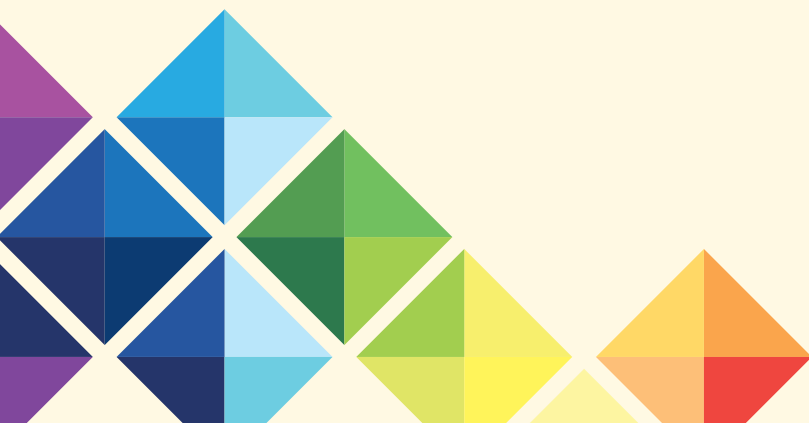


FOUNDATION NEWS

February 2022



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

Foundation COVID-19 Reporting

The Foundation greatly values the health and safety of all staff members. As we work to continually follow and promote workplace safety and adhere to COVID-19 safety guidelines, we invite you to report any concerns you may have. The online form can be submitted anonymously and will be thoroughly reviewed by the HR Department and Executive Director.

The reporting form can be found on [Employment Services](#) home page and here: https://cppfoundation.formstack.com/forms/covid_safety_inquiry_reporting



Mark Your Calendars!

FEBRUARY 2022

- 2/1 Black History Months Begins
- 2/12 In-Person Instruction Scheduled to Resume
- 2/14 Valentine's Day
- 2/17 President's Day (**Campus/Foundation Open**)

MARCH 2022

- 3/13 Daylight Savings
- 3/17 St. Patrick's Day
- 3/20 First Day of Spring
- 3/26 - 4/1 Spring Instruction Break (**Campus/Foundation Open**)
- 3/31 Cesar Chavez Day (**Foundation and Campus Closed**)



Employment Services Updates

New Foundation Staff Members!

The Foundation would like to give a warm welcome to our new hires:

- Susan Tanartkit - Finance
- William Chung - Finance
- Julia Carney - Marketing
- Kris Arguin – Kellogg West
- Sonia Islas – Kellogg West
- Jerry Salomon - Dining
- Abigail Escatel – University Village
- Paulina Diaz - University Village



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

Recent Foundation Staff Promotions!

The Foundation would like to recognize 2022's promoted employees.

Thank you for your hard work and congratulations on your well-deserved promotion!

- Rosa Morales Promotion to Retail Manager- Dining
- Martha De Alba Promtion to Residential Dining Manager - Dining
- Juan Iturbe Promotion to Assistant Manager (KW Catering) - Dining
- Lynn Zhuo Promotion to Assistant Manager (BSC) - Dining
- Brenda Verdugo Promotion to Assistant Manager (Campus Center) - Dining
- Alejandro Iniguez Promotion to Assistant Manager (Centerpointe) - Dining
- Sandra Cain Promotion to Assistant Director - Dining



Dining Services Updates

Dining Services is here to serve you, regardless of the temporary 3-week in-person class delay. We are excited to introduce new and innovative brands and technologies this spring! Make sure to visit Element, our new quick-serve, healthy and affordable concept at the College of Business and our cashier-less self-service market at Poly Fresh in Bronco Student Center.

We are taking a phased approach with our planned hours of operation, developed with the planned return to in-person classes on February 12. Once fully implemented, we will have increased our operating hours by 66% and will be reopening six locations that were closed in Fall 2021!

As always, we encourage you to check our website CPPDining.com for the latest hours of service, as hours are subject to change.

Please direct any comments to our [Feedback Page](#)

We're looking forward to seeing you back on campus!





