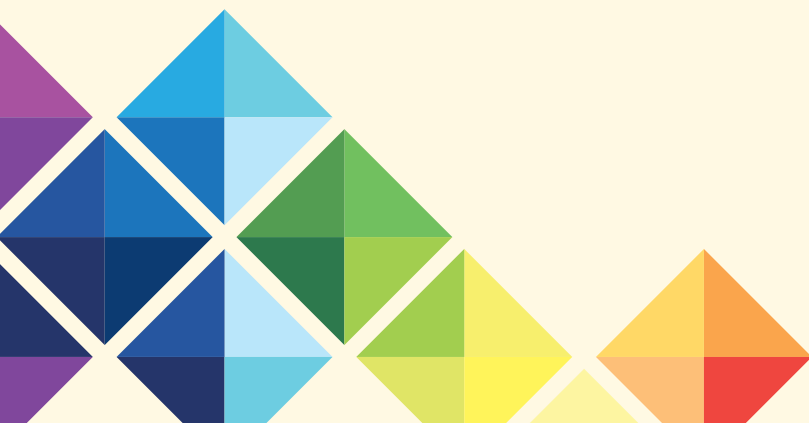


FOUNDATION NEWS

August 2021



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

Upcoming Foundation Town Hall

Mark your calendars!

The next virtual Foundation Town Hall Meeting is scheduled for Tuesday, August 17, at 9:00 a.m. Please submit any questions/topics of discussion to Claudia Burciaga-Ramos at claudiaramos@cpp.edu by Friday, August 13.

Save the Date: Pumpkin Fest

It is time to come back to the farm as the incredible Cal Poly Pomona Pumpkin Festival returns Saturday, October 2 through Sunday, October 31!

All of your favorite Fall activities will return, including the Pumpkin Patch, Petting Farm, Hay Ride, Mazes, Delicious Food, Entertainment & Contests, Fun Farm Demonstrations and some new surprises!

All COVID-19 precautions will be taken to maintain health and safety based on campus guidelines. Online ticketing is expected to begin Friday, August 20, so be sure to join our mailing list at <https://lp.constantcontactpages.com/su/wdBCeeu> to receive the latest information.



Appointment of Shari Benson as Director of Human Resources/Chief Human Resources Officer

The Cal Poly Pomona Foundation is pleased to announce that after an intensive search, Mrs. Shari Benson has been appointed the Director of Human Resources/Chief Human Resources Officer (CHRO), effective July 26, 2021. In this role, she will be responsible for oversight of payroll, employee development, human resources activities, and the administration of organizational policies, procedures and programs. She is reporting directly to Jared Ceja, Executive Director/Chief Executive Officer, and will also serve as a member of the Foundation's Executive Team.



Established in 1966, the Foundation provides a wide range of essential services to the campus community, including Dining Services, the Bronco Bookstore, faculty/staff housing, University Village student housing, the Kellogg West Conference Center and Hotel, commercial real estate activities, administrative services and grant post-award activities. Additional support functions include services provided to the Farm Store, Philanthropic Foundation and various Sponsored Programs. The Foundation is also the largest employer of students at Cal Poly Pomona, providing invaluable work experience to approximately 1,700 students each year.

Mrs. Benson brings tremendous expertise as she has held leadership positions in the Human Resources field for over 20 years. She has held positions ranging from Human Resources Director to Vice President at organizations such as Office Depot, Home Shopping Network and Valley Power Systems. Shari has dedicated both her career and professional activities to her Human Resources passion. She serves on the Executive Board of the San Gabriel Valley Employer Advisory Council, a non-profit focused on educating Human Resources professionals and small businesses in employee development best practices and holds SHRM-SCP, SPHR and CPSP certifications. Furthermore, Shari is an Adjunct Instructor at the University of La Verne, teaching Human Resources and Business Communication courses.

