

FOUNDATION STAFF CONTACT LIST (updated 4.27.2021)

Name	Title/Responsibilities	Email Address	Phone Ext
Foundation Executive Director			
Tranitra Avery	<i>Executive Director:</i> Contract Execution, Oversight of Foundation Staff and all Foundation Operations.	tsavery@csudh.edu	2501
Foundation Reception Main Line			
Isabel Ramirez	<i>Administrative Assistant:</i> Reception/Procurement. General Foundation Questions, LiveScan Inquiries, Accepts Deposits and Issues Receipts, Purchase Order Questions and Administration.	iramirez@csudh.edu	3306
LiveScan	Currently Closed Due to COVID-19		
Accounting			
Bob Sesnon	<i>Interim Chief Financial Officer:</i> Finance Administration.	rsesnoncpa@gmail.com rsesnon@csudh.edu	971.322.7665
Cherisse Ross	<i>Controller:</i> Financial Reporting, Budget Preparation, and Accounting Process Improvements.	cross@csudh.edu	2468
Fernando Rodriguez	<i>Accounts Payable Specialist:</i> Payment Check Requests, Travel, Reimbursements, Stipend Payments.	fernandor@csudh.edu	3216
Patty Young	<i>Accounts Payable Specialist:</i> Purchase Order Payments, Direct Pay Activation, All Student Union AP, All ASI AP, All Dining AP.	pyoung@csudh.edu	3241
Jeanell Flores	<i>Accountant:</i> Tax Forms and Account Reconciliations.	jeflores@csudh.edu	3983
John Pulido	<i>Staff Accountant:</i> Account Inquiries, Fund Transfer Requests, Accounts Receivable Invoice Requests.	jpulido5@csudh.edu	3798
Business Operations			
Jinna Matzen	<i>Business Operations Manager:</i> Procurement, LiveScan, and Front House Operations. Contract Review, Negotiations, Insurance, Risk Management, Filing Administration, Policy and Procedure Administration.	jmatzen@csudh.edu	3244
Human Resources and Payroll			
Amanda Dodd	<i>Director of HR:</i> 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	<i>HR Generalist:</i> 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	<i>Payroll Specialist:</i> Foundation and ASI Payroll processing, Timecard Assistance, Payroll Deadlines, Overtime Requests, Payroll Transfers, and Timecard Authorized Signer Requests.	destrada@csudh.edu	3028
Danielle Manzano	<i>HR & Payroll Coordinator:</i> 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	<i>HR Assistant:</i> Handles Employee Inquires Regarding Hiring process, Recruitments, Hiring forms, and Onboarding. Paychex Access and Information.	agranados14@csudh.edu	-
Information Technology			
Marci Payne	<i>AVP, IT Finance & Auxliaries:</i> Information Technology related things & OneSolution access/security.	mpayne@csudh.edu	2307
Dining & Commercial Services			
Ed Fimbres	<i>Dining and Commercial Services Manager:</i> Campus Dining Internal and Tenant Liaison, Commercial Services, Vendor Relations and Contact, Dining & Commercial Facilities Maintenance LSU Kitchen Operations.	efimbres@csudh.edu	Ext 2233
Eric Oum	<i>Marketing and Production Coordinator:</i> Produce print and digital assets for Dining. Manage Campus Dining social media accounts and Dining account operations. Supports the Foundation website. Coordinate and processes filming requests for location use on the CSUDH campus and supervises filming on production days.	eoum1@csudh.edu	2216
Office of Sponsored Research and Programs			
Gillian Fischer	<i>Director, Sponsored Research and Programs:</i> Manages Pre and Post Award, Contract and Grant Negotiation.	gfischer@csudh.edu	3119
Chi Nguyen	<i>Post Award Accountant/Analyst:</i> Any Grant and Contract Related Questions included Drawdown & Accounting/Audit.	cnguyen@csudh.edu	3059
Valerie Whittington	<i>Post Award Analyst:</i> Any Grant and Contract Related Questions.	vwhittington@csudh.edu	3058
Jevon Echave	<i>Post Award Analyst:</i> Any Grant and Contract Related Questions, Fund 50 Account Setup, PI Orienations.	jechave@csudh.edu	3162
Valencia Teems	<i>Sr. Sponsored Research & Programs Analyst:</i> Pre and Post Award	vteems1@csudh.edu	3466