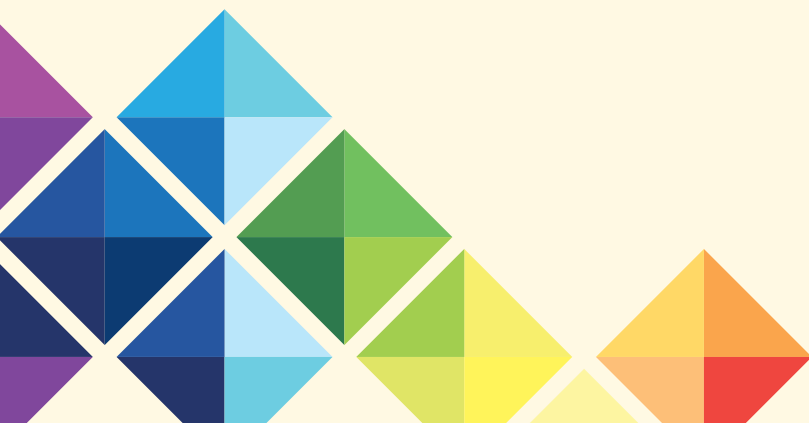


# FOUNDATION NEWS

April 2021



**PUBLISHED BY:**

Cal Poly Pomona Foundation. Inc.  
Ph: 909.869.2912  
Fx: 909.869.4549

**WHAT YOU SPEND ON  
CAMPUS ... STAYS ON  
CAMPUS**

Surplus funds generated by all Cal Poly Pomona Foundation operations go back to the University to provide financial and facility resources to benefit students, faculty, and staff.



**Cal Poly Pomona  
Foundation**

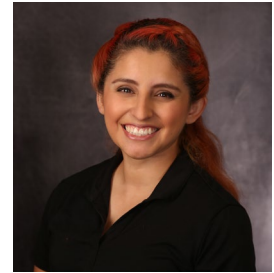
foundation.cpp.edu

## Foundation On the Move...

Please join us in welcoming former Saddles Cafe Manager Aneth Mahmood, to the Employment Services team as an Interim HR Generalist!



In addition, let us welcome former Qdoba Manager Maria Nino, to the Grants and Contracts team as a Grants Specialist.



**Welcome to the team, Aneth and Maria!**

## Redeem a Free Coffee at Jones!

To show support for those who have received a COVID-19 vaccination, Jones Coffee Roasters at Centerpointe Dining Commons is offering a free coffee or tea during the week of Monday, April 26 through Friday, April 30, to faculty/staff members who show proof they have been vaccinated.



Jones Coffee Roasters at Centerpointe is open Monday through Friday from 7:30 a.m. to 1:30 p.m.



# Mark Your Calendars!

## APRIL 2021

- 4/2 Spring Instruction Break Ends
- 4/22 Earth Day

## MAY 2021

- 5/5 Cinco de Mayo
- 5/9 Mother's Day
- 5/26 End of Spring 2021 Semester
- 5/31 Memorial Day (**Foundation and Campus Closed**)



# Foundation Dining Services Serves Meals to Healthcare Workers at Cal Poly Pomona Mass Vaccination Hub

Foundation Dining Services has partnered with the vaccination hub to provide healthcare workers with breakfast, lunch and dinner meals. The Dining Services staff is working diligently seven days a week to ensure that our healthcare heroes are cared for and fed. Menus are consistently rotated and are delivered directly from Centerpointe Dining Commons to the vaccination hub. Dinner and lunch menu items include meals such as Beef Stroganoff, Pan-Seared Mahi Mahi, Enchiladas, Rib Eye Steak and more.

The service times are as follows:

**Breakfast** - 6:30 a.m. to 8:30 a.m.

**Snacks and Refreshments** (including coffee and tea) - 6:30 a.m. - 3:00 p.m.

**Lunch** - 11:00 a.m. - 1:00 p.m.

**Dinner** - 4:00 p.m. - 6:00 p.m.

## Way to go, team!

Cal Poly Pomona has joined the statewide vaccination effort in partnership with a consortium of statewide health organizations. The hub accelerates vaccine distribution to individuals in accordance with the State of California's phases and tiers, as developed by the California Department of Public Health (CDPH). The Cal Poly Pomona Mass Vaccination Hub is located in Parking Structure 2 at the intersection of Temple Avenue and South Campus Drive and offers vaccinations by appointment only, as long as supply is available.



