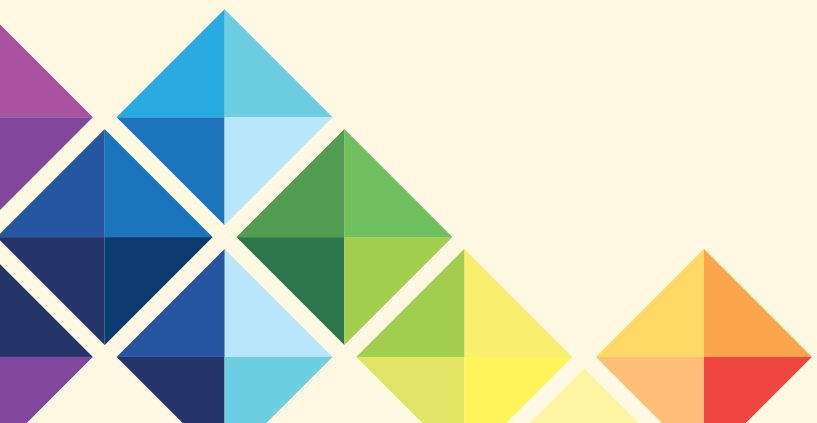


FOUNDATION NEWS

April 2022



PUBLISHED BY:

Cal Poly Pomona Foundation. Inc.
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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

Campus Masking Requirements

Beginning April 2, Cal Poly Pomona will align our mask/face covering protocols with Los Angeles County Department of Public Health: When indoors, masks will be strongly recommended but not required.

This change is based on the encouraging data of low positive daily cases and hospitalizations in the region and on campus, the expert recommendations of our public health officials, and in accordance with the University Risk Response Plan. The university will continue to provide medical grade surgical masks and KN95 masks to all students, faculty and staff at no charge. Though no longer required starting April 2, wearing a mask indoors is strongly recommended and it continues to be a highly effective way to protect yourself and our community from the spread of the COVID-19 virus and variants.

Read the full update on [Campus Masking Requirements](#)



Mark Your Calendars!

APRIL 2022

- 4/13 Spring Fest Luncheon @ Centerpointe
- 4/22 Earth Day

MAY 2022

- 5/5 Cinco de Mayo / Luncheon @ Centerpointe
- 5/8 Mother's Day
- 5/20 End of Spring Semester
- 5/20-5/22 2022 Spring Commencement
- 5/30 Memorial Day (**Foundation and Campus Closed**)



Employment Services Updates

New Foundation Staff Members!

The Foundation would like to give a warm welcome to our new hires:

- Angela Gomez
- Mark Dunham
- Yvette Lane
- Leah Rodriguez
- Toby Bushee
- Amanda Solis
- Flor Chavez
- Lucila Rojo
- Monalia Surdaiman
- Timothy Maldonado
- Erin Rowe
- Judy Nguyen
- Kimberly Arteaga
- Rachel Starozytnyk
- Isreal Areralo
- Julia Tofoya
- Jacob Fry
- Holly Hermann-Sorensen
- Laura Reid
- Rachel Pound
- Andi Palko
- Stephanie Agrawal



Welcome to the team! We are thrilled to have you all.

Recent Foundation Staff Promotions!

The Foundation would like to recognize 2022's promoted employees.

Thank you for your hard work and congratulations on your well-deserved promotion!

- Rosa Morales Promotion to Assistant Director
- Clifford Caughey Promotion to Full Time Supervisor
- Thomas Lau Promotion to Sous Chef
- Omar Qadamani Promotion to Accounts Specialist III
- Michael Webb Promotion to Full Time Information Systems Analyst



Birthday Shout-Out!

Foundation would like to wish a Happy Birthday to our March, April and May Birthdays!! Cheers to another year!



FitBit Challenge is Coming Soon!

Foundation is excited to announce our upcoming FitBit Challenge!
Keep an eye out for more communication on the details of this exciting challenge.



New Benefits: Working Advantage

Your work-life balance and general well-being are as important to us as the work you contribute. That's why we're excited to offer your Working Advantage Discount Program, your one-stop shop for exclusive and convenient savings on the products, services, and experiences you know and love.

It's cost-free and easy to enroll. Just visit www.workingadvantage.com and use the company code CPPEASAVINGS to begin receiving discounts on:

- Electronics
- Appliances
- Theme Parks
- Hotels
- Movie Tickets
- Rental Cars
- Gift Cards
- Apparel
- Cars
- Flowers
- Fitness Memberships
- Groceries
- Special Events
- And More!

SAVE MORE AT CHECKOUT WITH PROMO CODES:

Appreciation10 for \$10 off \$100

Appreciation20 for \$20 off \$200

Appreciation30 for \$30 off \$300



Access Your Employee Perks Program Today!

working
ADVANTAGE



More perks. More savings. More of what makes you happy.

We're here to support your personal and financial well-being through exclusive deals and limited-time offers on the products, services and experiences you need and love.



START SAVING ON

Electronics | Appliances | Apparel | Cars | Flowers | Fitness Memberships
Gift Cards | Groceries | Hotels | Movie Tickets | Rental Cars | Special
Events | Theme Parks | And More!

