

STAFF CONTACT LIST

NAME	TITLE/RESPONSIBILITIES	EMAIL ADDRESS	PHONE EXT.
TORO AUXILIARY CHIEF ADMINISTRATOR			
Deborah Wallace	Vice-President of Administration & Finance/CFO - Primary executive officer with signature authority for all TAP activities.	dwallace@csudh.edu	3750
PEOPLE & OPERATIONS			
Amanda Dodd	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.	adodd@csudh.edu	2373
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
Miya Carter	Student Assistant, Executive Office - Finance Research Analyst, Partner Billing, and Budget Management Support.	mcarter82@csudh.edu	3269
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 & Benefit Technician - TAP Benefits Administration, LSU Payroll Processing, LSU CalPERS Benefit Administration, and ASI Payroll Processing. Contact Amanda Dodd for assistance with these tasks or responsibilities.		
Yoselin Cabral	Human Resources Student Assistant - Assists with post payroll transaction, deduction reconciliations, part time employee training, employee inquiries, and HRIS system upkeep.	ycabral2@csudh.edu	
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.	mhernandez@csudh.edu	3799

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NAME	TITLE/RESPONSIBILITIES	EMAIL ADDRESS	PHONE EXT.
FINANCIAL SERVICES AND INFORMATION TECHNOLOGY			
Ryan Heredia	Interim AVP for Business and Finance - 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 Student 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.	stzulzul1@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

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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
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
Valerie Whittington	Post Award Analyst - Any Grant and Contract Related Questions.	vwhittington@csudh.edu	3058
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