

January 4, 2021

To: Colleagues

From: Vice President for Administration and Finance

Subject: January 2021: Administration & Finance Service Directory

Colleagues,

Attached, please find the service directory for the month of January 2021 for the division of Administration and Finance.

Please refer to the directory for information on offices who are serving the campus in-person by appointment only or virtually.

Thank you,

Doug

Douglas R. Freer, Ed.D.
Vice President for Administration and Finance/CFO
California State University, San Bernardino
5500 University Parkway, Sierra Hall 127
San Bernardino, CA 92407
909/537-7130 voice
909/537-7032 fax

Administration & Finance Division

Operating Directory

January 4- 29, 2021

	Monday (4)	Tuesday (5)	Wednesday (6)	Thursday (7)	Friday (8)
<i>AF Manager on Site:</i>	Alex Najera	John Griffin	Chief Jamsen	Monir Ahmed	Alex Najera
<i>Number:</i>	x75138	x73549	x75165	x73132	x75138
<i>Email:</i>	alex.najera@csusb.edu	John.griffin@csusb.edu	Nina.jamsen@csusb.edu	mahmed@csusb.edu	alex.najera@csusb.edu
<i>VP on Site:</i>	Robert Nava, x75004	Sam Sudhakar, x75100	Shari McMahan, x75024	Doug Freer, x75130	Paz Oliverez, x75185

	Monday (11)	Tuesday (12)	Wednesday (13)	Thursday (14)	Friday (15)
<i>AF Manager on Site:</i>	Lynniece Warren	John Griffin	Chief Jamsen	Monir Ahmed	Jenny Sorenson
<i>Number:</i>	x74552	x73549	x75165	x73132	x75069
<i>Email:</i>	Lynniece.warren@csusb.edu	John.griffin@csusb.edu	Nina.jamsen@csusb.edu	mahmed@csusb.edu	jennifer.sorenson@csusb.edu
<i>VP on Site:</i>	Doug Freer, x75130	Sam Sudhakar, x75100	Shari McMahan, x75024	Paz Oliverez, x75185	Robert Nava, x75004

	Monday (18)	Tuesday (19)	Wednesday (20)	Thursday (21)	Friday (22)
<i>AF Manager on Site:</i>	MLK HOLIDAY CAMPUS CLOSED	John Griffin	Chief Jamsen	Monir Ahmed	Jenny Sorenson
<i>Number:</i>		x73549	x75165	x73132	x75069
<i>Email:</i>		John.griffin@csusb.edu	Nina.jamsen@csusb.edu	mahmed@csusb.edu	jennifer.sorenson@csusb.edu
<i>VP on Site:</i>		Sam Sudhakar, x75100	Shari McMahan, x75024	Paz Oliverez, x75185	Doug Freer, x75130

	Monday (25)	Tuesday (26)	Wednesday (27)	Thursday (28)	Friday (29)
<i>AF Manager on Site:</i>	Lynniece Warren	John Griffin	Chief Jamsen	Monir Ahmed	Jenny Sorenson
<i>Number:</i>	x74552	x73549	x75165	x73132	x75069
<i>Email:</i>	Lynniece.warren@csusb.edu	John.griffin@csusb.edu	Nina.jamsen@csusb.edu	mahmed@csusb.edu	jennifer.sorenson@csusb.edu
<i>VP on Site:</i>	Doug Freer, x75130	Sam Sudhakar, x75100	Shari McMahan, x75024	Paz Oliverez, x75185	Doug Freer, x75130

	<u>On Campus/ Virtual</u>	<u>Contact Info:</u>	
Administration & Finance	virtual	vpaf@csusb.edu	x75130
Audit	virtual	mzachary@csusb.edu	x73430

Facilities Planning & Mgmt.	On campus	jennifer.sorenson@csusb.edu	x75069
FPDC	virtual	carter.larson@csusb.edu	x75136
Facilities Management	On campus	fsc@csusb.edu	x75175
<i>Includes: Automotive, Building Maintenance, Custodial, Grounds, Heating and Air</i>			
Sustainability	virtual	resilient@csusb.edu	x75169

Finance & Administrative Services	virtual	mahmed@csusb.edu	x73132
Accounting Office	virtual	mbadulis@csusb.edu	x73153
<i>Includes: Auxiliary Acct., General Acct</i>			
Accounts Payable	T/R on campus	jay.wood@csusb.edu	x73199
<i>By appointment only. Email: payables@csusb.edu</i>			
Support Services	on campus	bhernandez@csusb.edu	x73361
<i>Includes: Mail Services, Printing, Property, Shipping/ Receiving</i>			
Mail Services & Receiving service windows: Monday - Friday, 9:00 am- 1:00 pm			
Printing Services: Monday, Wednesday, 8:00 am- 12:00 pm, printing@csusb.edu			
Procurement & Contracts	virtual	Art.torres@csusb.edu	x73145
Student Financial Services	Thurs. on campus	Claudia.enriquez@csusb.edu	x73164
Cashiering & Deposits available by appointment only. Email SFS@csusb.edu			
University Budget Office	virtual	budget@csusb.edu	x73136

	<u>On Campus/ Virtual</u>	<u>Contact Info:</u>	
Human Resources	virtual	hrdept@csusb.edu	x75138
Payroll	virtual	payroll@csusb.edu	x75159
Benefits	virtual	benefits@csusb.edu	x75143
Class & Comp	virtual	classandcompservices@csusb.edu	x73172
Employee Relations	virtual	employee.relations@csusb.edu	x75138
Staff Devt Center	virtual	staffdevelopmentcenter@csusb.edu	x73125
Student Employment	virtual	student.employment@csusb.edu	x75225
Talent Acquisition	virtual	talentacquisition@csusb.edu	x75138

Risk Management	virtual	Lynniece.warren@csusb.edu	x74552
Envt Health & Safety	virtual	allehs@csusb.edu	x73144

University Enterprises Corp.	virtual	michelle.mondorf@csusb.edu	x73622
UEC - Human Resources	virtual	uec-hr@csusb.edu	x73069
UEC - Payroll	virtual	uec-payroll@csusb.edu	x73938

University Police	on campus	joseph.fleming@csusb.edu	x75165
Emergency Mgmt.	virtual	emergencymanagement@csusb.edu	x77477
Parking Services	on campus	parking@csusb.edu	x75912