	Molly Beth Kerby	Associate Professor	5/31/2018	3,000.00 Supplemental Pay		RD
Cohort Programs	Hanna A. Khouryeh	Associate Professor	4/30/2018	325.00 Supplemental Pay		RD
Cohort Programs	Margaret G. Maxwell	Professor	4/30/2018	4,800.00 Supplemental Pay		RD
Cohort Programs	Margaret G. Maxwell	Professor	5/31/2018	400.00 Supplemental Pay		RD
Cohort Programs	Andrea Paganelli	Assistant Professor	5/31/2018	800.00 Supplemental Pay		RD
Cohort Programs	Mark Andrew Staynings	Associate Professor	5/31/2018	3,500.00 Supplemental Pay		RD
Cohort Programs	Rebecca R. Stobaugh	Associate Professor	4/30/2018	4,800.00 Supplemental Pay		RD
Cohort Programs	Rebecca R. Stobaugh	Associate Professor	5/31/2018	400.00 Supplemental Pay		RD
Confucius Institute	Stephanie Kay Candy	Professor	4/30/2018	900.00 Supplemental Pay		E&G
Confucius Institute	Lynn Ann Hines	Professional-In-Residence	4/30/2018	900.00 Supplemental Pay		E&G
Confucius Institute	Rebecca R. Stobaugh	Associate Professor	4/30/2018	900.00 Supplemental Pay		E&G
Dean College of Education	Joseph Newton Stites	Assistant Professor	5/31/2018	150.00 Supplemental Pay		FDN
DELO - MBA	Mark D. Ciampa	Associate Professor	5/31/2018	2,500.00 Supplemental Pay		FDN
DELO - MBA	Indudeep S. Chachhi	Chair	5/31/2018	2,000.00 Supplemental Pay		RD
DELO - MBA	Harold Thompson Little	Chair	4/30/2018	2,000.00 Supplemental Pay		RD
DELO - MBA	Harold Thompson Little	Chair	5/31/2018	2,000.00 Supplemental Pay		RD
DELO - MBA	Michael Shane Spiller	Associate Professor	4/30/2018	2,000.00 Supplemental Pay		RD
DELO - MBA	Michael Shane Spiller	Associate Professor	5/31/2018	2,000.00 Supplemental Pay		RD
DELO - MBA	David Michael Zimmer	Associate Professor	5/31/2018	2,000.00 Supplemental Pay		RD
Department of Marketing	Lukas Forbes	Professor	5/31/2018	5,000.00 Supplemental Pay		E&G
Department of Marketing	Mary Jane Gardner	Executive-in-Residence	5/31/2018	3,518.67 Supplemental Pay		E&G
Dual Credit	Pamela Annette Chandler	Instructor I	5/31/2018	1,500.00 Supplemental Pay		RD
Dual Credit	Anne Lawson Heintzman	Instructor II	4/30/2018	1,000.00 Supplemental Pay		RD
Dual Credit	Gary Kent Hughes	Instructor II	4/30/2018	1,000.00 Supplemental Pay		RD
Dual Credit	Michelle Sharmaine Jones	Assistant Dean	4/30/2018	1,000.00 Supplemental Pay		RD
Dual Credit	Jessica Marie McClanahan	Instructor II	5/31/2018	1,500.00 Supplemental Pay		RD
Dual Credit	Megan Kathleen Miller	Associate Professor	4/30/2018	1,000.00 Supplemental Pay		RD
Dual Credit	Ke Peng	Associate Professor	5/31/2018	3,500.00 Supplemental Pay		RD
Dual Credit	Carnetta Charlotte Skipworth	Associate Professor	5/31/2018	1,500.00 Supplemental Pay		RD
Economics	Christopher John Bioisi	Assistant Professor	5/31/2018	5,000.00 Supplemental Pay		E&G
Economics	Hak Yoon Kim	Professor	5/31/2018	5,000.00 Supplemental Pay		E&G
Economics	Susane Leguizamon	Assistant Professor	5/31/2018	4,626.00 Supplemental Pay		E&G
Economics	Stephen L Locke	Assistant Professor	5/31/2018	4,694.67 Supplemental Pay		E&G

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Faculty One Time Payments

For the Period April 1, 2018 through May 31, 2018

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Economics	David Michael Zimmer	Associate Professor	5/31/2018	4,704.67	Supplemental Pay	E&G
F&A - Commonwealth School	Anne Lawson Heinzman	Instructor II	5/31/2018	1,010.18	Supplemental Pay	E&G
Finance	Kam C. Chan	Professor	5/31/2018	5,000.00	Supplemental Pay	E&G
Finance	Mohsen Mollagholamali	Assistant Professor	5/31/2018	10,000.00	Supplemental Pay	E&G
Gatton Academy of Math and Science	Joseph Newton Stites	Assistant Professor	5/31/2018	150.00	Supplemental Pay	E&G
Health & Fitness Lab	Lacretia Toniece Dye	Assistant Professor	4/30/2018	64.00	Supplemental Pay	E&G
Health & Fitness Lab	Lacretia Toniece Dye	Assistant Professor	5/31/2018	64.00	Supplemental Pay	E&G
History	Glenn W. LaFantasie	Professor	5/31/2018	4,364.00	Supplemental Pay	FDN
Information Systems	Evelyn Holmes Thrasher	Associate Professor	5/31/2018	5,000.00	Supplemental Pay	E&G
Information Systems	Lily Popova Zhuladar	Assistant Professor	5/31/2018	5,000.00	Supplemental Pay	E&G
KIIS	Eddy Alain Cuisinier	Instructor II	4/30/2018	4,000.00	Supplemental Pay	RD
KIIS	Eddy Alain Cuisinier	Instructor II	5/31/2018	375.00	Supplemental Pay	RD
KIIS	Lloyd Guy Davies	Professor	4/30/2018	2,000.00	Supplemental Pay	RD
KIIS	William N. Mkanta	Department Head	4/30/2018	4,000.00	Supplemental Pay	RD
KIIS	Immaculada Pertusa	Professor	5/31/2018	2,000.00	Supplemental Pay	RD
KIIS	Melissa A. Stewart	Professor	5/31/2018	4,000.00	Supplemental Pay	RD
KIIS	Martin James Stone	Associate Professor	4/30/2018	2,000.00	Supplemental Pay	RD
KIIS	Antonia M Szymanski	Assistant Professor	4/30/2018	2,000.00	Supplemental Pay	RD
KRS Contract Programs	Fred Wayne Gibson	Professor	4/30/2018	2,250.00	Supplemental Pay	RD
KRS Contract Programs	Lauren Gabrielle McCoy	Assistant Professor	4/30/2018	1,500.00	Supplemental Pay	RD
KRS Contract Programs	Evelyn Montcal Oregon	Assistant Professor	5/31/2018	2,500.00	Supplemental Pay	RD
KRS Contract Programs	Thomas Bradley Stinnett	Assistant Professor	4/30/2018	1,500.00	Supplemental Pay	RD
KRS Contract Programs	Thomas Bradley Stinnett	Assistant Professor	5/31/2018	3,000.00	Supplemental Pay	RD
Management	Ismail Civelek	Associate Professor	5/31/2018	4,730.00	Supplemental Pay	E&G
Management	Scott R Cox	Assistant Professor	5/31/2018	10,000.00	Supplemental Pay	E&G
MBA - Full Time	Ismail Civelek	Associate Professor	4/30/2018	2,450.00	Supplemental Pay	E&G
MBA - Full Time	Phillip Duane Coleman	Associate Professor	4/30/2018	4,900.00	Supplemental Pay	E&G
MBA - Full Time	Feng Helen Liang	Associate Professor	5/31/2018	2,450.00	Supplemental Pay	E&G
MBA - Full Time	Craig A. Martin	Assistant Professor	4/30/2018	2,940.00	Supplemental Pay	E&G
MBA - Full Time	Patricia R. Todd	Chair	5/31/2018	2,450.00	Supplemental Pay	E&G
Music	Joseph Newton Stites	Assistant Professor	5/31/2018	2,500.00	Supplemental Pay	E&G
Music Dept. Concert and Performance	Elizabeth H. Forrester Kelly	Associate Professor	5/31/2018	750.00	Supplemental Pay	RD
Music Dept. Concert and Performance	Zachary Antonio Lopes	Assistant Professor	4/30/2018	700.00	Supplemental Pay	RD
OCSCE - Research Incentive	Amy M. Brausch	Associate Professor	5/31/2018	2,127.48	Supplemental Pay	E&G
OCSCE - Research Incentive	Ali Er	Assistant Professor	5/31/2018	803.27	Supplemental Pay	E&G
Online Program Development	James W Barker	Assistant Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Tonya Monique Bragg-Underwood	Associate Professor	5/31/2018	2,334.00	Supplemental Pay	RD
Online Program Development	Jennifer LeeAnn Brinkley	Pedagogical Asst Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Pamela Annette Chandler	Instructor I	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Patricia L. Desrosiers	Acting Department Head	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Xiutua Ding	Assistant Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Sheila S. Flier	Instructor II	5/31/2018	750.00	Supplemental Pay	RD
Online Program Development	Marilyn M. Gardner	Associate Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Said Ghezal	Assistant Professor	5/31/2018	750.00	Supplemental Pay	RD

