





# MARK YOUR CALENDARS

## August 2023

- 8/21 Beginning of semester for faculty
- 8/24 Classes begin for students

## September 2023

- 9/04 Labor Day (Campus Closed/Enterprises Holiday)

## HOT DOG CAPER 2023— SAVE THE DATE!

Cal Poly Pomona Enterprises invites you to join us for the 40th Annual Hot Dog Caper on Thursday, October 19th at the Bronco Commons from 11:30 AM to 1:30 PM.

Come for a free lunch of hot dogs, chips, beverages, popsicles, and stay for live entertainment and much more!

Everything is FREE!



# BRONCO ONE CARD

Visit the [Bronco One Card Portal](#) to display your Virtual ID, view your meal plan account, view your transaction history, report a lost or stolen card, buy Bronco Bucks and more!

Follow these steps to use your Virtual ID at dining locations to checkout:

1. Visit [www.BroncoOneCard.com/ss](http://www.BroncoOneCard.com/ss)
2. Tap on menu in top left corner; Choose “Display Virtual Bronco ID”
3. Log in using your two-step authentication if prompted, and scan to pay!



## INSTANT ACCESS COMPLETE

Instant Access Complete provides all students affordable access to course materials by the first day of classes. Beginning this fall semester, students are automatically enrolled and charged one flat fee for all required course materials for all classes:

\$250 per semester for undergraduate students and \$150 per semester for part-time undergraduate and all graduate students.

While participation is not mandatory, all students are automatically enrolled and can opt-out until the end of the add-drop period. For more information, visit <https://www.broncobookstore.com/instant-access-complete.asp?>

# EMPLOYMENT SERVICES

## NEW STAFF MEMBERS

- Tian Gong - Program Manager
- Mariana Sanchez - Grants Specialist
- Flavia de Souza - Administrative Assistant

## YEARS OF SERVICE ANNIVERSARY

- Tonya Tardd - 5 Years of Service
- Stacy Palmer - 5 Years of Service
- Jessica Ramirez - 5 Years of Service

## THANK YOU!

**To all that helped and participated with the Job Fair this year.**

**All of your hard work is appreciated and it contributed to a very successful turnout.**

## PAYROLL UPDATES

### **Payroll Training - Employees and Managers**

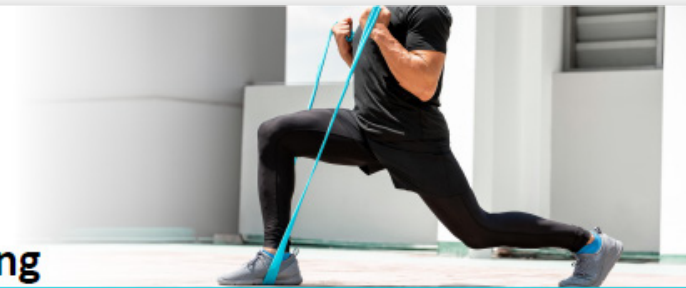
Are you a new employee? Do you need a refresher?

Our next scheduled payroll training will be on August 15th and August 16th.

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



# EMPLOYMENT SERVICES



## Resistance Training

The CDC recommends adults engage in strength training at least twice a week. However, studies show that only 25% of women and 35% of men in the US meet this goal. Strength training, also known as resistance training, is often associated with heavy lifting in the gym, but strength training is defined as “exercising a muscle or muscle group against resistance.” This means that even your body weight can provide the resistance. From preventing injury and improving mobility to burning fat more efficiently, the benefits of strength training are extensive. Whether you are new to strength training or a frequent flyer at the gym, check out the tips below to gain a deeper understanding of what strength training can do for you, and why you might want to include it in your weekly routine.

### What Strength Training Can Do for You

#### Reduce risk of injury.

Strength training builds stronger muscles and stronger bones. This helps improving balance and mobility, and reduces risk of injury.

#### Recharge metabolism.

Strength training can increase your metabolic rate by increasing the amount of lean muscle in your body. This can help you burn fat more efficiently and lead to better management of body weight.

#### Manage chronic conditions.

According to the Mayo Clinic, strength training can reduce signs and symptoms of chronic conditions such as arthritis, back pain, heart disease and even depression.

