

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/ Manager of Board Relations - 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 |
| Evelyn Gabriel | Accounts Payable - Accounting Technician. Accounts Payable for Arts and Humanities, Natural & Behavioral Sciences, University Library, Academic Affairs, Foundation Administration and Finance, Grants and Contracts Administration, Information Technology, President's Office, University Advancement. | egabriel1@csudh.edu | 2112 |
| Guadalupe (Lupita) Carrillo | Accounts Payable - Accounting Technician. Accounts Payable for CAMS, Commercial Enterprises, Campus Dining. | gcarrillo@csudh.edu | 2825 |
| Pablo Ragonese | Accounts Payable - Accounting Technician for Business Admin & Public Policy, Education, Extended & International Education, Health, Human Services & Nursing, Associated Student Inc., Other. | pragonese@csudh.edu | 2176 |
| Jeanell Flores | Senior Accountant III - Tax Forms and Account Reconciliations. | jeflores@csudh.edu | 3983 |
| John Pulido | Senior Accountant I - Account Balance Inquiries, Fund Transfer Requests, Accounts Receivable Invoice Requests. | jpulido5@csudh.edu | 3798 |
| BUSINESS OPERATIONS | | | |
| Jinna Matzen | Director of Procurement and Contracts - Procurement and Strategic Sourcing: Contract Management and Negotiations, Manage Administrative Operations Inclusive of Live Scan Services, Insurance & Risk Management. | jmatzen@csudh.edu | 3244 |
| Elizabeth Dias | Procurement Administrator - Administration of Purchase Orders, Purchase Order Queries, Insurance Administration, Vendor Administration, Assistance with Contracts and Negotiations. | edias@csudh.edu | 3269 |
| Sad'e Grant | Administrative Assistant - Front Desk Receptionist, General Foundation Questions, Live Scan Inquiries, Live Scan Technician, Deposit Administration, CFO Calendar Management. | sgrant25@csudh.edu | 3306 |
| LiveScan currently closed to the public due to COVID-19 | | | |
| HUMAN RESOURCES AND PAYROLL | | | |
| Amanda Dodd | Chief Human Resources Officer - Confidential Employee Relations and Investigations relating to HR, Compensation, Fringe Benefit Allocation Inquiries, Disciplinary Actions, Executive Recruitment, Policy Implementation and Interpretation, Workers Compensation, and Professional Development. | adodd@csudh.edu | 2373 |

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|--|---|--|------------|
| HUMAN RESOURCES AND PAYROLL (Cont'd) | | | |
| Martha Rafael Sepulveda | HR Generalist - Full-time Employment Hiring, FT Employee PTR Processing, Direct Deposits, Person of Interest Forms, Hire Forms, Full-time Employee Orientation, New Hire Paychex Access, GEO-Fencing Requests, Benefits Administration, Leaves of Absense, 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, and Timecard Authorized Signer Requests. | destrada@csudh.edu | 3028 |
| Danielle Manzano | HR & Payroll Coorinator - 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 Inquiries, Foundation Part-time/ Student Employment Hiring, Recruitments, Hiring Forms and Onboarding, Paychex Access and Information, Administration of Defensive Training and Youth Abuse Training Programs. | agranados14@csudh.edu | 3101 |
| INFORMATION TECHNOLOGY | | | |
| Jonathan Canton | Business Systems Manager - Management of ERP System, Oversight of PCI Compliance, Aramark/Oracle Implementation of Point of Sales System, ERP (Finance-Enterprise Resource Planning System) administrator, Web Administrator, Liaison Role between Foundation Department and Stateside IT for Technical Projects. | jcanton@csudh.edu | 2099 |
| Jacob Hernandez | I.T. Helpdesk Analyst - Provide I.T. helpdesk support by providing training and communication material to users that maximize their ability to utilize system capabilities, features, and other resources. Assistance with ONESolution, and Point of Sales Systems. | jachernandez@csudh.edu | 2190 |
| DINING & COMMERCIAL SERVICES ADMINISTRATION | | | |
| Ed Fimbres | 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 & Production Coordinator - Supports for the Foundation Website, Coordinate and Processes Filming Requests for Location Use on the CSUDH Campus, Site Representative during Production Prep, Film, and Strike Days, Assist Aramark and Dining with Design and Marketing Assets. | eoum1@csudh.edu | 2216 |
| 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 |