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



MON - FRI:
11:00 AM - 10:00 PM



MON - THURS:
11:00 AM - 3:00 PM
FRI: 11:00 AM - 2:00 PM



MON - THURS:
11:00 AM - 3:00 PM
FRI: 11:00 AM - 2:00 PM



MON - SUN:
10:00 AM - 6:00 PM



MON - FRI:
7:30 AM - 2:00 PM



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



MON - THURS:
11:00 AM - 3:00 PM
FRI: 11:00 AM - 2:00 PM



MON - FRI:
7:30 AM - 2:00 PM



MON - FRI:
7:30 AM - 6:00 PM



MON - THURS:
8:00 AM - 6:00 PM
FRI: 8:00 AM - 2:00 PM



MON - SUN:
11:00 AM - 9:00 PM

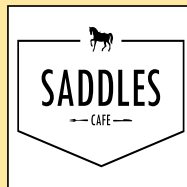


MON - FRI:
7:30 AM - 7:00 PM
SAT - SUN:
11:00 AM - 5:00 PM



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

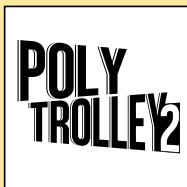
The following locations will open on February 7, 2022



MON - FRI:
7:30 AM - 10:00 AM



MON - THURS:
4:00 PM - 7:00 PM
FRI: 11:00 AM - 3:00 PM



MON - THURS:
11:00 AM - 10:00 PM



MON - FRI:
11:00 AM - 2:00 PM



MON - FRI:
11:00 AM - 2:00 PM



MON - FRI:
8:00 AM - 4:00 PM

Dining Hours subject to change without notice.
Please visit CPPDining.com for the latest information.



OPERATING HOURS

Spring 2022
Starting February 14



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



MON - FRI:
11:00 AM - 10:00 PM



MON - THURS :
11:00 AM - 4:00 PM
FRI: 11:00 AM - 2:00 PM



MON - THURS:
11:00 AM - 4:00 PM
FRI: 11:00 AM - 2:00 PM



MON - SUN:
10:00 AM - 6:00 PM



MON - FRI:
7:30 AM - 2:00 PM



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



MON - FRI:
11:00AM - 3:00 PM



MON - FRI:
7:30 AM - 2:00 PM
SUN: 12:30 PM - 3:00 PM



MON - FRI:
7:30 AM - 6:00 PM



MON - THURS:
8:00 AM - 6:00 PM
FRI: 8:00 AM - 2:00 PM



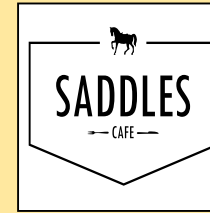
MON - SUN:
11:00 AM - 9:00 PM



MON - FRI:
7:30 AM - 7:00 PM
SAT - SUN:
11:00 AM - 5:00 PM



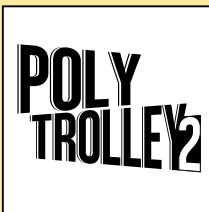
MON - FRI:
7:00 AM - 8:00 PM
SAT - SUN:
11:00 AM - 8:00 PM



MON - FRI:
7:30 AM - 11:00 AM



MON - THURS:
4:00 PM - 7:00 PM
FRI: 11:00 AM - 3:00 PM



MON - THURS:
11:00 AM - 10:00 PM



MON - FRI:
11:00 AM - 2:00 PM



MON - FRI:
10:30 AM - 2:00 PM



MON - THURS:
8:00 AM - 4:00 PM
FRI: 8:00 am - 3:00 PM

Dining Hours subject to change without notice.
Please visit CPPDining.com for the latest information.



Meet the New Kellogg West Team Members!

Toby Bushee

The Kellogg West Conference Center and Hotel is pleased to announce that after an intensive search, Mr. Toby Bushee has been appointed General Manager, with an anticipated start date of February 14, 2022.

Mr. Bushee joins Kellogg West with over 25 years of experience in the event and hospitality industries. Throughout his impressive career, he has been employed at several college campuses in Southern California including CSU Dominguez Hills, CSU Stanislaus, University of Redlands and Scripps College.

In his past roles, Toby has significantly increased revenues, served in many leadership positions, and has developed, coordinated and implemented numerous programs and events.

