



CPPE STUDENT EMPLOYEE SCHOLARSHIP APPLICATIONS OPEN  
SEE PG. 3

# MARK YOUR CALENDARS

## February 2024

Black History Month

2/10 Lunar New Year

2/14 Valentine's Day

2/15 Love & Eats: Dining Services Expo

2/19 President's Day (Enterprises/Campus open)

## March 2024

3/13-3/14 Grad Fair in Bookstore Atrium

3/17 St. Patrick's Day

3/10-4/5 Spring Instruction Break (Enterprises/Campus open)

## 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:

- 2/13 A Taste of Black History Dinner: Dine at Centerpointe during dinner for a special Black History Month event
- 2/14 Love Day: Share the love with an activity
- 2/22 Lunar New Year Luncheon: Join us for a special menu during lunch to celebrate Lunar New Year
- 3/14 St. Patrick's Day Luncheon: Indulge in a fun-filled lunch with performances and activities for St. Patrick's Day
- 3/28 Womxn's Herstory Month Luncheon: Celebrate Womxn's History Month with an exciting themed lunch

# EMPLOYMENT SERVICES

## NEW STAFF MEMBERS

Kalia Bryant - Coordinator  
Michael Pham - Research Associate  
Arienne Muramoto - Advisor  
Lisette Gutierrez - Coordinator  
Carlos Reyes - Coordinator

## ANNIVERSARIES

Maria Alvarez-Garcia - 25 Years of Service  
Suzanne Donnelly - 20 Years of Service

## PAYROLL UPDATES

Please be aware that W-2 forms were mailed out on January 31, 2024 to current mailing addresses on file through standard USPS mail.

If you have opted-in for Electronic Consent in UKG, you will find your W-2 form in your employee portal by navigating to the **Menu tab>My Pay>Forms>W-2** and **click the magnifying glass icon next to the corresponding year to view your form.**

Please contact [fdnpayroll@cpp.edu](mailto:fdnpayroll@cpp.edu) for any questions or concerns.

The next payroll training is scheduled for February 29, 2024. For more information and to reserve a seat please email [fdnpayroll@cpp.edu](mailto:fdnpayroll@cpp.edu).

## BENEFITS CORNER!

**Benefited Employees**, please be aware that insurance cards will be arriving in the mail for the 2024 plan year. Sometimes cards can be mistaken for solicitation mail and overlooked.

Make sure you check your mail for the following cards if you are in enrolled in the plans below:

- Kaiser will be sending out new ID cards to new and existing members due to plan changes in 2024.
- New Kaiser enrollees will receive an Optum card. Existing members will not receive a new card. All members can request an ID card by calling Optum at 800-428-6337.
- McGriff FSA Administrators will send out FSA cards to those enrolled this year as they are a new vendor.

### Deadline for vision claims:

Any unsubmitted UMR Vision claims started between **Jan. 1, 2023 to Dec. 31, 2023** must be submitted through the UMR portal by **March 31, 2024** for reimbursement. This is a hard deadline. Claims submitted after this date will not be considered for reimbursement by UMR.



.HAPPY.  
Valentine's  
Day

# CPPE STUDENT SCHOLARSHIPS

Cal Poly Pomona Enterprises is pleased to collaborate with our partners to present deserving Enterprises student employees a generous scholarship to support their educational pursuits.

This scholarship is made possible through Dining Services beverage partnership with the Pepsi Bottling Group. Each selected scholarship recipient will receive up to 1000 Bronco Bucks for the academic year.

Criteria:

- Open to Undergraduate and Graduate students
- Must be a student enrolled in twelve (12) units or more and a Foundation employee when applying, at the time of award announcement, and at the time of distribution.
- Must have a minimum cumulative GPA of 2.0
- Must be currently employed by the Cal Poly Pomona Foundation/Enterprises (Bronco Bookstore, Village Housing, Foundation Dining Services, Kellogg West Hotel & Conference Center, The Farm Store, AGRIscales, Real Estate, Foundation Administration, Foundation HR, Financial Services, Foundation IT, Grants & Sponsored Programs, TRIO, and all Foundation supported units.)

The Foundation Scholarship Committee will review all applications. Winning students will be notified of their award by email.

Entry deadline is April 2, 2024

For more information please visit the Cal Poly Pomona Foundation Pepsi Scholarship webpage <https://foundation.cpp.edu/pepsi.aspx>



# CAL POLY POMONA ENTERPRISES

## VALUES SPOTLIGHT

### INNOVATION

We champion thoughtful, creative, impactful, and inspirational ideas and are not afraid to explore new things.

### INTEGRITY

We are trustworthy, exercising strong ethical and moral principles by acting in good faith at every turn.

SCAN QR FOR MORE  
INFORMATION ON OUR  
VALUES AND MISSION  
STATEMENT



# KELLOGG WEST

## CAMPUSCATERING

Campus Catering is pleased to offer special heart-shaped cookies that are now available to order just in time for Valentine's Day!

