

CHIEF OF STAFF

PROGRAM INFORMATION:

The Office of the Chief of Staff is responsible for the overall management of the President's Office and delegation of tasks related to the President or the President's Chief of Staff. It is the responsibility of the Chief of Staff to see that the President's goals are achieved and the initiatives of the President are brought to successful conclusion. Briefing the President on policy issues, analyzing proposals, assisting in the strategic decision making process, including the summarization of key issues, representing the President as directed, and ensuring that the President's directives are sufficiently addressed by appropriate parties are also responsibilities of the Chief of Staff.

In addition, the Chief of Staff provides advice, assistance, and guidance on legal issues. Western Kentucky University, as an institute of higher learning, seeks to provide the highest quality faculty and staff and a superior working and learning environment for the campus community.

The Office of the Internal Auditor is responsible for reviewing the adequacy and effectiveness of WKU's system of internal controls and is also responsible for examining and evaluating the processes, procedures, and activities of WKU.

FINANCIAL INFORMATION:

	2011-12 Revised Budget		2012-13 Proposed Budget	
	<u>Pos.</u>	<u>Unrestricted Budget</u>	<u>Pos.</u>	<u>Unrestricted Budget</u>
<u>Educational and General</u>				
Personnel/Fringe Benefits	4.0	421,418	4.0	491,239
Operating Expenses		32,506		32,507
Total Expenditures		453,924		523,746