A Southern California native, Toby currently resides in Moreno Valley with his wife and three children and serves as the President of the Moreno Valley Education Foundation.



Kris Arquin

Kris Arquin serves as Executive Chef at Kellogg West. Kris brings 26 years of cooking experience and prides himself on an innovative, modern, multicultural fusion cooking style with sustainability always being a key focus.

He recently moved to California after living in Hawai'i for 11 years. While in Hawai'i, Kris was Executive Chef for Kona Brewing Company on Oahu and worked for Arancino Di Mare as a Chef for a fine dining Japanese Italian restaurant. In his spare time, Kris likes to go spearfishing.



Sonia Islas

Sonia Islas serves as Assistant Manager at the front desk of Kellogg West. In 2016 she was the first to earn a bachelors degree in her family, graduating with a B.A. in Hospitality Management with an emphasis in hotel operations from Cal Poly Pomona.

During her time as a student, Sonia held positions at Kellogg West as Front Desk Agent and Front Desk Supervisor. After graduation, Sonia spent 5 years as Front Desk Supervisor at Morongo Casino Resort and Spa.

She is very excited to be back at CPP and looks forward to learning and growing her career in the hospitality industry.



As one of the most respected Conference Centers in Southern California, Kellogg West has maintained a reputation for over 40 years as a leader in this highly specialized area of the hospitality industry. We are committed to not only remaining competitive, but in striving to continually upgrade our level of excellence. Learn more about Kellogg West: <https://www.kelloggwest.com/>



Walk and Talk with a Leader at Kellogg House

Kellogg House welcomed Cal Poly Pomona staff as part of the Organizational Development and Advancement/HR Operations “Walk and Talk with a Leader” program on December 14, 2021.

Director of Hospitality Services, Aaron P. Neilson and Sr. Events Manager, Jacquie Marshall led the group on a 45-minute walking tour where the visitors had the chance to admire the estate and learn about the rich history of Kellogg House and CPP.

The tour was well received with one visitor stating, “I have loved all the walk and talks I have participated in. This one was amazing. The guide was so informative, and I enjoyed learning more about Mr. Kellogg and his legacy.”

To learn more about Kellogg House visit <https://www.kellogghouse.com/>



University Village Updates

Meet Our New Team Members!

The University Village welcomed two new staff members this month!

Abigail “Aby” Escatel is our new Area Coordinator. She came to us from Cal State Northridge, where she was working as a Community Director.

Paulina Diaz is our new Graduate Assistant. She is in her second year of the College Counseling and Student Development Master’s program at Azusa Pacific University.



Abigail Escatel



Paulina Diaz

Spring 2022 Move-In

University Village kicked off Spring 2022 with 139 students moving in since January 19th! Welcome home Broncos!



Bronco Bookstore Updates

Bronco Bookstore is OPEN for In-Person Shopping!

Store Hours

Monday	9:00 AM - 5:30 PM
Tuesday	9:00 AM - 5:30 PM
Wednesday	9:00 AM - 5:30 PM
Thursday	9:00 AM - 5:30 PM
Friday	9:00 AM - 5:30 PM
Saturday	ON-LINE - 24 / 7
Sunday	ON-LINE - 24 / 7



Open On-line 24/7 @ www.broncobookstore.com

*HOURS SUBJECT TO CHANGE AT ANY TIME TO MEET CURRENT CONDITIONS STATE OR COUNTY MANDATED CONDITIONS. Limited # of customers allowed in store, masks required.

Planning for Grad Fair Has Begun!

The Bronco Bookstore has started preparations for Grad Fair 2022. The Foundation is actively working along with the campus to assist with the event this year. The event is planned to return to campus, after being remote at the Fair Grounds last year.

There is a new dedicated URL for all thing grad this year, you can visit www.CPPGrad.com or www.broncobookstore.com/grad for updates regarding this year's product and ceremonies.



Instant Access Program Keeps CPP Students Connected to Course Materials

Even as the ups and downs of the pandemic have made much of university life unpredictable, students still need their books and course materials at the start of classes. Bronco Bookstore's Instant Access program has continued to expand to meet the need of students learning remotely and on campus, by making sure digital textbooks and online learning platforms are provided automatically when classes start. For Spring 2022, so far over 35000 licenses for e-texts or other digital materials have been distributed to over 20,000 students, compared to 26,000 licenses to 18,000 in Spring 2021.



