



BRONCO BOOKSTORE UPDATES SEE PG. 8

# MARK YOUR CALENDARS

## April 2024

4/13 IBW Anniversary Party  
4/22 Earth Day

## May 2024

5/5 Cinco De Mayo  
5/12 Mother's Day  
5/17 - 5/20 2024 Commencement  
5/27 Memorial Day (Enterprises/Campus Closed)

## CENTERPOINTE EVENTS— SAVE THE DATE!

Throughout the school year, CPPE Dining Services hosts exciting dining events at Centerpointe for the campus to enjoy.

Upcoming dining events:

- **4/11 APIDA Month Luncheon:** Celebrate Asian Pacific Islander Desi American (APIDA) Heritage Month with a vibrant luncheon at Centerpointe! In partnership with the Asian & Pacific Islander Student Center, we're bringing you an exclusive menu inspired by the rich and diverse street foods of Asia and the Pacific Islands.
- **4/15 World Art Day Pop-up:** Observe World Art Day at Centerpointe with a fun Paint 'n Sip activity during lunch!
- **4/16 Selena Day Pop-up:** Commemorate Selena Quintanilla-Pérez's 53rd birthday with Centerpointe! This all-day pop-up will feature Selena-themed activities and foods for fans of the iconic singer to enjoy!
- **4/25 Las Vegas Luncheon:** Join Centerpointe in a Las Vegas-esque lunch takeover! Enjoy food from our stations themed as different Vegas landmarks while talented performers set the scene with live music! Be sure to stop by the CPP Dining table for some fun activities after your meal!

# EMPLOYMENT SERVICES

## NEW STAFF MEMBERS

Benjamin Goka - Research Associate - STARS Grant

Monique Zepeda - Accounts Specialist - Financial Services

## ANNIVERSARIES

Claudia Burciaga-Ramos - 5 Years of Service

## PAYROLL UPDATES

Upcoming Payroll Training:

- April 25, 2024
- May 22, 2024

For more information and to reserve a seat for training, please email [fdnpayroll@cpp.edu](mailto:fdnpayroll@cpp.edu).

## BENEFITS CORNER!

- **CalPERS:** If you are covered under CalPERS, do you know your benefit level? Accessing your Benefit Factor Chart will assist in clarifying your level. Click the link to see the percentage of pay you're entitled to for each year of service: [Check Your Chart](#)
- **PARS** annual meeting – mark your calendars for the annual meeting for PARS, this meeting will provide information regarding eligibility and options available to you as a benefitted employee.
- April 26, 2024 @ 1pm – meeting invite will be sent out.

## DISTRACTED DRIVING – DON'T DO IT!

Steer clear of the many dangers of distracted driving.

The National Highway Traffic Safety Administration (NHTSA) has named April as Distracted Driving Awareness Month to bring attention to the very dangerous habit of using your time behind the wheel for things other than the No.1 goal: safe driving.

The NHTSA and AAA offer simple advice to help keep drivers, passengers and pedestrians safe:

- Appoint a passenger as your "designated texter."
- If it's urgent to send or respond to a text, pull over and stop in a safe location to do so.
- Don't scroll through apps while behind the wheel.
- If you know you're not going to be able to resist the urge to use your phone, put it in the back seat, glove compartment or even the trunk while driving.
- If using a navigation app, program your destination before driving.
- If you're a passenger, speak up if your driver is distracted.
- Program your phone to automatically block communication while connected to your Bluetooth.

Most states have banned the use of handheld devices for drivers. Almost all cars now come with the ability to use your phone hands free. Make sure to take advantage of that feature.

And of course, there are other forms of distraction, too:

- If you're driving a car that you're not used to, take some time to become familiar with the controls – especially your hands-free communication capabilities.
- Make sure the kids are settled and properly restrained before putting the car in drive.
- If you're angry, tired or otherwise distressed, take some time to calm down before hitting the road.



