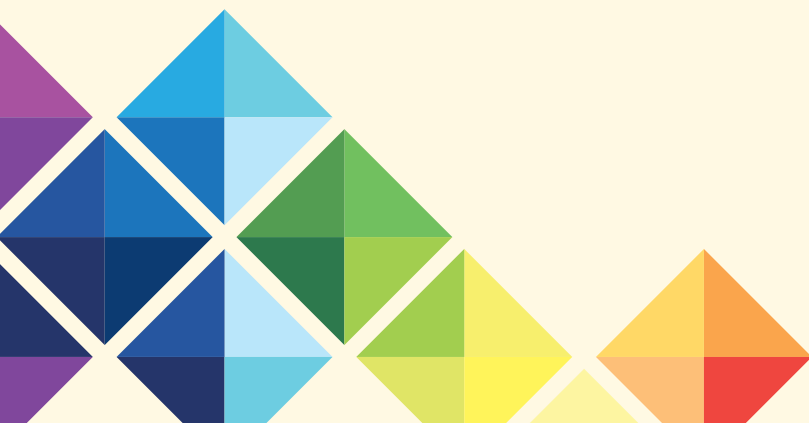


FOUNDATION NEWS

February 2021



Introducing... Discounted Commuter Meal Plans!

Foundation Dining Services has heard your request to lower
Commuter Meal Plan prices!

This temporary price drop special is something you do not want
to miss, so be sure to take advantage of the deal while you can.
Remember: BroncoPass Plans never expire.

To purchase a Commuter Meal Plan, please visit
<https://www.foundation.cpp.edu/broncobucks/commuter-meal-plans.aspx>.

The graphic features a red header with the text "Commuter Meal Plan" and "Temporary Price Drop Special". Below this, a red circle says "SAVE 20%". To the right, it says "Blocks of 10 Centerpointe Meals \$87.50 now \$70". On the left, there is an illustration of a water bottle, a salad bowl, and a burger. A table lists three plan options with their original and new prices. At the bottom, there is a red banner that says "BRONCOPASS PLANS NEVER EXPIRE!" and a blue button that says "CLICK HERE TO BUY NOW".

Plan	Original Price	New Price	Includes
BroncoPass 10	\$190	\$169	10 Centerpointe Meals + 100 Bronco Bucks
BroncoPass 20	\$375	\$319	20 Centerpointe Meals + 200 Bronco Bucks
BroncoPass 30	\$555	\$449	30 Centerpointe Meals + 300 Bronco Bucks

Upcoming Foundation Town Hall Meeting

Mark your calendars!

The next virtual Foundation Town Hall Meeting is scheduled
for **Wednesday, February 10, at 9:30 a.m.** Please submit any
questions/topics of discussion to Jenny Dennis at
jdennis@cpp.edu by Monday, February 8.

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

Mark Your Calendars!

FEBRUARY 2021

- | | |
|------|----------------------------------|
| 2/1 | First Day of Black History Month |
| 2/2 | Groundhog Day |
| 2/12 | Lunar New Year |
| 2/14 | Valentine's Day |
| 2/15 | President's Day |



MARCH 2021

- | | |
|-------------|--|
| 3/14 | Daylight Savings |
| 3/16 - 3/17 | Grad Fair |
| 3/17 | Saint Patrick's Day |
| 3/20 | First Day of Spring |
| 3/31 | Cesar Chavez Day (Foundation and Campus Closed) |



Note of Gratitude

Foundation Dining Services -

I want to thank this opportunity to say thank you so much for blessing my family and me with a Christmas dinner. May the Lord continue to bless all of you who made this possible. May this year be filled with good health, prosperity and blessings to you all. Thank you for everything.

Happy Holidays!

