

FOUNDATION STAFF CONTACT LIST			
Name	Title/Responsibilities	Email Address	Phone Ext
Foundation Executive Director			
Tranitra Avery	Executive Director: Contract Execution, Lease Agreements, Oversight of Foundation Staff and all Operations	tsavery@csudh.edu	2501
Foundation Reception Main Line			
Isabel Ramirez	Reception/Procurement: General Foundation Questions, LiveScan Inquiries, Accepts Deposits and Issues Receipts, Purchase Order Questions	iramirez@csudh.edu	3306
LiveScan	Currently Closed Due to COVID-19		
Accounting			
Bob Sesnon	Interim Chief Financial Officer: Finance Administration	rsesnoncpa@gmail.com rsesnon@csudh.edu	971.322.7665
Cherisse Ross	Interim Controller: Financial Reporting, Budget Preparation, and Accounting Process Improvements	cross@csudh.edu	2468
Fernando Rodriguez	Accounts Payable: Payment Check Requests, Travel, Reimbursements, Stipend Payments	fernandor@csudh.edu	3216
Patty Young	Accounts Payable: Purchase Order Payments, Direct Pay Activation, All Student Union AP, All ASI AP, All Dining AP	pyoung@csudh.edu	3241
Jeanell Flores	Accountant: Tax Forms and Account Reconciliations	jeflores@csudh.edu	
John Pulido	Junior Accountant: Account Balance Inquiries, Fund Transfer Requests, Accounts Receivable Invoice Requests	jpulido5@csudh.edu	3798
Business and Finance			
Jinna Matzen	Manager Business Process Improvement, Customer & Board Relations: Sets up all New accounts except for Grants and Contracts, Renewals/Revisions to Accounts, Questions on accounts, General Customer Inquiries or Concerns, MOUs & Contracts, RFPs, Investments, Board Relations, Executive Assistant to Executive Director	jmatzen@csudh.edu	3244
Human Resources and Payroll			
Amanda Dodd	Director of HR: Confidential Employee Relations, and Investigations relating to HR, Compensation, Fringe Benefit Allocation Inquiries, Disciplinary Actions, Executive Recruitment, Policy Implementation and Interpretation, Workers Compensation, Verification of Employment, DMV Pull Notices and New Hire CSU Compliance Training Assignments.	adodd@csudh.edu	2373
Martha Rafael Sepulveda	HR Generalist: Fulltime Employment Hiring, FT Employee PTR processing, Direct Deposits, Person of Interest Forms, Hire Forms, Fulltime Employee Orientation, New hire Paychex access, GEO-Fencing Requests, Benefits Administration, Leaves of Absence, Parking Permits. ASI point of contact for new hire needs.	mrafaelsepulveda@csudh.edu	1070
Darcy Estrada	Payroll Specialist: Foundation and ASI Payroll processing, Timecard Assistance, Payroll Deadlines, Overtime Requests, Payroll Transfers, Employee Gift and Award Tax, and Timecard Authorized Signer Requests.	destrada@csudh.edu	3028
Danielle Manzano	HR & Payroll Coordinator: LSU Payroll, LSU CalPERS Benefit Administration, Foundation Part time/Student Employment Hiring, Part time and Student PTR processing. Part time Employee Training Assignments.	dmanzano@csudh.edu	1062
Alexis Granados	HR Assistant: Handles Employee Inquires Regarding Hiring process, Recruitments, Hiring forms, and Onboarding. Paychex Access and Information.	agranados14@csudh.edu	-
Information Technology			
Marci Payne	AVP, IT Finance & Auxliaries; Information Technology related things & OneSolution access/security	mpayne@csudh.edu	2307
Post Award - Grants and Contracts			
Gillian Fischer	Director, Sponsored Research and Programs: Manages Pre and Post Award, Contract and Grant Negotiation	gfischer@csudh.edu	3119
Chi Nguyen	Post Award Accountant/Analyst: Any Grant and Contract Related Questions included Drawdown & Accounting/Audit	cnguyen@csudh.edu	3059
Valerie Whittington	Post Award Analyst: Any Grant and Contract Related Questions	vwhittington@csudh.edu	3058
Jevon Echave	Post Award Analyst: Any Grant and Contract Related Questions, Fund 50 Account Setup, PI Orienations	jechave@csudh.edu	3162
Valencia Teems	Sr. Sponsored Research & Programs Analyst: Pre and Post Award	vteems1@csudh.edu	3466
Dining & Commercial Services			
Ed Fimbres	Campus Dining internal and Tenant, Assist ED in Commercial Ops, Vendor Relations and Contact, Facilities Maintenance LSU Kitchen Ops, Café Toro Expansion Contact, Dining AP/AR	efimbres@csudh.edu	Mondays, Thursdays on Campus, Remote Tuesday, Weds, Fridays, Ext 2233
Eric Oum	Marketing and Innovation Project Coordinator. Produce print and digital assets for Dining. Manage Campus Dining social media accounts and Dining account operations. Supports the Foundation website.	eoum1@csudh.edu	Remote - Email Only