

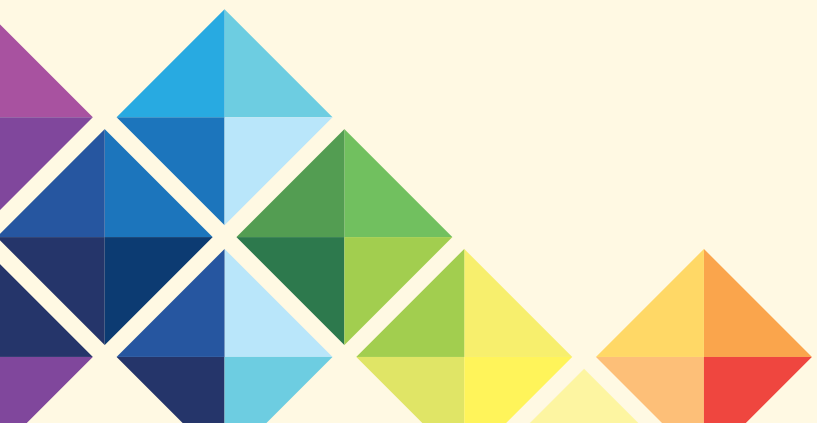


# FOUNDATION NEWS

June 2023



Congrats to the Class of 2023!  
Read more on pages 7-8.



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Cal Poly Pomona Foundation. Inc.  
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**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](http://foundation.cpp.edu)

## Juneteenth as a Paid Holiday for Eligible Employees

Cal Poly Pomona Enterprises has added Juneteenth as a paid holiday for eligible employees (for 2023, June 19th). This day is an annual commemoration of the end of slavery in the United States.

With the support of our Personnel Committee and the Board of Directors, we will recognize Juneteenth as an official CPP Enterprises holiday on a go-forward basis. Note that as with most holidays, some of our operations will remain open where appropriate.

Please enjoy this day as a time of reflection with family and friends.



# Mark Your Calendars!

## June 2023

- 6/18 Father's Day
- 6/19 Juneteeth (**CPP Enterprises Holiday/Campus closed**)
- 6/21 First Day of Summer
- 6/30 First Summer Session Ends

## July 2023

- 7/4 Fourth of July (**CPP Enterprises Holiday/Campus closed**)
- 7/6 Second Summer Session Begins



# Employment Services Updates

## New Staff Members!

CPP Enterprises would like to give a warm welcome to our new hires - Full Benefited

- Ramon Gomez - Business Systems Analyst
- Jessica Alva - Outreach Advisor
- Rebecca Smith - Manager-Petting Farm
- Flor Chavez - Supervisor
- Jose Quintana - Academic Advisor
- Jullian Lievanos-Braunm - Supervisor
- Angela Cameron - Manager- Human Resources
- Tunisia Brown - Assistant Manager
- Samuel Nieto - Program Coordinator
- Mohamed Jalloh - Accounts Specialist

**Welcome to the team! We are thrilled to have you.**

## Employee Promotions!

- Lynn Zhuo - Manager
- Le'Yona Darden - Manager



## Years of Service Anniversary!

We appreciate your commitment!

- Jermaine Hart - 5 Years of Service

## Safety Tip!

Stay safe at work and at home.

Be Safe Be Alert- Tip Sheet-

<https://www.nsc.org/getmedia/335c4834-b0b9-44d8-963e-7b9bb5245e78/tip-sheet-hazard-nsm.pdf>



## Payroll Updates

### Payroll Training - Employee and Managers

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

If you would like to attend please send an email to:  
[fdnpayroll@cpp.edu](mailto:fdnpayroll@cpp.edu) to reserve your spot.

## Managers

If you have a termination, the following steps should be followed:

- Submit an ETF with the employee's last day of scheduled work as the effective date to [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu)
- Attach any notice received from the employee to with the ETF.
- ETF/Notice should be submitted the same day you receive information from the employee.
- All hours will need to be inputted and approved before the employee's final day.
- Checks are run on Monday, Wednesday and Friday. For example, if the last day is on a Monday, the hours need to be approved on the Friday prior.
- Any questions can be directed to [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu)

## Job Fair Returns!

The Job Fair has been scheduled for July 15, 2023. Please help spread the word! More details to follow.



## Benefits Corner!

Every month the Employment Services Team will be sharing a monthly health tip.

For June, let's explore ways to improve our brain health!



Brain health

## Give your brain a boost

The brain is the hub for our entire body, supporting how we think, feel, and move every day. But as we get older, the brain changes and can become less effective. The good news is there are simple steps you can take to improve your brain health today and into the future.

### Exercise regularly

When you're good to your body, your brain benefits too. Regular exercise has been shown to increase development of new brain cells and lower the risk of Alzheimer's and other dementias.

### Mix it up

Look for new activities and opportunities to stimulate your brain. Learn a new skill, play a new game, or study a new language. Even things like cooking or baking can improve brain health.

### Eat brain-healthy foods

Healthy eating is essential for memory, mood, and focus. Try to limit refined sugar and processed foods in your daily diet and focus on fresh, whole plant-based foods.



Scan the QR code or visit [kp.org/brainhealth](https://kp.org/brainhealth) for more ways to be good to your brain.

