

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
Markis Lazarre	Executive Assistant & Board Relations Liaison - 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.	mlazarre@csudh.edu	2807
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.	eoum1@csudh.edu	(562) 481-1780
FINANCIAL SERVICES (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 - 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

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NAME	TITLE/RESPONSIBILITIES	EMAIL ADDRESS	PHONE EXT.
HUMAN RESOURCES AND PAYROLL			
Amanda Dodd	Chief Human Resources Officer - Confidential Employee Relations and Investigations relating to HR, Compensation, Disciplinary Actions, Executive Recruitment, Policy Implementation and Interpretation, Workers Compensation, Professional Development.	adodd@csudh.edu	2373
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
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	
Celina Reyes	Payroll & Benefit Technician - TAP Benefits Administration, LSU Payroll Processing, LSU CalPERS Benefit Administration, and ASI Payroll Processing.	mquiocho1@csudh.edu	3255
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
Vacant	Procurement Coordinator - Supports purchasing operations by processing orders, managing office supply inventory, and ensuring compliance with procurement policies and regulations. The role assists with vendor setup, contract review, and sourcing activities, while also supporting internal departments and coordinating document management and student assistant projects.		
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

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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.	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
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