**8%**

Fatal crashes that involved distracted drivers in 2021\*



**32,000**

Approximate number of people who died in distracted driving crashes from 2012-2021\*

### Take the pledge

Take action and pledge to stop driving while distracted. Commit to not placing yourself, your passengers, other drivers and pedestrians in harm's way. And speak up if you're riding with a distracted driver.

If you have children, strive to be the role model who puts the phone down while driving.

# CPPE VALUES

The Cal Poly Pomona Enterprises' values are our guiding principles and serve as the cornerstone of our organization.

Our values are: Inclusivity | Integrity | Excellence | Respect | Stewardship | Teamwork

Definitions of our values can be found on the [Enterprises website](#).

At the Townhall Meeting on March 19, we featured one of our values:

**Respect - We treat everyone with dignity and embrace all points of view.**

We asked you to submit an example of you, your department, or others in our organization displaying the value of Respect in their work.

Here are some of your submissions:

- My example of respect in my workplace is to live in truthfulness. If you made a mistake own it. If you have an issue, address it! Address everybody with respect, truthfulness and authenticity!
- An example of respect in our workplace would be completing projects and tasks but still having fun with the team!
- I demonstrate respect in my workplace by being open to listening to other's ideas/feedback and acknowledging their contributions. By having an open door policy, our students and employees feel comfortable to share their point of views.
- My example of respect is acknowledging that we're all different and respecting others opinions even if they are different than our own. We don't need to have the same opinions on things to respect each other.

# KELLOGG WEST

## STAYCATION TIME

Kellogg West is excited to offer guests a special discount for hotel accommodation from March 1 to April 30, just in time for the perfect spring break getaway!

Call 909-869-2222 to book.



YOU DESERVE A  
**STAYCATION**

Enjoy **15% off** your stay with us when  
you mention promo code: **STAYCATION**  
909.869.2222

\*Offer only valid when booking over the phone. Does not apply toward online reservations. Booked stay must be between March 1st thru April 30th, 2024. Other terms and conditions may apply.



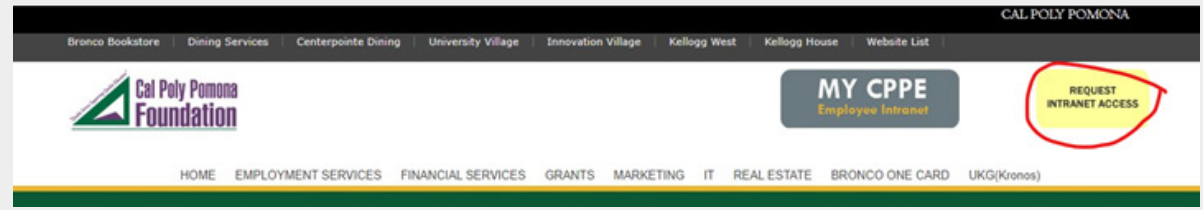
[WWW.KELLOGGWEST.COM](http://WWW.KELLOGGWEST.COM)



# FINANCIAL SERVICES

## GENERAL UPDATES

- The current sales tax rate for CPP Enterprises (based on our address) is 9.5%.
- Financial Services Policies and Procedures will only be available in the CPP Enterprises Intranet. Access to CPPE intranet must be requested for non CPPE employee using the request icon on the homepage:



## GRANTS

Year End Deadlines are as followed:

- Request for PO's to be in by June 21
- Vendor Payments for FY 23-24 are due by July 3. For check run July 10.

Effective immediately, Faculty must enter their own hours in Kronos and timesheets must be approved on time.

- Hours must be paid during the period of award.

## AP

For NEW vendor setup:

- Requestor must submit vendor primary contact information.
- Enterprises AP creates an account in OnBase, and an email is sent to the vendor email address provided and cc'ing the Requestor.
- \*NOTE\* The email will come from [polydoc@cpp.edu](mailto:polydoc@cpp.edu), and follow by weekly reminders until the new vendor successfully uploads their VDR and required tax documents.
- All new vendor packets received by Thursday afternoon will be processed on Friday.
- Enterprises AP will send out a list from OnBase of all vendors that have yet to upload their documents to alert the Requestor.