Orders can be placed online by scanning the QR code below, or contacting Campus Catering at <https://kwcatering.catertrax.com/> [campuscatering@cpp.edu](mailto:campuscatering@cpp.edu) or 909-869-6751.

\$150 minimum required for delivery.



LIMITED TIME OFFER  
FEB 1ST - FEB 29TH

*Heart Shaped  
Cookies*

PLACE YOUR ORDERS  
THROUGH CAMPUS CATERING!

**\$24.95 PER DOZEN**



CAMPUSCATERING@CPP.EDU  
909-869-6751

# FINANCIAL SERVICES

Knock, Knock.

Who's there?

Radio.

Radio who?

Radio not, it's a new year!

## MEET THE TEAM: LISETTE GUTIERREZ



Lisette Gutierrez has recently joined the Cal Poly Pomona Enterprises team as a Contract and Project Coordinator within the Financial Services department.

Lisette's ambitious drive and passion for business earned her a Bachelor's of Science in Apparel Merchandising and Management with a minor in Marketing from Cal Poly Pomona as well as a Master's in Business Administration from Cal State Long Beach.

Outside of work, Lisette is an avid movie fan and is a member of AMC Theater's monthly membership program. Last year alone, Lisette saw an impressive 46 movies at the theaters!

We all look forward to working and discussing the latest new movies with Lizette.

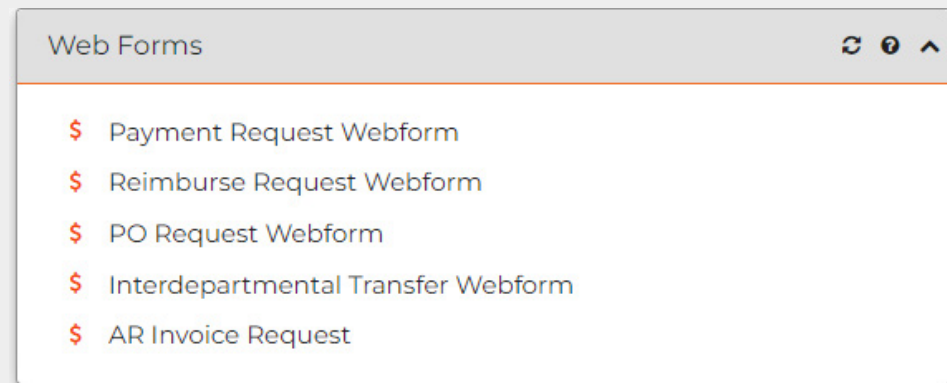
Welcome to the team!

# FINANCIAL SERVICES CONT.

## Web forms – Important information to know

There are five different web forms available for use in the One Solution system. These web forms replace the standard version of the forms and have a wide variety of useful applications.

Webform name	Webform use
Payment Request Webform	To pay outside vendors' invoices
Reimbursement Request Webform	To reimburse employees' expenses
PO Request Webform	To request a PO for large purchases
IDT Webform	To move funds between projects
AR Invoice Request Webform	To request an invoice for a customer



What are the benefits of using webforms?

- Expedites the processing time of forms over standard forms.
- Approvals are obtained via email.
- Backup documentation can be attached and will be displayed in the GL when reviewing transactions.
- Web form Inquiry reports make it easy to track the status of web forms and can be used to see the history of web forms submitted.

How do you access webforms?

- You must have access to the One Solution system. If you don't have access already, please reach out to your Foundation Internal Manager to help you get access.
- In the "Campus User Workspace" there will be a web forms box that has a link for each of the different webforms.



# FINANCIAL SERVICES CONT.

## Web form Example

1. When you click on the payment request webform link, the below screen will pop up.
2. There is a link in the upper righthand corner of the webform to a video guide on how to fill out the webform. You can also ask your Foundation Internal Manager for assistance.
3. Fill in all the highlighted fields to be able to submit your webform.
4. Click on the Add Attachment button on the bottom of the form to add your backup.
5. Submit the form and note the document number that is displayed.
6. An authorized signer for the project used will receive an email notification to approve.

Payment Request

Request Details

Recurring Payment:  Save  Retrieve

Invoice Date: [highlighted] Vendor: [highlighted]

Invoice No: [highlighted] Address: [dropdown]

Due Date: [01/04/2024]

PO No: [text] Full/Partial Pay: [dropdown]

Division Cd: [GEN - GENERAL DIVISION CODE]

Post Date: [01/04/2024]

Separate Check:

Project	Object	Description	Amount
[highlighted]	[highlighted]	[highlighted]	[highlighted]

+ Add Expense

Total: [text]

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

[text area]

Attachments

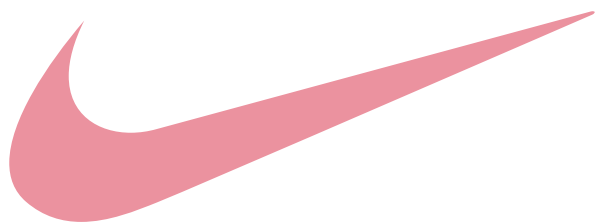
+ Add Attachment

# BRONCO BOOKSTORE



 BRONCO BOOKSTORE

# NIKE<sup>®</sup> SALE



## FEB 12<sup>TH</sup> - 16<sup>TH</sup>

SAVE 20% OFF REG PRICE!