New Bronco Gear has arrived at CPP!

Snoopy is now a Bronco! Stop by Bronco Bookstore in-person or shop online 24/7 @ [broncobookstore.com](https://www.broncobookstore.com) for some new CPP Snoopy merch.



Bronco Bookstore is also carrying Tokyodachi®, a fun line of mascot themed Bronco Gear. Tokyodachi®, which means “friends from Tokyo”, started out as a simple idea: to create a line of hats featuring cute, little designs of a few college mascots, “Some see a character and think it is an emoji or bitmoji version of their favorite mascot.”





Welcome Back



**SAVE \$50 ON
ANY ELIGIBLE MACBOOK PRO[®]
OR MACBOOK AIR[®]**



**JANUARY 31, 2022 -
MARCH 26, 2022**



Authorized Campus Store

Marketing Updates

Foundation Marketing Department Work Order System

With many new faces and role changes, this is a reminder to share our Marketing Project Request System (ProWorkFlow) with new staff needing our Marketing Department's services.

ProWorkflow allows us to easily collaborate on projects by scheduling, tracking, sharing documents, and communicating about a project's progress all in one place. Historical records of past projects are also stored for future reference or to share with department colleagues or supervisors.

ProWorkFlow is easy to use and contains several features and reporting tools that are very helpful. Please see the list below for all the system can do.

WHAT DOES THIS SYSTEM DO?

On the client-side (you or your staff) are able to do the following:

- Submit a marketing project request
- Add notes to a project
- Interact with the marketing team on your projects
- Receive auto-generated reports on projects status
- Ability to reply to a project message and have the message automatically added and tagged to that specific project
- View all current and past projects
- View which marketing team member is assigned to your project or project task
- View due dates for a project or task
- View all logged messages about the project
- Upload and download project files
- Once an account is created, update any contact information
- Automatically request lost credentials
- Directors and clients are able to view all their department projects

The Marketing team is able to do mostly everything listed above plus the following:

- Create tasks and assign them to different marketing team members
- Set up email reminders of projects and tasks due
- Upload images of files for approval from the client
- Run detailed reports on departments, individuals, marketing members, overdue and upcoming projects, etc.
- Have all communication self-contained within each project
- Interact with the marketing team within the system
- Create user accounts for clients and more

NOTE: When an employee leaves, all projects are still in the system and can easily be assigned to someone else. Projects are contained within a department, not a client.

SYSTEM LOG IN

For those of you that do not already have an account you can request login credentials at <https://foundation.cpp.edu/marketing.aspx> (click on the Project Request Form – New User button). Once we receive the form and approve it, we will email your user credentials.

PROJECT REQUEST APPROVAL

Please note that when you or your staff submit a project request, it is only a request. It will not become a project until it is approved by our department. The main reason that a project may not be approved is not allowing enough lead time (we usually ask for a two-week notice). The Marketing Department will always try to accommodate any request, but we ask that you give us sufficient lead time. For any emergency projects, please call us immediately after you submit your project request.

If you would like us to demo or show you any specific features, please feel free to stop by our office or if you have any questions, please don't hesitate to [email](#) or call Alex Hernandez at 909-869-3283.



Accessibility Training Resources

As part of the Campus Accessible Technology Initiative (ATI), Cal Poly Pomona has provided great resources to learn from and to enhance our accessibility skills (Access University and WebAim Accessible Document Training).

Everyone who deals with electronic documents such as PDF, Excel, PowerPoint and MS Word should at least take some introductory sessions or accessibility awareness to see how it may affect your job. It is important that we work together to make all our websites and electronic documents accessible, so please take time to visit these resources.

Access University

Access University contains a large selection of information and courses related to accessibility. It is beneficial to all departments with employees that are content creators, form creators, document creators, designers, and developers. The courses cover a wide variety of topics such as accessibility awareness, accessibility & design, accessibility policy and U.S. federal regulations, accessibility testing and evaluation, document accessibility, web and mobile accessibility.