# FINANCIAL SERVICES CONT.

## FISCAL 2023-2024 YEAR-END CLOSE ACCOUNTS RECEIVABLE DEADLINES

As the fiscal year-end is approaching, State, ASI and other departments are shutting processing down before June 30, 2024 to allow processing time to meet FY deadlines.

**\*\*\* Please note on the following imperative deadlines \*\*\***

### ASI Invoices

RFI with approved Purchase Order (PO) is due by Friday, May 24 at 5:00 pm.

### University Invoices

| Foundation Due Date      | Activity Type        | Description  |
|--------------------------|----------------------|--|
| Friday,<br>May 24, 2024  | Request for Invoice  | Invoices, invoice adjustments and reclassification |
| Tuesday,<br>May 28, 2024 | Bronco Bookstore RFI | Invoices for purchases or returns                  |

### Enterprise/Philanthropic Invoices

Accounts Receivable will process ALL OTHER Requests for Invoice (RFI) received by 5:00 pm on Wednesday, July 3, 2024 for the current fiscal year.

**Thank you in advance for helping us meet our deadlines in order to fulfill your deadlines!**

### Enterprise/Philanthropic ICTs

Accounts Receivable will process ICTs received by 5:00 pm on Tuesday, June 18, 2024 for the current fiscal year.

### Enterprise/Philanthropic IDTs

Accounts Receivable will process IDTs received by 5:00 pm on Wednesday, July 3, 2024 for the current fiscal year.

### Enterprise/Philanthropic Deposit Slips

Deposit Slips MUST be received by 5:00 pm on Wednesday, July 3, 2024 for the current fiscal year processing

- Cash/Check/CC – must specify month to post Jun 2024 or Jul 2024
- Clover CC Sales with deposit slip

# FINANCIAL SERVICES CONT.

## AR STAFF UPDATES

You may reach out to the AR/Vault team for assistance via [fdnar@cpp.edu](mailto:fdnar@cpp.edu), or to connect with specific individuals for questions and/or assistance:

**Cynthia Delgado** - Ext 2906 and/or via email at [csdelgado@cpp.edu](mailto:csdelgado@cpp.edu) or [fdnar@cpp.edu](mailto:fdnar@cpp.edu)

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

**Dyan Zhou** – Ext 4854 and/or via email [dzhou@cpp.edu](mailto:dzhou@cpp.edu) or [fdnar@cpp.edu](mailto:fdnar@cpp.edu)

- Enterprise accounting (Bookstore/Dining/Farm Store/Village/KW/CEU)
- Gift Processing
- Journal Entries reclass and adjustment
- Sales Revenue cash receipts
- General AR questions/inquiries

**Monique Zepeda** – Ext 4807 and/or via email at [mmzepeda@cpp.edu](mailto:mmzepeda@cpp.edu) or [fdnar@cpp.edu](mailto:fdnar@cpp.edu)

\*Welcome Monique!! She replaced Janet Medina, and we are excited to have on the team.

- 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

**Roxana Hayward** – Ext 2911 and/or via email at [rea@cpp.edu](mailto:rea@cpp.edu)

- Enterprise and Philanthropic deposits and receipts copy issuance
- Daily dining cash deposits
- General Deposits/Cashier questions/inquiries

## VAULT OPERATING HOURS

**Monday - Friday**

8:30 am – 4:00 pm

**Closed for Lunch**

12:00 pm – 1:00 pm



# BRONCO BOOKSTORE



## Open House Apple® Sale

Ends April 13th.



**\$80 off**  
Mac devices



**\$40 off**  
iPad Airs and Pros

 Authorized  
Campus Store  
TM and © 2024 Apple Inc. All rights reserved

# BRONCO BOOKSTORE

## 2024 GRAD FAIR

The Bronco Bookstore held its annual Grad Fair, a convenient event for upcoming graduates to purchase all their commencement needs at one time, on March 13 and 14 in the Bookstore Atrium.