Shari Benson is a graduate of Cal Poly Pomona, having received her Bachelor's degree in Business Administration with an emphasis in Human Resource Management. After graduating from CPP, Shari continued her relationship with the university and served on several alumni committees, volunteered at Cal Poly Pomona's Alumni Professor for a Day Program and mentored CPP students. She went on to receive her Master's degree in Organizational Leadership from Chapman University.

Special appreciation is due to the hiring committee for vetting such a large pool of outstanding candidates: David Laxamana (Chair), Samantha Broyles, David Corral, Jenny Dennis, Joanne Matthew and Kathy Prater.



Mark Your Calendars!

AUGUST 2021

- 8/10 Second Five-Week Summer Session ends
- 8/13 Ten-Week Summer Session ends
- 8/17 Foundation Town Hall Meeting
- 8/18 University Village Move-In Day
- 8/19 Fall 2021 Semester Begins



SEPTEMBER 2021

- 9/6 Labor Day (**Foundation and Campus Closed**)
- 9/22 First Day of Autumn

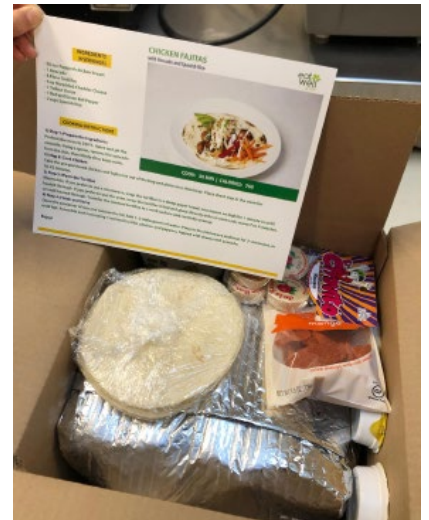


Centerpointe Dining Commons Supports EOP Summer Bridge Program

Foundation Dining Services partnered with the Cal Poly Pomona Educational Opportunity Program (EOP) Summer Bridge Program to deliver 100 meal kit boxes for four consecutive weeks to all participating students. Summer Bridge is a five-week summer transition program designed to assist EOP first-year students transition from high school to the university setting by providing a wide range of educational, personal, social and cultural enrichment opportunities.

Dining Services shipped out one meal kit box with four servings each a week, and each meal consisted of hand-selected ingredients and a recipe card with cooking instructions.

The outstanding culinary team at Centerpointe Dining Commons curated each recipe just for the Summer Bridge Program. Examples of meals included are Chicken Fajitas with Avocado and Spanish Rice, Sheet Pan Deviled Salmon with Roasted Potatoes and Creamy Lemon Sauce and more. In addition, Dining Services employees held live cooking demonstrations (via Zoom) during Week 2 and 4 of the program, where students were taught how to cook the meals step by step.



Randy Townsend Retires After 15 Years of Service

Randy Townsend has dedicated 15 years to the Cal Poly Pomona Foundation, and the announcement of his retirement was bittersweet for the entire Foundation. As Randy retires, he leaves behind great work and even greater memories. To honor the next milestone in Randy's journey, the Foundation celebrated with a small outdoor gathering at Innovation Brew Works on Thursday, June 17.

The event allowed members of the Cal Poly Pomona community a chance to say their goodbyes. Featured speakers included G. Paul Storey, Jared Ceja, David Prenevost, Sandra Vaughan-Acton, Clint Aase, Aaron Neilson, Ernie Kawai, Joe Bustamante, Al Padilla and Sandy Cain.



Sandra Vaughan-Acton and Randy Townsend

Thank you for everything, Randy! You will be missed.