From,
The Villacorta Family

Cal Poly Pomona Foundation In the News: La Nueva Voz

Cal Poly Pomona Foundation to donate holiday ham dinner packages after distributing free Thanksgiving meals to students, staff in need
Excerpt from La Nueva Voz - December 24, 2020

The Cal Poly Pomona Foundation is working on donating nearly 300 meal passes to the Poly Pantry, the on-campus food pantry, and another 132 holiday ham dinner packages to Cal Poly students, faculty and staff experiencing food insecurity, according to a news release from the Foundation.

The giveaway came on the heels of a Thanksgiving dinner giveaway of more than 130 turkey dinners to students last month.

The dinner package was valued at \$84.95 and included a fully cooked oven-roasted turkey, home-style turkey gravy, herb stuffing, mashed potatoes, farm to table harvest vegetables from Cal Poly's Spadra farm and more. In addition, the Foundation donated two meal passes to the Poly Pantry for every purchase of a full turkey dinner.

While the Foundation Dining Services team has sold Thanksgiving dinner packages in the past, this year's effort included the opportunity to "gift" a complete dinner package to a colleague or donate to a student or employee in need.

Cal Poly's new Centerpointe Dining Commons and the Cal Poly Pomona Foundation partnered with the Poly Pantry and the "Basic Needs Initiative" within the Division of Student Affairs on the project.



Bronco Bookstore Blurbs ...

Instant Access Program at the Bronco Bookstore Growing

Instant Access is a program whereby students receive access to their e-books via Blackboard and pay for it through their Bronco Direct account. The program has been growing steadily for several years now, but the current remote learning situation has caused it to become one of the primary ways students access their course materials.

There are currently 16,941 students participating in the program for the Spring 2021 semester, with 750 courses enrolled. Given the affordability and accessibility the program offers, we anticipate Instant Access's popularity to continue long after in-person learning resumes.

Planning for Grad Fair Begins

The Bronco Bookstore has started preparations for Grad Fair 2021. The Foundation is actively working with the campus to assist with the event this year. Keep an eye on www.broncobookstore.com/grad for updates regarding this year's ceremonies.

Laptop Purchase Program Still Available

Students can still utilize the Student Laptop Purchase Program that began in the Fall. Interested students can visit www.broncobookstore.com/laptops for more details.

**CPP STUDENT
LAPTOP PROGRAM**

EXCLUSIVE PROGRAM FOR CPP STUDENTS



**PAYMENT PLANS AVAILABLE ON
SELECT DELL LAPTOP PACKAGES**

APPLE LAPTOPS AVAILABLE
SEE BOOKSTORE FOR CURRENT OFFERS AND PROMOTIONS

INCLUDED IN DELL PACKAGES

4-YEAR ACCIDENTAL INSURANCE ✓
4-YEAR EXTENDED WARRANTY ✓
SALES TAXES & E-WASTE FEES ✓



Employment Services Updates

Kronos Upgrade

Foundation Employment Services is upgrading Kronos from Workforce Central 8.1 to Kronos Workforce Ready. The new cloud-based system is now live and will help better manage your entire Foundation employee information, from pre-hire to retirement.

The tools are designed to streamline processes and help empower employees and managers as it relates to applying for jobs and personal choices for company-provided benefits. Greater visibility will also allow Employment Services to manage complex Federal and State regulations.

Further communications regarding training for employees and managers will be forthcoming.

Form 1095-C Information

At Cal Poly Pomona Foundation, we value our employees and are committed to offering our employees and their eligible family members affordable and substantial health care benefits. Our health care benefits meet the requirements of “minimum essential coverage” under the Affordable Care Act (ACA).

On Thursday, January 28, 2021, Form 1095-C was mailed to all fully benefited employees. If you have not received your copy, please contact Nora Fernandez at 909-869-4378.

W-2 Information

As a reminder, your 2020 electronic Form W-2 is available to view/print on your employee Self Service Page. Inactive and employee’s requesting a paper W-2 were mailed on Thursday, January 21, 2021. If you have not done so already, please log into the Kronos WFC (please use the old system for W-2s and paystub history ONLY) and download or print your W-2 directly. A link is available on the Cal Poly Pomona Foundation website. Should you have any questions or require assistance, please contact the Payroll Department at fdnpayroll@cpp.edu.