The two-day event allowed students to purchase everything from regalia, diploma frames and class rings, to leis and flowers. Special discounted grad packs were available to purchase to help students save money on their grad gear as well.

Even Bily Bronco made an appearance to check out the deals!

Broncos who missed out on Grad Fair can still purchase commencement goods online at [CPPGRAD.com](http://CPPGRAD.com) until May 1, 2024. After May 1, regalia will be available only in-store.



# BRONCO BOOKSTORE

## INSTANT ACCESS COMPLETE CARBON SAVINGS

We are very proud to share that in addition to the cost savings and convenient access to materials enabled by our Instant Access Complete program, we're helping to support CPP's sustainability goals!

Last year our technology and e-text vendor partner VitalSource launched a new initiative, "Planet Smart" to help their client campus stores programs like IAC carbon neutral and sustainable. In just our first semester of the IAC program, this commitment saved the equivalent of 351 tons of CO2 emissions - enough to remove the equivalent of 76 cars from the road.

VitalSource:

- Measures the carbon impact of course materials
- Calculates carbon savings of digital materials compared to print
- Offsets carbon cost for every print & digital material delivered
- 100% of adopted course materials
- Students' personalized booklist provides instant access to some materials and fast, transparent comparison shopping for everything else
- Inclusive Access items are available to access on day one with simple opt-out tools within the LMS



# DINING SERVICES

## JOIN US! INNOVATION BREW WORK'S 9TH ANNIVERSARY PARTY

Innovation Brew Works will be celebrating its nine year anniversary on Saturday, April 13 from 5:00 pm to 9:00 pm.

Bring some friends and stop by IBW to enjoy an anniversary-exclusive food and beer menu made with CPP Farm ingredients, free brewery tours and live music from student bands!

Various CPP student clubs will also be present to showcase their organizations to attendees at the event.

Additionally, a special student-designed commemorative glass will be available to purchase exclusively at the event- don't miss out!

Follow [@ibrewworks](https://www.instagram.com/ibrewworks) to stay up to date and for more info.



JOIN US IN CELEBRATING OUR

# 9<sup>th</sup> Anniversary CELEBRATION

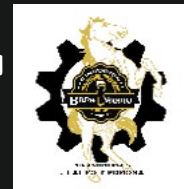
APRIL 13TH, 5:00 - 9:00PM

free  
**BREWERY  
TOURS**

EVENT EXCLUSIVE  
**FOOD**  
MADE WITH  
CPP-GROWN  
INGREDIENTS

EVENT EXCLUSIVE  
**BEER**  
INFUSED WITH  
CPP-GROWN  
INGREDIENTS

STUDENT-DESIGNED  
**COMMEMORATIVE  
GLASS**



FEAT. CPP STUDENT  
**BANDS**

RESERVOIR VALLEY



CASE STUDY



PEP BAND



**CPP Clubs & Organizations** • Flipped Dimensions • AMM Capstone Class • CPP Rose Float • CPP Rocketry Club • Apparelscapes • **and more!**

All ages welcome. Must be 21 and over to consume alcohol.

3650 W. Temple Avenue, Pomona, CA 91768 • [ibrewworks.com](https://www.ibrewworks.com) • [@ibrewworks](https://www.instagram.com/ibrewworks)

# INNOVATION BREW WORKS FESTIVE ST. PATRICK'S DAY BEER

Innovations Brew Works regularly releases seasonal food and beer options for the local community to enjoy.

In March, IBW celebrated St. Patrick's Day with two festive, Irish-inspired brews: Green Glitter Blonde and Whiskey Stave Aged Stout!

The two specialties were available to purchase exclusively in-house over the St. Patrick's Day weekend, March 15 - 17.

Special Irish dining options were also available to enjoy alongside the seasonal beers like corned beef sandwiches and pizza!

Be sure to stop by IBW to check out what's new on their seasonally-rotating menu soon!



