

FOUNDATION STAFF CONTACT LIST			
Name	Title/Responsibilities	Email Address	Phone Ext
Foundation Executive Director			
Tranitra Avery	Executive Director: Contract Execution, Oversight of Foundation Staff and all Foundation Operations	tsavery@csudh.edu	2501
Kelvin Blunt	Executive Assistant to the Executive Director: Primary point of contact on all matters pertaining to the office of the Executive Director. Also serves as Board Liaison to Foundation's Board of Directors	kblunt@csudh.edu	2807
Accounting			
Theresa Morrison	Chief Financial Officer: All financial operations	thmorrison@csudh.edu	3079
Cherisse Ross	Controller: Financial Reporting, Budget Preparation, and Accounting Process Improvements	cross@csudh.edu	2468
Fernando Rodriguez	Accounts Payable: Payment Check Requests, Travel, Reimbursements, Stipend Payments	femandor@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	3983
John Pulido	Staff Accountant: Account Balance Inquiries, Fund Transfer Requests, Accounts Receivable Invoice Requests	jpulido5@csudh.edu	3798
Business Operations			
Jinna Matzen	Business Operations Manager: Procurement, LiveScan, and Front House Operations. Contract Review, Negotiations, Insurance, Risk Management, Creates Policies and Procedures in Collaboration with Department Heads.	jmatzen@csudh.edu	3244
Sad'e Grant	Administrative Assistant: Receptionist, Procurement, General Foundation Questions, LiveScan Inquiries, Accepts Deposits and Issues Receipts, Purchase Order Questions and Administration.	sgrant25@csudh.edu	3306
LiveScan	Currently Closed Due to COVID-19		
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	mrafaelsepulveda@csudh.edu	1070
Darcy Estrada	Payroll Specialist: Foundation and ASI Payroll processing, Timecard Assistance, Payroll Deadlines, Overtime Requests, Payroll Transfers, 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	aganados14@csudh.edu	3101
Information Technology			
Jonathan Canton	I.T. Systems Administrator	jcanton@csudh.edu	2099
Dining & Commercial Services Administration			
Ed Fimbres	Dining and Commercial Services Manager: Campus Dining Internal and Tenant Liaison, Commercial Services, Vendor Relations and Contact, Dining & Commercial Facilities Maintenance LSU Kitchen Operations	efimbres@csudh.edu	2233
Eric Oum	Marketing and Production Coordinator. 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
Khoi Pham	Senior Retail Operations Supervisor: Campus Dining Hiring Manager. Oversees Campus Dining Operations which includes 11 business models and over 80 employees. Vendor, external dining tenant, and facilities services liason. Point of Sale (POS), Gift Card, and Voucher administration.	kpham@csudh.edu	3161

Guadalupe (Lupita) Carrillo	Campus Dining Administrator: Oversees cash handling procedure and policy within Campus Dining operations. Processing invoices, change requests, and payments from external parties. Reconciling deposits and sales reports for all retail locations. Support front & back of house operations.	gcarrillo@csudh.edu	3154
Moises Rodriguez	Catering Events Specialist: Managing on campus events and catering services. Assessing client needs; communicating and providing excellent customer service. Coordinating event timelines, maintaining inventory, and event staffing. Assisting with event budgeting and ordering specialty catering items.	mrodriguez350@csudh.edu	3335
Office of Sponsored Research and Programs			
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
Dakota Hughes	Post Award Analyst: Any Grant and Contract Related Questions, Fund 50 Account Setup, PI Orientations	dhughes@csudh.edu	2852
Imelda Hammes	Post Award Analyst: Any Grant and Contract Related Questions	ihammes@csudh.edu	2855
Valencia Teems	Sr. Sponsored Research & Programs Analyst: Pre and Post Award	vteems1@csudh.edu	3466