# Spring is here! Enjoy this Linguine with Shrimp and Lemon Oil Recipe!

*Courtesy of Food Network*

## INGREDIENTS

### Lemon Oil:

- 1/2 cup extra-virgin olive oil
- 1 lemon, zested

### Pasta:

- 1 pound linguine pasta
- 2 tablespoons olive oil
- 2 shallots, diced
- 2 garlic cloves, minced
- 16 ounces frozen shrimp
- 1/4 cup lemon juice (about 2 lemons)
- 1 lemon, zested
- 1 teaspoon salt
- 1/2 teaspoon ground black pepper
- 3 ounces arugula (about 3 packed cups)
- 1/4 cup chopped fresh flat-leaf parsley



*Image Credit: [Food Network](#)*

## DIRECTIONS (4-6 servings)

- 1. For the lemon oil:** Combine the olive oil and the lemon zest in a small bowl and reserve.
- 2. For the pasta:** Bring a large pot of salted water to a boil over high heat. Add the pasta and cook until tender but still firm to the bite, stirring occasionally, about 8 to 10 minutes. Drain pasta, reserving 1 cup of the cooking liquid.
- 3.** Meanwhile, in a large, heavy skillet warm the olive oil over medium heat. Add the shallots and garlic and cook for 2 minutes. Add the shrimp and cook until pink, about 5 minutes. Add the cooked linguine, lemon juice, lemon zest, salt, and pepper. Toss to combine. Turn off the heat and add the arugula. Using a mesh sieve, strain the lemon zest out of the reserved lemon olive oil and add the oil to the pasta. The zest can be discarded. Add some of the cooking water to desired consistency. Add the chopped parsley to the pasta and toss to combine. Serve immediately.



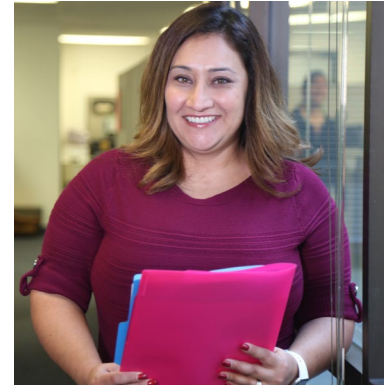
# Financial Services Updates

## Budgets

Preparation is fully underway as we work toward our new budgets for the Fiscal Year 2021-2022. We are nearing the second half of the process and plan to present a draft to the Board in the month of May.

## Office Space

If you come by to visit the Financial Services Department, be prepared to see more faces and some movement among the department staff. We are working hard to stay compliant with restrictions imposed by the pandemic while at the same time making sure we continue to function well and have a safe and happy staff.



## Accounts Receivable Update

With the return to full staff in the office, the AR Department has the following update on whom to contact for questions and/or assistance:

**Cynthia Delgado** - x2906 and/or via email at [csdelgado@cpp.edu](mailto:csdelgado@cpp.edu) or [foundationalar@cpp.edu](mailto:foundationalar@cpp.edu)

- Real Estate invoice issuance and copy request
- Real Estate invoice payment
- Real Estate AP invoice processing
- Real Estate aging report
- IDTs (Inter-Department Transfer), Foundation to Foundation and Philanthropic to Philanthropic
- General AR questions/inquiries

**Jessica Lopez** - x4854 and/or via email at [jessicalopez@cpp.edu](mailto:jessicalopez@cpp.edu) or [foundationalar@cpp.edu](mailto:foundationalar@cpp.edu)

- Enterprise accounting (Bookstore/Dining/Farm Store/Village/KW/CEU)
- Gift Processing
- Budgets
- General AR questions/inquiries

**Julia Ballesteros** – x4807 and/or via email at [julietab@cpp.edu](mailto:julietab@cpp.edu) or [foundationalar@cpp.edu](mailto:foundationalar@cpp.edu)

- Campus and bookstore invoice issuance and copy request
- Invoice payment
- ICTs (Inter-Company Transfer), Foundation to Philanthropic and Philanthropic to Foundation
- Aging reports
- General AR questions/inquiries

**Cashier Hours** – Modified Operating Hours

Monday - Thursday: 8:30 a.m. – 4:00 p.m.

Friday: Closed

Closed for Lunch: 12:00 p.m. – 1:00 p.m.