Kaiser Permanente health plans around the country: Kaiser Foundation Health Plan, Inc., in Northern and Southern California and Hawaii • Kaiser Foundation Health Plan of Colorado • Kaiser Foundation Health Plan of Georgia, Inc., Nine Piedmont Center, 3495 Piedmont Road NE, Atlanta, GA 30305 • Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., in Maryland, Virginia, and Washington, D.C., 2101 E. Jefferson St., Rockville, MD 20852 • Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Suite 100, Portland, OR 97232 • Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of Washington Options, Inc., 1300 SW 27th St., Renton, WA 98057

# CPP Enterprises Serves CPP Community at 2023 Commencement

Dining Services and Bronco Bookstore provided snacks and gifts for sale to commencement attendees at pop-up booths inside the graduation ceremony from May 22nd to the 25th.

The Bookstore's "Quick Stop Grad Shop" offered a selection of popular graduation and commencement gifts, including CPP foam fingers, hats, tote bags, plushies, and more. Attendees were encouraged to visit Bronco Bookstore for a wider range of gifts after their ceremony concluded.

At the Dining Service's booth, hungry friends and families of graduating Broncos were able to purchase a variety of refreshments, such as energy drinks, coffee, subs, salads, ice cream, and more.

We extend our gratitude to our staff members who took the time out of their day to serve the Class of 2023 and their loved ones during this special time!

Grad gifts are still available! To shop Bronco Bookstore click [here](#).



# CONGRATULATIONS CLASS OF 2023!

Congratulations to all the graduating student employees of the Cal Poly Pomona Enterprises.  
Thank you for allowing CPP Enterprises to be part of your learning experience at Cal Poly Pomona.  
We strive to provide the hands-on training and support you need for life after graduation.  
Thank you for contributing to the success of the Cal Poly Pomona Enterprises.

Aguilar, Alexis Amber  
Al Mashriki, Yara  
Albertson, Sydney Marie  
Alcala, Alexandra Farias  
Alfaro, Fernando Javier  
Alvarado, Natalia  
Alvarez, Priscilla  
Amiri-Kazaz, Lara Maria  
Antich, Jack Anthony  
Anyanwu, Leonard Chinedu  
Areyzaga, David Jorge  
Arre, Brett Claire  
Arreaga, Briana Colleen  
Artha, Tiffany  
Austin, Patrick  
Bae, Jaewan Joshua  
Baldelomar, Cindy Rico  
Baluyot, Paolo  
Bankole, Olushola Olaniyi  
Barba, Tomas Jacob  
Barcarse, Candice Joan Vilorina  
Barua, Amit  
Bates, Addison Elaine  
Beentjes, Mila Danae  
Bell, Daila T.  
Beltran-Gonzalez, Julian  
Benavides, Angelina Rae  
Benitez, Daniel Ernesto  
Bennett, Cooper Hwa  
Bertolus, Logan  
Bregman, Jacob Michael  
Brink, Tristan Jeffrey  
Brown, Christy  
Bul, Anh  
Calling, Micah Anthony  
Campos, Karla Guadalupe  
Cancino, Anthony  
Cardenas-Maciel, Andy  
Cardona, Angelica L.  
Carlson, Roger Steve  
Carrizosa, Kyle Joseph  
Casas, Adrian  
Castillo, Erwing Obedh  
Castro, Samantha Cristina  
Cervantes, Christopher  
Chaidez, Cristian  
Chan, Samantha  
Chen, Winnie  
Cheng, Sarah Avelina  
Cheung, Nicholas S.  
Chin, Makayla Nicole  
Choi, Alvin L.  
Co, Brianna Lauren  
Contreras, Karla Paola  
Cooper, Michael  
Cope, Kiley Marin  
Cordova Alvarez, Ricardo  
Alberto  
Corona, Emily Samantha  
Corona, Kevin Francisco  
Coronado, Andrea R.  
Covalit, Justin Robert  
Covert-Cuevas, Sophia Paz  
Cruz, Caitlyn Isabelle  
Cruz, Kai Santiago  
Daniel, Hayden  
Dentler, Rachel  
Diaz, Kerby Darren  
Ding, Jillin  
Do, Mya  
Dominguez, Emily  
Dudeja, Neil  
Duong, Selene  
Elizondo Campos, Lisandro  
Sebastian  
Fields, Larissa Amanda  
Fisher-Shin, Andy  
Flores, Emily Rebecca  
Fontanez, Erica Eloina  
Fonua, Vake Meredith  
Franklin, Max  
Fregoso, Alejandro  
Gaines, Zachary Ernest  
Gallegos, Logan Everett  
Galvan, Alma Stephanie  
Garcia De Alba, Fernando  
Garcia, Daniel Leonardo  
Garcia, Daniela Patricia  
Gates, Kaitlyn Anabel  
Gerges, Nabil  
Gevorgyan, Levon  
Gonzalez, Christopher Isaiah  
Gonzalez, Cristian Jose  
Gorney, Sage  
Guevarra, Armin Tyler  
Gupta, Anuj  
Gurrola, Richard Salomon