Logging in to Access University (SSO sign in)

To log in, just visit: <https://www.cpp.edu/accessibility/access-university.shtml>

Or log in at <https://cpp.levelaccess.net/index.php>

WebAim Accessible Document Training

This course is designed for adult learners that have experience creating Word & PowerPoint documents.

Learn key accessibility principles and processes for Microsoft Word, PowerPoint, and Adobe Acrobat Professional. Participants that pass the course are eligible to be awarded a Certificate of Completion. These certificates allow individuals and/or organizations to document mastery of the course content and proficiency in creating accessible digital documents in common formats.

This independent-study online training covers principles and processes for:

- Creating accessible document content and structure in Word & PowerPoint.
- Evaluating the accessibility of well-structured Word & PowerPoint documents.
- Optimizing the accessibility of PDFs exported from well-structured Word & PowerPoint documents with Acrobat.
- Creating accessible document content and structure in Excel (bonus module).

Sign up using the following link: <https://webaim.org/training/online/csu/course/registration>

The course has been paid by the CSU and is free to you, but you must register with the email account provided by CSU (your CPP email address) to verify eligibility for course enrollment.

If you have any questions on any of these resources or about logging in please contact Alex Hernandez (alexhernandez@cpp.edu), Associate Director of Marketing & Webmaster for the Foundation.

If you would like more details on the campus Accessible Technology Initiative (ATI), contact Carol Gonzales (carolhg@cpp.edu) Associate Vice President for IT Security & Compliance & CISO, IT Compliance.



STUDENT JOBS ON CAMPUS
NOW HIRING
CPPFOUNDATION.COM/JOBS



Greetings from Discovery Farm!

Our team of student workers is hard at work planting strawberries in the field and in our new Hydroponic Stackers. Our strawberries will be ready to pick during Spring on the Farm Field Trips and Spring Fun on the Farm & Egg Hunt Event. We hope to be able to host our Spring Events and see y'all back at the Farm.



CPP Farms has been providing fresh produce for our Farm Box and the winter crop has been bountiful this year. This Spring CPP Farms will be introducing our first crop of organic vegetables and we continue to provide the freshest produce to Poly Pantry. When classes resumes this Spring, we plan to offer ½ size Farm Box options, host a Farmers Market & Farm Box pick-up on campus.



Oreo & his Pals are getting ready to welcome the newest members of the herd this Spring. Don't forget to follow Oreo on [Facebook](#), as he will post updates from the Farm on his page.

Oreo is counting down the days until his 2nd birthday and can't wait to see you at his birthday party this Spring. If you would like to provide a gift for Oreo, please visit his Gift Registry: <https://cppdiscoveryfarm.com/oreo/>

For more information on our upcoming events visit our [website](#) or sign up for our newsletter.



Financial Services Updates

*What is an accountant's favorite type of cereal?
Post!*

Budget season is fast approaching!

The Foundation is getting ready to kick off 2022-2023 budgets over the coming months. As we did last year, the Foundation will soon be requesting that the units prepare and upload the proposed budgets, forecasts and corresponding schedules that correlate to your plans for the upcoming fiscal year. Here are the dates to remember:

Budget and Business Plan Preparation Calendar

January 31	Budget packets provided to budget leads
March 4	Forecast and draft budget uploaded to Enterprise Foundation website
March 21- April 8	Management to review draft budgets with project managers/directors
May X (TBD)	Management to present draft budgets to Board Committee
May 26	Management to present draft budgets to Board of Directors for final approval

We understand there are uncertainties under the impact of the pandemic. The Foundation will follow the guidance of the University on virtual learning schedules in the Spring and Summer and develop the budgets. We would like to appreciate everyone's efforts on this in advance.

Reminder - Foundation cashier's hours are as follows.

OPEN: Monday-Thursday
8:30am – 12pm & 1pm-4pm

CLOSED: Fridays

We will open on Fridays based on guidance from the University's virtual learning schedules. Stay tuned.



Meet Our New Team Members!