## Accounts Payable Update

### **Changes to Accounts Payable Procedures for Payment Processing:**

In an effort to improve on our processes and better serve your needs, new vendors will be required to complete the vendor data record form for any payment or reimbursement request that meets the threshold of \$2,000.00 or more, effective March 22, 2021.

The vendor data record form can be found at:

<https://www.foundation.cpp.edu/content/f/d//FS01105F.pdf>.

You can either email the completed form encrypted with the password to the Accounts Payable Department at [foundationap@cpp.edu](mailto:foundationap@cpp.edu) (email the password separately) or fax it to 909-869-4549. Please contact the Accounts Payable Department if you have any questions or need further assistance.

### **Accounts Payable Contacts:**

**Pauline Anongdeth** - General Business Manager  
[pswong1@cpp.edu](mailto:pswong1@cpp.edu) or 909-869-2907

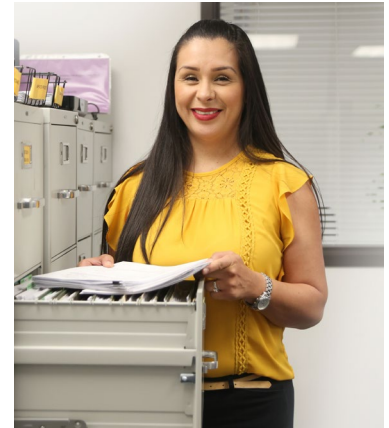
**Gabriela Rodarte** - Accounts Payable Specialist (AP/PO/Fixed Asset)  
[grodarte@cpp.edu](mailto:grodarte@cpp.edu) or 909-869-4827

**Claudia Burciaga-Ramos** - Accounts Payable Specialist (AP/P-Card/Travel-Concur)  
[claudiaramos@cpp.edu](mailto:claudiaramos@cpp.edu) or 909-869-3760

**Accounts Payable Department Email:** [foundationap@cpp.edu](mailto:foundationap@cpp.edu)

## Random Financial Fact

The 2019 Experian Consumer Credit Review found that the average American has four credit cards. New Jersey residents have the highest at 4.1, and Alaska has the least at 2.8.



**Inter-Departmental Transaction (IDT) / Inter-Company Transaction (ICT)**

Prepared by: Jessica Lopez Ext#: 4854  
 Dept/Division: Accounts Receivable Date: 03/22/2021  
 Posting Month: 03/2021 Form #: 487836



Purpose/reason for the charges: \_\_\_\_\_

<b>Section A: Account(s) to receive payment (Must be Foundation Acct) (CREDIT)</b>			
Description (Attach a list if more space is needed)	Project	Object	Amount
Chairs	190010	5238	\$ 100.00
Tables	190010	5238	\$ 100.00
*Please attach backup documents and send to department to be billed*			<b>Total: \$ 200.00</b>
Project Authorized Signer			
Print Name: <u>Jason Debellis</u>		Signature: _____	Date: <u>03/22/2021</u>

<b>Section B: Account(s) to be charged (DEBIT)</b>			
Please check box(es)	Foundation (IDT)	<input type="checkbox"/> Philanthropic (ICT)	<input checked="" type="checkbox"/>
Description (Attach a list if more space is needed)	Project	Object	Amount
Rental Furniture	819308	7256	\$ 200.00
*Please submit to Foundation, Building 55, A/R Department once completed*			<b>Total: \$ 200.00</b>
<small>We certify that this interdepartmental transfer benefits the educational mission of the CSU and meet the policy requirements of the Education Code Section 89648, Section 8.2, Policy on Expenditure of Funds for CSU Auxiliary Organizations and is in compliance with the University Related Project Agreement. (We also certify that the item(s) above has/have been received and/or service(s) has/have been performed to the satisfaction required, if applicable, and that the items and/or services are in compliance with the terms and conditions of the grant and/or contract, if applicable.)</small>			
Project Authorized Signers <b>(2nd signature required for amount over \$5,000 &amp; if ICT is checked)</b>			
Print Name: <u>Alida Lam</u>		Signature: _____	Date: <u>03/22/2021</u>
Project Authorized Signers			
Print Name: _____		Signature: _____	Date: _____
Accounting Use Only:			
Internal Manager Approval:		Philanthropic Approval:	
Signature: _____	Date: _____	Signature: _____	Date: _____
Vendor Number: <u>F58237 (CPP Foundation)</u>		Date: _____	Initials: _____