Gutierrez, Cesar N  
Hahn, Nancy  
Haro, Cynthia  
Hebbert, Addyson Ellinsword  
Hernandez, Jennifer  
Hidy, Hannah  
Hinojos, Ericka  
Ho, Chanrady  
Ho, Connie Chang  
Horta, Christian Alejandro  
Hou Wu, Lily  
Hughey, Taylor James  
Jadhav, Sairaj Subhash  
Jennings, Amanda Kikuno  
Jimenez Maldonado, Dulce  
Karina  
Jimenez, Karina  
Johnson, Garrett  
Jones Pizzulli, Sophia  
Alexandra  
Jones, Cameron Scott  
Juarez, Cliserio Noe  
Jung, HyukJoon  
Kajool, Sanjay Bharati  
Kamil, Muhammed Zahid  
Kao, Christine Kao  
Kao, Katrina Isabela  
Kasfy Prytherch, Maya  
Mahmoud  
Kawasaki, Jinka Agnes  
Kelley, Meera Caitlin  
Khan, Shehriyar  
Kho, Eric  
Kidder, Kailan James  
Kim, Junseo Steven  
Kim, Ryan Joonsoo  
Kissee, Patrick Blake  
Kodur, Michael  
Kuske, Emma Eva  
Kwan, Wesley Hokit  
Lalor, Theresa Diane  
Lau, Kawai  
Leano, Carlos Alberto  
Lebrun, Alisha Faye  
Lerue, Christian  
Liang Wu, Weijian  
Lilly, Jayce Ayoka  
Liu, Hansen  
Liu, Kevin  
Loi, Kelly  
Lopez, Amber Nichole  
Lopez, Carlos  
Lopez, Dianne Fianca  
Lopez-Urrutia, Asael  
Lowe, Daniel Douglas  
Lu, Nancy  
Luna, Vanessa Eunice  
Lunn, Kentaro F.  
Ma, Kristy Evelyn  
Macay, Nate A.  
Machado, Lizeth Ofella  
Macias, Monica Mary  
Macias, Suzette  
Mahaffey, Lindsey Taylor  
Manam, Viswadeep  
Mariano, Arnel Sarmiento  
Marin, Alejandra  
Martinez-Mendoza, Ariana J.  
Martinez, Carolina  
Matamoros, Amber Irene  
Matsumoto, Mei Laura  
Mayes, Kathy Ileen  
Medina, Carolina  
Mendez, Justin Michael  
Mendez, Karina  
Molina, Jared Andre  
Monarrez, Desiree Micaela  
Morada, Jodie Mae  
Moran, Davianna Roma  
Moreno Cervantes, Andrew  
Morgan, Sara Reilly  
Muir, Jackson R.  
Murdock, Dillion Renee  
Musharbash, Paul William  
Nagarajan, Rahul  
Nalbandian, Rozina Nicole  
Ngov, Kester  
Nguyen, An Hoang Trong  
Nguyen, Caleb  
Nguyen, Elena Eng  
Nguyen, Glang C.  
Nguyen, Michelle  
Nguyen, Tiffany Van  
Nguyen, Vince  
Nino, Maria  
Oloresisimo, Jaden Romeo  
Orellana, Anthony

Ortega, Carlos  
Ortiz, Abby Julie  
Ortiz, Melissa  
Osawe, Iyobosa Naomi  
Pacheco, Patricia  
Parres, Federico Tonatiuh  
Pascual, Josefina  
Patel, Keshvi  
Patel, Smit Rashminkumar  
Perez, Alyssa Yvette  
Perkins, Anna Marie  
Pham, Michael Long  
Pineda, Noe  
Place, Victoria Elizabeth  
Porter, Derek Lee  
Radwan, Ali Yehia  
Raghuvanshi, Monika  
Ramirez, Ignacio Fidencio  
Ramirez, Javier Patricio  
Ramos, Madelyn Porciuncula  
Ramos, Tianna Ryanne  
Mandani  
Razo, Emmanuel  
Renella, Noah T.  
Reyes Acuna, Monica  
Reyes, Kamryn Pascua  
Ricarte, Seth Richard  
Rice, Timothy  
Robinson, Roman David  
Rodriguez, Jolie Munoz  
Rogovoy, Kirill S.  
Rojas, Hector Hugo  
Rosales, Susana Yolanda  
Rossi, Edoardo  
Ruiz, Kaitlyn Michelle  
Rumpak, Jane Augustine  
Ryder, Katerina  
Salazar, Natalia T.  
Sampat, Pritesh  
Sanchez, Denise  
Sandoval, Maria Angela  
Santonil, Christian Pabros  
Santoyo Vargas, Fatima  
Isabella  
Sarkisian, David  
Scott Young, Leilani Nicole  
Seo, Yuri  
Seropian, Hunter Jackson  
Shawel, Mickyas Mesfin  
Shorter, Jonathan Quincy  
James  
Si, Antoine L.  
Sierra, Francisco  
Silva, Francisco  
Singh, Harjot  
Singh, Shubhrose  
Soliman, Mariam  
Sosa, Leyla  
Stanfield, Alexis Rae  
Stanford, Juwan Curtis  
Sun, Joy  
Syed, Fahad A.  
Tadros, Mark  
Tahmak, Fateme  
Tan, Ting Thy  
Tang, Michael  
Tang, Siri  
Tanimoto, Sabrina  
Tao, Aimee Lynn  
Tavormina, Leonardo  
Thiart, Jason Christiaan  
Thokchom, Malem  
To, Sydney  
Torrecillas, Joseph Anthony  
Torres, Jerome Bruce  
Tran, Melanie  
Tran, Ngan  
Trzeciak, Jacqueline Rosalie  
Ury, Nicholas Eugene  
Valdiviezo, Karla Rossana  
Vandenbergh, Taylor Dean  
Vargas, Joelle Rose  
Vazquez, Blanca  
Velasco, Jake Robert  
Velasquez, Joselyn  
Velez, Jaime  
Vidauri, Sophia Angelina  
Vu, Tony Minh  
Wang, Ivy  
Wang, Lillian  
Webster, Jack Gordon  
Weigel, Cameron Reid  
Werdell, Laura Lynn  
Will, Spencer C.  
Williams, Kenneth L.  
Wong, Charlotte  
Wong, Megan