New to Working Advantage? Getting Started is Easy.

Maximize your time away from the workplace and start saving today!

1

Visit WorkingAdvantage.com

2

Click *Become a Member*

3

Enter your company code or work email to create an account

YOUR COMPANY CODE
CPPE SAVINGS

NEED HELP? EMAIL US: CUSTOMERSERVICE@WORKINGADVANTAGE.COM

Vote for Cal Poly Pomona in the Reader's Choice Awards

We invite you to cast your votes for the Best of the San Gabriel Valley at <https://sgvn.bestinvoting.com/>! Cal Poly Pomona qualifies for a number of categories in the Readers Choice Awards. For your inspiration, please see the listed examples below.

Our goal is to put Cal Poly Pomona on the map! We ask that you please cast your vote in at least ten categories in order for your vote to count.

EDUCATION

- COLLEGE EXTENSION PROGRAM: College of the Extended University
- FOUR-YEAR COLLEGE/UNIVERSITY: Cal Poly Pomona
- ONLINE SCHOOL: Cal Poly Pomona
- UNDER ORGANIZATIONS AND SHOWS
- NOPROFIT ORGANIZATION: Cal Poly Pomona Foundation Inc.
- WORKPLACE: Cal Poly Pomona / Cal Poly Pomona Foundation Inc.

PLACES

- APARTMENT COMMUNITY: Cal Poly Pomona University Village
- BANQUET FACILITY: Kellogg House
- FARMERS MARKET: Cal Poly Pomona Farm Store
- HOTEL: Kellogg West Conference Center & Hotel
- SPORTS BAR: Innovation Brew Works
- WEEKEND GETAWAY: Kellogg West Conference Center & Hotel

FOOD & DRINK

- DINER: Innovation Brew Works
- FAMILY RESTAURANT: Innovation Brew Works
- GASTROPUB: Innovation Brew Works
- HAPPY HOUR: Innovation Brew Works
- OUTDOOR DINING: Innovation Brew Works
- PIZZA: Innovation Brew Works

Vote by April 10 at: <https://sgvn.bestinvoting.com/>



Dining Services Updates

See Centerpointe In Action!

Marketing Intern, Brina Dang, created a video to share information about Centerpointe with the campus community. Director of Hospitality Services, Aaron Neilson, discusses the features of the facility and food options. The video also includes a student testimonial.



Watch the [Center Pointe Dining Commons Video](#)

Sushi Is Now Available On Campus!

Sushi Bar, a new grab-and-go sushi location is now open at Campus Center Marketplace! Sushi Bar is an original concept featuring over 20 types of sushi. With many vegan options available, there is a sushi roll for everyone!

Sushi Bar is open Monday - Friday from 11 AM - 2 PM



SUSHIBAR



Poly Trolley 2 Refresh

Keep an eye out for the Poly Trolley 2 refresh. This new design incorporates CPP's green and gold colors.





Download the Starbucks® App

Hello Broncos, our Starbucks will no longer be using Grubhub due to our new POS system.

You can download the Starbucks® App to get the same delicious orders!



***The option of using Meal Points or Bronco Bucks will not be available through the Starbucks App.**

However, you can still use your Meal Points or Bronco Bucks through Grubhub at Saddles Cafe (located @BSC), where they proudly serve Starbucks drinks.

Photo credit: Starbucks.com

Kellogg West Updates

Learn by Doing

“Learn by Doing” is a Cal Poly Pomona initiative Kellogg West is supporting through their new student programs, “Room Prep Squad” and “Student Event Coordinators.” The goal of these programs is to allow for student engagement and skill development at Kellogg West and in the Hospitality Industry. Students are directly involved in decision-making situations that have a significant impact at Kellogg West and are gaining first-hand experience as they “Learn by Doing.”

To help maximize the amount of rooms that receive service, Kellogg West has implemented “Room Prep Squad.” The prep squad consists of students that are being taught basic housekeeping procedures. The students learn how to identify when a room requires service, how to properly clean the room, how to “strip” and “prep” the room, and how to thoroughly inspect the rooms to ensure that they are up to standard for our valued guests. This program



provides students the opportunity to learn more about the business of “Hotel & Lodging” which is part of their coursework at Collins Hospitality College, while also assisting KW Operations with housekeeping.

“Student Event Coordinators” is a program for students who would like to gain experience in event planning. This program has provided a perfect opportunity for students to “Learn by Doing” as they learn how to understand specifics, logistics and customer service. Under the direction of Event Managers and Supervisors, Student Event Coordinators are assigned to a client in which they must coordinate and work together to produce an event from beginning to end.

During the recruitment process, we always inquire about other Hospitality interests that our students and staff may be studying or want to learn about. Our next initiatives will be “Sales Calls and Event Coordination” and “Facility Maintenance.” Our goals align with the

Foundation’s vision to develop students and student leaders that become a part of our signature of services.

Kellogg West is also collaborating with the Collins Student Culinary Team and The Restaurant at Kellogg Ranch’s Executive Chef, Scott Kim, to provide culinary students. The Restaurant at Kellogg Ranch is operated and managed by Collins College Hospitality Management.