Karen and Randy Townsend





OPERATING HOURS

FALL 2021



SUN - SAT | 10:00AM - 6:00PM



MON - THUR | 7:00AM - 8:00PM
FRI | 7:00AM - 7:30PM
SAT - SUN | 11:00AM - 7:30PM



MON - THUR | 10:00AM - 6:00PM
FRI | 10:00AM - 3:00PM



SUN - WED | 11:30AM - 8:00PM
THUR - SAT | 11:30AM - 9:00PM



MON - THUR | 10:00AM - 6:00PM
FRI | 10:00AM - 3:00PM



MON - THUR | 7:30AM - 6:00PM
FRI | 7:30AM - 3:00PM



MON - THUR | 7:30AM - 6:00PM
FRI | 7:30AM - 3:00PM



MON - THUR | 7:00AM - 6:00PM
FRI | 7:00AM - 4:00PM



MON - THUR | 7:00AM - 7:00PM
FRI | 7:00AM - 3:00PM



MON - THUR | 7:30AM - 5:00PM
FRI | 7:30AM - 3:00PM



SAT - SUN | 8:00AM - 10:00PM



MON - THUR | 10:00AM - 3:00PM
FRI | 10:00AM - 3:00PM

Select locations offer dine-in and online ordering via **GRUBHUB**
Operating hours and services may be subject to change without notice.



Financial Services Updates

Accounts Payable (AP)

Going Paperless

We are working hard toward the goal of making business easier for you. With that aim, Accounts Payable in the Financial Services department is working on going paperless effective October 2021. For disbursement vouchers, service invoices, stipend and purchase order forms (excluding Grants and Contracts), you can email the supporting documents in pdf format to foundationap@cpp.edu. Signature authorizations may continue to be sent through digital means (Adobe, DocuSign).



As a reminder, please do not email any sensitive information such as vendor data records, W-9s and Electronic Funds Transfer (EFT) forms. For the time being, please fax them to 909-869-4549.

Webforms

If you are not familiar with our webforms, we highly recommend our **Webform Request System**. You can submit PO requests, invoices and service invoices and reimbursement through OneSolution using Webform Requests. Information needed for webform requests are:

- Login information such as User ID and password to use our Webform Requests in One Solution. Please contact Debbie Chavez at debrachavez@cpp.edu or 909-869-2909 if you need access to OneSolution
- The relevant object codes starting with 7XXX
- The Vendor Number: Please send an email to foundationap@cpp.edu if you are unable to locate it when you process the webform
- If it is a new vendor, information such as name, address, phone number and email address is needed in order to create a new vendor number

You can always reach out to your internal manager for the webforms, and they will be happy to assist you.

To locate your division or college's internal manager, select the following link:

<https://foundation.cpp.edu/content/f/Internal-Managers-FS.pdf>

We have five **Webform Training Modules** available for you:

1. Reimbursement Request Webform-Module: <https://youtu.be/Oq8eG00vEXA>
2. Inter Departmental Transfer Webform-Module: <https://youtu.be/ITfOX0xvaoQ>
3. Purchase Order Request Webform-Module: <https://youtu.be/F4AxNjRJRy8>
4. Payment Request Webform-Module: <https://youtu.be/1gxPf5yXQ6Y>
5. EFT Webform-Module: <https://youtu.be/B7aLV3KDPh8>



If you are wondering what are the benefits to using web forms besides it being a paperless option, read on:

- Improves in data accuracy
- Automates and streamlines the input process
- Offers the ability to view invoices and documents online within the OneSolution Client
- Minimizes processing time



Purchasing Cards

For Purchasing Card Statement Expenses and Travel Authorization Expense Report forms (excluding Grants and Contracts), you can upload the supporting documentation by using the “Receipt Imaging” feature in the Wells Fargo CCER system for the Statement Expenses via mobile and desktop to utilize the workflow process online or email the supporting documents in pdf to foundationap@cpp.edu.

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

Click on the link below for the new version of the recorded purchasing card training:
https://wellsfargo.adobeconnect.com/rec_ccer_ch/

Click below to download Wells Fargo Treasury Management Information:
[Download Handout](#)

Financial Services Contacts

We have had some changes in the department so we thought this would be an excellent opportunity to give you a list of whom to contact, and for what.