Meeting Date: August 3, 2018

Faculty One Time Payments
For the Period April 1, 2018 through May 31, 2018

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Online Program Development	Becky A. Giffilen	Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Victoria Anice Gordon	Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Cynthia Royden Houston	Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Angela Marie Jerome	Professor	5/31/2018	750.00	Supplemental Pay	RD
Online Program Development	Jane Olmsted	Department Head	5/31/2018	2,000.00	Supplemental Pay	RD
Online Program Development	Bryan Reaka	Associate Professor	5/31/2018	4,750.00	Supplemental Pay	RD
Online Program Development	Doris A. Sikora	Associate Professor	5/31/2018	1,500.00	Supplemental Pay	RD
Online Program Development	Qingfang Song	Assistant Professor	5/31/2018	3,500.00	Supplemental Pay	RD
Online Program Development	Rebecca R. Stobaugh	Associate Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Adam R. West	Associate Professor	5/31/2018	4,750.00	Supplemental Pay	RD
Online Program Development	William T. William	Professor	5/31/2018	2,750.00	Supplemental Pay	RD
Online Program Development	Cheryl Pence Wolf	Assistant Professor	5/31/2018	2,750.00	Supplemental Pay	RD
PCAL - Research Incentive	Audrey L. Anton	Associate Professor	5/31/2018	1,142.64	Supplemental Pay	E&G
PCAL - Research Incentive	Chunmei Du	Associate Professor	5/31/2018	2,278.08	Supplemental Pay	E&G
Pre-College Strings Program	Sarah Grace Berry	Professional-In-Residence	4/30/2018	1,687.50	Supplemental Pay	E&G
Pre-College Strings Program	Ching-Yi Lin	Associate Professor	4/30/2018	2,450.00	Supplemental Pay	E&G
SON Contract Programs	William Spencer Cole	Instructor I	4/30/2018	2,250.00	Supplemental Pay	RD
SON Contract Programs	Mary Kimberly Green	Associate Professor	4/30/2018	2,625.00	Supplemental Pay	RD
SON Contract Programs	Robin Renee Madison	Instructor I	4/30/2018	1,125.00	Supplemental Pay	RD
SON Contract Programs	Lora Wills Moore	Associate Professor	4/30/2018	2,500.00	Supplemental Pay	RD
Study Away Program	Julie Lyn Barber	Assistant Professor	4/30/2018	750.00	Supplemental Pay	RD
Study Away Program	Scott Alan Dobler	Instructor II	5/31/2018	1,500.00	Supplemental Pay	RD
Study Away Program	Amy Tracy Nemon	Instructor I	5/31/2018	4,500.00	Supplemental Pay	RD
Study Away Program	Brian Kent Strow	Professor	4/30/2018	2,400.00	Supplemental Pay	RD
Study Away Program	Dennis P. Wilson	Professor	4/30/2018	2,400.00	Supplemental Pay	RD
Study Away Program	David A. Young	Department Head	4/30/2018	750.00	Supplemental Pay	RD
WKU Pathways - Instructional	James Rick Thompson	Assistant Professor	4/30/2018	1,600.00	Supplemental Pay	E&G

* Funding Source Codes:

E&G - Education and General

Grant - Grant Funded

Aux - Auxiliary

RD - Revenue Dependent

Split - Funding is split between sources

FDN - Foundation

Funding Source Codes:

E&G - Education and General
Grant - Grant Funded
Aux - Auxiliary
RD - Revenue Dependent
Split - Split between sources
FDN - Foundation

Salary Increase Codes:

ADDED - Added Duties
DEGRE - Degree
DFMCP - Dept of Facilities Mgmt Career Path Program
MKTEQ - Market Equity
MSGIN - Minimum Salary Grade Increase
REORG - Departmental Reorganization
OTHSI - Other Salary Increase

Action Definitions:

INITIAL APPOINTMENT - Used when an employee is added to payroll for the first time.
REAPPOINTMENT - Used when an employee comes to the end date of an appointment and is continued in the same position. Used only when there is no break in employment.
REHIRE - Used when an employee is rehired following a separation from WKU.
REHIRE OF A RETIREE - Used when a WKU retired employee is rehired.
ADDED DUTIES - Used when an employee receives a salary increase due to added responsibilities in their job but when their job is not reclassified.
DEGREE - Used when an employee receives a degree resulting in an increase to their base salary or payment of a lump sum.
DFMCP - Used when an employee receives a salary increase due to participation in the Dept of Facilities Mgmt Career Path Program.
MARKET/EQUITY INCREASE - Used when an employee receives a salary increase as the result of market or equity factors.
MSGIN - Used when an employee receives a salary increase in order to reach the range of the assigned salary grade.
OTHER SALARY INCREASE - Used when an employee receives a salary increase due to reasons not covered by other salary increase reason codes.
FISCAL YEAR RATE INCREASE - Used when a rate increase is effective July 1.
RECLASSIFICATION - Used when an employee's job title, salary grade and/or salary are changed as the result of a material increase in duties/responsibilities.
REORGANIZATION - Used when an employee receives a salary increase as the result of a departmental reorganization.
FISCAL YEAR SALARY INCREASE - Used when a salary increase is effective on July 1.
STATUS CHANGE - used when an employee changes part time/full time status or temporary/ongoing status.
TRANSFER - Used when an employee moves from one position to another position regardless of department and/or salary change.
STIPEND - Compensation that is in addition to base pay for a finite period and typically associated with increased job responsibilities

Completed Staff Personnel Actions Subject to Board Approval
Entered April 2, 2018 through May 23, 2018

