




HUMBOLDT STATE UNIVERSITY

Office of the President

MEMORANDUM

DATE: July 13, 2020

TO: Douglas Dawes, Vice President for Administration and Finance
Jason Meriwether, Vice President for Enrollment Management
Jane Teixeira, Director of Athletics and Recreational Sports

FROM: Tom Jackson, Jr., President 

SUBJECT: University Center Programmatic Oversight

Over the past year the University has observed and reflected upon the need for each auxiliary and have looked at the efficiency of the auxiliary operation and administration. In an effort to continually improve services and programs for students and potentially increase revenues, effective immediately, the operations, fees and revenues, and facilities of the University Center (UC) shall report across multiple divisions as outlined below:

- Enrollment Management & Student Affairs (*Designee*)
 - Dining Services
 - Bookstore
 - University Center
 - Event Facilities
 - Center Arts
 - Business Services
 - Operations
- Intercollegiate Athletics & Recreation Sports (*Designee*)
 - Center Activities

The CFO will continue to maintain fiscal oversight in consultation with the other respective designees. These changes may impact the purpose and bylaws of the UC Board and our operating agreement. It is recommended the purpose, bylaws, and other related items be updated and made current to reflect these changes at this time. Additionally, all internal charges from the UC to other campus departments shall be suspended until reviewed by the divisional vice president in consultation with the CFO and appropriate updates are finalized for the board. Any additional changes within these areas will be at the discretion of the divisional vice president or Athletic Director. Please

work collaboratively and engage other important entities to ensure a smooth operational transition and compliance. Sherie Gordon, chief of staff, will inform the UC Board chair on my behalf and work with each of you to ensure the changes are executed effectively. If this reorganization warrants additional amending or other corrections, we can address that at a later date.

This is a good opportunity to be innovative and entrepreneurial as we strive to be a place students choose to attend.

cc: Lisa Bond-Maupin
Sherie Gordon
Frank Whitlatch