



HUMBOLDT STATE UNIVERSITY

Office of the President

July 19, 2018

Mr. Larry Mandel
Vice Chancellor and Chief Audit Officer
Office of Audit and Advisory Services
The California State University
401 Golden Shore, Suite 433
Long Beach, CA 90802-4210

Subject: Request for Advisory Services

Dear Vice Chancellor Mandel:

I would like to request the assistance of your office's Advisory Services as soon as your staff's schedule permits to review KHSU, the public radio station licensed to Humboldt State University. I believe HSU will benefit greatly from an evaluation of KHSU operations, administration, and oversight, including a review of processes for authorizing access to KHSU work areas and transmitter sites. The engagement would also include a review of accounts payable processes, communications among staff and between HSU and KHSU, oversight of FCC broadcast station licenses, volunteer engagement and training processes, and suggestions on whether voluntary compliance audits should be requested from the California Broadcasters Association.

The campus point of contact for this project will be Ms. Kimberly Comet, Director of Risk Management and Safety. Kimberly will serve as liaison with the KHSU staff and the University administration.

Please let me know if you have questions or need additional information. I believe that this advisory services project will be valuable in helping us strengthen our existing business practices, supporting our community service, minimizing unnecessary liability, and ensuring that we are managing our resources as effectively as possible. I look forward to this collaboration among the University, KHSU, and your office.

With best wishes,

Lisa A. Rossbacher, Ph.D.
President

cc: Craig C. Wruck, Vice President for University Advancement
Peter Fretwell, General Manager, KHSU
Douglas V. Dawes, Vice President for Administration and Finance
Kimberly Comet, Director of Risk Management and Safety

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