Accounts Payable (AP)

Welcome, Julie Ballesteros, who joined our department on July 26, 2021! Julie transferred from Accounts Receivable, so many of you are already familiar with her. Accounts Payable is happy to have Julie on our team, and she is a valuable asset to our department. Julie will perform various duties, including processing Accounts Payable, Purchasing Cards, Travel/Concur and assisting with various assignments.

Pauline Anongdeth: General Business Manager
pswong1@cpp.edu or 909-869-2907

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

Julie Ballesteros: Accounts Payable Specialist (AP/P-Card/Travel-Concur)
julietab@cpp.edu or 909-869-3760

Accounts Payable - General
foundationap@cpp.edu



Accounts Receivable (AR)

Please note the following changes/updates of whom to contact for questions and/or assistance:

Cynthia Delgado - x2906 and/or via email at csdelgado@cpp.edu

- Real Estate invoice issuance, copy request and payment
- Real Estate AP invoice processing
- Real Estate aging report
- IDTs (Inter-Department Transfer), Foundation to Foundation and Philanthropic to Philanthropic
- General AR questions/inquiries

Jessica Lopez - x4854 and/or via email at jessicalopez@cpp.edu

- Enterprise accounting (Bookstore/Dining/Farm Store/Village)
- Gift Processing
- Budgets
- General AR questions/inquiries

Omar Qadamani - x4807 and/or via email at omqadamani@cpp.edu

- Campus and bookstore invoice issuance, copy request and payment
- ICTs (Inter-Company Transfer), Foundation to Philanthropic and Philanthropic to Foundation
- Aging reports
- General AR questions/inquiries

Accounts Receivable - General
foundationalar@cpp.edu

Modified Vault Operating Hours

Monday - Friday 8:30 a.m. - 4:00 p.m.

Closed for Lunch 12:00 p.m. - 1:00 p.m.

Financial Systems - ATTN: OneSolution Campus Users

See below for assistance with OneSolution:

Password Resets: Kenton Tse

kltse@cpp.edu

Access Issues: Debbie Chavez

debrachavez@cpp.edu

For all other questions related to OneSolution, please contact your internal manager.

<https://foundation.cpp.edu/content/f/Internal-Managers-FS.pdf>

For Training Modules select the link below:

<https://foundation.cpp.edu/financial/onesolution.aspx>



June Foundation Sudoku Challenge

Thank you to everyone who submitted their sudoku answers from the last issue of the CPP Foundation Newsletter. All entries were submitted into a raffle for a \$10 CPP Gift card.

Congratulations to our winner - **Joey Tulpinski!**

Answers can be found below.

4	8	1	2	5	3	7	9	6
5	9	7	1	6	4	2	3	8
6	2	3	7	8	9	1	4	5
7	4	5	3	9	6	8	1	2
2	1	9	8	7	5	4	6	3
8	3	6	4	1	2	5	7	9
9	7	2	5	3	1	6	8	4
3	5	8	6	4	7	9	2	1
1	6	4	9	2	8	3	5	7

Puzzle #1

Puzzle #2

5	1	9	7	6	3	4	8	2
2	3	6	8	1	4	9	5	7
4	7	8	5	9	2	3	1	6
6	2	1	9	3	7	8	4	5
7	5	4	1	8	6	2	3	9
8	9	3	2	4	5	6	7	1
3	6	7	4	5	9	1	2	8
9	8	2	3	7	1	5	6	4
1	4	5	6	2	8	7	9	3



Spice up your next meal! Enjoy this simple Ancho-Chipotle Salsa recipe!