Kellogg West is happy to provide students with the unique opportunity to fulfill course requirements and gain real-world hospitality experience.

Contributions to this article: Richard Chester, Sonia Islas, Toby Bushee and from the Kellogg West Team of Professional Staff & Students.



University Village Updates

Meet Our New Team Members!

The University Village welcomed one new staff member this month!

Monica Reyes Acuna is our new Graduate Assistant. In 2021, she graduated from UC Irvine with a bachelor's degree in Social Policy and Public Service. Now she is in her first year at Cal Poly Pomona pursuing her Master's degree in Public Administration. In her spare time, she likes to go to the beach and try new food places.



Monica Reyes Acuna

Poly Post Shoutout!

March 8th's issue of The Poly Post included an amazing quote from Engineering Student Harshita Dabir who resides in University Village. Read the full story at <https://thepolypost.com/news/2022/03/08/students-share-mixed-opinions-on-campus-welcome/>



Harshita Dabir

"I have felt extremely welcome to coming back to campus this year because most students now have in person classes this semester and professors have been more lenient and supportive with all my peers. Along with this the Village staff and housing services have been incorporating a lot of game nights so that we could mingle with everybody else here and just feel a part of the community."

Story and photo credit to Jessica Cuevas and Sanjana Rajagopal.



Bronco Bookstore Updates

Instant Access Program has lowered Student Course Materials Cost Overall

When Bronco Bookstore first piloted our Instant Access pilot back in Fall 2017, it was easy to see that it would save students in participating courses compared to the print books and bundles that were being used. But we also believed that if the program grew enough, it would help reduce the overall costs of materials for all classes. The question was, how much would it have to grow long would that take?

During our first year on the semester calendar, 2018-19, IA made up just 2% of our course materials revenue and units distributed, and the average cost to students was \$52.35. By Fall 2019 we had just 50 courses participating in the program, but starting in Spring 2020 the disruptions to learning caused by the pandemic accelerated the program's growth enormously, as classes converted to online or remote learning and so their course materials converted to digital.

For Spring 2022 the program includes nearly 600 courses and over 1100 sections. IA materials now make up 69% of the course materials distributed by Bronco Bookstore, and 80% of our course materials revenue. Given that massive shift, it seemed like a good time to evaluate the impact of the program on student costs as well as our store's financial health. Here's what we found:

Year	2018-2019	2019-2020	2020-2021	2021-2022 (to date)
Total regular CM revenue	\$ 3,691,525.98	\$2,823,728.56	\$1,121,216.49	\$935,286.28
Total IA revenue	\$80,589.75	\$670,471.92	\$2,609,409.00	\$3,967,903.00
Total course materials revenue	\$3,772,115.73	\$3,494,200.48	\$3,730,625.49	\$4,903,189.28
Regular CM Units sold/rented	70,899	52,313	23,953	32,730
IA units provided	1,161	11,007	48,372	7,2849
Total course materials units	72,060	63,320	72,325	105,579
Avg non-IA cost	\$52.07	\$53.98	\$46.81	\$28.58
Avg IA cost	\$ 69.41	\$60.91	\$53.94	\$54.47
Avg combined cost	\$ 52.35	\$55.18	\$51.58	\$46.44



Instant Access Cont.

The average combined cost went up slightly in 2019-20, largely because in Spring 2020 semester many lower cost print sales that should have happened later in the semester – think things like lab manuals, novels, readers- never happened after the abrupt shift to remote learning. However, starting in 2020-2021, Instant Access supplanted traditional book sales and rentals as the majority of our course materials and we saw overall costs start to decline.

Now, most of the classes that previously used high-priced books or bundles have shifted to IA, and the majority of our print sales /rentals are made up of those lower priced categories like workbooks and manuals. And if we factor in the classes that we know are using Open Educational Resources (OER) or other free materials, the average cost this year is even lower - \$42 per item. At the same time, Bronco Bookstore has actually increased our course materials revenue to the point that it's healthier than it was pre-pandemic.

Amidst all the headlines of record inflation, we're happy to say we're not only resisting that trend, but reversing it, in a way that can sustain our operation and our book department staff. We believe that through continued collaboration with the faculty, the library, CAFÉ, our vendors and OER providers we can keep working to lower costs and ensure all students have the materials they need.

2022 Grad Fair Recap

The 2022 Grad Fair was hosted in the Bronco Bookstore Atrium on March 15-16.

Students were able to purchase Commencement Regalia, CPP grad swag, take cap and gown pictures, and visit with participating vendor and campus partner booths to get ready for their big day.

Check out the 2022 [Grad Fair Recap](#) video.



Bronco Bookstore April Box Sale



CREWS

\$ 19.99

HOODIES

\$ 24.99

***WHILE SUPPLIES LAST**



Marketing Updates

Foundation Marketing Department Work Order System

With many new faces and role changes, this is a reminder to share our Marketing Project Request System (ProWorkFlow) with new staff needing our Marketing Department's services.

ProWorkflow allows us to easily collaborate on projects by scheduling, tracking, sharing documents, and communicating about a project's progress all in one place. Historical records of past projects are also stored for future reference or to share with department colleagues or supervisors.