### Muscle Mass: Use It or Lose It

Age-related mobility limitations are common for many older adults. Walking, climbing stairs, or doing household chores are a few everyday tasks that are impacted by the loss of muscle mass. Studies show that strength training does not only improve functional mobility in older adults but also offers the following benefits:

- Reduced risk of falls & hospitalization
- Increased bone density
- Decreased risk of obesity & weight gain
- Improved sleep and mental well-being



## BENEFITS CORNER!

# NASA INVESTS IN CPP'S STEM EFFORTS

Navid Nakhjiri, Ph.D., associate professor of Aerospace Engineering and director of the Astronautics Laboratory at Cal Poly Pomona (CPP), has been awarded the NASA M-STAR grant for his research on CubeSat Technology Development Program (CubeSTEP).

CubeSTEP is a CPP and NASA Jet Propulsion Laboratory (JPL) collaboration established in 2019 as an avenue of maturing technologies developed by JPL engineers using a flexible and robust CubeSat platform developed at CPP.

The NASA M-STAR grant will fund the program for three years of operations, totaling close to \$900k.

Funding from the grant will be managed by CPP Enterprises. Grants & Contracts administers the funding by ensuring that all expenses are in compliance with federal regulations. Additionally, CPP Enterprises' supports Dr. Nakhjiri by generating financial reports to help him monitor the overall spending on any awards he receives.

CPP Enterprises' is excited for Dr. Nakhjiri and would like to congratulate him on this prestigious award.

To learn more about the NASA M-STAR Grant, please visit: <https://www.nasa.gov/press-release/nasa-awards-14-million-to-universities-for-supportive-stem-efforts>.





# 42ND ANNUAL BRONCO GOLF CLASSIC

CPP Intercollegiate Athletics held its 42nd Annual Bronco Golf Classic on Monday, July 31st at the Glendora Country Club.

The golf tournament raises funds that are directed into scholarship support for CPP student athletes!

CPP Enterprises is proud to partner with Athletics, providing food and beverages and participating in the event.





# FINANCIAL SERVICES

## HOW DO DAIRY FARMERS DO THEIR TAXES?

THE ONES WITH SIMPLE TAXES USE A COWCULATOR, AND THE ONES WITH COMPLICATED SITUATIONS HAVE TO GO TO AN ACCOWTANT.

## DID YOU KNOW?

A fiscal year is a period of time lasting one year but not necessarily starting at the beginning of the calendar year. Countries, companies, organizations and of course, Universities and Auxiliaries can start and end their fiscal years differently, depending on their accounting and external audit practices.

The Internal Revenue Service (IRS) allows companies to be either calendar year or fiscal year taxpayers. Knowing a company's fiscal year is important to corporations and their investors because it allows them to accurately measure revenue and earnings year-over-year. This explains why our fiscal year follows the school year and ends on June 30.

So what happens when revenue and expenses that pertain to June are received/paid in July? In order to ensure we stay compliant; the Financial Services department ensures entries are made to account for those funds in the month of June – called **accruals**.

This also means if you are aware of something that affects your area in July but it is really as a result of activity in June, let the Financial Services team know. We will help take care of the accounting for you.

## GRANTS AND CONTRACTS

### Effective July 10 2023

With a new Fiscal year, comes news staff changes for Grants and Contracts

- Marlene Ponce is now with Enterprises Accounts Payable (not grants related)– thank you for all your hard work.
- We welcome back Michele Ramirez to Grants and Contracts as she takes over for Marlene.
- Welcome our newest staff member Mariana Sanchez, taking over for Lucila Rojo who left in May 2023.

We thank you for your patience in advance as we train our newest staff and strive to provide the best customer service.



# FINANCIAL SERVICES

## Grants Specialists:

Accounts Payable-related questions:

**Michele Ramirez** - x2915 - [micheler@cpp.edu](mailto:micheler@cpp.edu)

New Grants Setup:

**Mariana Sanchez** - x2264 - [marianas1@cpp.edu](mailto:marianas1@cpp.edu)

All billing-related questions (Federal/State and Private Agencies):

**Maria Nino** - x3304 - [mnino@cpp.edu](mailto:mnino@cpp.edu)

## HOUSEKEEPING RULES

- In an effort to minimize duplicate emails: all payments requests, requests for POs, student stipends, scholarship payments, university invoices, and Independent Consultant agreements should be emailed to [fdngrants@cpp.edu](mailto:fdngrants@cpp.edu).
- Payments received by Friday will be reviewed and paid the following week. All payments must have vendor information, approved by the correct authorized signor. For new vendors, provide the information and we will send out the request via secured server for VDR.
- All ETFs must be sent to [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu) for processing.
- No Cost Extensions must be submitted to Sponsored Projects Awards [sponsproj\\_awards@cpp.edu](mailto:sponsproj_awards@cpp.edu) within 60 days of your grant closing date.