# Marketing Updates

## CPP Enterprises New Email Signatures

We are standardizing our email signature line to be consistent with our new name “Cal Poly Pomona Enterprises.” As part of this process, we created an email signature line generator that you can use.

Please use the following link to create a CPPE e-mail signature line.

<https://cppfoundation.formstack.com/forms/cppsignature>


**Example of the generated signature line format:**

Optional - Salutation — Go Broncos!

Optional - Department or Division Logo — **DEPARTMENT  
LOGO**  
*\*\*If your logo is not listed, please contact CPPE Marketing.*

First and Last Name, with optional credentials — **Billy Bronco, PhD.\***  
Job Title — Cal Poly Mascot  
Optional - Preferred Pronouns — He/Him/His\*  
Department/Division, Cal Poly Pomona Enterprises — Marketing, Cal Poly Pomona Enterprises  
Optional - Mailing Address — 3801 W. Temple Ave. Bldg. 55, Pomona CA 91768\*  
Optional - Office/Cell/Fax Number — O: 909.869.1234\* C: 909.123.4567\* F: 909.869.4549\*  
Work Email, plus Department/Division Website — [billybronco@cpp.edu](mailto:billybronco@cpp.edu) | [YourDeptWebsite.com](#)  
*\*\*If your website is not listed, please contact CPPE Marketing.*

**CAL POLY POMONA  
ENTERPRISES**



*\*indicates optional fields*

Additionally, we created official CPPE Zoom backgrounds.

Download Zoom Backgrounds using the following link:

<https://foundation.cpp.edu/content/mkt/zoom-bg/CPPE-Zoom-Backgrounds.zip>

If you have any questions, please email CPPE Marketing at [mkt@cppfoundation.com](mailto:mkt@cppfoundation.com).



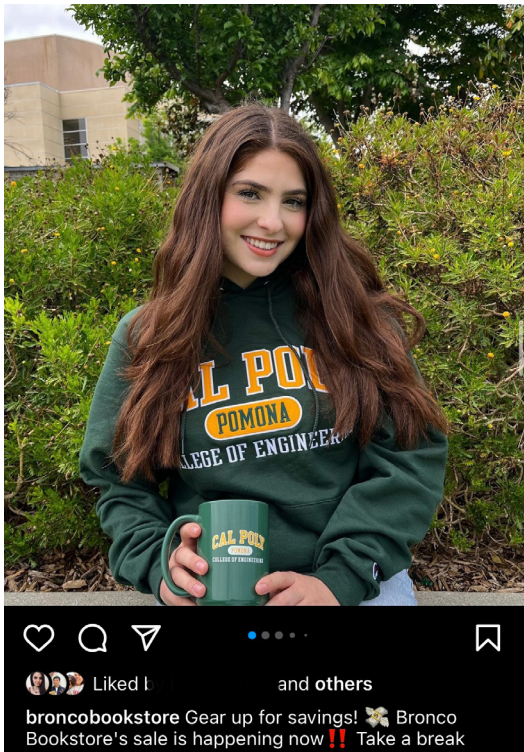
# Social Media Corner!

In this new section of the Newsletter, we want to highlight the Social Media Team’s top posts from both CPP Dining and Bronco Bookstore social media platforms!

## CPP Dining

For the month of May, the CPP Dining top post was our “Perfect Study Spots for Finals” reel!

Check out the informative reel here:  
[https://www.instagram.com/p/Cr\\_dwl6vv2G/](https://www.instagram.com/p/Cr_dwl6vv2G/)



## Bronco Bookstore

Bronco Bookstore’s top post was our “Gear Up For Savings” post which focused on all the current sales going on inside the Bookstore that week!

The post can be viewed on Instagram here:  
<https://www.instagram.com/p/CsedzWby9ag/>

Be sure to keep up to date with Bronco Bookstore and CPP Dining on social media below!

Bronco Bookstore: [Instagram](#), [Facebook](#), [Twitter](#)

CPP Dining: [Instagram](#), [Facebook](#)

CPP Enterprises: [LinkedIn](#)

# Dining Services Updates

## Meet the team!

Sandra Mendoza is a Criminology student working with Dining Services as a Student Assistant at Centerpointe.

Mendoza values the professional growth opportunities within Cal Poly Pomona Enterprises and Dining Services.

“CPP Enterprises helps find a job for you regardless of your major,” she says. “I have learned to work with a team to reach mutual goals.”

Mendoza also shares her gratitude towards being able to work on campus and the easy scheduling provided by Dining Services. “They are flexible and will work around your school schedule,” she says.