Courtesy of All Recipes

INGREDIENTS

- 1 can (14.5 ounces) whole peeled tomatoes
- 1 fresh jalapeno pepper, seeded
- 1 chipotle chile in adobo sauce, seeded
- 1 (1 inch) piece dried ancho chile pepper
- 1 clove garlic
- 2 ½ tablespoons chopped onion
- 1 tablespoon chopped fresh cilantro
- 1 tablespoon lemon juice, or to taste
- ¾ teaspoon salt
- ¼ teaspoon white sugar, or to taste
- ¼ teaspoon ground cumin



Image Credit: [All Recipes](#)

DIRECTIONS (8 servings)

1. Place the tomatoes, jalapeno pepper, chipotle pepper, ancho chile, garlic, onion, cilantro, lemon juice, salt, sugar and cumin into a blender. Pulse until the salsa has been finely ground, or to your desired consistency. Let stand at least 1 hour to allow the flavors to blend.

Notes of Gratitude for Kellogg House

Yelp Review left on July 26, 2021

The Kellogg House was a venue my fiancé and I have never heard of before. However, it was as though it called on us while on the hunt for the perfect wedding venue. On our way to our first venue in late 2019, my fiancé noticed the property while we drove past it on the 10 Fwy. We toured the first venue and the second when we finally decided to research the property sitting on top of the hill... low and behold; it was a wedding venue! My fiancé and I looked through the pictures, and we figured we'd set up an appointment to take a tour. From the moment we drove up the long driveway, it was already an exciting feeling. Once we reached the house, we were greeted by Jacqueline. She took us through a tour of the house, guest house, ceremony area(s) and reception area. We tried our best to hide our feelings, but my fiancé and I instantly fell in love with the Kellogg House. We knew we had found the perfect venue to host our wedding. Unfortunately, due to COVID-19, we postponed twice. But each time, we never gave up hope to finally have our wedding at our dream venue with the help of Jacqueline and her team. Our wedding day finally took place in June 2021, and it was the most beautiful day for my husband and I. Kellogg House offered a selection of preferred vendor options that made everything a breeze. Their pricing was also a big factor in choosing them as our venue. I was brought up with "you get what you pay for," and every penny we spent on our wedding was well worth it. The meals were delicious, the setup was beautiful in both reception and ceremony, and it was all thanks to Jacqueline, Sarah and the many vendors we chose provided by Kellogg House. Thank you so much to the KH team for making our wedding day a beautiful day to remember.



- Daniel R

Wedding Wire Review left on July 27, 2021

Jacqueline & Sarah were professional, patient, attentive and just wonderful. They helped make our wedding day perfect, and the venue itself is spectacular. We received so many compliments on the beauty of Kellogg House. We used quite a few of the recommended vendors, and they, too, did not disappoint. It was a magical night, and we and our guests had an unforgettable night. Highly recommend this venue. Thank you, ladies!



Foundation Adapts During COVID-19 Pandemic



The Foundation created an open space for employees by offering quarterly virtual Town Hall Meetings during the pandemic. Each meeting ended with a Q&A session allowing individuals to ask questions or raise concerns. The Town Hall also served as a means of communication to Foundation employees by focusing on recent events, news and department highlights.

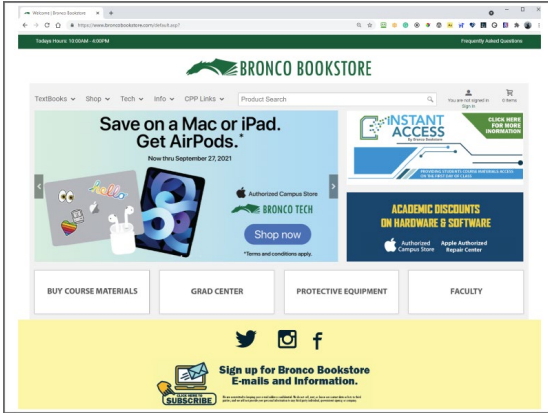
At the Kaiser Permanente Vaccination Hub, Foundation Dining Services served healthcare workers about 32,000 meals throughout the vaccination hub residency. The Dining staff worked diligently to ensure that our healthcare heroes were cared for and fed.



As a service to the community during the pandemic, Centerpointe Dining Commons began selling food staples, toiletries, cleaning supplies and more. The essential market was open to the public and included discounted items for Cal Poly Pomona Faculty and Staff.