ProWorkflow is easy to use and contains several features and reporting tools that are very helpful. Please see the list below for all the system can do.

WHAT DOES THIS SYSTEM DO?

On the client-side (you or your staff) are able to do the following:

- Submit a marketing project request
- Add notes to a project
- Interact with the marketing team on your projects
- Receive auto-generated reports on projects status
- Ability to reply to a project message and have the message automatically added and tagged to that specific project
- View all current and past projects
- View which marketing team member is assigned to your project or project task
- View due dates for a project or task
- View all logged messages about the project
- Upload and download project files
- Once an account is created, update any contact information
- Automatically request lost credentials
- Directors and clients are able to view all their department projects

The Marketing team is able to do mostly everything listed above plus the following:

- Create tasks and assign them to different marketing team members
- Set up email reminders of projects and tasks due
- Upload images of files for approval from the client
- Run detailed reports on departments, individuals, marketing members, overdue and upcoming projects, etc.
- Have all communication self-contained within each project
- Interact with the marketing team within the system
- Create user accounts for clients and more

NOTE: When an employee leaves, all projects are still in the system and can easily be assigned to someone else. Projects are contained within a department, not a client. The advantage of this is when an employee leaves or an account is terminated, current or archive projects do not disappear, current projects can be re-assigned and archive projects will still be there.

SYSTEM LOG IN

For those of you that do not already have an account you can request login credentials at <https://foundation.cpp.edu/marketing.aspx> (click on the Project Request Form – New User button). Once we receive the form and approve it, we will email your user credentials.

PROJECT REQUEST APPROVAL

Please note that when you or your staff submit a project request, it is only a request. It will not become a project until it is approved by our department. The main reason that a project may not be approved is not allowing enough lead time (we usually ask for a two-week notice). The Marketing Department will always try to accommodate any request, but we ask that you give us sufficient lead time. For any emergency projects, please call us immediately after you submit your project request.

If you would like us to demo or show you any specific features, please feel free to stop by our office or if you have any questions, please don't hesitate to call Alex Hernandez at 909-869-3283 or email at alexhernandez@cpp.edu

Meet Our New Team Member!

Abby Munoz joins the Marketing team as our new Social Media Coordinator! In her previous position with Foundation, Abby served as a nutritionist assistant at Centerpointe. Abby currently attends Citrus College pursuing a degree in Business Administration with an emphasis on Marketing.



Abby Munoz

Thank You Dining Team!

Marketing would like to give a well deserved shout-out to the Dining Services Team for assisting us with the Loyal E. Horton award submission. We could not have done it without the help of Tonya Tardd, Martha DeAlba, Brenda Garcia, Aaron Neilson, David Corral, and their wonderful team members.



The Foundation is Hiring!

The Foundation is currently hiring for full-time, part-time and student positions. As the largest employer of students on the Cal Poly Pomona 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 offers plenty of opportunities for growth and promotion.



STUDENT JOBS ON CAMPUS
NOW HIRING
CPPFOUNDATION.COM/JOBS



Real Estate Updates

2022 Dale Prize Recipients Visit Innovation Village

On February 24, 2022, Dale Prize recipients toured Cal Poly Pomona making stops at the Lanterman site, Innovation Village, Corporate Center, Lyle Center for Regenerative Studies, and the College of Environmental Design.

According to the College of Environmental Design, the 2022 Dale Prize “recognizes planning excellence, creates dialogue between scholars and practitioners, and enriches the education of planning students. The Dale Prize is awarded in pairs: a \$5,000 award to a scholar and a \$5,000 award to a practitioner. Awardees spend two days meeting with students in classes and participate in a colloquium and other events.”

This year’s colloquium theme was Government’s Role in Enabling Markets to Provide Housing that Meets Critical Societal Needs.

At Innovation Village, the Dale Prize tour was met by Randy Wallace, CPP Foundation Director of Real Estate and Facilities Management. Randy spoke to the group about the future of housing development at Innovation Village. The vacant lot will be potentially be used for student, staff, and faculty housing. The goal for the property is to develop affordable housing for our campus community.

To learn more and to view the 2022 Dale Prize colloquium visit: <https://www.cpp.edu/env/urp/news-events/dale-prize-pages/2022.shtml>



Meet Our New Team Member!

Oscar Bianchi serves as Facilities Manager at CPPF. Oscar brings 15 years of experience in facilities and construction. Mr. Bianchi has a history of establishing proven SOP's and improving operations. He has strong business acumen and an aptitude for process improvement with a background in project management.

Oscar successfully completed a couple of small projects as a preferred vendor with a prior employer at the Bronco Student Center that were completed on budget and in time.

Oscar has a passion for people, customer service and is a strong believer in developing people, process, and with technology he will accomplish growth and excel any team to improve its KPI's.

Oscar resides in Downey, CA with his wife and two children, in his spare time he spends most of his time enjoying his kid's sports along with fishing and hiking.



Oscar Bianchi

IT Updates

Meet Our New Team Member!