Department	Employee	Title	Effective Date	Current Rate/Salary	Proposed Rate/Salary	Type Action	Funding Source	Salary Increase Reason
HAF Reinburse	Treyce Jonathan Brock	Asst Director, Development	04/25/2018		40,008.00	Initial Appointment	E&G	
Men's Football	Kenneth Earl Martin	Assistant Coach	05/01/2018		40,008.00	Initial Appointment	E&G	
Police	Yvonne D Evans	Communications Officer	04/16/2018		26,728.00	Initial Appointment	E&G	
Provost/VP Academic Affairs	Terry L. Ballman	Provost and Vice President	08/01/2018		255,000.00	Initial Appointment	E&G	
Women's Basketball	Jhasmin Lajune Bowen	Assistant Coach	04/01/2018		40,512.00	Initial Appointment	E&G	
Women's Basketball	Tiffany L. Porter-Talbert	Assistant Coach	04/09/2018		40,512.00	Initial Appointment	E&G	
Women's Basketball	Jocelyn Michelle Wyatt	Assistant Coach	05/14/2018		92,004.00	Initial Appointment	E&G	
Agriculture	Annesly Nethisinghe	Research Scientist	06/01/2018	58,272.00	58,272.00	Reappointment	Grant	
Allied Health	Mildred Carrie Hagood	Office Associate	07/01/2018	25,408.50	25,408.50	Reappointment	E&G	
Biology	Ila Mishra	Post-Doctoral Fellow	05/01/2018	44,016.00	44,016.00	Reappointment	Grant	
Biology	Jerry David Monroe	Post-Doctoral Research Assoc.	05/01/2018	44,028.00	44,028.00	Reappointment	Grant	
Center for R&D	William J. Hook	Director, Center for R&D	07/01/2018	123,072.00	123,072.00	Reappointment	Split	
College of Ed & Behavioral Science	Stan M. Herren	Technology Support Specialist	07/01/2018	38,604.00	38,604.00	Reappointment	E&G	
Combustion Lab Center Prof Services	Martin G. Cohnon	Coordinator, Research Support	06/01/2018	69,288.00	69,288.00	Reappointment	Split	
Honors College	Sara Renee Moody	Coord. Chinese Lang. Flagship	06/01/2018	36,084.00	36,084.00	Reappointment	Grant	
Institute for Rural Health	Daniel Morgan Carter	Dental Director/Dentist	07/01/2018	91,488.00	91,488.00	Reappointment	E&G	
Institute for Rural Health	Mathew Lloyd Hunt	Director	07/01/2018	82,044.00	82,044.00	Reappointment	E&G	
Institute for Rural Health	Susan Renea Watkins	Registered Nurse	07/01/2018	40,416.00	40,416.00	Reappointment	E&G	
Ogden College of Science & Engr	Victoria Annette Murley	Academic Advisor	06/19/2018	33,000.00	33,000.00	Reappointment	E&G	
School of Nursing	Teresa Marie Flanigan	Office Associate	07/01/2018	26,472.00	26,472.00	Reappointment	RD	
Social Work	Emily Ann Gouvas	Office Associate	07/01/2018	27,852.00	27,852.00	Reappointment	Split	
Social Work	Monica Gayle Hines	Dir, Training & Development	07/01/2018	49,932.00	49,932.00	Reappointment	Grant	
Social Work	Marsha D. Hopper	Office Associate	07/01/2018	29,484.00	29,484.00	Reappointment	Grant	
Athletics	Olivia Ann Higgins	Director of Marketing	04/01/2018	32,508.00	45,000.00	Reclassification	E&G	
Communication Technologies	Christian Cohnon Moore	Communications Support Spec.	04/02/2018	\$14.14/hr	36,231.00	Status Change (PT to FT)	E&G	
Academic Advising and Retention Ctr	Marissa Rose Bryant	Senior Academic Advisor	04/15/2018	28,152.00	39,984.00	Transfer	E&G	
Academic Advising and Retention Ctr	Randal Jordan Ray	Senior Academic Advisor	04/15/2018	30,000.00	37,584.00	Transfer	E&G	
Academic Technology	Theodore Stanley Rinehart	Network Specialist	04/01/2018	44,820.00	47,820.00	Transfer	E&G	
Facilities Management	Chad C. Hennion	Area Supervisor III	05/02/2018	43,875.00	45,825.00	Transfer	E&G	
Facilities Management	Thomas Neville	Area Technician III	05/07/2018	35,704.50	35,704.50	Transfer	E&G	
Facilities Management	Kevin Earl Dorth	Manager, Campus Operations	05/01/2018	39,732.00	35,412.00	Transfer	E&G	
WKU - Owensboro	Gregory Thomas Collins	Head Athletic Coach	04/01/2018	98,868.00	200,004.00	Transfer	FDN	
Women's Basketball	Justavian Deontae Tillman	Residence Hall Director	05/16/2018	24,000.00	48,000.00	Temporary Rate Increase Begin	Aux	
Housing & Residence Life	Justavian Deontae Tillman	Residence Hall Director	07/16/2018	48,000.00	24,000.00	Temporary Rate Increase End	Aux	
Housing & Residence Life	Justavian Deontae Tillman	Residence Hall Director	07/16/2018	48,000.00	24,000.00	Temporary Rate Increase End	Aux	
Men's Football	Ryan Michael Mahaffey-Patton	Assistant Coach	05/01/2018	75,000.00	85,008.00	Salary Increase	E&G	MKTEQ

Completed Staff Personnel Actions Subject to Board Approval

Entered April 2, 2018 through May 23, 2018

Department	Employee	Title	Effective Date	Current Rate/Salary	Proposed Rate/Salary	Type Action	Funding Source	Salary Increase Reason
Biology	Bobby Lee Gaffney	Research Asst, Bioinformatics	05/01/2018	41,244.00	43,308.00	Salary Increase	Grant	OTHSI
Athletics	James Matthew Morrison	Asst Athletic Dir, Ticket Ops	04/01/2018	82,356.00	97,356.00	Salary Increase	E&G	REORG
Athletics	Jon E Warren	Coordinator, Ticket Operations	04/01/2018	38,064.00	45,060.00	Salary Increase	E&G	REORG
HAF Reimburse	Aaron David Epstein	Dir of Development, Major Gifts	04/01/2018	63,756.00	67,272.00	Salary Increase	E&G	REORG
HAF Reimburse	Abigail Faith Roberts	Asst Director, Donor Relations	04/01/2018	37,500.00	40,008.00	Salary Increase	E&G	REORG

Explanation for Salary Increases Greater Than \$5,000	
Ryan Michael Mahaffey-Patton	Restructuring within the department resulted in these individuals taking on more responsibilities and duties. Funds for the increases were re-allocated; total payroll within their division did not increase.
James Matthew Morrison	
Jon E Warren	

Meeting Date: August 3, 2018

Completed Staff Stipend Actions Subject to Board Approval
Entered April 2, 2018 through May 23, 2018

Department	Name	Start Date	End Date	Amount	Source
Men's Football	James Madison Woods	04/01/18	06/30/18	6,000.00	E&G
WKU Store	Marcia M. Dodson	03/12/18	06/30/18	1,500.00	Aux
Women's Basketball	Gregory Thomas Collins	04/01/18	06/30/18	6,000.00	E&G