Foundation and Centerpointe partnered with the Poly Pantry and the Basic Needs initiative within the Division of Student Affairs to provide Thanksgiving dinner packages to Cal Poly Pomona students, faculty and staff experiencing food insecurity. This collaboration provided the opportunity to gift a complete dinner package to a colleague or donate to a student/employee in need. In addition, the Foundation donated two meal passes to the Poly Pantry for every purchase of a full turkey dinner. This program allowed the Cal Poly Pomona Foundation to donate over 130 turkey dinners to a Bronco in need!





The Bronco Bookstore expanded its e-commerce options for students by offering enhanced product selection on the website and expanding & improving processing capabilities in the store. This allowed them to process 3,000 more orders for Fall 2020 compared to Fall 2019.

Student Laptop Program at the Bronco Bookstore

In partnership with Cal Poly Pomona and Dell, the Bronco Bookstore is offering two complete Dell laptop packages with sales taxes, fees and extended warranties included (plus optional payment plans).



The bookstore increased its Instant Access program participation from 70 courses to 675 in Fall 2020 and 836 in Spring 2021. This impacted over 18,000 students and provided 48,000 e-books while saving about \$900K compared to print or regular priced digital options. This led to our success being profiled by the National Association of College Stores (NACS) and Verba on their "coffee chat" podcast.

Foundation Real Estate sold 5 faculty/staff homes in our Affordable Housing Program providing significantly reduced pricing for our campus community.





The Tesla Program at Innovation Village leased 275 parking spaces in the vacant lot adjacent to Innovation Brew Works (located at Innovation Village Research Park). The space was used to house vehicles from the facility’s nearby campus. Tesla leased the space from January – June 2021.

Several music videos, movies and television shows were filmed throughout the pandemic on our Campus South property that provided additional revenue to the Foundation during the pandemic.



Though the Village was minimally staffed in-person for the majority of last year, the staff delivered exceptional customer service to the residents. Resident Advisors engaged and supported the community through virtual programs and events, such as Jackbox, Among Us, Hogwart’s Escape Room, Resume Workshops and Cooking with Your RAs. The Village and the BRIC collaborated to offer residents an exercise equipment checkout program and hosted small, outdoor activities such as Pilates and yoga, Beginner’s Skateboarding and Intro to Fly Fishing. In addition, the Foundation Real Estate department began working with the Village to offer some of the available units to faculty/staff. This partnership has been a valuable resource to faculty/staff during this time. The rental rates are attractive, with utilities included, and individuals were allowed to move in with no credit check or security deposit required, which is not typical in most areas. There is currently 13 faculty/ staff living at thhe Village.

In April 2020, the Foundation launched a podcast called Foundation 411 to bring employees closer together while working remotely. The podcast reports on news regarding all things Foundation, from important announcements to lighthearted stories, employee profiles and commentary.



Employee Profile

Alan Pham



Job title: Marketing Assistant

Length of employment: About two months

What do you hope to do after you graduate from Cal Poly Pomona?

After I graduate, I hope to travel more and learn about different cultures and perspectives. Also, I hope to become a Marketing Manager at a company that aligns best with my beliefs.

How has your position at the Cal Poly Pomona Foundation helped

you grow? Being a Marketing Assistant at the Foundation has allowed me to obtain real-world experience within my desired career field.

This position has allowed me to refine my current skills and learn new lifelong skills as well.

What is your favorite place to eat on campus? Einstein Bros. Bagels

What is your favorite movie? Kung Fu Panda 2

What is your favorite song? American Boy by Estelle and Kanye West

What is on your bucket list? Build a koi pond and a garden in my future backyard

If you could travel anywhere in the world, where would you go and why? I would travel to Vietnam because my family is from there.

What's the best meal you've ever had? Oxtail gnocchi from Herb & Wood in San Diego, CA





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.