Michael Webb has been appointed as an Information Systems Analyst. In this role, he will support and maintain the financial software and related components of the CPP Foundation. He is reporting directly to Joseph Bustamante, Associate Director of IT of the Cal Poly Pomona Foundation.

Mr. Webb lives in Glendora, CA with his wife Jenny Webb and dog May. He is an alumnus of Cal Poly Pomona and holds a B.S in Communications - Public Relations, and is a former co-president of the National Contract Management Association, CPP Chapter. He has over 8 years of experience in non-profit work spaces as a Fundraising and Innovation Specialist and an HR Communications and Change Management Specialist. In addition to his non-profit work he also has been a property manager for a 16 unit apartment complex for 7 years.

Michael is excited to join our team again stating, "I love Cal Poly Pomona because how we serve the students and communities in our sphere of influence. I believe we can affect change in the greater area of Southern California because of our accessible location geographically, equitable tuition for students, and a commitment to 'Learn by Doing' which empowers students to excel in the marketplace. I am pleased to work for the foundation as it allows me to work alongside and support teams of inspired and motivated people who want to make the world a better place. Whether it is global relief, housing, or higher education I want to help empower others to achieve our goals."



Michael Webb

Greetings from Discovery Farm!

Spring Fun on the Farm & Egg Hunt

Saturday, April 9th 10 AM - 3 PM

General admission includes all activities listed below:

- Egg Hunt - Each Egg Hunt has a limited capacity.
- Egg Hunt Times:
 - 10:45am
 - 11:30am
 - 12:45pm
 - 1:15pm - NEW
- Oreo's 2nd Birthday Party at NOON!
- Petting Farm - Feed cup(s) not included.
- Hay Rides
- Cow Milking & Bee Demos
- Children's Garden Activities
- Cow Train - Limited to Children 12 and under.
- WAPA Antique Tractors & Engines
- More Fun and Activities



A special offer for Foundation Employees use code FOUNDATIONSOTF to save \$2 off a ticket.

Admission Ticket(s) are Required to Attend. Capacity is Limited, buy your Tickets Online Now!

Tickets: <https://www.cpp.edu/~agriscapes/egg-hunt.html>

EGG HUNT
& Spring on the Farm

Saturday, April 9, 2022
Tickets **ON SALE NOW!** Online ONLY
For info and tickets visit: [agriscapes.cpp.edu](https://www.cpp.edu/~agriscapes/egg-hunt.html)

\$2 OFF For discount tickets use code: **FOUNDATIONSOTF**

Oreo's 2nd Birthday

CPP Favorite Lamb is turning 2! Wish Oreo a Happy 2nd Birthday by writing a message, mailing a birthday card or purchasing a gift from his Gift Registry.

Oreo's Birthday Board:

Click the link and once you arrive at the website, click "Sign Board" to add your Birthday Wishes! <https://sendwishonline.com/en/wish-board/LcQGsn4SUwu5DN9210zVmyeZY>

Send Oreo a Birthday Card:

You can mail birthday cards to Discovery Farm 4102 S. University Dr. Pomona, CA 91768

Oreo's Gift Registry:

Purchase a gift from Oreo's Gift Registry by clicking this link. <https://cppdiscoveryfarm.com/oreo/>



Farm Box

Discovery Farm at Cal Poly Pomona's AGRIsapes is our gateway to the community. Each year we host thousands of children on educational Field Trips, produce fun and entertaining events like the annual Pumpkin Festival and invite the public to come Pick-Your-Own produce and fruit. Covid-19 changed all of that so we've created a new way to make our fresh picked veggies and fruits available for you to enjoy at home.

Purchase a Farm box from our online store, pick it up on Saturdays from 10am-1pm at AGRIsapes, take home and enjoy! If there's something on the current list that you would prefer not getting let us know for limited substitutions.



Shop: <https://cppdiscoveryfarm.com/farm-box-2/>



CPP Farm & CPP Farms Organic

NEW CPP FARMS ORGANIC VEGETABLES

CPP Farms is hard at working growing your favorite vegetables and fruit. Did you know the Farm Crew is a mixture of Students and Foundation staff? Plus all the revues from our produce sales goes back to Campus programs.

Get your student-grown, certified-organic produce at the Farm Store & Discovery Farm - Farm Box!

The first vegetables organically grown at Cal Poly Pomona's Spadra Farm were harvested today -- Romaine Lettuce and Green Kale – and they are now on sale at the Farm Store, DiscoveryFarm.com and in the Farm Box.

Students prepped the field, planted, and harvested the vegetables. Additional organic produce will follow within the next few weeks and in the Spring.

Farm Box pickups Saturdays 10 a.m. - 1 p.m. The Farm Store is open 10 a.m. to 6 p.m. daily.

Shop: <https://cppdiscoveryfarm.com/farm-box-2/>

Spring Fun on the Farm Field Trips

Spring is a great time to visit the Farm! This year our Spring Field Trips will be more exciting than ever with educational enhancements in our popular Children's Garden!

Thursdays & Fridays

April 14-29, 2022

Check-in times between 9AM-12PM

CHILD PACKAGE - \$12 per participant

Field Trips Include: Pick a basket of Strawberries, a Walking Tour of Discovery Farm, Hay Wagon Ride, Children's Garden Activities and Petting Farm.