**HOW TO COMPLETE THE IDT/ICT FORM**

**Description of entries**

- Name of individual filling out form
- Name of department/division
- Month transaction to be posted
- Extension, date, and form number (click # generator button)
- Event, meeting, reason/description of transfer, etc.
- Description of itemized charges
- Desired project code(s)
- Desired object code(s)
- Amount of each itemization
- Check box for which organization account is to be charged
- Project authorized signer name, signature & date

**Notes / Common mistakes**

- Section A must be a Foundation account.
  - Make sure top right corner is the Foundation logo
  - Include a project and object code
  - Have the authorized signers review and sign the form
- \*If project/account in Section A is a Philanthropic account, please use the Philanthropic ICT/IDT form. Their form will have a different log in the top right.**

**Send to Foundation Accounts Receivables Department for processing**

IDT -> Cynthia Delgado – [csdelgado@cpp.edu](mailto:csdelgado@cpp.edu)  
 ICT -> Julieta Ballesteros – [julietab@cpp.edu](mailto:julietab@cpp.edu)  
 OR -> [foundationar@cpp.edu](mailto:foundationar@cpp.edu)





# Purchase a Farm Box from the Discovery Farm at Cal Poly Pomona's AGRIsclapes

Discovery Farm at Cal Poly Pomona's AGRIsclapes is offering a Farm Box with seasonal fresh picked vegetables and fruits for you to enjoy at home!

## How is it Grown?

Most of the produce is grown using organic standards of production as it relates to the use of chemicals. The Discovery Farm at Cal Poly Pomona's AGRIsclapes fields are carefully maintained by College of Agriculture students who truly 'learn by doing.' The produce is harvested fresh for your order, and the box is packed with the best of what is available this season in Southern California.



To purchase a Farm Box, visit <https://www.cpp.edu/~agriscapes/farmbox.html> select a convenient day to pick up at AGRIsclapes, take home and enjoy! Please note that all purchases are ONLY available for curbside pickup on Saturdays from 10 a.m. to 1 p.m.

# Innovation Brew Works to Participate in CPP Giving Day 2021

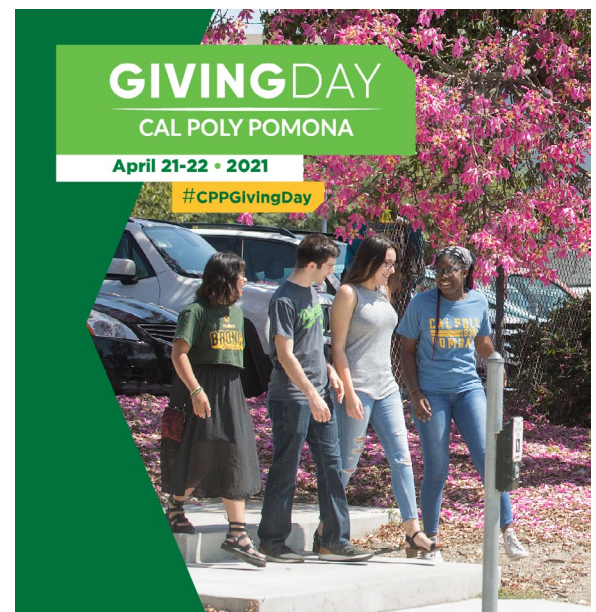
The Assistant Brewer Training Program at Innovation Brew Works is participating in Giving Day 2021!

## What is CPP Giving Day?

CPP Giving Day is an online fundraising campaign that is an opportunity for alumni, parents, students, faculty, staff and friends to show their support for academics, athletics and every program in between. Giving Day is the most popular time to make a gift each year. Your investment in student success during CPP Giving Day transforms the lives of Broncos, and the impact will ripple across their communities.

**Giving Day takes place Wednesday, April 21, 2021, and Thursday, April 22, 2021.**

For more information and to gift a donation to the Assistant Brewer Training Program at Innovation Brew Works or another participating program, visit <https://givingday.cpp.edu/>.



# Maria Nino

**Job title:** Grants Specialist

**Length of employment:** Eight years and five months

**What was your first job?** My first job was at El Pollo Loco straight out of high school

**What are your hobbies?** I love going out to new places and seeing what is out there. I also enjoy getting to experience other cultures and taking on challenges.

**I have a talent for ...** focusing on becoming a master of tasks that I do not know much about. Once I can master a task, it will forever be imprinted in my brain, and I can never forget it. I am obsessed with learning about things that I find interesting.