## ACCOUNTS PAYABLE

The Enterprises Accounts Payable Team will begin enforcing weekly check run process and procedure effective August 2nd.

1. All university invoices submitted via email or printed documents must be completed and turned into FDN AP email by Wednesday, the week before the next check run. However, if you choose to process your invoices via webform then you may do so by Friday. In other words, you have an additional two days to process invoices if you choose to use webform.
2. AP batches must be fully executed and completed by Tuesday.
  - a. This means that you have entered all invoices into a batch in OneSolution.
  - b. Print a batch proof showing it was successfully completed.
  - c. Scan copies of invoices into the shared folder and update the batch log.
  - d. The AP Team will post batches throughout the week from the log as they become available.
3. All Vendor invoice must be approved and entered into OneSolution using the invoice date as the "Post Date." New Vendors will be setup using the Net 30 payment terms unless other instructions are provided. The payment terms will determine when an invoice is due and included in the weekly check run.
4. The AP Team will post all batches before lunch on Wednesday and emails the payment selections to all UNITS.
  - a. Payments of \$10K+ must be uploaded in the shared folder.
5. Once the payment selections are reviewed and approved, the checks are sent off to be printed by Wednesday afternoon.
6. The AP Team prepares the checks and mails them out on Thursday– this includes EFT payments.

# DINING SERVICES

## DINING ATTENDS NATIONAL CONFERENCE

Dining Services attended the National Association of College and University Services (NACUFS) conference on July 19-22 in Baltimore, Maryland.

The convention provided a valuable opportunity for Dining Services to gather with collegiate dining professionals to network, grow, and gain access to the latest trends, products and services.

Dining Services Director Aaron Neilson reflected on his time at the conferences stating, “It was wonderful to reconnect with our colleagues after the pandemic. I am looking forward to next year’s event in Louisville, where we expect a significantly larger representation from our Dining Team to attend!”

Our team attended many learning sessions with topics ranging from campus and community engagement, guest experiences, professional intelligence, talent management and more.

Neilson is eager to implement what the team learned, “I am excited to bring our vendor partners’ many diverse and delicious plant-forward offerings to our campus this fall.”





# CAL POLY POMONA FARMS ICE CREAM LAUNCHING ON CAMPUS

Cal Poly Pomona branded ice cream, created in partnership with Cal Poly Pomona Enterprises, the Don B. Huntley College of Agriculture and Coney Island Creamery, will be available to the public in August 2023.

The ice cream will be sold in the Farm Store and select Dining Services locations on campus upon release. Made with Cal Poly Pomona student grown fruit, the launching flavors will be Satsuma Mandarin and Avocado.

The collaboration between Coney Island Creamery and CPP began in October 2022 when Executive Chef Tonya Tardd was searching for a local ice cream vendor in preparation for the Pumpkin Fest Preview Night.

Coney Island Creamery is a family-owned, women-owned, small-batch ice cream manufacturer located in San Dimas, CA that specializes in tropical and Southeast Asian ice cream flavors such as ube, macapuno (coconut), and avocado.

“One of the goals I like to incorporate is sustainability,” Chef Tonya said. “I seek out vendors that are local to try to incorporate equity and diversity into our supply chain.”

Chef Tonya sought to include CPP ingredients in the dessert to align with the event’s Farm-to-Table theme.

Since avocados were in season, they decided on an avocado flavor ice cream for the Pumpkin Fest Preview Night, using CPP-grown Hass avocados. The creamery was immediately impressed at the superior quality of CPP avocados versus the produce they were familiar working with.

“We basically had to amend our existing avocado ice cream recipe to fit the avocados from the Cal Poly Pomona farm because they were just so creamy and complimentary,” said Coney Island Creamery’s Catering and Events Manager Candice Mallari.

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The ice cream’s massive success at the preview night led Coney Island Creamery to submit the CPP avocado-flavored ice cream to the LA International Dairy Competition, where it won a gold award!

“With ice cream, you want the flavor of the ingredient to hit your tongue first and then the velvetiness,” said Chef Tonya. “For Coney Island Creamery to win an award with [our] ice cream is peak superbness for me because the judges were able to taste that too. They knew that using Cal Poly Pomona avocados took the ice cream to the next level.”