Staff Update

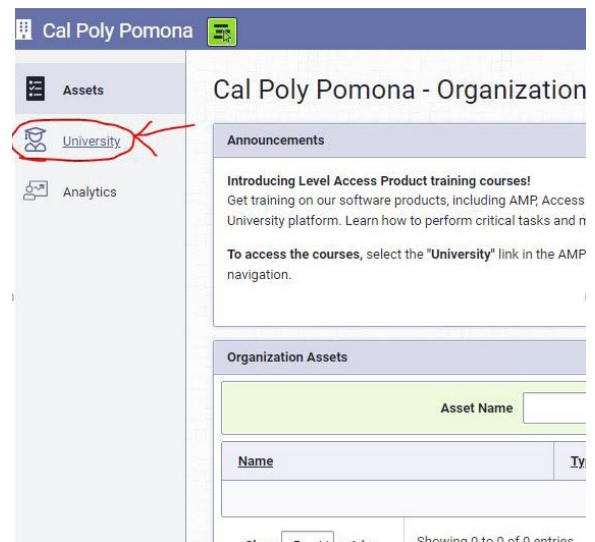
Please join us in welcoming Aneth Mahmood to the Employment Services team as an Interim HR Generalist. Welcome to the team, Aneth!



Accessibility Training Resources

As part of the Campus Accessible Technology Initiative (ATI), Cal Poly Pomona has provided Access University, an excellent resource to learn and enhance our accessibility skills.

Access University contains a large selection of information and courses related to accessibility. It is beneficial to all types of employees such as managers, content creators, human resources, communication practitioners, designers and developers. The courses cover a wide variety of topics, such as accessibility awareness, accessibility and design, accessibility policy and U.S. federal regulations, accessibility testing and evaluation, document accessibility, web and mobile accessibility.



Everyone should consider taking some introductory sessions or accessibility awareness to see how it may affect your job. It is important that we work together to make all our websites and documents accessible, so please take time to visit the resources below. If you have any questions logging in, please contact Foundation Associate Director of Marketing & Webmaster, Alex Hernandez at alexhernandez@cpp.edu.

Logging in to Access University

To log in, visit: <https://www.cpp.edu/accessibility/access-university.shtml> or <https://cpp.levelaccess.net/index.php>. Once logged in, select University for a list of courses and information.

If you would like more details on the campus Accessible Technology Initiative (ATI), please contact Executive Director of Accessible Technology, IT Compliance, Catherine Schmitt-Whitaker at clschmitt@cpp.edu or Associate Vice President for IT Security & Compliance & CISO, IT Compliance, Carol Gonzales at carolhg@cpp.edu.

Tesla Program at Innovation Village

Tesla, Inc. is currently leasing 275 parking spaces in the vacant lot adjacent to Innovation Brew Works (located at Innovation Village Research Park). The space is being used to house vehicles from the facility down the way from campus. Tesla, Inc. has leased the area through Wednesday, June 30, 2021.



Financial Services Updates

Cognos Campus User Workspace

A new workspace for OneSolution will be available to all users, early February. This workspace will contain the same reports currently available on the existing Campus User Workspace but will be using a different reporting platform, Cognos Analytics. The transition to the new reporting platform was recommended, as the support for the existing CDD reports will be coming to an end.

There are a few differences between the existing CDD reports and those available via Cognos.

Most Cognos reports have the ability to:

- Download to Excel, both in report and data formats
- Drill into Accounts Receivable information
- Ability to view Cash Receipts and Invoices
- Drill into Accounts Payable PO information
- Back button option

The above enhancements are currently not available with most CDD reports.

