

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
Maria Montejo	Accounts Payable - Accounting Technician. Accounts Payable for Student Affairs (including LSU).	mmontejo1@csudh.edu	3216
Guadalupe (Lupita) Carrillo	Accounts Payable - Accounting Technician. Accounts Payable for CAMS, Commercial Enterprises, Campus Dining, 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.	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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NAME	TITLE/RESPONSIBILITIES	EMAIL ADDRESS	PHONE EXT.
HUMAN RESOURCES AND PAYROLL (Cont'd)			
Martha Rafael Sepulveda	HR Manager - Full-time Employment Hiring, FT Employee PTR Processing, Direct Deposits, Person of Interest Forms, New 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
Megan Rousseau	Talent Acquisition Specialist - Full-time employee recruiting, recruitment strategy and advertisement needs, full-time position description drafts, Affirmative Action, EEO-1 and ADA Compliance.	mrousseau@csudh.edu	3552
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
Isabel Ramirez	Commercial Operations Services Coordinator - Live Scan Services, Commercial Services Support and Coordinator, Commercial Filming Support, Facilities Maintenance Coordinator in Dining Operations, Foundation or TAP Support.	iramirez@csudh.edu	3102

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NAME	TITLE/RESPONSIBILITIES	EMAIL ADDRESS	PHONE EXT.
OFFICE OF SPONSORED RESEARCH AND PROGRAMS			
Gillian Fischer	Director, Sponsored Research and Programs - Manages Pre and Post Award, Contract and Grant Negotiation.	gfisher@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