

Memorandum

Date: April 01, 2020
To: University Community
From: Jerome Grooms
Executive Director

Subject: Notification for Foundation Customers & Staff – Closures and Reduced On-Site Hours of Operation

Dear Campus Community,

As our campus and our country come together to combat the COVID-19 pandemic, we have all needed to take extreme steps for the health and well-being of our communities. As we all try to navigate and inform our campus community of changing conditions, we understand that confusion may occur between our campus partners' instructions and ours. Although we do our best to align procedures in place, if you are a Foundation employee, please make sure you differentiate instructions sent to you from Foundation and information you receive from our campus constituents.

Foundation has created a "COVID-19 Updates" webpage where you can access up-to-date Foundation information: <https://www.csudhfoundation.com/foundation-covid-19-updates/>

Based on the President's March 30th memorandum, "limiting access to our physical campus" Foundation in support of our local, state, and national efforts to slow the spread of COVID-19 is further adjusting our on-site Hours of Operations. Please note, Foundation is not closed, we are still continuing critical operations by functioning remotely.

Starting Immediately

- **Foundation On-Site Hours of Operations**
Thursday: 8am – 1pm (Limited to Critical Staff)
- **Live Scan: CLOSED until the end of the Semester.**
CLOSED
- **Dining Operations: CLOSED until the end of the Semester**
CLOSED: Catering, Toro Fresh, Union Grind Coffee, EveryTable, Subway, Green Olive, Panda Express, Booked and Brewed, DH Sports Lounge, 1910 Café & Lounge, and both Grab n Go's.
- **University Bookstore: CLOSED until the end of the Semester**
CLOSED – Online Ordering Only

All Foundation staff will continue to monitor emails and work remotely.

- You will still be able to email Foundation employees and get a response. For urgent concerns, Foundation employees have set up voicemail messages referring callers to their department leads. All members of the Leadership Team have set-up forwarding calls from their office line to their cellular phones.

Employee Parking Permit Deductions

- Employee parking permit payroll deductions that remained in effect for the month of March will cease immediately. Starting April 01, 2020, deductions will cease until the campus is re-opened to staff.

Additional information for HR, Accounting, Information Technology, Etc., can be found by visiting "Foundation's COVID-19 Updates Page:

<https://www.csudhfoundation.com/foundation-covid-19-updates/>

Listed below are management individuals you can contact directly for urgent requests

- For Human Resources and Payroll Questions, please contact Amanda Dodd at ADodd@csudh.edu or 310.243.2373
- For Business, Investment Accounts, LiveScan, and Customer and Board of Directors' concerns, please contact Jinna Matzen at jmatzen@csudh.edu or 310.243.3244
- For Accounting (Accounts Payable, Accounts Receivable, Fund Balances, Financial Reports) Concerns, please contact Cherisse Ross at cross@csudh.edu or 310.243.2468
- For Information Technology Concerns, please contact Marci Payne at mpayne@csudh.edu
- For Dining and Filming concerns, please contact Richard Chester at rchester@csudh.edu or 310.243.3047
- For Grants and Contracts concerns, please contact Gillian Fischer at gfischer@csudh.edu

If you have any questions or concerns, please do not hesitate to reach out to me directly. I can be reached via email or by phone (my office number will be redirecting calls to my cellular phone).

Jerry Groomes
Executive Director
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