There are a few new Cognos reports available on the new workspace::

- COG Cash Balance
- COG 01 – Project Agreements (Cash Balance)
- COG User ID Inquiry – Active Only
- COG CPP-PF Fund 90 Scholarship Payout

We are currently working on creating a Cognos video link for the user, available sometime in early February, which will contain aspects of how to maneuver within the workspace, how to run, drill into, retrieve/view documents within the reports and offer an overview of the new reports listed above.

If you have any questions or concerns or would like one on one training, please contact Debbie Chavez at debrachavez@cpp.edu for further assistance.

Staff Update

The resident expert in our department bid us adieu after an amazing 13 years at the Foundation. Karen Sandoval has moved on to a greater focus on what she loves, Budgets and Grants, and she will be sorely missed.

In her stead, Lily Maciel has stepped into our Interim Grants Manager role and is not missing a beat with keeping the area of Grants and Contracts functioning efficiently. Lily Maciel can be reached at lmaciell@cpp.edu.

Maria Nino will also be joining the department as a Grants Specialist during this time. Maria Nino can be reached at mnino@cpp.edu.



Budget Season

Our budget process for the fiscal year 2021-2022 has kicked off.

Important dates to note are the following:

Budget and Business Plan Preparation Calendar	
January 20, 2021	Budget packets released for download
February 26, 2021	Forecast and proposed budget uploaded to Foundation website
March 10 – 26, 2021	Foundation Management and Executive Director will review proposed budgets with each project Manager/Director
April 29, 2021 (TBD)	Foundation Management presents proposed budgets to Committees for approval
May 11, 2021	Foundation Management presents proposed budgets to Board of Directors for approval
July 1, 2021	Start to Fiscal Year 2021 - 2022

Get to Know Your Policies!

For those of you who did not know we have limits, ranges and guidelines around purchase orders and payments, please read on.

AP 157 Purchasing and Capitalization Policies and Procedures:

This policy applies to the purchase of materials, equipment, supplies and services paid from Foundation administered funding sources. All purchase orders must be approved by the Foundation prior to order commitment, accordingly.

A Purchase Order Request Form must be submitted to the Foundation prior to making purchases within the guidelines of this policy and procedure:

A. Policy Provisions

B. Regulations & Guidelines for Purchase of Materials, Equipment and Supplies

- a. Purchases under \$10,000: Foundation does not require a Purchase Order
- b. Purchases of \$10,000 to \$25,000: Authorized signer is required to a Purchase Order, and a price quotation must be attached from a vendor.
- c. Purchases over \$25,000 to \$50,000 for Materials, Equipment and Supplies: Authorized signer is required to submit a Purchase Order request with a minimum of three price quotations attached from the vendor.

C. Regulations & Guidelines for Purchase of Services

- a. Purchases over \$50,000 for Services: Authorized signer is required to submit a request for Purchase Order and attach a minimum of three formal bids from providers based on written specifications, which recognize competitive pricing, responsiveness to specifications and the reputation of vendors.

Please see the link below for the policies and procedures of the Purchasing and Capitalization:

<https://www.foundation.cpp.edu/content/f/p/procedures/157.pdf>



2021 Travel Reimbursement Rate Change

The California State University will adhere to IRS guidelines for standard mileage rate for business travel occurring on or after Friday, January 1, 2021. The 2021 rate will be 56 cents per mile, which is a decrease from the 2020 rate of 57.5 cents per mile. Miles driven for moving purposes will be reimbursed at 16 cents decreased from 17 cents per mile.

Purchasing Card Statement Expenses

Reminder about approval and the all-important submission dates:

For work-related expenses incurred in a given month, the Statement Expenses (CCER) should be reviewed and approved online by the cardholder, and the authorized signer(s) and all documents should be forwarded to Foundation Financial Services, Building 55, no later than 5 p.m. on the 25th of each month. Email the completed Statement Expenses along with the supporting documents and approval to foundationap@cpp.edu or upload the supporting documentation by using the 'Receipt Imaging' feature in the Wells Fargo CCER system for the Statement Expenses via mobile and desktop.

