HUMBOLDT STATE UNIVERSITY

Administrative Affairs - Organizational Chart

Douglas Dawes
Vice President
Administration & Finance

Michelle Anderson
Executive Assistant

Dave Nakamura
Executive Director
University Center

- Center Activities
- Dining
- Bookstore
- CenterArts

Office of Administrative Affairs

- VP Office
- Business Services Information Center
- Public Records Request

Sylvia Shively
Financial Services

Accounting

- Accounts Receivable
- Asset Management
- Financial Reporting

Sandy Wieckowski
Student Financial Services

- HSU Cashiers Office
- Student Account Inquiries
- Financial Aid Disbursements & Student Awards
- Financial Aid Accounting
- Fee Assessment
- University Collections
- Gift Processing Center

Tawny Fleming
Contracts & Procurement

- Accounts Payable
- Contracts
- Procurement
- Central Events

Kimberly Comet
Risk Management

- Emergency Management
- Risk Management
- Safety Services

David Montoya III
Human Resources

- Recruitment/ Employment Opportunities
- Compensation Classification
- Equal Opportunity & Compliance
- Labor Relations
- Benefits & Retirement
- On-boarding and off-boarding employees

Patty Ambrosini
Payroll

- Payroll Processing

Jeanne Rynne
Facilities Management

- Planning & Design
- Building Maintenance
- Construction Services
- Building Service Engineers, Alarms & Energy Management
- Sustainability, Recycling & Grounds
- Custodial & Logistics Services
- Auto Shop & Fleet Services
- Facility Business & Customer Service
- Parking & Commuter Services

Amber Blakeslee
University Budget

- Campus Financial Resource Planning and Allocation
- Budget Management and Reporting
- Position Management
- Business Analysis
- Process Improvement

Donn Peterson
University Police

- Crime Prevention
- General Security
- Criminal History Background Checks (Livescan)
- Law Enforcement
- Clery

Revised 1/03/19