To find out more about current job openings, visit [cppfoundation.com/jobs](http://cppfoundation.com/jobs)



## Pepsi Co. Serves Up Samples to CPP Students

Representatives from Pepsi Co. stopped by CPP on May 9th to serve samples of Pepsi Zero to thirsty students traveling to and from class.

The interactive booth was set up in front of the Bronco Student Center, and students passing by were offered free samples of Pepsi Zero — a zero sugar, calorie, and fat soda — to enjoy. The booth saw high traffic, giving out more than 800 samples of the drink during their afternoon at CPP.

Additionally, Dining Services tabled next to the Pepsi booth offering students the chance to win a variety of Pepsi sponsored giveaway items while providing information regarding commuter meal plans and CPPE jobs. Students were eager to learn more about Dining Services and participate in the giveaway all while sipping complimentary Pepsi Zero!



## Cinco de Mayo Festivities Liven up Centerpointe

The Cinco de Mayo Luncheon at Centerpointe was a fun fiesta full of delicious food, live entertainment, colorful decorations, and student organizations!

The menu included a wide variety of traditional and vegan Mexican food items such as shredded chicken and avocado tortas, taquitos with guacamole, shrimp enchiladas, cauliflower ceviche, sopas, nopales salad, street corn, mini conchas, churros and much more!

Entertainment was provided by local Folklorico dancers from Tradición Dance Company and live music from a Norteño band. Student clubs and organizations such as Hermanos Unidos, Latin Business Students' Association, César E. Chavez for Higher Education, Society of Hispanic Professional Engineers, Male Success Initiative and CPP Dining all tabled at the event, providing information about their resources on campus and offering fun crafts and giveaways for attendees.

Watch the re-cap video here: [https://www.youtube.com/watch?v=RUwa-6\\_q1nI&ab\\_channel=cppdining](https://www.youtube.com/watch?v=RUwa-6_q1nI&ab_channel=cppdining)

Hermanos Unidos Instagram: [https://www.instagram.com/hu\\_cpp/](https://www.instagram.com/hu_cpp/)

Tradition Dance Company Instagram: [https://www.instagram.com/tradicion\\_dc/](https://www.instagram.com/tradicion_dc/)

Latin Business Students' Association Instagram: <https://www.instagram.com/lbsapomona/>

César E. Chavez for Higher Education Instagram: [https://www.instagram.com/cpp\\_cecche/](https://www.instagram.com/cpp_cecche/)

Society of Hispanic Professional Engineers Instagram: <https://www.instagram.com/cppshpe/>

Male Success Initiative Instagram: <https://www.instagram.com/msicpp/>



## BRIC Break Soft Launches During Member Appreciation Day

Although not an official grand opening, the team at BRIC Break could not wait to introduce themselves to Cal Poly Pomona students. On April 6, 2023, the Bronco Recreational Intramural Complex held its Member Appreciation Day to express gratitude and appreciation for members of the facility.

The event was a great opportunity to connect and with and inform students on the newly opened campus BRIC Break Café. BRIC Break is a café offering healthy açai bowls, fresh smoothies and many more health focused options for students— some made using CPP-grown ingredients!

During the event, a table was setup outside of the BRIC to connect and engage with students while informing them about the healthy menu options and future initiatives of BRIC Break. Coupons were also handed out to interested Broncos offering 20% off any smoothie during the Appreciation Day. Many students were delighted to hear about our original açai bowls including specialty flavors like pitaya and coconut bases. Students loved the variety of toppings, vegan and vegetarian items such as nut butters, granola, berries, and more!

The real star of member appreciation day were the smoothies! Hundreds of Broncos sampled different flavor options such as mango, peanut butter and jelly, date and banana, and strawberry.

Be on the lookout for our breakfast options, protein shakes, fresh juices, and much more!



MODIFIED OPERATING

# DINING HOURS

AT CAL POLY POMONA

Summer 2023



May 29th - June 9th

MON - FRI  
10:30 AM - 5:00 PM

SAT - SUN  
Closed\*

June 12th - August 5th

MON - FRI  
Breakfast 7:00 AM - 9:30 AM  
Lunch 10:45 AM - 1:30 PM  
Dinner 5:00 PM - 7:15 PM

SAT - SUN  
Closed\*

\*Weekend hours TBD based on Summer Groups/Campus Requests

Dining Hours subject to change without notice.  
Please visit [CPPDining.com](http://CPPDining.com) for the latest information.

MODIFIED OPERATING

# DINING HOURS

AT CAL POLY POMONA

## Summer 2023



SUN - WED  
11:00 AM - 9:00 PM  
THURS - SAT  
11:00 AM - 10:00 PM



MON - FRI  
10:00 AM - 4:00 PM  
SAT - SUN  
10:00 AM - 4:00 PM



MON - FRI  
7:30 AM - 4:00 PM  
SAT - SUN  
Closed

Reopening June 5th



MON - FRI  
9:00 AM - 2:00 PM  
SAT - SUN  
Closed

Dining Hours subject to change without notice.  
Please visit [CPPDining.com](http://CPPDining.com) for the latest information.

# CPP Enterprises at the LA County Fair

Did you visit the LA County Fair this year? Throughout May, guests once again had the opportunity to visit CPP farm animals from the Huntley College of Agriculture and AGRIsCapes, one of the fair's largest attractions!

The petting zoo is also staffed by CPP student employees!