 BRONCO BOOKSTORE

# Champion<sup>®</sup> SALE 20% OFF


## Feb 26<sup>th</sup> - March 1<sup>st</sup>

Shop online 24/7 at [broncobookstore.com](http://broncobookstore.com)

# DINING SERVICES



## CENTERPOINTE'S BIRRIA SUCCESS!

Centerpointe hosted a special Birria takeover during lunch on February 1st that drew crowds from all over campus!

The Fusion Station served birria-focused dishes such as classic birria tacos, quesabirra and birria ramen to kick off the new month.

Birria, slow-cooked meat marinated in adobo and other herbs and spices, was a hit during lunch time with a line that almost hit the entrance of the dining hall.

Don't worry if you missed out on this takeover! Centerpointe hosts various different events and takeovers throughout the semester.

Centerpointe's next special event, A Taste of Black History Month, will be held on February 13th during dinner hours.



# SOCIAL MEDIA CORNER

The social media marketing team kept the campus community updated throughout the month of January, and these posts did the best!



@BroncoBookstore:

“MEGA clearance sale happening this week in the bookstore atrium from 10am-3pm. Find a variety of Bronco merch, stationary and decor on sale!”



@CPPDining:

“Residents and those nearby on campus! Vista Market remains open all week between 10AM - 4PM for your on-campus grocery and snack needs!”

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](#)!

# DINING SERVICES EXPO

Join us at Love & Eats: Dining Services Expo, where we celebrate the heart of our campus dining experience. Explore a world of culinary delights as we showcase our beloved convenience store vendors and dining locations. Enjoy live music, balloon twisters, free food, giveaways and more!

The event serves as a showcase for our c-store vendors and dining locations, emphasizing the range of flavors and high-quality options that contribute to our campus dining experience.

**February 15th, 11 am – 1 pm, University Quad**

## Campus Partners:

- Innovation Brew Works
- Fresh Escape
- Centerpointe
- Eat Well
- Campus Catering
- Cal Poly Pomona Enterprises

## Vendors:

- Scoops on Tap
- Coney Island Creamery
- Maquis
- Sweetwood
- Kudo
- Arizona
- Mondeleze
- Weird Tea
- The Good Crisp
- Goat Fuel
- De La Calle
- Hoffy Beef Franks & many more!

RSVP for a chance to win Lakers tickets:  
<https://mybar.cpp.edu/event/9849889/rsvp>

CAL POLY POMONA ENTERPRISES PRESENTS

# LOVE & EATS: DINING SERVICES EXPO

JOIN US FOR FREE SAMPLES,  
ACTIVITIES, MUSIC, & GIVEAWAYS!



RSVP FOR A  
CHANCE TO WIN  
2 LAKERS TICKETS!

\*MUST BE PRESENT TO WIN

**DATE:** THURS, FEB 15<sup>TH</sup>

**TIME:** 11AM - 1PM

**LOCATION:** UNIVERSITY QUAD

FEATURING THESE ON-CAMPUS DINING LOCATIONS AND MORE!



# EMPLOYEE PROFILE

## MATTHEW JONES

### **Job title:**

Assistant Director for Community Standards and Wellness at University Village.

### **Length of employment:**

5.5 years.

### **What are your biggest accomplishments?**

Winning a state championship in soccer as a freshman in high school, coming out as LGBTQIA in Alabama, graduating college in three different states, and living life with zero regrets (as best as I can).

### **What is your favorite movie?**

It's a three-way tie: Mean Girls (2004), Perks of Being a Wallflower (2012), The Secret Life of Walter Mitty (2013).

### **What is your favorite song?**

Dog Days are Over by Florence + the Machine.

### **What are your hobbies?**

Sports, supporting the art of drag, specifically Ru Paul's Drag Race, traveling, and spending time with my husband and dogs.

### **What is on your bucket list?**

To obtain a PhD, buy a house, and travel to over 50 countries/all 50 states.

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

South America. I am always keeping my eyes out for flights to Argentina, Brazil, Chile, and Peru. Soccer is huge for me and to be able to be in South America and watch a game or just go inside a stadium would be amazing. I am bias to Lionel Messi ever since I was a little kid, so Argentina would be #1 for me.

If you would like to be featured in the next employee spotlight, please contact us at [fdnmarketing@cpp.edu](mailto:fdnmarketing@cpp.edu).



# 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.