**What are your biggest accomplishments?** A big accomplishment of mine is receiving my acceptance letter to CPP for this upcoming fall. After years of working on finishing my AST degree at Mt. SAC, running Qdoba and not giving up and pushing through, I was finally able to continue to become successful. A fun accomplishment is when I competed with my family to eat a Carolina reaper cheese puff without panicking, crying or sweating. Let me tell you, I do not do spicy food at all, so for me to do this challenge is definitely an accomplishment.

**What is your favorite song?** I have a few favorite songs, but one of my favorite songs would be “Die a Happy Man” by Thomas Rhett. This was my wedding song, and every time I listen to it, it always brings me back to my husband and I’s first dance as a married couple. On our wedding anniversary, we always slow dance to it, making me feel like I am in a fairy tale all over again. My second favorite song would be Michael Jackson’s “Man in the Mirror.” I’m not too sure why, but I get pumped and sing every time I hear this song.

**If you could meet any public figure, living or departed, who would it be and why?** Will Smith is a legend! His strong desire to never give up gives me hope to continue to become successful. His quote, “ I don’t know what my calling is, but I want to be here for a bigger reason. I strive to be like the greatest people who have ever lived.” I don’t always know what my calling is, but I know I want to help people, thrive and become an inspiration to others.

**What’s the best gift you’ve ever received?** The best gift I have ever received would be the heart locket my husband gave me when my grandpa passed away. I was able to place a picture of grandpa in it and forever carry it with me. My grandpa raised me, and losing him was one of the hardest things that have ever happen to me. Since I received the locket, I have felt like my grandpa is still with me and cheering me on when I accomplish something new.

**If you could be any animal, which would you be?** A red panda! Not only are they cute, but they also symbolize gentleness, compromise and patience. Their spiritual meaning is balance, independence, security and nonchalance.



# Foundation Word Search

I E B N O R K N O I K D I O M S B A I O  
T O R B J U E M H N I U O F H Z O U B H  
V O O R A N L U O N C T N O A H D B I V  
R G N O R I L I T O A N M U E X K J B K  
P M C N E V O E D V L R C N E W V R W R  
V W O C D E G M O A P X G D T E P A F O  
T R S O C R G R G T O T J A Y I A K F N  
L B A B E S H H C I L Y S T T K Y U Z O  
W P W O J I O S A O Y N R I G E Y W Z S  
P L M O A T U C P N P A I O C L L H R W  
T R G K D Y S T E V O L E N P L V Y E W  
O G U S W V E H R I M I M G H O J Y W S  
W S F T Z I T P P L O Q K L X G B I Q G  
H U H O R L D D E L N L P J Y G U Z B M  
W R S R Q L X H X A A A Z T S W H E N H  
V O Q E Y A U I Z G P W T Y E E S V V Z  
W Y V I O G Y F M E N M G Y B S C O N V  
C E W G P E P G I M R A L J L T O X D X  
T V T L D I N I N G S E R V I C E S S J  
C M P Q T B R O N C O B U C K S X O G D