Meeting Date: August 3, 2018

Staff One Time Payments
For the Period April 1, 2018 through May 31, 2018

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Dean Gordon Ford College Business	Monica Quinn Duval	Coordinator, Internships	5/31/2018	500.00 Awards		FDN
Dean Gordon Ford College Business	Wendi Dawn Kelley	Administrative Assistant	5/15/2018	250.00 Awards		E&G
Faculty Award/Waiver Funds	Jessica Lauren Furgerson	Debate Director	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Kyle Thomas Moss	Engineering Technician	5/31/2018	500.00 Awards		E&G
Faculty Award/Waiver Funds	Carlous B Yates	Dir, Student Support Programs	5/31/2018	500.00 Awards		E&G
School of Professional Studies	Bionca Sharde Washington	Office Coordinator	5/31/2018	500.00 Awards		E&G
FE&A - Intellectual Property	Jason R. Smith	Computer Operations Specialist	4/30/2018	1,250.00 Consulting		E&G
FE&A - Intellectual Property	James Dexter Wood	Computer Operations Specialist	4/30/2018	1,250.00 Consulting		E&G
21st Century Media - POD	Yates Clinton Lewis	Part-Time Faculty	4/13/2018	230.00 Faculty Part Time		E&G
21st Century Media - POD	Yates Clinton Lewis	Part-Time Faculty	4/30/2018	230.00 Faculty Part Time		E&G
21st Century Media - POD	Yates Clinton Lewis	Part-Time Faculty	5/15/2018	230.00 Faculty Part Time		E&G
21st Century Media - POD	Yates Clinton Lewis	Part-Time Faculty	5/31/2018	230.00 Faculty Part Time		E&G
21st Century Media - POD	Yates Clinton Lewis	Part-Time Faculty	4/30/2018	1,068.00 Faculty Part Time		E&G
Agriculture	Amnesy Netthisinghe	Part-Time Faculty	5/31/2018	1,068.00 Faculty Part Time		E&G
Agriculture	Amnesy Netthisinghe	Part-Time Faculty	5/31/2018	1,068.00 Faculty Part Time		E&G
Agriculture	Naomi Smith Rowland	Part-Time Faculty	4/30/2018	534.00 Faculty Part Time		E&G
Agriculture	Naomi Smith Rowland	Part-Time Faculty	5/31/2018	534.00 Faculty Part Time		E&G
Applied Human Sciences	Sherri Renee Meyer	Part-Time Faculty	4/13/2018	801.00 Faculty Part Time		E&G
Applied Human Sciences	Sherri Renee Meyer	Part-Time Faculty	4/30/2018	801.00 Faculty Part Time		E&G
Applied Human Sciences	Sherri Renee Meyer	Part-Time Faculty	5/15/2018	801.00 Faculty Part Time		E&G
Applied Human Sciences	Sherri Renee Meyer	Part-Time Faculty	5/31/2018	801.00 Faculty Part Time		E&G
Applied Human Sciences	Sherri Renee Meyer	Part-Time Faculty	5/31/2018	801.00 Faculty Part Time		E&G
Applied Human Sciences	Derek Bryan Olive	Part-Time Faculty	4/30/2018	423.00 Faculty Part Time		E&G
Applied Human Sciences	Derek Bryan Olive	Part-Time Faculty	5/31/2018	423.00 Faculty Part Time		E&G
Art	Kara Elaine Williams Glenn	Part-Time Faculty	4/13/2018	249.00 Faculty Part Time		E&G
Art	Kara Elaine Williams Glenn	Part-Time Faculty	4/30/2018	249.00 Faculty Part Time		E&G
Art	Kara Elaine Williams Glenn	Part-Time Faculty	5/15/2018	249.00 Faculty Part Time		E&G
Art	Kara Elaine Williams Glenn	Part-Time Faculty	5/31/2018	249.00 Faculty Part Time		E&G
Chemistry	Alicia Lynn Pesterfield	Part-Time Faculty	4/13/2018	375.00 Faculty Part Time		E&G
Chemistry	Alicia Lynn Pesterfield	Part-Time Faculty	4/30/2018	375.00 Faculty Part Time		E&G
Chemistry	Alicia Lynn Pesterfield	Part-Time Faculty	5/15/2018	375.00 Faculty Part Time		E&G
Chemistry	Alicia Lynn Pesterfield	Part-Time Faculty	5/31/2018	375.00 Faculty Part Time		E&G
Cohort Programs	Wren Allen Mills	Part-Time Faculty	4/30/2018	2,400.00 Faculty Part Time		RD
Cohort Programs	Wren Allen Mills	Part-Time Faculty	5/31/2018	2,400.00 Faculty Part Time		RD
Communication	Jessica Lauren Furgerson	Part-Time Faculty	4/30/2018	534.00 Faculty Part Time		E&G
Communication	Jessica Lauren Furgerson	Part-Time Faculty	5/31/2018	534.00 Faculty Part Time		E&G
Communication	Denise C. Garner	Part-Time Faculty	4/13/2018	267.00 Faculty Part Time		E&G
Communication	Denise C. Garner	Part-Time Faculty	4/30/2018	267.00 Faculty Part Time		E&G
Communication	Denise C. Garner	Part-Time Faculty	5/15/2018	267.00 Faculty Part Time		E&G
Communication	Denise C. Garner	Part-Time Faculty	5/31/2018	267.00 Faculty Part Time		E&G
Communication	Rita Rose Meredith	Part-Time Faculty	4/13/2018	267.00 Faculty Part Time		E&G
Communication	Rita Rose Meredith	Part-Time Faculty	4/30/2018	267.00 Faculty Part Time		E&G
Communication	Rita Rose Meredith	Part-Time Faculty	5/15/2018	267.00 Faculty Part Time		E&G
Communication	Rita Rose Meredith	Part-Time Faculty	5/31/2018	267.00 Faculty Part Time		E&G
Communication	Kristeen Ann Owens	Part-Time Faculty	4/13/2018	230.00 Faculty Part Time		E&G