William Chung

We are pleased to announce that Mr. William Chung has been appointed Assistant Director of Financial Services. In this role, he will be responsible for managing the Accounts Payable, Accounts Receivable, Banking and Cashiering functions of the organization, along with financial analysis, audit preparation, budgeting and investment reconciliation. He is reporting directly to Joanne Mathew, Chief Financial Officer of the Cal Poly Pomona Foundation.

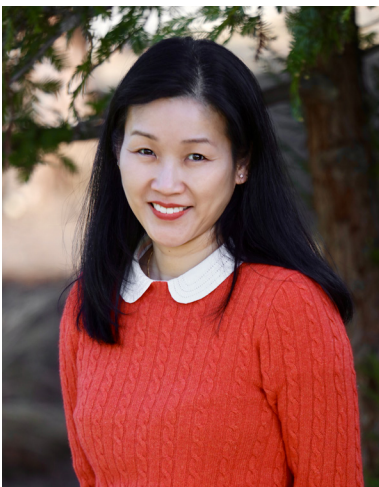
Mr. Chung is a military veteran, Cal Poly Pomona alumnus and finance professional with 16+ years of hands-on experience in various industries (telecommunications, consumer products and services, leisure and hospitality and e-commerce) in both for-profit and non-profit spaces. As a seasoned finance leader, he has worked with cross-functional teams to evaluate and launch new products and services, explore and capitalize on revenue growth opportunities, measure and drive marketing efficiencies, explore and initiate cost-saving efforts, and assess and sunset business streams. Before joining the Foundation, Mr. Chung served as Finance Manager for Girl Scouts of Greater Los Angeles in which he led the financial planning function, forecasting, budgets and cash flow management.



Outside of work, he enjoys spending time with his loving wife and four children while serving as a board member and finance committee chair for his home church.

Susan Tarnarkit

Ms. Susan Tarnarkit has been appointed Assistant Director of Contracts and Project Management. In this role, she is the primary contracts administration and projects manager for the organization, supporting all Enterprise and Administrative units. She is reporting directly to Joanne Mathew, Chief Financial Officer of the Cal Poly Pomona Foundation.



Ms. Tarnarkit is a Licensed Professional Chemical Engineer with 25 years of experience in the Oil and Gas, Petrochemical and Renewable Energy Industries. She is a Cal Polona Pomona alumnus and holds a B.S. in Chemical Engineering. She joins the Foundation with 15 years of experience in Project Management and Execution.

Ms. Tarnarkit is excited to be apart of our team stating, "I hope to make a positive contribution to the Foundation with my in-depth knowledge on project planning, budgeting, contract negotiation, proposal preparation, and project execution."



Office of Grants and Contracts Updates

MEMORANDUM

Detailed below is a quick reference guide for the administration of grant and contract accounts:

1. A [Disbursement Voucher Form](#) (Form FS01111F) must be completed to pay for supply, equipment, and outside service companies (not individuals). Original documentation including original invoices must be submitted with the form. Please indicate your Foundation project number and related budget code on all items submitted to Foundation. All referenced forms indicated in this memo are located on our website at: <http://www.foundation.cpp.edu/grants-contracts/forms.aspx>
2. All vendor invoices and personal reimbursements must be submitted to Foundation no later than 6 months after the expenditure date. In addition, supply/equipment items must be delivered on campus. If the items were not delivered on campus, please provide an explanation as to why they were delivered elsewhere.
3. Foundation requires a [Request for Purchase Order Form](#) (Form FS01112F) for all supply/equipment/service costs where the total amount paid to one vendor equals to or exceeds \$10,000. Per Grant Compliance Guidelines 2 CFR 200, for all supply/equipment/service amounts where the total cost is equal to or exceeds \$10,000, two written bids or a [Sole Source Memo](#) must be attached to the [Request for Purchase Order Form](#) where the lowest bid must be awarded to that vendor. This form must be submitted prior to placing the order. You must attach the written quotes to the [Request for Purchase Order Form](#) before it is submitted to Foundation for processing. Keep in mind, you cannot split orders to one vendor to avoid this policy.
4. For supply/equipment orders where the total amount paid to one vendor will exceed \$25,000, three written bids or a [Sole Source Memo](#)(Form FS01112F3) must also be attached to the [Request for Purchase Order Form](#) prior to placing the order with the vendor. An example of the required contents of the [Sole Source Memo](#) can be found on our website.
5. Services in excess of \$50,000 in a yearly basis also requires a [Request for Purchase Order Form](#) and three written quotes or a [Sole Source Memo](#) must attached to the [Request for Purchase Order Form](#). The lowest vendor quote must be selected. Keep in mind, you cannot split orders to one vendor to avoid this policy.
6. For services that are being performed for your project, if the amount paid from your grant to an individual consultant exceeds \$5,000 during any one year, an [Agreement for the Performance of Consultant Activity for Services In Excess of \\$5,000](#)(Form FS01116F) must be completed and submitted to Foundation Employment Services for their approval prior to hiring the individual.
7. Sales tax is required to be paid on all tangible items consumed within the State of California. When purchasing tangible products outside California, sales tax is required to be paid on the taxable amount of the purchased item. The current sales tax rate is 9.50 percent. If the vendor does not include sales tax on their invoice, we must increase the amount charged to your account by the current sales tax rate percentage to account for this use tax.