Dining Services also displayed banners showcasing Fresh Escape and Innovation Brew Works among the CPP exhibits.





# CPP Professor Awarded Prestigious Grant

Vilupanur Ravi, Ph.D., professor and former chair of the Department of Chemical and Materials Engineering, is one of only six professors across the country selected for the U.S. Navy's inaugural Distinguished Fellows Program.

This program offers funding and resources for three years of research, lab equipment and student research to researchers selected from historically black colleges and universities/minority institutions (HBCU/MI).

Dr. Ravi's research will focus on conducting a comprehensive study on the role of calcium oxide and calcium sulfate in gas turbine engine corrosion.

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. Ravi by generating financial reports to help him monitor the overall spending on any awards he receives.

To learn more about Dr. Ravi's research visit: <https://polycentric.cpp.edu/2022/03/engineering-professor-selected-as-navy-distinguished-fellow/>



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



# Farm Store Updates

## Farm Store Students Construct Innovative New Workstation

Garrett Johnson, an aspiring Mechanical Engineering student and valued member of the Farm Store team, recently applied his knowledge and skills to develop a highly efficient workstation. Collaborating closely with management, Garrett designed a customized workstation that perfectly caters to our specific needs. Alongside him, Erik Wagner, a talented Landscape Architecture student and fellow team member at the Farm Store, utilized his expertise in furniture construction to assist in assembling the workbench. We express our heartfelt gratitude to both Garrett and Erik for their exceptional contributions, as this new workstation represents a remarkable enhancement that has significantly boosted our overall efficiency.



In addition to his remarkable workstation design, Garrett also took the initiative to create and construct a new cart corral specifically for our shopping carts. This further exemplifies Garrett's dedication and resourcefulness, as he consistently seeks out ways to improve our operations and enhance the overall shopping experience for our valued customers. Congratulations to Garrett on his graduation and upcoming new job; we wholeheartedly wish him the very best in his future endeavors.



# JUNE HIGHLIGHTS



**SUPER HOT PEPPER  
PLANT SALE 6/10/23**



**OLD FASHIONED  
GLASS BOTTLE SODA**

## THIS SUMMER

**We are open everyday  
10 AM – 6 PM**

Don't know what to do this summer?  
Host a beach day or backyard BBQ with our Summer Snacks!  
Chips, salsa, guac, cookies, and goodies galore.





**Instant Access Complete is a new program that provides students with affordable access to course materials by the first day of classes.**

Students are automatically enrolled and charged one flat fee for all required course materials for all classes.

Starting in Fall 2023, Instant Access Complete will be available for all courses with required materials. The charges for students are set at:

**\$250**

*per semester for undergraduate students\**

**\$150**

*per semester for graduate students*

These charges cover access to 100% of required course materials, including faculty-created materials, open educational resources, and library e-books.

Materials will be provided automatically via Canvas in digital format whenever possible, with physical books when necessary.

While participation in Instant Access Complete is not mandatory, all students are automatically enrolled and can choose to opt out until the end of the drop-add period if they prefer.

*\*Part-time student rate to be determined*



For more information on Bronco Bookstore's Instant Access Complete Program, please visit our website at [broncobookstore.com](https://broncobookstore.com)



# Kellogg West Updates

## Kellogg West Introduces Online Booking Services

Kellogg West Conference Center and Hotel now offers direct online booking!

Book now at: <https://res.windsurfercrs.com/ibe/index.aspx?propertyID=16960>

Discounts also available for students and families visiting Cal Poly Pomona during Orientation this summer. Please scan the QR code below to book during Orientation this summer.



**Kellogg West**  
Conference Center & Hotel

## Special Orientation Rate For Students & Parents

Kellogg West Hotel is proud to offer a special rate to students and families visiting Cal Poly Pomona. These low rates plus tax will be available throughout the summer.

Standard Double Rooms  
As Low As

**\$109\***  
/night

\*Pricing based on single occupancy. Additional occupants \$10/adult.

SCAN QR  
TO BOOK NOW!



The guest rooms and suites of Kellogg West possess a warm contemporary charm. Every room has a patio or balcony with views of the picturesque woodland surroundings. In-room features such as refrigerators, coffee makers, wall-mounted flat-screen HD TVs, and complimentary High-Speed Wireless Internet Access, all combine to create a "home-away-from-home" atmosphere of comfort for you.

The pool and spa, adjacent to the Hotel Fitness Room and overlooking the San Gabriel Mountains, provide a relaxing setting.

Whether you are a student or parent, keep Kellogg West in mind! You will be impressed with the friendly service and clean, comfortable accommodations.

You may also call or book online. Please use or mention your group code when booking.

USE GROUP CODE: **2759**

Kellogg West Conference Center & Hotel | 3801 W. Temple Avenue, Building 76  
Pomona, CA | 1.800.KWEST.76 or 909.869.2222 | KelloggWest.com



# Financial Services Updates

*Why did Sherlock Holmes get audited by the IRS?  
He had too many deductions.*

## Policy Updates

The CPPE Travel policy – AP101 is undergoing revision and will be updated over the next two weeks. This includes updates to the Student Travel reimbursement – check out the [Financial Services forms webpage](#) for the latest information.