ADULT PACKAGE - \$8 per Adult

Gives an accompanying adult access to all activities in Child Package except picking a basket of strawberries

Signing up for a Field Trip is Easy in 4 Steps:

1. Click the link below.
2. Check the Availability Calendar to Find Dates that Work for Your Group.
3. Fill out the Field Trip Reservation Form and request your Preferred Dates.
4. We Will Contact you to Confirm the Details of Your Trip.

For more info visit: <https://www.cpp.edu/~agriscapes/field-trips.html#>



Financial Services Updates

*What is an accountant's favorite type of cereal?
Post!*

Updates from Accounts Payable

What is the Vendor Data Record form?

- Require new vendors to provide information on them to process payments, except for reimbursement.
- The Vendor Data Record Form (#FS01105F) can be found on the Cal Poly Pomona Foundation website under Forms for Financial Services at: <https://www.foundation.cpp.edu/content/f/d//FS01105F.pdf>
- Completed Vendor Data Record forms are to be kept secure and should be faxed to (909) 869-4549, or delivered by hand or US Mail to the Foundation Corporate Accounts Payable in Bldg. 55.

As a reminder, please email all approved disbursement vouchers, stipends, travel authorizations and expense reports, and independent contractor request forms to foundationap@cpp.edu and all webform requests must be completed and approved by the authorized signer(s) by Friday @ 5pm in order to process for payment on the following Wednesday. Check runs are done on a weekly basis.

Please contact Accounts Payable foundationap@cpp.edu, pswong1@cpp.edu x2907, grodarte@cpp.edu x4827 or julietab@cpp.edu x3760 if you have any questions or need assistance.



Accounts payable

Webform Training Modules are the recorded web forms in One Solution available at the link:

<https://foundation.cpp.edu/financial/onesolution.aspx>

Examples of training modules available for viewing:

- Payment Request Webform
- Reimbursement Request Webform
- PO Request Webform
- EFT Webform
- How to request the processing status of your web form

How to complete the Payment Request Webform in One Solution:

1. Invoice Date: Enter the date as provided on invoice
2. Vendor: Enter the vendor name to search for the vendor # starting with F or R; If the vendor # doesn't exist in the system, please send an email to foundationap@cpp.edu for setting up a new vendor #.
3. Invoice No: Enter the invoice # as provided on invoice
4. Address: Use the remit address as provided on invoice; Choose the drop-down menu if different Address Type is available.
5. Due Date: Default as system date; Ex. If an invoice is due on 4/1/2022, you would enter 3/30/2022 as the Due Date (Wednesday Check Run), not 4/1/2022 in the Due Date field.
6. PO No: Enter PO # if available
7. Full/Partial Pay: Enter F for Fully Paid or P for Partial Pay if available
 - a. Division Cd: GENERAL DIVISION CODE-Default
 - b. Post Date: Default as system date
8. Separate Check: Check mark the box if payment needs to be separated especially for utilities bill
9. Project: Enter Project # (XXXXXX)
10. Object: Enter Object code (7xxx)
11. Description: Enter the purpose/description
12. Amount: Enter the amount provided on invoice
13. Enter Additional Description/Persons Attending/Purpose and Benefits to University and/or Foundation if needed
14. Add Attachment: Attach the invoice from the directory for the supporting document
15. Submit: Click Submit and RE# will be generated
16. See screen shot on next page for details.



Request Details

Recurring Payment: Save Retrieve

Invoice Date: Vendor:

Invoice No: Address:

Due Date: 03/24/2022

PO No: Full/Partial Pay:

Division Cd: 7a.

Post Date: 7b.

Separate Check: 8.

Project	Object	Description	Amount
<input type="text" value="9."/>	<input type="text" value="10."/>	<input type="text" value="11."/>	<input type="text" value="12."/>
<input type="button" value="+ Add Expense"/>			Total: <input type="text"/>

Additional Description / Persons Attending / Purpose and Benefits to University and/or Foundation:

Attachments

14.

15.

Benefits to using web forms:

- Eliminates paper
- Minimizes processing time
- Improves in data accuracy
- Offers the ability to view invoices and documents online within the One Solution Client
- Automates and streamlines the input process.

Purchasing Cards

For Purchasing Card Statement Expenses and Travel Authorization Expense Report forms (excluding Grants and Contracts), please email the supporting documents into one pdf format to foundationap@cpp.edu or you can upload the supporting documentation by using the "Receipt Imaging" feature in the Wells Fargo CCER system for the Statement Expenses via mobile and desktop to utilize the workflow process online.

Please click on the link below for the new version of the recorded purchasing card training.
https://wellsfargo.adobeconnect.com/rec_ccer_ch/

Updates from Grants & Contracts

We would like to introduce and give a warm welcome to a new team member in the Grants and Contracts office.