Wells Fargo Receipt Imaging Training Module is available: https://wholesale.wf.com/wellsone_videos.

We also have a policy on this that provides further detail:

https://www.foundation.cpp.edu/content/f/p/procedures/AP_290_Purchasing_Card_Summary_Guide-line.pdf

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
909-869-2907

Gabriela Rodarte
Accounts Payable Specialist (AP/PO/Fixed Asset)
grodarte@cpp.edu
909-869-4827

Claudia Burciaga-Ramos
Accounts Payable Specialist (AP/P-Card/Travel-Concur)
claudiaramos@cpp.edu
909-869-3760

Accounts Payable Department Email:

foundationap@cpp.edu



Innovation Brew Works Happenings ...



Innovation Brew Works New Hours

Innovation Brew Works is now open Wednesday through Sunday from 11:30 a.m. to 8 p.m. for takeout and outdoor patio dining.

Operation and hours are subject to changed due to County Guidelines.

Valentine's Day at IBW

Eat your heart out at Innovation Brew Works!
In celebration of Valentine's Day, we are serving up heart-shaped pizza! Our specialty heart-shaped pizza is 5.5 inches of love and costs just \$4.50 or two for \$8.75. We are also offering a chocolate and horchata rim for the Storey Stout as an added bonus.



This limited-time heartfelt event begins Friday, February 12 and ends Sunday, February 14.

Outdoor Patio Seating is Back Open!

As of January 30, Innovation Brew Works is back open for outdoor dining! That is right; you can now enjoy a variety of delicious brews and food items on our outdoor patio (which has been extended for your convenience).

For our employees and guests' safety, a face covering is required at all times except when eating or drinking. In addition, all guests must purchase a food item to order an alcoholic beverage. Visit our Facebook (@InnovationBrewWorks) and Instagram (@ibrewworks) pages for a full list of guidelines.



Joanne Mathew

Job title: Director of Financial Services/CFO

Length of employment: Three months

What was your first job? My very first job was in Kuwait, where I worked for the largest real estate investment firm there. They had contracts with companies all over the world.

What are your hobbies? I did quite a few things growing up; one I am proud of was recording a cassette tape with covers sung by me (no, it wasn't that great). I like things I can do with my hands like crochet, embroidery and knitting. I also enjoy painting and drawing. And of course, since my family would either order out every day or live on ramen if I weren't around, I have developed a passion for cooking and baking over the years. I love trying out new and made-up recipes.

I have a talent for ... Bad jokes that I think are funny. My family strongly disagrees.

What are your biggest accomplishments? There are a few things I am proud of from a work perspective, but it may be the non-work accomplishments that may be more interesting. The biggest in terms of size was building a 7-foot tall snowman with my kids. Biggest in terms of bragging rights was passing my CPA exam while working full-time, having two kids under the age of 10, a father-in-law who loved homemade snacks and a husband who didn't cook (but was good about giving me the support I needed). I even managed to block time to spend with the family by studying from 10 p.m. to 3 a.m. every day. I will not be able to do that again!

What was your favorite movie? I have a few. I love science fiction and action as well as thriller movies. It may have something to do with growing up with a dad who loved Rambo and James Bond and a mom who worked for the science museum where the dinosaur exhibit was my favorite. Yes, I was there a lot as a child.

What was your favorite childhood TV show? Quantum Leap, without a doubt.

If you could meet any public figure, living or departed, who would it be and why? I can think of two that are at odds with each other. Mother Theresa because her philosophy has been so eye-opening for me, yet so honest and simple, and Robin Williams - he was so smart and witty!

What's the best meal you've ever had? I've been so spoiled in this area. My mom is an amazing cook. I love her vegetable stew with rice pancakes.

If you could be any animal, which would you be? This is going to sound strange, but it's the honey badger. They look unassuming but are impressively smart, fearless and thick-skinned (literally).





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.