The following Enterprises policies & forms have also been updated:

- AP132 Hospitality Per-Person Rates using Auxiliary Funds
- AP253 Gift Card Issuance Procedure (Grants)
- AP290 Purchasing Card Summary Guideline
- FS01104F University-Sponsored Alcohol Purchase Approval Form

Financial Services forms: <https://foundation.cpp.edu/financial/forms.aspx>

## Fiscal 2022-2023 Year-End Close Deadlines

In order for CPP Enterprises to stay in compliance with GAAP, it is important to ensure all revenue and expenses incurred during this fiscal year are recognized and booked in the same year.

## Accounts Receivable

*Accounts Receivable will process requests received by the following deadlines for FY 2022-2023:*

	<b>Offsite &amp; 3rd Party Request For Invoice (RFIs)</b>	<b>Inter-Company Transfer (ICTs)</b>	<b>Inter-Department Transfer (IDTs)</b>
<b>Date</b>	7/3/2023	6/20/2023	7/3/2023
<b>Time</b>	5:00 PM	5:00 PM	5:00 PM

## Grants and Contracts

Grants and Contracts will process requests received by the following deadlines for FY 2022-2023:

	<b>Disbursement Vouchers, Travel claims, Payments to vendors, Inter Company Transfer (ICTs)</b>	<b>Request for Purchase Orders</b>	<b>Inter Department Transfer (IDTs)</b>	<b>June P-cards must be approved by</b>
<b>Date</b>	7/3/2023	6/20/2023	7/3/2023	6/21/2023
<b>Time</b>	5:00 PM	5:00 PM	5:00 PM	5:00PM

## Accounts Payable

### Invoices with Disbursement Vouchers

	<b>Vendor &amp; Independent Contractor Invoices, Disbursement vouchers</b>	
	<b>Payment Request or Reimburse Request via Web-form (complete by)</b>	<b>Journal entries, spreadsheets and adjust- ments</b>
	<b>Travel Authorizations, Expense Reports</b>	
<b>Date</b>	6/30/2023	7/4/2023
<b>Time</b>	5:00 PM	5:00PM

As we approach our fiscal year-ending June 30, we would like to remind you to forward any **vendor invoices with disbursement vouchers** to Financial Services as soon as possible after receipt.

Final AP check run for FY2023 will be **Thursday, July 6, 2023**.

### Purchasing Card (P-Card) Deadlines

Purchasing card transactions for the June billing cycle (**May 10, 2023 to June 9, 2023**), which ends on **June 9, 2023** will be processed regularly. Purchases not posted on your purchasing card by June 9, 2023 will be processed in Fiscal Year 2024. This time frame will allow for processing and approvals.

Should you have any questions or comments, please contact Tom Aiono at ext. 2961.



## !IMPORTANT! The Purchasing Card (P-Card) Platform is Changing

Financial Services introduced cardholders to the WellsOne Expense Manager (WOEM) platform on Wednesday, May 17th, and there are additional follow-up training sessions conducted by Wells Fargo.

The “Go Live” date for WellsOne Expense Manager (WOEM) is scheduled for Sunday, **June 11th** and everyone (i.e. cardholders, approvers and administrators) is required to attend one of the live instructor-led training on Wednesdays @ 9am PST prior to the launch. A google document link with the training resources has already been shared via email, which will help us ensure all p-card holders have successfully completed the training.

### P-Card Holders and Approvers On-demand training

[WellsOne Expense Manager – Cardholder, Delegates and Approvers On Demand Training Video](#) about the features of the new service, on-demand at any time.

<i>WellsOne Expense Manager - Cardholder</i>	<a href="#"><u>*WellsOne Expense Manager - Cardholder   Review 360 (articulate.com)</u></a>
<i>WellsOne Expense Manager - Delegates</i>	<a href="#"><u>*WellsOne Expense Manager - Delegates   Review 360 (articulate.com)</u></a>
<i>WellsOne Expense Manager - Reconciling Card Transactions</i>	<a href="#"><u>*WellsOne Expense Manager - Reconciling Card Transactions   Review 360 (articulate.com)</u></a>
<i>WellsOne Expense Manager - Disputing Transactions</i>	<a href="#"><u>*WellsOne Expense Manager - Disputing Transactions   Review 360 (articulate.com)</u></a>
<i>WellsOne Expense Manager - Receipt Management</i>	<a href="#"><u>*WellsOne Expense Manager - Receipt Management   Review 360 (articulate.com)</u></a>
<i>WellsOne Expense Manager - Cash Expenses</i>	<a href="#"><u>*WellsOne Expense Manager - Cash Expenses   Review 360 (articulate.com)</u></a>
<i>WellsOne Expense Manager - Mobile App</i>	<a href="#"><u>*WellsOne® Expense Manager: Cardholders, Delegates, Approvers   Review 360 (articulate.com) SECTION 12</u></a>
<i>WellsOne Expense Manager - Approvers</i>	<a href="#"><u>*WellsOne Expense Manager - Approvers   Review 360 (articulate.com)</u></a>



## P-CARDS – Quick Reference Guide

*For full details, refer to Enterprise Policy #AP290*

### Purpose and Eligibility

- Must be a full-time employee staff or faculty with a minimum appointment of 6 months or longer.
- Temporary employees, retired annuitants, student assistants are not eligible.
- Must have an assigned vendor number in our financial system prior to submitting a P-Card Application.
  - If a vendor number is needed, please contact the following:
    - [Fdngrants@cpp.edu](mailto:Fdngrants@cpp.edu) for Grants and Contracts inquiries
    - [fdnap@cpp.edu](mailto:fdnap@cpp.edu) for Accounts Payable inquiries
- Must take mandatory training and sign acknowledgement of completed training, cardholder responsibilities, and P-Card policies (according to CSU Policy).
- Enterprise Foundation reserves the right to refuse the issuance of P-Card to anyone for any reason at any time.