Lucila J. Rojo - Grants Specialist. Email: ljrojo@cpp.edu; Ext: 2265

Lucy graduated in 2020 with a Masters in English from Cal State Long Beach and received a Certificate in Grant Writing and Administration from Cal State Dominguez Hills. She has a dual background in Education and enjoys volunteering for many non-profits. Lucy has been a teacher in English literature and has participated as a speaker in academic conferences across the State. We are excited to have her on board as she will be assisting us in various areas.

You will begin seeing emails from her in the next couple of months regarding space utilization, cost sharing and following up on unspent funds to name a few.



Lucila Rojo

If you are not already familiar with our two other Specialists on the team:

Maria Nino – Grants Specialist x3304

All payment inquiries: disbursement vouchers, payment for services, student stipends, P-card statements.

Michele Ramirez- Grant Specialist x2915

Billing inquiries, receives copies of all deliverables (Progress Reports and Final reports), assistance with closing out grants.



Policy Update

Please be advised that the Foundation has recently revamped the form FS01116F Independent Contractor Request Form. We have merged the previous #FS01117F (Service Invoice Form for less than or equal to \$5,000) into FS01116F (Service Invoice Form for greater than \$5,000). The form FS01117F will no longer be used. All services requestors must complete section 1 of form FS01116F, and submit to the Enterprise Foundation, prior to hiring any potential Independent Contractor for services.

- Changes to form #FS01116F (Independent Contractor Request Form) at <https://www.foundation.cpp.edu/content/f/d//FS01116F.pdf> has been made to update for ease of use, and overall alignment with policies AP 270, AP 170, and the CSU system.
- This update is necessary for the Enterprise Foundation for due diligence process and operational alignment with the CSU system.

For those who are unfamiliar with this form and its use to date: FS01116F is for the purpose of hiring Independent Contractor and has been in use by the Enterprise Foundation to establish payment based on proper employment status. **It is important to note that work should not commence under this agreement until the independent consultant has received a fully executed agreement and the consultant has been given approval to proceed. As a result, any work performed by the contractor prior to the date of Foundation's approval of this form shall be considered as having been performed at their own risk for which the Foundation is not obligated to pay.**

Thank you for your understanding and assisting the Enterprise Foundation with making business easier and more efficient.

For any questions filling out this form, please contact:

Susan J. Tanartkit

Asst. Director of Contracts & Project Management

Cal Poly Pomona Foundation, Inc.

3801 W. Temple Ave. Bldg. #55

Pomona, CA 91768

Office: (909) 869-2930

[sjtanartkit@cpp.edu](mailto:sjtartkit@cpp.edu)



Follow this easy recipe featuring CPP Spadra Farm Ingredients available at the Farm Store!

Roasted Broccoli

Servings (about 2 cups)

Cal Poly Spadra Farm
& Chef Tonya

Featured Harvest: Broccoli
Eureka Lemon

Ingredients:

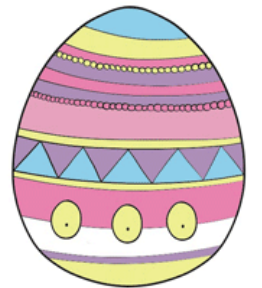
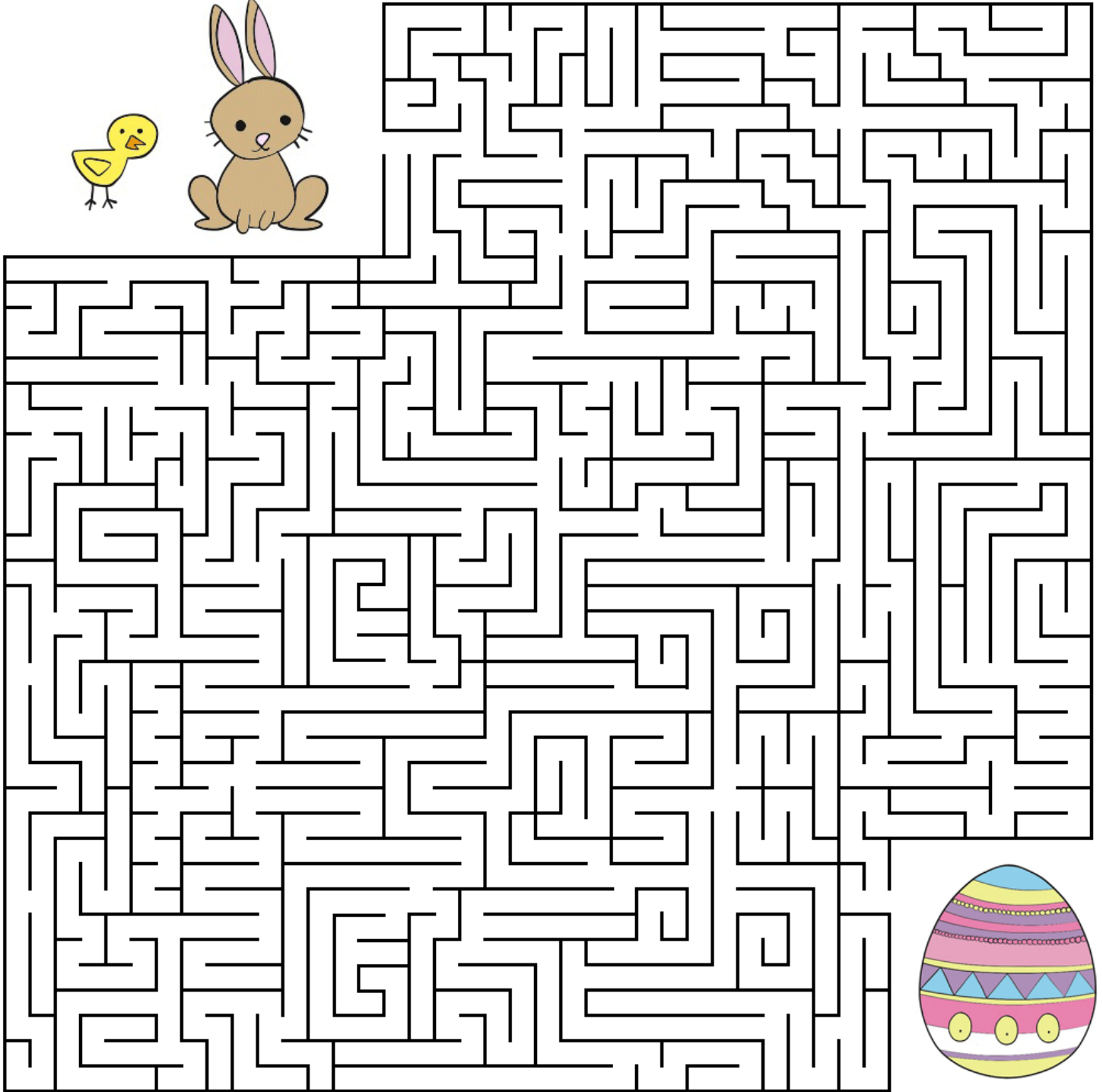
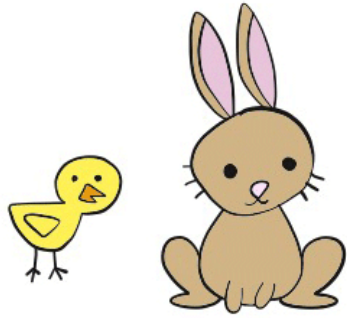
1 head	Broccoli
1	Eureka Lemon
1 Tbsp	Olive or grapeseed oil
Sprinkle	Kosher salt
Sprinkle	Black pepper