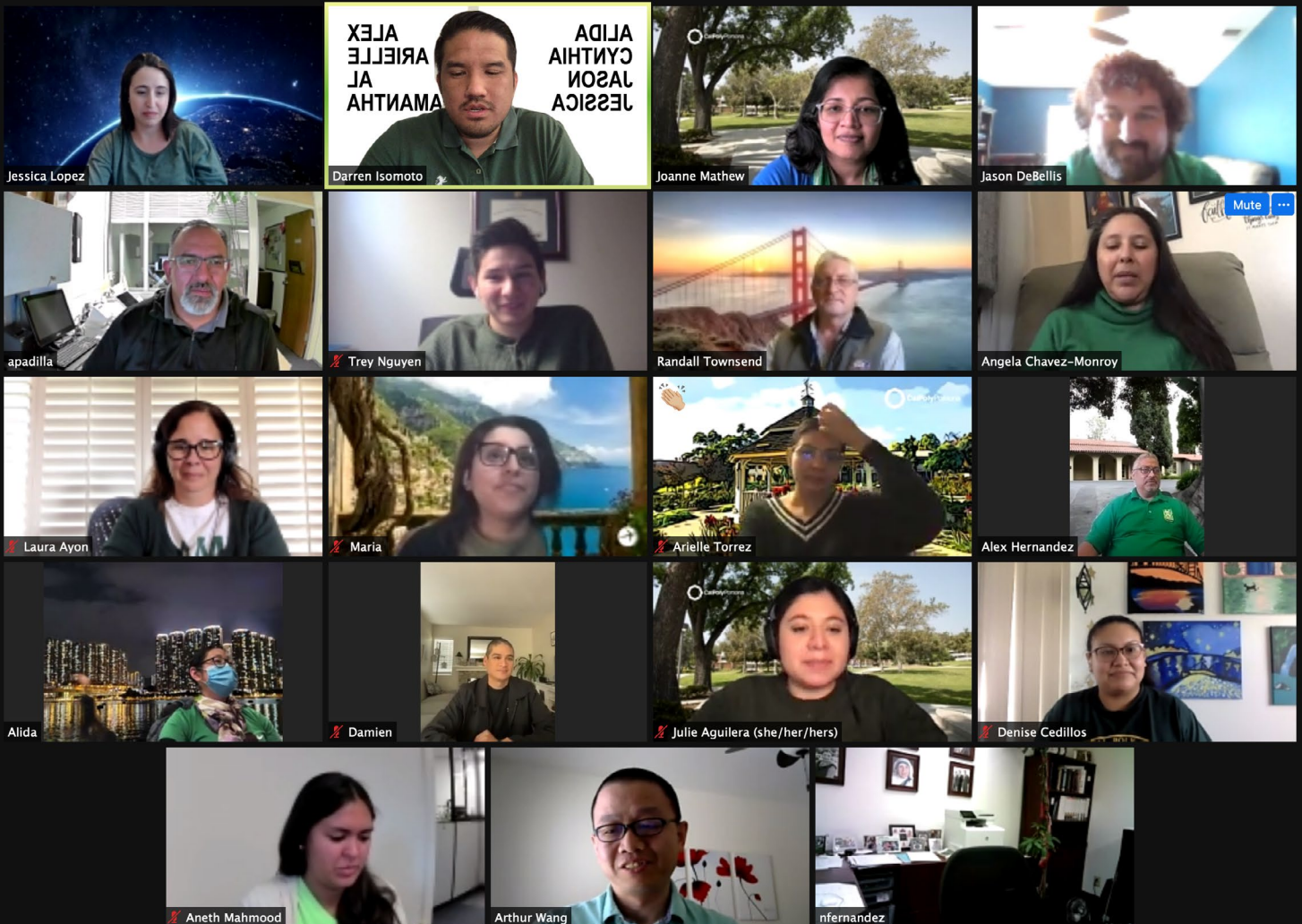
Innovation Village	Bronco Bookstore	Dining Services	Kellogg House
University Village	Kellogg West	Hot Dog Caper	Bronco Bucks
Jared Ceja	Cal Poly Pomona	Broncos	Foundation
Kronos	IBW		

# Foundation Virtual Breakroom

Join your Cal Poly Pomona Foundation friends in being distantly social!

The Foundation Virtual Breakroom is a monthly social gathering for Foundation employees to come together and partake in various virtual activities and games over Zoom (with prizes).

Attendance is optional and will vary in time/day each month. Be on the lookout for an email from Darren Isomoto to participate in the next Foundation Virtual Breakroom.





When you support the services that are owned and operated by the Cal Poly Pomona Foundation, you help students obtain on-campus jobs, and help fund scholarships, campus programs and educational grants. Foundation enterprises include Dining Services, the Bronco Bookstore, the University Village and Kellogg West Conference Center & Hotel.

As the largest employer of students on campus, the Foundation offers valuable work experience and hands-on training to approximately 1,500 Cal Poly Pomona students each year. The Foundation offers positions in various fields; whether it is in the area of technology, science, retail, culinary arts, hospitality management, leadership or research grants, these student employees participate in Cal Poly Pomona's learn-by-doing philosophy and acquire practical skills in their designated field of study.

The Foundation also contributes operating support to nearly 1,100 Foundation and scholarship programs every year, including Bronco Athletics and the Norman J. Priest Scholarship. In addition, the Foundation administers grants and contracts, contributes to campus security, and supports several university publications. The Foundation contributes over \$1 million annually to Cal Poly Pomona.

Because of your support, the Foundation is able to provide these beneficial services every year. Thank you for making your purchases on campus and contributing to the success of Cal Poly Pomona students and the university community.

