



2ND ANNUAL CPPE STAFF HOLIDAY PARTY

SEE PG. 13

MARK YOUR CALENDARS

January 2024

1/2	Campus Reopens
1/15	Martin Luther King, Jr. Day (Campus Closed/Enterprises Holiday)
1/20	Classes Begin

February 2024

2/1	First day of Black History Month
2/10	Lunar New Year
2/14	Valentine's Day

CENTERPOINTE EVENTS— SAVE THE DATE!

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

Upcoming dining events:

- 1/23 National Pie Day: Join us and enjoy your favorite pies
- 2/1 Birria Takeover: Visit the Fusion station for a special menu
- 2/13 Black History Month Dinner: Dine at Centerpointe during dinner for a special Black History Month event
- 2/14 Love Day: Celebrate love with an activity
- 2/22 Lunar New Year Luncheon: Join us for a special menu during lunch to celebrate Lunar New Year

EMPLOYMENT SERVICES

NEW STAFF MEMBERS

Claudio Ruiz - Appliance Technician
Amanda Riggle - Program Coordinator
Natalie Flores - Program Coordinator

ANNIVERSARIES

Melody J. Young - 15 Years of Service
Juan Iturbe - 10 Years of Service

PAYROLL UPDATES

W-2 Season is upon us. Here are some reminders to help prepare for year-end tax forms.

Have you:

- Double checked that your social security number is correct in UKG Kronos?
- Double checked that your address is correct in UKG Kronos?
- Opted in to have your W-2 sent electronically in UKG Kronos (Electronic Delivery)?

If you've answered no to any of these, now is a good time to do so.

If you need assistance to make a change or correction please contact Employment Services at fdnhr@cpp.edu or fdnpayroll@cpp.edu.

Our next Payroll Training is scheduled for January 31, 2024. For more information and/or to reserve a seat please email 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.



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

Our campus catering website is getting a makeover for the New Year!

Get ready for a fresh look arriving in January 2024, along with new seasonal menu options.

Stay tuned for delicious updates!



WHO DOESN'T LOVE COFFEE?



Order a dozen
coffee cakes, get a
coffee traveler for
1/2 price!



ORDER NOW
Offer ends January 31, 2024

\$150 minimum for delivery, pick-up available

CampusCatering@cpp.edu

909-869-6751

FINANCIAL SERVICES

KNOCK, KNOCK.

WHO'S THERE?

RADIO.

RADIO WHO?

RADIO NOT, IT'S A NEW YEAR!

Budgets FY 2023-2024

On December 13th CPPE launched Workday Adaptive as its newly acquired budgeting software, beginning with the Capital Planning model. This will be followed by the Operating budget plan in February. Workday Adaptive will provide users with exceptional benefits that weren't readily available with previously used MS Excel worksheets. We will conduct training for the new budget system the last week in January, calendar invite pending.

Below is the high-level timeline for Capital and Operating:

Capital Budget Timeline

Date	Description
January 19	Capital Expenditures budget submission due
January 22	Round 1 of Capital Expenditure budget meetings
January 29	Round 2 of Capital Expenditure budget meetings
February 2	Finalize Capital Expenditure budgets
February 13	Present FY2025 Cap Ex budgets to F&I meeting
February 20	BOD meeting to approve FY2025 Capital Expenditures Budgets

Operating Budget Timeline

Date	Description
February 1	Budget packets provided to budget leads
February 28	Forecast and draft budget uploaded to Enterprise Foundation website
March 11 – April 5	Management to review draft budgets with each project manager/director*
May 21	Management to present draft budgets to Finance & Investment Committee
May 29	Management to present draft budgets to Board of Directors for final approval

FINANCIAL SERVICES CONT.

Travel Expenditures and Increase in Mileage Rate for 2024

Effective January 1, 2024, mileage will be reimbursed on actual miles driven at a rate of 67 cents per mile.

Mileage between January 1, 2023 through December 31, 2023 will be reimbursed at a rate of 65.5 cents per mile.

Mileage claimed will be reviewed for reasonableness based on the departure and destination indicated.

See [Policy AP#101](#) for full information beyond the brief detail provided here.

All CPP faculty and staff must use Concur to request approval and reimbursement for all travel related expenditures.

The Travel Authorization and Expense Report must be used to request reimbursement for all travel related expenditures for grant and contract accounts. All fields must be completed including claimants and authorizing signature fields with person traveling signing the form.