Meeting Date: August 3, 2018

Staff One Time Payments
For the Period April 1, 2018 through May 31, 2018

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Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Communication	Kristeen Ann Owens	Part-Time Faculty	4/30/2018	230.00	Faculty Part Time	E&G
Communication	Kristeen Ann Owens	Part-Time Faculty	5/15/2018	230.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Kristeen Ann Owens	Part-Time Faculty	5/31/2018	230.00	Faculty Part Time	E&G
Communication Sciences & Disorders	April Dawn Hardison	Part-Time Faculty	4/30/2018	1,068.00	Faculty Part Time	E&G
Communication Sciences & Disorders	April Dawn Hardison	Part-Time Faculty	4/30/2018	1,068.00	Faculty Part Time	E&G
Communication Sciences & Disorders	April Dawn Hardison	Part-Time Faculty	5/31/2018	1,068.00	Faculty Part Time	E&G
Communication Sciences & Disorders	April Dawn Hardison	Part-Time Faculty	5/31/2018	1,068.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Caroline Alexander Hudson	Part-Time Faculty	4/30/2018	534.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Caroline Alexander Hudson	Part-Time Faculty	5/31/2018	534.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Sarah Margaret Ward	Part-Time Faculty	4/30/2018	534.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Sarah Margaret Ward	Part-Time Faculty	5/31/2018	534.00	Faculty Part Time	E&G
Department of Marketing	Stacey Renee Biggs	Part-Time Faculty	4/30/2018	675.00	Faculty Part Time	E&G
Department of Marketing	Stacey Renee Biggs	Part-Time Faculty	5/31/2018	675.00	Faculty Part Time	E&G
Department of Marketing	Corie Morell Martin	Part-Time Faculty	4/30/2018	1,400.00	Faculty Part Time	E&G
Department of Marketing	Corie Morell Martin	Part-Time Faculty	4/30/2018	1,400.00	Faculty Part Time	E&G
Department of Marketing	Corie Morell Martin	Part-Time Faculty	5/31/2018	1,400.00	Faculty Part Time	E&G
Department of Marketing	Corie Morell Martin	Part-Time Faculty	5/31/2018	1,400.00	Faculty Part Time	E&G
Dual Credit	Ryan Dearbone	Part-Time Faculty	4/30/2018	846.00	Faculty Part Time	RD
Dual Credit	Ryan Dearbone	Part-Time Faculty	5/31/2018	846.00	Faculty Part Time	RD
Economics	Scott B. Broadbent	Part-Time Faculty	4/30/2018	600.00	Faculty Part Time	E&G
Economics	Scott B. Broadbent	Part-Time Faculty	5/31/2018	600.00	Faculty Part Time	E&G
Ed Leadership Doctoral Program	Matthew James Foraker	Part-Time Faculty	4/13/2018	285.00	Faculty Part Time	E&G
Ed Leadership Doctoral Program	Matthew James Foraker	Part-Time Faculty	4/30/2018	285.00	Faculty Part Time	E&G
Ed Leadership Doctoral Program	Matthew James Foraker	Part-Time Faculty	5/15/2018	285.00	Faculty Part Time	E&G
Ed Leadership Doctoral Program	Matthew James Foraker	Part-Time Faculty	5/31/2018	285.00	Faculty Part Time	E&G
Engineering	Tyler Arnon Baker	Part-Time Faculty	4/30/2018	750.00	Faculty Part Time	E&G
Engineering	Tyler Arnon Baker	Part-Time Faculty	5/31/2018	750.00	Faculty Part Time	E&G
Engineering	Kyle Thomas Moss	Part-Time Faculty	4/30/2018	750.00	Faculty Part Time	E&G
Engineering	Kyle Thomas Moss	Part-Time Faculty	5/31/2018	750.00	Faculty Part Time	E&G
Finance	Adam Patrick Brownlee	Part-Time Faculty	4/13/2018	337.50	Faculty Part Time	E&G
Finance	Adam Patrick Brownlee	Part-Time Faculty	4/30/2018	337.50	Faculty Part Time	E&G
Finance	Adam Patrick Brownlee	Part-Time Faculty	5/15/2018	337.50	Faculty Part Time	E&G
Finance	Adam Patrick Brownlee	Part-Time Faculty	5/31/2018	337.50	Faculty Part Time	E&G
Finance	Ashlee E. Tilford	Part-Time Faculty	4/30/2018	675.00	Faculty Part Time	E&G
Finance	Ashlee E. Tilford	Part-Time Faculty	5/31/2018	675.00	Faculty Part Time	E&G
Finance	Robert C. Unsel	Part-Time Faculty	4/30/2018	650.00	Faculty Part Time	E&G
Information Systems	Robert C. Unsel	Part-Time Faculty	5/31/2018	650.00	Faculty Part Time	E&G
Management	Stacey Durbin Gish	Part-Time Faculty	4/13/2018	337.50	Faculty Part Time	E&G
Management	Stacey Durbin Gish	Part-Time Faculty	4/30/2018	337.50	Faculty Part Time	E&G
Management	Stacey Durbin Gish	Part-Time Faculty	5/15/2018	337.50	Faculty Part Time	E&G
Mathematics	Stacey Durbin Gish	Part-Time Faculty	5/31/2018	337.50	Faculty Part Time	E&G
Mathematics	Matthew James Foraker	Part-Time Faculty	4/13/2018	285.00	Faculty Part Time	E&G
Mathematics	Matthew James Foraker	Part-Time Faculty	4/30/2018	285.00	Faculty Part Time	E&G

Meeting Date: August 3, 2018

Staff One Time Payments

For the Period April 1, 2018 through May 31, 2018

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Mathematics	Mathew James Foraker	Part-Time Faculty	5/1/2018	285.00	Faculty Part Time	E&G
Mathematics	Mathew James Foraker	Part-Time Faculty	5/31/2018	285.00	Faculty Part Time	E&G
Political Science	Alpha Amber Scott Belt	Part-Time Faculty	4/30/2018	570.00	Faculty Part Time	E&G
Political Science	Alpha Amber Scott Belt	Part-Time Faculty	5/31/2018	570.00	Faculty Part Time	E&G
Public Health	Lymnita Rose Glass	Part-Time Faculty	4/13/2018	211.50	Faculty Part Time	E&G
Public Health	Lymnita Rose Glass	Part-Time Faculty	4/30/2018	211.50	Faculty Part Time	E&G
Public Health	Lymnita Rose Glass	Part-Time Faculty	5/1/2018	211.50	Faculty Part Time	E&G
Public Health	Lymnita Rose Glass	Part-Time Faculty	5/31/2018	211.50	Faculty Part Time	E&G
Public Health	Alissa Denise Arnold	Part-Time Faculty	4/30/2018	356.00	Faculty Part Time	E&G
Public Health	Alissa Denise Arnold	Part-Time Faculty	5/31/2018	356.00	Faculty Part Time	E&G
Public Health	Jonathan Berhane	Part-Time Faculty	4/30/2018	282.00	Faculty Part Time	E&G
Public Health	Nicole Elise Budd	Part-Time Faculty	4/13/2018	230.00	Faculty Part Time	E&G
Public Health	Nicole Elise Budd	Part-Time Faculty	4/30/2018	230.00	Faculty Part Time	E&G
Public Health	Nicole Elise Budd	Part-Time Faculty	5/1/2018	230.00	Faculty Part Time	E&G
Public Health	Nicole Elise Budd	Part-Time Faculty	5/31/2018	230.00	Faculty Part Time	E&G
Public Health	Sean Stewart Sherwood	Part-Time Faculty	4/30/2018	307.00	Faculty Part Time	E&G
Public Health	Sean Stewart Sherwood	Part-Time Faculty	5/31/2018	307.00	Faculty Part Time	E&G
Public Health	Dustin R. Wilson	Part-Time Faculty	4/13/2018	230.00	Faculty Part Time	E&G
Public Health	Dustin R. Wilson	Part-Time Faculty	4/30/2018	230.00	Faculty Part Time	E&G
Public Health	Dustin R. Wilson	Part-Time Faculty	5/1/2018	230.00	Faculty Part Time	E&G
Public Health	Dustin R. Wilson	Part-Time Faculty	5/31/2018	230.00	Faculty Part Time	E&G
Public Health	Renee Fuqua Kilgore	Part-Time Faculty	4/30/2018	1,500.00	Faculty Part Time	E&G
Public Health	Renee Fuqua Kilgore	Part-Time Faculty	5/31/2018	1,500.00	Faculty Part Time	E&G
Public Health	Tonya Mae Archey	Part-Time Faculty	4/30/2018	423.00	Faculty Part Time	E&G
Public Health	Tonya Mae Archey	Part-Time Faculty	5/31/2018	423.00	Faculty Part Time	E&G
Public Health	Melanie Jan Duvall	Part-Time Faculty	4/13/2018	267.00	Faculty Part Time	E&G
Public Health	Melanie Jan Duvall	Part-Time Faculty	4/30/2018	267.00	Faculty Part Time	E&G
Public Health	Melanie Jan Duvall	Part-Time Faculty	5/1/2018	267.00	Faculty Part Time	E&G
Public Health	Melanie Jan Duvall	Part-Time Faculty	5/31/2018	267.00	Faculty Part Time	E&G
Public Health	Cindy Lou Ehresman	Part-Time Faculty	4/30/2018	1,710.00	Faculty Part Time	E&G
Public Health	Cindy Lou Ehresman	Part-Time Faculty	4/30/2018	1,710.00	Faculty Part Time	E&G
Public Health	Cindy Lou Ehresman	Part-Time Faculty	5/31/2018	1,710.00	Faculty Part Time	E&G
Public Health	Cindy Lou Ehresman	Part-Time Faculty	5/31/2018	1,710.00	Faculty Part Time	E&G
Public Health	Matthew Lloyd Hunt	Part-Time Faculty	4/30/2018	534.00	Faculty Part Time	E&G
Public Health	Matthew Lloyd Hunt	Part-Time Faculty	5/31/2018	534.00	Faculty Part Time	E&G
Public Health	Wren Allen Mills	Part-Time Faculty	4/30/2018	570.00	Faculty Part Time	E&G
Public Health	Wren Allen Mills	Part-Time Faculty	5/31/2018	570.00	Faculty Part Time	E&G
Public Health	Rheanna Painter Piemons	Part-Time Faculty	4/30/2018	1,068.00	Faculty Part Time	E&G
Public Health	Rheanna Painter Piemons	Part-Time Faculty	5/31/2018	1,068.00	Faculty Part Time	E&G
Public Health	Aurelia Renae Spaulding	Part-Time Faculty	4/13/2018	230.00	Faculty Part Time	E&G
Public Health	Aurelia Renae Spaulding	Part-Time Faculty	4/30/2018	230.00	Faculty Part Time	E&G
Public Health	Aurelia Renae Spaulding	Part-Time Faculty	5/1/2018	230.00	Faculty Part Time	E&G
Public Health	Aurelia Renae Spaulding	Part-Time Faculty	5/31/2018	230.00	Faculty Part Time	E&G
Public Health	Carlous B Yates	Part-Time Faculty	4/30/2018	1,068.00	Faculty Part Time	E&G

