

February 23, 2021

To: Colleagues

From: Vice President for Administration and Finance

Subject: Administration & Finance Service Director

Colleagues,

Attached, please find the service directory for the remainder of the academic year 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

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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**

**2021**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<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>	<a href="mailto:Lynniece.warren@csusb.edu">Lynniece.warren@csusb.edu</a>	<a href="mailto:John.griffin@csusb.edu">John.griffin@csusb.edu</a>	<a href="mailto:Nina.jamsen@csusb.edu">Nina.jamsen@csusb.edu</a>	<a href="mailto:mahmed@csusb.edu">mahmed@csusb.edu</a>	<a href="mailto:jennifer.sorenson@csusb.edu">jennifer.sorenson@csusb.edu</a>
<i>VP on Site:</i>	Robert Nava, x75004	Sam Sudhakar, x75100	Shari McMahan, x75024	Paz Oliverez, x75158	Doug Freer, x75130

*\*Assigned administrators in charge are subject to change due to scheduling needs.*

	<b>On Campus/ Virtual</b>	<b>Contact Info:</b>	
Administration & Finance	<i>virtual</i>	<a href="mailto:vpaf@csusb.edu">vpaf@csusb.edu</a>	x75130
Audit	<i>virtual</i>	<a href="mailto:mzachary@csusb.edu">mzachary@csusb.edu</a>	x73430

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

Finance & Admin Services	<i>virtual</i>	<a href="mailto:mahmed@csusb.edu">mahmed@csusb.edu</a>	x73132
Accounting Office	<i>virtual</i>	<a href="mailto:mbadulis@csusb.edu">mbadulis@csusb.edu</a>	x73153
<i>Includes: Auxiliary Acctg, General Acct</i>			
Accounts Payable	<i>T/R on campus</i>	<a href="mailto:jay.wood@csusb.edu">jay.wood@csusb.edu</a>	x73199
Support Services	<i>on campus</i>	<a href="mailto:bhernandez@csusb.edu">bhernandez@csusb.edu</a>	x73361
<i>Includes: Mail Services, Printing, Property, Shipping/ Receiving</i>			
<i>Mail Services &amp; Receiving service windows: Monday - Friday, 9:00 am- 1:00 pm</i>			
Procurement	<i>virtual</i>	<a href="mailto:art.torres@csusb.edu">art.torres@csusb.edu</a>	x73143
Student Financial Svcs	<i>T/R on campus</i>	<a href="mailto:Claudia.enriquez@csusb.edu">Claudia.enriquez@csusb.edu</a>	x73165
<i>Includes cashsiering, deposits, student refunds</i>			
<i>Cashsiering &amp; Deposits available by appointment only. Email SFS@csusb.edu</i>			
University Budget Office	<i>virtual</i>	<a href="mailto:budget@csusb.edu">budget@csusb.edu</a>	x73136

	<b>On Campus/ Virtual</b>	<b>Contact Info:</b>	
Human Resources	<i>virtual</i>	<a href="mailto:hrdept@csusb.edu">hrdept@csusb.edu</a>	x75138
Benefits	<i>virtual</i>	<a href="mailto:benefits@csusb.edu">benefits@csusb.edu</a>	x75143
Class & Comp	<i>virtual</i>	<a href="mailto:classandcompservices@csusb.edu">classandcompservices@csusb.edu</a>	x73172
Employee Relations	<i>virtual</i>	<a href="mailto:employee.relations@csusb.edu">employee.relations@csusb.edu</a>	x75138
Customer & Operational Support	<i>virtual</i>	<a href="mailto:hrdept@csusb.edu">hrdept@csusb.edu</a>	x75138
Institutional Equity & Compliance	<i>virtual</i>	<a href="mailto:titleix@csusb.edu">titleix@csusb.edu</a>	x75669
Payroll	<i>virtual</i>	<a href="mailto:payroll@csusb.edu">payroll@csusb.edu</a>	x75159
Staff Devt Center	<i>virtual</i>	<a href="mailto:staffdevelopmentcenter@csusb.edu">staffdevelopmentcenter@csusb.edu</a>	x73125
Student Employment	<i>virtual</i>	<a href="mailto:student.employment@csusb.edu">student.employment@csusb.edu</a>	x75225
Talent Acquisition	<i>virtual</i>	<a href="mailto:talentacquisition@csusb.edu">talentacquisition@csusb.edu</a>	x75138

Risk Management	<i>virtual</i>	<a href="mailto:riskmanagement@csusb.edu">riskmanagement@csusb.edu</a>	x73937
Env't Health & Safety	<i>on campus</i>	<a href="mailto:allehs@csusb.edu">allehs@csusb.edu</a>	x73144

University Enterprises Corp.	<i>virtual</i>	<a href="mailto:michelle.mondorf@csusb.edu">michelle.mondorf@csusb.edu</a>	x73622
UEC - Human Resources	<i>virtual</i>	<a href="mailto:uec-hr@csusb.edu">uec-hr@csusb.edu</a>	x73069
UEC - Payroll	<i>virtual</i>	<a href="mailto:uec-payroll@csusb.edu">uec-payroll@csusb.edu</a>	x73948

University Police	<i>on campus</i>	<a href="mailto:joseph.fleming@csusb.edu">joseph.fleming@csusb.edu</a>	x75165
Emergency Mgmt.	<i>virtual</i>	<a href="mailto:emergencymanagement@csusb.edu">emergencymanagement@csusb.edu</a>	x77477
Parking Services	<i>on campus</i>	<a href="mailto:parking@csusb.edu">parking@csusb.edu</a>	x75912