# DINING SERVICES EVENTS



## QDOBA TAKEOVER

Centerpointe welcomed Qdoba for a fun station takeover on March 5th during lunch. Guests were served their favorite Qdoba menu items at the Fusion station complete with chips and salsa!



## ST. PATRICK'S DAY LUNCHEON

Centerpointe transformed into a St. Patrick's Day festival on March 14! Attendees enjoyed festive menu offerings such as corned beef and smoked bangers, while listening to Irish-themed music performed live by Riane Ferras, a vocal commercial performance student here at CPP! Guests who visited the CPP Dining table also got the chance to win a prize bundle filled with items such as Hydroflasks, hats, t-shirts and more.



# DINING SERVICES CONT.

## NOWRUZ TAKEOVER

Centerpointe celebrated Nowruz, also known as Persian New Year, on March 21 during lunch! Under the guidance of Professor Homeyra Sadaghiani, Centerpointe was decorated with Persian customs such as a haft sin, an arrangement of seven symbolic items that begin with the same letter in the Persian alphabet. Traditional Persian foods were served to accompany the event such as Saffron Lemon Mahi-Mahi, Kookoo Sabzi, Sabzi Polo and more!



## WOMXN'S HERSTORY MONTH LUNCHEON

In collaboration with CPP's Womxn's Resource Center and Library, Centerpointe hosted a Womxn's Herstory Month Luncheon on March 28! The event focused on influential womxn from the industries of music, justice and food, and served dishes based on these womxn's hometowns across the world. Voci di Luna, members of the CPP Chambers Singers and Concert Choir, filled Centerpointe with powerful vocal arrangements for attendees to enjoy with their meals.



# SOCIAL MEDIA CORNER

March was a month filled with exciting new deals and highlights for CPPE social media followers to enjoy! Here are the top posts of the month:



@BroncoBookstore



@CPPDining

Be sure to follow Enterprises' social media accounts to stay up to date with all the sales, promotions and events we host around campus!

Find @BroncoBookstore on [Instagram](#), [Facebook](#), and [X](#)!

Find @CPPDining on [Instagram](#), [Facebook](#), and [X](#)!



# FARM STORE

## SPRING ON THE FARM FIELD TRIPS AT AGRISCAPES

Tuesdays through Thursdays, April 9-25 / AGRIScapes

Discovery Farm at AGRIScapes is offering educational field trips for children from pre-school through 8th grade. The field trips involve touring the Children's Garden, visiting the Petting Farm, and pick-your-own produce from the farm. Space is limited. Make your reservation request at <https://www.cpp.edu/agriscapes/field-trips/field-trips.shtml>.



# EMPLOYEE PROFILE

## MARRISSA PEREZ

**Job title:**

Centerpointe & Lollicup Supervisor.

**Length of employment:**

2 years 5 months.

**What are your biggest accomplishments?**

Getting four raises in four months, and gaining lots of experience by managing multiple locations.

**What is your favorite movie?**

The Iron Giant.

**What is your favorite song?**

Unholy Matrimony by Giveon.

**What are your hobbies?**

Cooking, baking and being with my son.

**What is on your bucket list?**

To travel since I've never left California.

**If you could travel anywhere in the world, where would you go and why?** Japan, because I love anime and good food.

If you or one of your employees would like to be featured in the next newsletter please email [mkt@cppfoundation.com](mailto:mkt@cppfoundation.com).



# ABOUT CAL POLY POMONA ENTERPRISES

To support the educational mission of Cal Poly Pomona, Cal Poly Pomona Enterprises provides services, financial aid and administrative assistance to the university community, and is the largest employer of students on the campus, providing invaluable work experience to approximately 1,500 students each year.

Additional support includes post-award compliance to Sponsored Programs and Awards, services to The Farm Store, Philanthropic Foundation, Enterprises Programs, and more.

In addition, CPP Enterprises provides a wide range of essential services for the campus community, including Dining Services, the Bronco Bookstore, faculty/staff housing, University Village housing, the Kellogg West Conference Center and Hotel, commercial real estate activities and Innovation Village.

Because of your support, CPP Enterprises 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.