Meeting Date: August 3, 2018

Staff One Time Payments

For the Period April 1, 2018 through May 31, 2018

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
School of University Studies	Carlous B Yates	Part-Time Faculty	5/31/2018	1,068.00	Faculty Part Time	E&G
Social Work	Austin Garrett Griffiths	Part-Time Faculty	4/13/2018	285.00	Faculty Part Time	E&G
Social Work	Austin Garrett Griffiths	Part-Time Faculty	4/30/2018	285.00	Faculty Part Time	E&G
Social Work	Austin Garrett Griffiths	Part-Time Faculty	5/15/2018	285.00	Faculty Part Time	E&G
Social Work	Austin Garrett Griffiths	Part-Time Faculty	5/31/2018	285.00	Faculty Part Time	E&G
Social Work	Lynn Michelle Hazlett	Part-Time Faculty	4/13/2018	267.00	Faculty Part Time	E&G
Social Work	Lynn Michelle Hazlett	Part-Time Faculty	4/30/2018	267.00	Faculty Part Time	E&G
Social Work	Lynn Michelle Hazlett	Part-Time Faculty	5/15/2018	267.00	Faculty Part Time	E&G
Social Work	Lynn Michelle Hazlett	Part-Time Faculty	5/31/2018	267.00	Faculty Part Time	E&G
Social Work	Monica Gayle Hines	Part-Time Faculty	4/30/2018	534.00	Faculty Part Time	Grant
Social Work	Monica Gayle Hines	Part-Time Faculty	5/31/2018	534.00	Faculty Part Time	Grant
Social Work	Monica Gayle Hines	Part-Time Faculty	5/31/2018	534.00	Faculty Part Time	Grant
Social Work	Matthew Brendan Davis	Part-Time Faculty	4/30/2018	534.00	Faculty Part Time	E&G
WKU - E-town/Fort Knox	Matthew Brendan Davis	Part-Time Faculty	5/31/2018	534.00	Faculty Part Time	E&G
WKU - E-town/Fort Knox	Lorraine Gail Ledford	Part-Time Faculty	4/30/2018	534.00	Faculty Part Time	E&G
WKU - E-town/Fort Knox	Lorraine Gail Ledford	Part-Time Faculty	5/31/2018	534.00	Faculty Part Time	E&G
WKU - Owensboro	Kevin Earl Dorth	Part-Time Faculty	4/13/2018	230.00	Faculty Part Time	E&G
WKU - Owensboro	Kevin Earl Dorth	Part-Time Faculty	4/30/2018	230.00	Faculty Part Time	E&G
WKU - Owensboro	Kevin Earl Dorth	Part-Time Faculty	5/15/2018	230.00	Faculty Part Time	E&G
WKU - Owensboro	Kevin Earl Dorth	Part-Time Faculty	5/31/2018	230.00	Faculty Part Time	E&G
WKU - Owensboro	Anthony J. Kirchner	Part-Time Faculty	4/30/2018	650.00	Faculty Part Time	E&G
WKU - Owensboro	Anthony J. Kirchner	Part-Time Faculty	5/31/2018	650.00	Faculty Part Time	E&G
WKU - Owensboro	David Keith Powers	Part-Time Faculty	4/30/2018	1,068.00	Faculty Part Time	E&G
WKU - Owensboro	David Keith Powers	Part-Time Faculty	5/31/2018	1,068.00	Faculty Part Time	E&G
WKU - Owensboro	Gregory Keith Arbuckle	Associate Dean, OCSE	4/30/2018	1,000.00	Overload	E&G
Architect & Manufacturing Sciences	Tyler Arnon Baker	Staff Engineer	4/30/2018	730.74	Supplemental Pay	RD
Arena Management	Rachel Manning Goodman	Dir/Campus & Community Events	4/30/2018	167.50	Supplemental Pay	RD
Arena Management	Rachel Manning Goodman	Dir/Campus & Community Events	5/31/2018	150.00	Supplemental Pay	RD
Arena Management	Gina E Knutson	Coord, Facilities & Event Mgmt	4/13/2018	150.00	Supplemental Pay	RD
Athletic Facilities	Stephen Van Rey	Director	5/31/2018	165.00	Supplemental Pay	E&G
Campus and Community Events	Rachel Manning Goodman	Dir/Campus & Community Events	4/30/2018	160.00	Supplemental Pay	RD
Campus and Community Events	Rachel Manning Goodman	Dir/Campus & Community Events	5/31/2018	75.00	Supplemental Pay	RD
Campus and Community Events	Jeffrey Alan Smith	Technical Dir/AV Coordinator	4/30/2018	2,185.00	Supplemental Pay	RD
Campus and Community Events	Jeffrey Alan Smith	Technical Dir/AV Coordinator	5/31/2018	3,537.50	Supplemental Pay	RD
Campus and Community Events	Dennis K. George	Assoc Prov Regional High Ed/Dean	5/31/2018	6,275.00	Supplemental Pay	RD
Campus and Community Events	Dennis K. George	Assoc Prov Regional High Ed/Dean	5/31/2018	4,800.00	Supplemental Pay	RD
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	4,800.00	Supplemental Pay	RD
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	9,147.00	Supplemental Pay	RD
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	711.45	Supplemental Pay	RD
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	2,164.02	Supplemental Pay	RD
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	180.00	Supplemental Pay	E&G
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	210.00	Supplemental Pay	E&G
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	360.00	Supplemental Pay	E&G
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	1,000.00	Supplemental Pay	FDN
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	1,500.00	Supplemental Pay	E&G
Campus and Community Events	Wren Allen Mills	Assistant Director	5/31/2018	1,500.00	Supplemental Pay	E&G

