

STAFF CONTACT LIST

NAME	TITLE/RESPONSIBILITIES	EMAIL ADDRESS	PHONE EXT.
TORO AUXILIARY PARTNERS EXECUTIVE DIRECTOR			
Tranitra Avery	Executive Director - Contract Execution, Oversight of Toro Auxiliary Partners Staff and all Toro Auxiliary Partners Operations. Contract Management and Negotiations, Insurance and Risk Management.	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 oversees board administration for the Board of Directors of TAP Auxiliary Partners.	kblunt@csudh.edu	2807
ACCOUNTING			
Cherisse Ross	Controller - Oversight of Accounts Payable, Accounts Receivable, General Accounting, Financial Reporting, Budget Preparation, and Accounting Process Improvements.	cross@csudh.edu	2468
Jeanell Flores	Senior Accountant III - Tax Reporting, General Accounting and Account Reconciliations.	jeflores@csudh.edu	3983
Guadalupe (Lupita) Carrillo	Accounts Payable - Accounting Technician. Accounts Payable, Fund Transfer Requests, and Accounts Receivable. Invoice Requests for Associated Student Inc., CAMS, Commercial Enterprises, Dining, Information Technology, TAP Administration and University Advancement.	gcarrillo@csudh.edu	2825
Maria Montejo	Accounts Payable - Accounting Technician. Accounts Payable, Fund Transfer Requests, and Accounts Receivable. Invoice Requests for Academic Affairs (including all colleges), Administration and Finance, Loker Student Union, President's Office, and Student Affairs.	mmontejo1@csudh.edu	3216
Vacant	Accounting Technician - Support for Accounts Payable, Accounts Receivable (including cash and check deposits), Front Desk, Financial Reporting, P-Card Administration, and Project Management.		
PROCUREMENT AND CONTRACTS (Purchase order inquiries should be sent to auxiliarypartners.procurement@csudh.edu)			
Gersan Urraca	Procurement and Contracts Manager - Procurement and Sourcing: Contract Management/Negotiation, Administration of Purchase Orders, Insurance Administration, Vendor Administration, Leased Equipment, and TAP Assets.	gurraca@csudh.edu	3244
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
Patricia Sandoval	HR Coordinator I - Handles Employee Inquiries, Toro Auxiliary Partners Part-time/ Student Employment Hiring, Recruitments, Hiring Forms and Onboarding, and LSU Payroll Processing. Paychex Access and Information, Administration of Defensive Training and Youth Abuse Training Programs.		3101
Natalie Morales	Payroll Student Assistant - Assist Payroll Manager with unapproved timecards, and Benefits Reconciliations.	nmorales77@csudh.edu	

TORO AUXILIARY PARTNERS STAFF CONTACT LIST PAGE 2

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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
COMMERCIAL SERVICES ADMINISTRATION			
Eric Oum	Marketing & Film Site Specialist - Supports for the Toro Auxiliary Partners 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	(562) 481-1780
OFFICE OF SPONSORED RESEARCH AND PROGRAMS			
Martha Rafael Sepulveda	HR Manager - Human Resources activities for Fund 50 and Fund 20. Full time recruitment, onboarding, Additional Employment processing, leaves of absence, benefit administration, and PTR and POI processing.	mrafaelsepulveda@csudh.edu	1070
Darcy Estrada	Payroll Administrator - Payroll Activities for Fund 50 and Fund 20.	destrada@csudh.edu	3028
Dianna Antunez	HR Assistant - Human Resources and Payroll support for Fund 50 & Fund 20. Part time hiring, onboarding and training/compliance assignment.	dantunez2@csudh.edu	3882
Chi Nguyen	Post Award Accountant/Analyst - Any Grant and Contract Related Questions included Drawdown & Accounting/Audit.	cnguyen@csudh.edu	3059
Dakota Hughes	Assistant Director - Post Award - Any Grant and Contract Related Questions, Fund 50 Account Setup, PI Orientations.	dhughes@csudh.edu	2852
Gillian Fischer	Director, Sponsored Research and Programs - Manages Pre and Post Award, Contract and Grant Negotiation.	gfischer@csudh.edu	3119
Imelda Hammes	Post Award Analyst - Any Grant and Contract Related Questions.	ihammes@csudh.edu	2855
Valerie Whittington	Post Award Analyst - Any Grant and Contract Related Questions.	vwhittington@csudh.edu	3058
Pablo Ragonese	Accounts Payable - Accounting Technician. Accounts Payable, Account Balance Inquiries, Fund Transfer Requests, and Accounts Receivable Invoice Requests for Academic Affairs Other, College of Education, and University Library.	pragonese@csudh.edu	2175
Xiao (Iris) Liu	Accounts Payable - Accounting Technician. Accounts Payable, Account Balance Inquiries, Fund Transfer Requests, and Accounts Receivable Invoice Requests for Academic Affairs, Administration & Finance, Arts & Humanities, Business Admin & Public Policy, Center of Intl. Education, Extended Education, Grants and Contracts Administration, Health, Human Services & Nursing, Natural & Behavioral Sciences, President's Office, University Advancement, and VP Student Affairs.	xliu@csudh.edu	3241

TORO AUXILIARY PARTNERS DIVISIONAL EMAIL LIST

DEPARTMENT / AUXILIARY	NEW EMAIL ACCOUNT (TORO AUXILIARY PARTNERS)
Accounting - General Inquiries	AuxiliaryPartners.Accounting@csudh.edu
Accounts Payable	AuxiliaryPartners.AP@csudh.edu
Commercial Filming	AuxiliaryPartners.Filming@csudh.edu
Commercial Services	AuxiliaryPartners.CS@csudh.edu
COVID-19 Response	AuxiliaryPartners.CovidResponse@csudh.edu
Human Resources - General Inquiries	AuxiliaryPartners.HR@csudh.edu
IT - General Inquiries	AuxiliaryPartners.IT@csudh.edu
IT Help Desk	AuxiliaryPartners.HelpDesk@csudh.edu
Payroll	AuxiliaryPartners.Payroll@csudh.edu
Procurement & Contracts	AuxiliaryPartners.Procurement@csudh.edu
Toro Auxiliary Partners - General Inquiries	AuxiliaryPartners@csudh.edu
Workflow	AuxiliaryPartners.WF@csudh.edu

LIVE SCAN HOURS OF OPERATION

Live Scan (Welch Hall Room 430E) https://www.csudhauxiliarypartners.org/livescan			
Monday	8:30 am to 4:00 pm	livescan@csudh.edu	3343
Tuesday	8:30 am to 4:00 pm		
Wednesday	Closed		
Thursday	Closed		
Friday	Closed		