### Important Items to Remember

- **P-Card Processing Cycle:** Billing Cycle: 9<sup>th</sup> of the month      Reconciliation Cycle:  
     **Reminder Period:** 10<sup>th</sup>-21<sup>st</sup> of every month  
     **Grace Period:** 22<sup>nd</sup>- 25<sup>th</sup>  
     **Approver Period:** any time between 10<sup>th</sup>-23<sup>rd</sup>

#### • Prohibited Purchases

○ Personal Purchases	○ Cash Advances
○ Computers, Printers, tablets and other peripherals or IT equipment (Required IT Approval in advance of purchase)	○ Capital equipment over \$5,000
○ Prizes and awards over \$50	○ Donations/Sponsorships
○ Alcoholic Beverages	○ Gifts, such as gift certificates, greeting cards and balloons, unless approved by the supervisor
○ Leases or building rentals	○ Party/event rentals – tables, chairs, tents etc.
○ Service stations - gasoline (unless for a rental car for approved traveling)	○ Software, software agreements, licenses, maintenance (unless approved ATI)
○ Long term rentals (1 year or longer)	○ Maintenance and service/repair Agreements
○ Medical services	○ Pawn shops
○ eCommerce membership or subscription (i.e. Amazon Prime membership)	○ Professional services: Payments to individuals, consultants and employees
○ Telemarketing	○ Unallowable grant and contract expenditures per the terms and conditions on your project
○ <a href="#">Parking and Moving Violations</a>	○ Student travel expenses (Unless student release of liability forms before the trip are available.)
○ Meals and refreshments for conference travel when included as part of the conference	○ Invoices older than 6 months old

- **Object Code 1130:** Object code 1130 is not a valid object code for your valid purchases. Each purchase must be reconciled and designated to the proper expense object code starting with #7xxx. 1130 would only be used for items in dispute. You will be contacted to complete an IDT form to reclass your items to the proper expense object code.
- **Shipping Address:** All Enterprise purchases are required to be shipped to the campus; any exceptions require an adequate explanation and approval by the Chief Financial Officer or designee. |
- **Lost Receipts:** If the cardholder has lost a receipt/invoice, a duplicate receipt must be requested from the vendor. If the duplicate receipt is not available, complete the **Purchasing Card Certification of Receipt of Goods form\***. The form must be approved by the authorized signer and attached to Statement of Expenses (WOEM): [FS01123F Purchasing Card Certification of Receipt of Goods](#)  
*\*This form cannot be used for Grants and Contracts.*

<b>Wells Fargo Contact for Your Purchasing Card:</b> <b>Business Purchasing Service Center</b> 24-hour Customer Service Number 1-(800) 932-0036	
<b>Lost or Stolen Card Process</b> Report a lost or stolen card at 1 (800) 932-0036, option 3 (available 24 hours a day)	<b>Fraud Email or Phone Call</b> ○ If you receive a fraudulent phishing email or telephone call, report the details to <a href="mailto:ReportPhish@wellsfargo.com">ReportPhish@wellsfargo.com</a> or ○ Call toll free at 1-800-AT-WELLS (1-800-289-3557)

# Bucket list *Summer*

- Have a BBQ
- Road Trip
- Go Fishing
- Go to the Zoo
- Read 8+ Books
- Camp in the Backyard
- Go to the Beach
- Catch Bugs
- Fly a Kite
- Jump on a Trampoline
- Walk for ice Cream
- Build a Sand Castle
- Have a Water Fight
- Have a Picnic
- Make Bird Feeders
- Collect Sea Shells
- Play Lawn Twister
- Climb Trees
- Go to the Zoo
- Visit a Farm
- Go to the Park
- Family Sleepover
- Movie Night
- Visit a Museum
- Play Board Game
- Go Pond Dipping
- Play Swing Ball
- Visit a Farm
- Go to the Park
- Family Sleepover
- Movie Night
- Play Board Game
- Visit a Museum
- Go Pond Dipping
- Make Bird Feeders
- Play Lawn Twister
- Have a BBQ
- Go Fishing

# Jullian Lievanos-braunm

**Job title:** Supervisor at Innovation Brew Works

**Length of employment:** Going on two years this winter.

**I have a talent for...** Drawing photorealism.

**What are your biggest accomplishments?** My success here at IBW and honestly being a positive role model to all of my nephews.

**What is your favorite movie?** Terrifier.

**What is your favorite song?** Hurt by Johnny Cash.

**What are your hobbies?** Train MMA and drink beer.

**What is on your bucket list?** Road trip around the states and visit national parks.

**If you could travel anywhere in the world, where would you go and why?** I'd love to go to Germany, mainly for the beer, but also because I've heard of how beautiful it is.

**What was your first job?** Groundskeeper at a cemetery.

**What's the best meal you've ever had?** My mom's chile relleños.

**If you could be any animal, which would you be?** A liger.







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