Meeting Date: August 3, 2018

Staff One Time Payments
For the Period April 1, 2018 through May 31, 2018

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Dual Credit	Hannah Elizabeth Diggins Elliott	Instructional Designer II	5/31/2018	800.00	Supplemental Pay	RD
Dual Credit	Tuesdi Leigh Helbig	Director	4/30/2018	1,500.00	Supplemental Pay	RD
Dual Credit	Doris Elizabeth Pierce	Staff Psychologist	5/31/2018	800.00	Supplemental Pay	RD
Dual Credit	Rebecca L. Tinker	Associate Director	5/31/2018	800.00	Supplemental Pay	RD
Educational Television Services	Laura S Holderfield	Coordinator, Corporate Support	4/13/2018	465.00	Supplemental Pay	FDN
Educational Television Services	Laura S Holderfield	Coordinator, Corporate Support	5/31/2018	375.00	Supplemental Pay	FDN
Girls Sweet 16	Leslie D. Forsythe	Dir, Ath Facils & Event Mgmt	4/30/2018	100.00	Supplemental Pay	RD
Girls Sweet 16	Gina E Knutson	Coord, Facilities & Event Mgmt	4/13/2018	315.02	Supplemental Pay	RD
Health & Fitness Lab	Alicia Kattariya Everette	Coordinator, Student Wellness	4/13/2018	16.00	Supplemental Pay	E&G
Health & Fitness Lab	Alicia Kattariya Everette	Coordinator, Student Wellness	4/30/2018	48.00	Supplemental Pay	E&G
Health & Fitness Lab	Alicia Kattariya Everette	Coordinator, Student Wellness	5/15/2018	48.00	Supplemental Pay	E&G
Health & Fitness Lab	Alicia Kattariya Everette	Coordinator, Student Wellness	5/31/2018	16.00	Supplemental Pay	E&G
Men's Basketball	Martin Hoover Cross	Asst Director of Operations	5/25/2018	2,500.00	Supplemental Pay	FDN
Men's Basketball	Talvis Ladon Franklin	Director of Operations	5/15/2018	5,000.00	Supplemental Pay	FDN
Men's Basketball	Marc Hsu	Assistant Coach	5/31/2018	5,000.00	Supplemental Pay	FDN
Men's Basketball	Robert Depp Hubbard	Academic Advisor, Athletics	5/15/2018	2,500.00	Supplemental Pay	FDN
Men's Basketball	Nikita Gomez Johnson	Assistant Coach	5/31/2018	5,000.00	Supplemental Pay	FDN
Men's Basketball	Brian Michael Dittner	Dir, Equipment Operations	4/30/2018	1,000.00	Supplemental Pay	E&G
Online Program Development	Naomi Smith Rowland	Laboratory Manager	5/31/2018	2,750.00	Supplemental Pay	RD
Professional Educator Services	Candace Renee Lee	Certification Officer	5/15/2018	192.00	Supplemental Pay	E&G
Public Radio Services	Laura S Holderfield	Coordinator, Corporate Support	4/13/2018	1,514.63	Supplemental Pay	FDN
Public Radio Services	Laura S Holderfield	Coordinator, Corporate Support	5/31/2018	2,311.99	Supplemental Pay	FDN
Talisman	William Pierce Hoagland	Manager, Advertising and Sales	5/31/2018	50.00	Supplemental Pay	E&G
Women's Basketball	Jhasmin Lajune Bowen	Assistant Coach	4/30/2018	1,500.00	Supplemental Pay	E&G
Women's Softball	Kayla Rene Bixel	Assistant Coach	5/31/2018	2,500.00	Supplemental Pay	FDN
Women's Softball	Matthew Thomas Willhite	Assistant Coach	5/31/2018	2,500.00	Supplemental Pay	FDN

* Funding Source Codes:
E&G - Education and General
Grant - Grant Funded
Aux - Auxiliary
RD - Revenue Dependent
Split - Funding is split between sources
FDN - Foundation

Funding Source Codes:

E&G - Education and General
Grant - Grant Funded
Aux - Auxiliary
RD - Revenue Dependent
Split - Split between sources
FDN - Foundation

Salary Increase Codes:

ADDED - Added Duties
DEGRE - Degree
DFMCP - Dept of Facilities Mgmt Career Path Program
MKTIEQ - Market Equity
MSGIN - Minimum Salary Grade Increase
REORG - Departmental Reorganization
OTHSI - Other Salary Increase

Action Definitions:

INITIAL APPOINTMENT - Used when an employee is added to payroll for the first time.
SECONDARY APPOINTMENT - Used when a PT employee who already has a primary assignment accepts an additional PT assignment.
REAPPOINTMENT - Used when an employee comes to the end date of an appointment and is continued in the same position. Used only when there is no break in employment.
REHIRE - Used when an employee is rehired following a separation from WKU.
REHIRE OF A RETIREE - Used when a WKU retired employee is rehired.
ADDED DUTIES - Used when an employee receives a salary increase due to added responsibilities in their job but when their job is not reclassified.
DEGREE - Used when an employee receives a degree resulting in an increase to their base salary or payment of a lump sum.
DFMCP - Used when an employee receives a salary increase due to participation in the Dept of Facilities Mgmt Career Path Program.
MARKET/EQUITY INCREASE - Used when employee receives a salary increase as the result of market or equity factors.
MSGIN - Used when an employee receives a salary increase in order to reach the range of the assigned salary grade.
OTHER SALARY INCREASE - Used when an employee receives a salary increase due to reasons not covered by other salary increase reason codes.
FISCAL YEAR RATE INCREASE - Used when a rate increase is effective July 1.
RECLASSIFICATION - Used when an employee's job title, salary grade and/or salary are changed as the result of a material increase in duties/responsibilities.
REORGANIZATION - Used when an employee receives a salary increase as the result of a departmental reorganization.
FISCAL YEAR SALARY INCREASE - Used when a salary increase is effective on July 1.
STATUS CHANGE - used when an employee changes part time/full time status or temporary/ongoing status.
TRANSFER - Used when an employee moves from one position to another position regardless of department and/or salary change.
STIPEND - Compensation that is in addition to base pay for a finite period and typically associated with increased job responsibilities

2018-19 AUDIT PLAN

REQUEST:

Approval of the 2018-2019 Audit Plan

FACTS:

The Western Kentucky University Office of Internal Audit is responsible for preparing a fiscal year audit plan, which is approved by the Finance & Budget Committee on an annual basis. The fiscal year 2019 Audit Plan has been drafted and includes projects such as audits, management requested reviews, compliance reviews and annual projects. Internal Audit considers the risk assessment performed by the President's Cabinet members when determining projects to include on the Audit Plan.

BUDGETARY IMPLICATIONS:

Sufficient funds are budgeted within the Office of Internal Audit to complete the proposed Plan.

RECOMMENDATION:

President Timothy C. Caboni recommends approval of the 2018-19 Audit Plan.

MOTION:

Approve the 2018-19 Audit Plan.