Some important points to remember when requesting travel reimbursement include the following:

- Reimbursement of expenditures must be based on actual expenses based on itemized receipts or per diem rates (whichever is lower).
- Student waivers must be included in the travel packet before approvals, must be signed and dated prior to date of trip.
- A detailed explanation of the purpose of the trip must be provided. If a conference was attended, we must have the conference agenda submitted.
- All forms must be submitted on one document before obtaining approvals. Student travel claims submitted with multiple pages will be returned. See forms here: <https://foundation.cpp.edu/financial/forms.aspx>
- Meal per diem and incidentals can only be claimed if there is an overnight hotel stay. The domestic per diem daily meal allowance and incidental is \$69.00 and is broken down as follows:

Breakfast (if travel begins before 7 am)	\$ 17.00
Lunch	\$ 18.00
Dinner (if travel extends past 6 pm)	\$ 34.00
Incidental	\$ 5.00

FINANCIAL SERVICES CONT.

The breakdown of the per diem daily meal allowance is only provided if you should need to deduct a meal from your daily travel expenses, which is provided at the conference and included in the registration fee, or you dine with someone else and they pay for your meal. If this is the case, please deduct that particular meal from your per diem daily meal allowance. Otherwise, if there was an overnight stay, the full \$69.00 can be claimed for each day of travel.

When a registration or other fee for a convention, conference or workshop includes meals, claims for meal expenses cannot be reimbursed.

If there are agency/contract compliance limitations to the amount of per diem allowed to be claimed, the contract limitations will prevail.

First-class airfares are not allowed.

All items of expense must be properly accounted for and accompanied by receipts. Items claimed which do not have itemized receipts will not be reimbursed.

If travel expenditures are paid via Foundation issued P-card (credit card), all travel transactions are considered advances and must be classified as object code 1120. A travel expense claim must be submitted to clear all travel advances. All P-card transactions must be detailed on the travel expense claim.

Items of expense must be accounted for on a daily basis on the travel expense claim.

When traveling internationally on a federal grant program, you must fly a U.S. Flag Carrier to the further point. If a U.S. Flag Carrier is not available to the ultimate destination, a memo from the travel agency must accompany the travel expense claim for the airline tickets certifying that there are no U.S. Flag Carriers that fly into that destination.

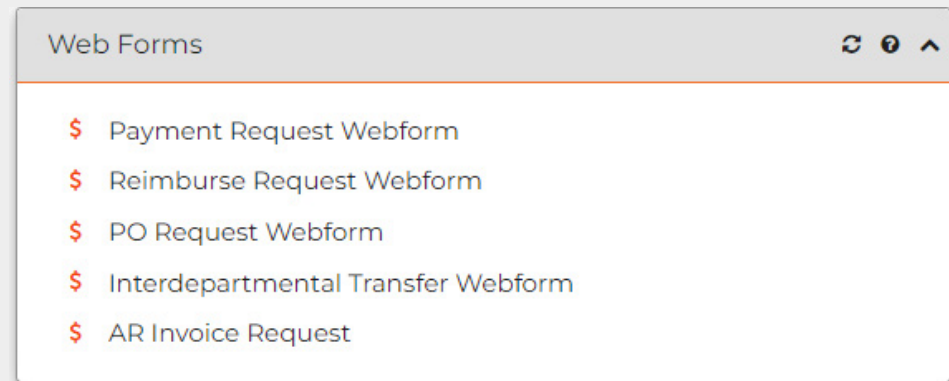
All travel expense claims must be signed off by all parties being paid on the claim. For example, if a number of student's hotel rooms are being paid by one faculty member, all of the students must sign a statement stating that they participated in the travel activities being reimbursed back to the person receiving reimbursement. This signed statement should be attached to the travel expense claim prior to submission to Foundation.

FINANCIAL SERVICES CONT.

Webforms – Important information to know

There are five different webforms available for use in the One Solution system. These webforms 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.
- Webform Inquiry reports make it easy to track the status of webforms and can be used to see the history of webforms 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.

BRONCO BOOKSTORE

SPRING RUSH HOURS

January 21 - 27:
Sun: 10 am - 4 pm
Mon - Fri: 8 am - 7 pm
Sat: 10 am - 4 pm

SPRING REGULAR HOURS

January 29 - May 17:
Mon - Thurs: 8 am - 6 pm
Fri: 9 am - 4 pm



New Year, New Mac, **New YOU.**

Purchase any qualifying device
and **receive \$50 credit!**

Sale includes \$20 off AppleCare+

*Credit can be applied at
time of transaction.*

Terms & conditions apply.