This project has involved CPP students in every step of product development. Students learning at CPP Farms harvested the fruit, the student culinary development team worked to develop flavor profiles and visual communications student Rachel Hunter created the artwork for the packaging along with the ice cream’s brand identity.

Hunter worked under the guidance of CPP Enterprises’ Marketing Department in order to curate a product design that perfectly encapsulated the Farm-to-Table approach the ice cream was centered around, while paying homage to the roots of Cal Poly Pomona

“This project has brought me a great sense of accomplishment,” Hunter said. “Seeing my design evolve from a simple idea to a real product validated the hard work, effort, and dedication I poured into it. I eagerly anticipate the moment when my design will finally be displayed on shelves for everyone to see and enjoy.”

The ice cream packaging features key university icons, including the silos, our farms and the famed Arabian Horses beloved by William K. Kellogg. Since this product will be sold to the public via the Farm Store, the packaging features a QR code that’s linked to the “Ice Cream Story,” hosted by CPPE, and encourages those who are interested in innovative learning to apply at Cal Poly Pomona.

The CPP Farms ice cream truly celebrates Cal Poly Pomona’s commitment to sustainability, excellence and learn-by-doing.

The CPP Farms Avocado and Satsuma Mandarin ice creams will be available for purchase on campus for \$3.99 per cup and \$8.99 per pint beginning later this month.

CPP Student Rachel Hunter used the campus landscape as inspiration for the CPP Farms Ice Cream packaging design



# FARM STORE

## HARVEST ANNOUNCEMENT

The Farm Store is excited to announce that famous CPP Grown Corn and Watermelon are now available to purchase in store!

## RECIPE: CORN & CHICKPEA SALAD

Ingredients:

- 2 ears of corn
- 1/3 cup red pepper
- ¼ cup onion
- 1 Roma Tomato Diced
- 1 cup Chickpeas
- 1TB Lime juice
- 1 Tsp Sugar
- 1 TB Sunflower oil
- Sweet chili powder
- Kosher or sea salt
- Black pepper

Instructions:

1. Preheat the grill
2. Remove corn husk and silk
3. Roast corn on all sides. Approx. 5 mins until lightly charred. Allow to cool
4. Using sharp knife, remove corn kernels from the cob
5. Dice red pepper, onion, and tomato
6. Drain chickpeas.
7. In a mixing bowl add the roasted corn kernels, pepper, onion, tomato, chickpeas lime juice, sugar, sunflower oil, sweet chili pep-per. Salt and pepper to taste
8. Garnish with cilantro
9. Chill for one hour before serving.





# EMPLOYEE PROFILE

## UNIVERSITY VILLAGE GRADUATE ASSISTANTS: BRIANNA ORTIS MUNOZ, KRISALY GONZALEZ, NATALIE GARCIA, HAYLEY HUNT

### *Length of employment:*

**Brianna:** 1 month.

**Krisaly:** Began in July.

**Natalie:** 1 year.

**Hayley:** 1 year.

### *What are your biggest accomplishments?*

**Brianna:** Being the first in my family to graduate university and go into a master's program.

**Krisaly:** Being a first-generation Latina student and coming from a single parent household, attending graduate school has so far been an accomplishment I'm working on.

**Natalie:** Getting into the Master of Science in Higher Ed program at CSF.

**Hayley:** Graduating with a degree in Sociology and pursuing a Master's degree.

### *What is your favorite song?*

**Brianna:** Disfruto by Carla Morrison.

**Krisaly:** Daylight by Harry Styles.

**Natalie:** Grenade by Bruno Mars.

**Hayley:** Tennessee Whiskey by Chris Stapleton.

### *What are your hobbies?*

**Brianna:** Reading/learning about the metaphysical, crafting, painting, dancing, listening to music, and cooking.

**Krisaly:** Reading and going to coffee shops— finding the right cup of coffee takes time.

**Natalie:** Trying new coffee shops, crafting, and going to concerts.

**Hayley:** Spending time with family and friends, cooking, baking, ceramics.

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

**Brianna:** Peru to visit the Stones at Machu Picchu.

**Krisaly:** Madrid or Amsterdam; they both hold so much history and culture.

**Natalie:** Osaka, Japan to visit Universal Studios and try different foods.

**Hayley:** Alaska to see the Northern Lights.



L to R: Brianna, Krisaly, Natalie, Hayley



# 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.

