

FOUNDATION STAFF CONTACT LIST			
Name	Title/Responsibilities	Email Address	Phone Ext
<b>Foundation Executive Director</b>			
Tranitra Avery	Executive Director: Contract Execution, Oversight of Foundation Staff and all Foundation Operations	<a href="mailto:tsavery@csudh.edu">tsavery@csudh.edu</a>	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.	<a href="mailto:kblunt@csudh.edu">kblunt@csudh.edu</a>	2807
<b>Accounting</b>			
Theresa Morrison	Chief Financial Officer: All financial operations	<a href="mailto:thmorrison@csudh.edu">thmorrison@csudh.edu</a>	3079
Cherisse Ross	Controller: Financial Reporting, Budget Preparation, and Accounting Process Improvements	<a href="mailto:cross@csudh.edu">cross@csudh.edu</a>	2468
Fernando Rodriguez	Accounts Payable: Payment Check Requests, Travel, Reimbursements, Stipend Payments	<a href="mailto:fernandor@csudh.edu">fernandor@csudh.edu</a>	3216
Evelyn Gabriel	Accounts Payable: Accounting Technician - Accounts Payable for Arts and Humanities, Natural & Behavioral Sciences, University Library, Academic Affairs, Foundation Administration, Administration and Finance, Grants and Contracts Administration, Information Technology, President's Office, University Advancement	<a href="mailto:egabriel1@csudh.edu">egabriel1@csudh.edu</a>	2112
Guadalupe (Lupita) Carrillo	Accounts Payable: Accounting Technician - Accounts Payable for Arts and Humanities, Natural & Behavioral Sciences, University Library, Academic Affairs, Foundation Administration, Administration and Finance, Grants and Contracts Administration, Information Technology, President's Office, University Advancement Pablo Accounts Payable for Business Admin & Public Policy, Education, Extended & International Educ., Health, Human Services & Nursing, Associated Student Inc. Other	<a href="mailto:gcarrillo@csudh.edu">gcarrillo@csudh.edu</a>	2825
Pablo Ragonese	Accounts Payable: Accounting Technician - Accounts Payable for CAMS, Commercial Enterprises, Campus Dining	<a href="mailto:pragonese@csudh.edu">pragonese@csudh.edu</a>	2176
Jeanell Flores	Accountant: Tax Forms and Account Reconciliations	<a href="mailto:jeflores@csudh.edu">jeflores@csudh.edu</a>	3983
John Pulido	Staff Accountant: Account Balance Inquiries, Fund Transfer Requests, Accounts Receivable Invoice Requests	<a href="mailto:jpulido5@csudh.edu">jpulido5@csudh.edu</a>	3798
<b>Business Operations</b>			
Jinna Matzen	Business Operations Manager: Procurement and strategic sourcing; Contract management and negotiations; manage administrative operations inclusive of Live Scan services; Insurance & Risk Management.	<a href="mailto:jmatzen@csudh.edu">jmatzen@csudh.edu</a>	3244
Elizabeth Dias	Procurement Administrator: Administration of Purchase Orders; Purchase Order Queries; Insurance Administration; Vendor Administration; Assistance with Contracts and Negotiations.	<a href="mailto:edias@csudh.edu">edias@csudh.edu</a>	3269
Sad'e Grant	Administrative Assistant: Front Desk Receptionist; General Foundation Questions; Live Scan Inquiries; Live Scan Technician; Deposit Administration; CFO Calendar Management	<a href="mailto:sgrant25@csudh.edu">sgrant25@csudh.edu</a>	3306
<b>Currently Closed Due to COVID-19</b>			
<b>Human Resources and Payroll</b>			
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.	<a href="mailto:adodd@csudh.edu">adodd@csudh.edu</a>	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.	<a href="mailto:mrafaelsepulveda@csudh.edu">mrafaelsepulveda@csudh.edu</a>	1070
Darcy Estrada	Payroll Specialist: Foundation and ASI Payroll processing, Timecard Assistance, Payroll Deadlines, Overtime Requests, Payroll Transfers, and Timecard Authorized Signer Requests.	<a href="mailto:destrada@csudh.edu">destrada@csudh.edu</a>	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.	<a href="mailto:dmanzano@csudh.edu">dmanzano@csudh.edu</a>	1062
Alexis Granados	HR Assistant: Handles Employee Inquires, Foundation Part time/Student Employment Hiring, Recruitments, Hiring forms, and Onboarding. Paychex Access and Information. Administration of Defensive Training and Youth Abuse Training Programs	<a href="mailto:agranados14@csudh.edu">agranados14@csudh.edu</a>	3101
<b>Information Technology</b>			
Jonathan Canton	I.T. Systems Administrator	<a href="mailto:jcanton@csudh.edu">jcanton@csudh.edu</a>	2099
<b>Dining &amp; Commercial Services Administration</b>			
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	<a href="mailto:efimbres@csudh.edu">efimbres@csudh.edu</a>	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	<a href="mailto:eoum1@csudh.edu">eoum1@csudh.edu</a>	2216
<b>Office of Sponsored Research and Programs</b>			
Gillian Fischer	Director, Sponsored Research and Programs: Manages Pre and Post Award, Contract and Grant Negotiation	<a href="mailto:gfischer@csudh.edu">gfischer@csudh.edu</a>	3119
Chi Nguyen	Post Award Accountant/Analyst: Any Grant and Contract Related Questions included Drawdown & Accounting/Audit	<a href="mailto:cnguyen@csudh.edu">cnguyen@csudh.edu</a>	3059
Valerie Whittington	Post Award Analyst: Any Grant and Contract Related Questions	<a href="mailto:vwhittington@csudh.edu">vwhittington@csudh.edu</a>	3058
Dakota Hughes	Post Award Analyst: Any Grant and Contract Related Questions, Fund 50 Account Setup, PI Orientations	<a href="mailto:dhughes@csudh.edu">dhughes@csudh.edu</a>	2852
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