Authorized
Campus Store

TM and © 2023 Apple® Inc. All rights reserved.

DINING SERVICES

STARBUCKS TEAM RECEIVES 100% SATISFACTION RATING

Congratulations to the Library Starbucks team for receiving 100% satisfaction on the fall semester customer satisfaction audit!

The student employees were awarded the Dining Services championship belt.

Thank you for your hard work!



Dining Hours

Winter Break

January 2nd - 13th 2024

MON - WED

THUR

FRI

SAT

SUN

BRONCO COMMONS

BUILDING 52

Vista Market	10:00 am - 4:00 pm	10:00 am - 4:00 pm	10:00 am - 4:00 pm	10:00 am - 4:00 pm	10:00 am - 4:00 pm
--------------	--------------------	--------------------	--------------------	--------------------	--------------------

BRONCO STUDENT CENTER

BUILDING 35

Subway	9:00 am - 2:00 pm	9:00 am - 2:00 pm	9:00 am - 2:00 pm	closed	closed
Poly Fresh	9:00 am - 2:00 pm	9:00 am - 2:00 pm	9:00 am - 2:00 pm	closed	closed

UNIVERSITY LIBRARY

BUILDING 15

Starbucks	7:30 am - 4:00 pm	7:30 am - 4:00 pm	7:30 am - 4:00 pm	11:00 am - 5:00 pm	11:00 am - 5:00 pm
-----------	-------------------	-------------------	-------------------	--------------------	--------------------

CENTERPOINTE

BUILDING 72

Centerpointe	10:30 am - 5:30 pm	10:30 am - 5:30 pm	10:30 am - 5:30 pm	closed	closed
--------------	--------------------	--------------------	--------------------	--------	--------

OTHER UNITS

VARIOUS LOCATIONS

Farm Store	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm
------------	--------------------	--------------------	--------------------	--------------------	--------------------

INNOVATION VILLAGE

BUILDING 220A

IBW	11:00 am - 9:00 pm	11:00 am - 10:00 pm	11:00 am - 10:00 pm	11:00 am - 10:00 pm	11:00 am - 9:00 pm
-----	--------------------	---------------------	---------------------	---------------------	--------------------



◆ GET AHEAD OF THE CROWD ◆



Add your Bronco One Card to the Grubhub app to order pickup.

STAFF HOLIDAY PARTY

CPPE hosted its annual holiday party on December 15, 2023 at Kellogg West.

All Enterprises employees were invited to an evening of food, fun, and games at the holiday event.

Guests enjoyed the photo booth, 360 video booth, karaoke and played various games for the opportunity to win amazing prizes such as Farm Store gift baskets, kayak, gift cards and assorted CPP merchandise.

Thank you to everyone who attended!



ADVANCED LEADERSHIP TRAINING PROGRAM

A select group of managers from departments across CPP Enterprises seized a valuable opportunity for personal and professional growth by participating in the Advanced Leadership Training Program Cohort 2.

During the program, these employees immersed themselves in a diverse range of topics that directly align with the mission and values of Cal Poly Pomona Enterprises.

They dove into areas including new design concepts, effective leadership strategies, employee motivation techniques, financial management principles, the art of communication, fostering positive employee relations, and the practice of self-reflection.

Participation in the Advanced Leadership Training Program not only strengthens the individual skill sets of our team members but also contributes significantly to the overall growth and success of CPP Enterprises as a whole. This program embodies our commitment to providing outstanding services and value through innovation and quality experiences.



Jared Ceja, Shari Benson and Micah Conor (Instructor) with program graduates

Pictured from left to right (Alida Y. Lam, Ernest Diaz, Martha A. DeAlba, Carlo Arceo, Brianna R. Cox, Lynn Zhuo, Angela Cameron, Suzanne Donnelly)

EMPLOYEE PROFILE

JANET MEDINA

Job title:

Accounts Specialist

Length of employment:

12 years

What are your biggest accomplishments?

Buying my home and having my two boys

What is your favorite movie?

I can't pick just one, Mrs. Doubtfire, First and Second Home Alone movies, and My Cousin Vinny

What is your favorite song?

Anything by Bad Bunny

What are your hobbies?

I love to color and listening to a good true crime podcast

What is on your bucket list?

To take a road trip in a camper across the U.S.

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

To Greenland to see the Aurora Borealis because it looks so magical

What was your first job?

Cashier at Target

What's the best meal you've ever had?

Homemade pozole verde

If you could be any animal, which would you be?

A bear, so I can hibernate all winter



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.