WESTERN KENTUCKY UNIVERSITY
INTERNAL AUDIT PLAN - DRAFT
JULY 1, 2018 - JUNE 30, 2019

Division	Risk Category	Prior Year (Risk Assessment)	Project Objective	Type	Budget Hours
Information Technology	Operational	Sensitive Data Management	To determine best practices for mitigating the risk of an internal breach of sensitive data.	Review	180
Finance & Administration	Operational	University Termination Procedures (staff only)	To confirm that procedures are compliant with university policies and state regulations and best practices are in place to reduce legal risks in relation to staff terminations.	Audit	200
University wide	Financial	University Travel Related Expenditures	To determine expenses related to university travel comply with university policies and verify processes are effective and efficient for meeting goals and objectives.	Audit	600
Annual Projects					
Athletics	Compliance	NCAA Agreed Upon Procedures	To verify Athletic Events Ticket Revenue for football, men's and women's basketball & baseball to comply with the guidance detailed by NCAA Agreed Upon Procedures.	AUP	20
Athletics	Compliance	NCAA Football Ticket Sales Compliance	To verify attendance at football games to comply with NCAA legislation.	Audit	20
Finance & Administration	Compliance	Special License Plates Reconciliation	To verify that funds from the Special License Plates Program were adequately documented and reconciled to comply with the program's guidelines.	Review	2
Office of President	Compliance	Travel and Entertainment Expenses	To determine the travel expenses and non-payroll reimbursements to the President were adequately documented and comply with applicable statutes and university policies.	Audit	40
Student Financial Aid	Compliance	FISAP Report	To review supporting documentation of the calculation as provided by the Financial Aid office of the university.	Review	1
Management Requests					
Academic Affairs	Compliance	University Professional Development Funds	To verify professional development funds are being accounted for and used appropriately according to policy and are adequately supported by appropriate documentation.	Audit	225
Academic Affairs	Operational	The Kentucky Museum	To determine the operations of the museum are effective and efficient to ensure goals and objectives are accomplished.	Review	150
Risk Assessment Projects					
Academic Affairs	Operational / Financial	College of Health & Human Services	To determine that operations and financial activities are in compliance with university policies and adequately documented. CHHS is the first of future audits based on inherent risks related to leadership transitions and was chosen for the fiscal year 2019 plan based on largest dollar amount in expenditures compared to the other transitional colleges.	Audit	460
University Wide	Financial	Revenue Stream Analysis	To analyze the different revenue streams (excluding tuition, state appropriations and grant funds) flowing into the university and document major changes, if any, and determine the reasonableness / appropriateness of the changes.	Audit	200

Other				
All	Strategic	Annual Risk Assessment	Admin	185
		Internal Audit Administrative Duties	Admin	600
		Continued Professional Education	Training	150
		Ad Hoc requests	Other	265
			Total Hours	3298

**AMENDMENT TO THE INTERNAL AUDIT CHARTER
RELATING TO REPORTING LINE OF THE CHIEF AUDIT EXECUTIVE
(I.E., INTERNAL AUDIT)**

REQUEST:

The President requests that the Board amend the Internal Audit Charter, as follows:

Section: *ORGANIZATION*, page 1

The Chief Audit Executive will report ~~functionally~~ **directly** to the Finance and Budget Committee, **with a secondary, ancillary reporting** ~~and administratively~~ (i.e., day-to-day operations) to the ~~Senior Vice President for Finance and Administration~~ **the President**.

Section: *AUDIT REPORTS*, page 3

The Chief Audit Executive will periodically report to the ~~President's Cabinet and~~ the Finance and Budget Committee, **with a secondary, ancillary reporting to the President**, on the follow-up reviews.

Section: *QUALITY ASSURANCE AND IMPROVEMENT PROGRAM*, page 4

The Chief Audit Executive will communicate to the ~~President's Cabinet and~~ the Finance and Budget Committee, **with a secondary, ancillary reporting to the President**, on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years.

FACTS:

The Board of Regents approved the reorganization and restructuring of Internal Audit through the adoption of the Internal Audit Charter on October 25, 2013. In approving the Charter, "internal audit activity is established by the Finance and Budget Committee," and "the internal audit activity's responsibilities are defined by the Finance and Budget Committee as part of their oversight role."

The Charter provided, in part:

1. “The Chief Audit Executive will report functionally to the Finance and Budget Committee and administratively (i.e., day-to-day operations) to the Senior Vice President for Finance and Administration.”
2. “Internal Audit will be responsible for conducting appropriate follow-up reviews on audit findings and recommendations. All significant findings will remain in an open issues file until cleared. The Chief Audit Executive will periodically report to the President’s Cabinet and the Finance and Budget Committee on the follow-up reviews.”
3. “The Chief Audit Executive will communicate to the President’s Cabinet and the Finance and Budget Committee on the internal audit activity’s quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years.”

The University’s Budget Council in its Budget Restructuring Plan Recommendations to the President, dated February 20, 2018, recommended the Board of Regents consider moving the reporting structure of the Office of the Internal Auditor. The fiduciary duties of the Board of Regents includes consideration and review of policies and practices over time, and whether changes to those policies or practices are necessary to serve the best interests of the University. As such, the proposal is to amend the Internal Audit Charter, section: *Organization*, page 1, section: *Audit Reports*, page 3, and section: *Quality Assurance and Improvement Program*, page 4, to read as follows:

The Chief Audit Executive will report directly to the Finance and Budget Committee, with a secondary, ancillary reporting (i.e., day-to-day operations) to the President.

And,

The Chief Audit Executive will periodically report to the Finance and Budget Committee, with a secondary, ancillary reporting to the President, on the follow-up reviews.

And,

The Chief Audit Executive will communicate to the Finance and Budget Committee, with a secondary, ancillary reporting to the President, on the internal audit activity’s quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years.

BUDGETARY IMPLICATIONS:

None.

RECOMMENDATION:

To amend the Internal Audit Charter, section: *Organization*, page 1, section: *Reporting and Monitoring*, page 3, and section: *Quality Assurance and Improvement Program* to read as follows:

The Chief Audit Executive will report directly to the Finance and Budget Committee, with a secondary, ancillary reporting (i.e., day-to-day operations) to the President.

And,

The Chief Audit Executive will periodically report to the Finance and Budget Committee, with a secondary, ancillary reporting to the President, on the follow-up reviews.

And,

The Chief Audit Executive will communicate to the Finance and Budget Committee, with a secondary, ancillary reporting to the President, on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years.

MOTION:

Approval of the amendments to the Internal Audit Charter.

QUARTERLY INTERNAL AUDIT REPORT

The Western Kentucky University Office of Internal Audit is responsible for periodically reporting to the Finance & Budget Committee on the internal audit's performance relative to its audit plan. For the quarterly meeting on June 22, 2018, the Office of Internal Audit is reporting on the following items:

Completed Projects:

- **Chill Water Contract Compliance Audit:** Internal Audit performed a compliance audit of the contract between WKU and the WKU Student Life Foundation. The contract specifies terms for the Foundation to provide chill water services to certain buildings on campus and generate billing statements to the University. The audit was included in the fiscal year 2018 audit plan. The results of the audit included eight internal control recommendations. The priority levels for the recommendations were as follows: two medium and six low.
- **Clery / Minger Act Compliance Audit:** Internal Audit conducted a compliance audit related to requirements documented in the federal statute known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and the state regulation known as the *Michael Minger Act*. The audit was included in the fiscal year 2018 audit plan. The results of the audit included nine internal control recommendations. The priority levels for the recommendations were as follows: four high, four medium and one low.

In Progress as of 4/13/2018:

- Study Abroad / Study Away Safety Audit (*drafted*)
- Study Abroad / Study Away Process Audit (*drafted*)
- Inventory / Surplus Process Audit (*drafted*)
- Aramark Commission Payment Audit (*drafted*)
- Clinical Education Complex Process Audit (*administrative review*)

Upcoming for next quarter:

- Sensitive Data Management Review
- Travel Related Expenditures Audit
- University Terminations Procedure Audit

Ethics & Compliance Hotline:

- Total number of cases reported since installment: 25
- Total number of cases under preliminary review: 3