CSUDH | TORO AUXILIARY PARTNERS

# STAFF CONTACT LIST

| NAME | TITLE/RESPONSIBILITIES | EMAIL ADDRESS | PHONE EXT. |
|---|---|---|---|
| **TORO AUXILIARY CHIEF ADMINISTRATOR** | | | |
| **Milton Ordonez** | **Interim Vice President and Chief Financial Officer** - Primary executive officer with signature authority for all TAP activities. | mordonez@csudh.edu | 2258 |
| **PEOPLE & OPERATIONS** | | | |
| **Vacant** | **Chief People & Operations Officer** - Oversight of Commercial Operations, Film & Marketing, Business Services Agreements, Process Improvement, Vendor Relations, Operational Policies & Procedures, External Contracts, Audits and TAP Board Relations. Employee Relations, Compensation, Performance Management, Professional Development, HR Policy Implementation and Interpretation, Equal Opportunity & Affirmative Action Coordination and Payroll. | | |
| **Andrea Alvarez** | **Executive Assistant & Board Relations Liaison** - Supports Toro Auxiliary Partners Operations pertaining to the office of the Chief People & Operations Officer. Board administration point of contact for TAP Board of Directors. | analvarez@csudh.edu | 2875 |
| **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 University Bookstore, Aramark and Dining with Design and Marketing Assets. | auxiliarypartners.filming@csudh.edu | |
| **Megan Rousseau** | **HR Coordinator II** - Employee Inquiries, Toro Auxiliary Partners Part-time/ Student Employment Hiring, Full time Recruitments, Hiring Forms and Onboarding. Paychex Access and Information, Administration of Defensive Training and Youth Abuse Training Programs. | mrousseau@csudh.edu | 3101 |
| **Vacant** | **Payroll Technician** - TAP Benefits Administration, LSU Payroll Processing, LSU CalPERS Benefit Administration, and ASI Payroll Processing. Assists with post payroll transaction, deduction reconciliations, part-time employee training, employee inquiries, and HRIS system upkeep. | | |
| **CONTRACT AND PROCUREMENT** | | | |
| **Maria Hernandez** | **Director of Contracts and Procurement** - Oversight and review of TAP Agreements and Contracts, Administration of Purchase Order, Insurance Administration, Vendor Maintenance, Leaded Equipment, and Assets. | mehernandez@csudh.edu | 3799 |

# TORO AUXILIARY PARTNERS STAFF CONTACT LIST PAGE 2

| NAME | TITLE/RESPONSIBILITIES | EMAIL ADDRESS | PHONE EXT. |
|---|---|---|---|
| **FINANCIAL SERVICES AND INFORMATION TECHNOLOGY** | | | |
| **Ryan Heredia** | **University Controller** - Oversight of all TAP Accounting & Financial Services, Lead Information Technology System Improvements, and Financial Audit Point of Contact. | rheredia@csudh.edu | 3866 |
| **Jeanell Flores** | **Senior Accountant III** - General Accounting, Financial Reporting, Tax Reporting, and Reconciliations. | jeflores@csudh.edu | 3983 |
| **Mkpong Akpan** | **Accounting Staff** - General Accounting, Financial Reporting, P-Card Administration, Cash and Project Management. | makpan1@csudh.edu | 3215 |
| **Pablo Ragonese** | **Accounting Technician II** - Accounts Payable, Fund Transfer Requests*, and Accounts Receivable Invoice Requests* for Administration and Finance, Associated Student Inc., CAMS, Commercial Enterprises, Continuing & Professional Education, Dining, Diversity, Equity, Inclusion & Justice, Education, Information Technology, International Education, and TAP Administration. *Fund Transfer Requests and Accounts Receivable Invoice Requests exclude Philanthropic Foundation accounts. | pragonese@csudh.edu | 2175 |
| **Xiao (Iris) Liu** | **Accounting Technician II** - Accounts Payable, Fund Transfer Requests, and Accounts Receivable Invoice Requests for Academic Affairs (including the following colleges: Arts & Humanities, Business Admin & Public Policy, Health, Human Services & Nursing, and Natural & Behavioral Sciences), President's Office, Student Affairs (including Loker Student Union), University Advancement, and University Library. *Fund Transfer Requests and Accounts Receivable Invoice Requests exclude Philanthropic Foundation accounts. | xliu@csudh.edu | 3216 |
| **Sandy Tzul Tzul** | **Accounting Assistant** - data entry, filing, invoice processing, bank reconciliations, budget tracking, and basic report preparation. Duties also include organizing financial records, supporting audits, assisting with accounts payable/receivable, and performing general clerical tasks. | stzultzul1@csudh.edu | 2112 |
| **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 |

# TORO AUXILIARY PARTNERS STAFF CONTACT LIST PAGE 3

| 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 |
| **Dakota Hughes** | **Assistant Director - Post Award** - Any Grant and Contract Related Questions, Fund 50 Account Setup, PI Orientations. | dhughes@csudh.edu | 2852 |
| **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 |
| **Chi Nguyen** | **Post Award Accountant/Analyst** - Any Grant and Contract Related Questions included Drawdown & Accounting/Audit. | cnguyen@csudh.edu | 3059 |
| **Imelda Hammes** | **Post Award Analyst** - Any Grant and Contract Related Questions. | ihammes@csudh.edu | 2855 |
| **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 |

## TORO AUXILIARY PARTNERS DIVISIONAL EMAIL LIST

| DEPARTMENT / AUXILIARY | TAP EMAIL ADDRESS |
|---|---|
| **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 |

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