Directions:

1. Wash produce prior to using and dry completely
2. Remove ¼ " off the bottom stalk and peel the outer tough stalk
3. Slice the head of broccoli into quarters and then in half again
3. Heat a frying pan on medium temperature about 2 minutes
4. Add the oil and broccoli, cook for 2 minutes, flip broccoli and cook for approximately 2 minutes, remove from heat sprinkle with salt, pepper and squeeze on the lemon juice
5. Serve hot or cold on your favorite salad

**Options: Substitute oil with peanut, corn, canola or sunflower oil. There are also many variations to the salt; flaked sea salt or kosher salt are staples!





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Employee Profile

Yvette Lane

Job title: Executive Assistant

Length of employment: I am still new to the group. My first day was February 07 and I absolutely LOVE it here!

What is your talent: A gift I am most thankful for is my ability to sing. My love and passion is for Music; most especially opera.

What are your biggest accomplishments? An accomplishment I am most proud of were my studies in opera and being able to perform this genre of music. I have performed with a full orchestras a number of times on national television and toured Europe as a featured soloist. These experiences are now moments in my life that I shall never forget. Although I made the decision to not pursue a career in music, I am eternally grateful for the experiences I did have while as a performer. The most recent accomplishment I am very proud of is being a wife to my incredible husband.

What are your hobbies? My hobbies consist of event planning (weddings and special events) singing at church and special events (mostly weddings), my husband and I taking our giant paw baby (72lb. Siberian Husky), Cielo for a walk. Organizing places that would be labeled as disaster. (I often get called to undertake projects to organize places that are considered a loss cause.) I also LOVE going wine tasting and spending time with my husband and parents.

If you could meet any public figure, living or departed, who would it be and why? If I could live in a moment that would allow for me to sit and listen to Dr. Martin Luther King Jr. speak, I would consider myself immensely blessed. I say listen to him speak but that is where and when the learning happens for me. Dr. King was a powerful man who was able to fight darkness with light and love in a way that I have not learned of another political figure being able to do so as he did; with grace and compassion.

If you could travel anywhere in the world, where would you go and why?

I will literally travel anywhere in the world as long as I get to travel with my husband. He is not only the love of my life but, he is my best friend. But, if I had to pick a place, it would be Lourdes, France. I traveled there in 2018 on a pilgrimage on behalf of my father's fight with cancer and my experience there changed my life. There, I literally experienced unconditional love and a peace like I have never felt before. It was would I imagine heaven would be like. Absolute love...

What was your first job? I was a Librarian for the Citrus College Music Department.

If you could be any animal, which would you be? I would be my Husky, Cielo! She has a fantastic life. Spoiled, loved, and spoiled some more. She sleeps in the air conditioned office when it is hot outside and has a groomer come to the house for a spa day. Not bad! I could do that.







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.