8. If services by an outside individual consultant are being performed for your project and the payment will not exceed \$5,000 during any one year, a [Payment of Individual Services Less Than or Equal To \\$5,000](#) (Form FS01117F) can be completed. Please note, this form does not require the completion of a Disbursement Voucher Form when submitted to Foundation, but does require a [Vendor Data Record Form](#) if we have not previously paid this individual from Foundation.

9. Effective May 28, 2014, the social security and tax identification number fields have been removed on all Foundation forms. However, if there is a vendor which your grant has not paid before and the expenditures relates to services provided to your grant project, the [Vendor Data Record Form](#) (FS01105F) will be required to be completed by the vendor and faxed to Foundation Grants and Contracts. The fax number that the form should be sent to is (909) 869-4549 and the vendor needs to address the fax to Maria Nino to assure she gets the form. If this form is not faxed to us at the time of payment, the payment will be held. If the form is not faxed to us in a timely manner, the payment forms will be returned to you to coordination with the vendor.

10. Effective March 25, 2014, for the payment of stipends from your grant project, please use the [Stipend Notice & Acknowledgement](#) (Form Number FS01127F). Please note, all stipend payments must be approved in our grant budget during the preaward phase before they can be paid from your grant project. No social security numbers are required for this form.

11. As soon as you have knowledge that you will be paying a stipend or outside service payment to a foreign individual, please consult Edward Shore, Tax Specialist at ewshore@cpp.edu before submitting this expenditure paperwork to Foundation. According to the Internal Revenue Service (IRS) tax regulations, income tax is imposed on certain payments made to individuals who are not considered United States citizens or residents. Edward needs to review these payments prior to processing by Foundation.

12. All individuals affiliated with Cal Poly Pomona (faculty/staff and student) must be compensated as a Foundation employee through [Foundation Employment Services](#). These individuals cannot be paid as outside consultants. This does not include stipends paid to students.

13. Stipend payments to Faculty/Staff are considered wages and must be paid through Kronos. You must complete an [Employee Transaction Form](#) (ETF).

14. If your grant project will be hiring Foundation employees, you must contact Foundation Employment Services at x4811 prior to having the individuals work for your project. Under no circumstances should individuals, who will be paid from your grant as Foundation employees, be working on your project and not be established as a Foundation employee.

15. All Foundation employee hours (faculty/staff/student) must be logged into the [Kronos Time Keeping System](#) in a timely manner during the periods in which the hours were worked. It is not acceptable to submit hours late for time worked on the project and paper timesheets will not be accepted.

16. All Project Directors are responsible for approving hours in Kronos. If there is a special circumstance where the Project Director is not able to approve time, a supervisor can be designated as an approver if a delegation form is completed with Employment services. For more information, please contact x4811 or email Samantha Broyles sbroyles@cpp.edu.

17. Foundation compensation to faculty and University staff during the academic year is prohibited if it has not been approved by the agency. Overload compensation must be approved by the agency in writing before it can be paid from a Foundation Grant and Contract account.



18. All Foundation employees working on your account must be terminated by the last day of the project. [Employee Transaction Form](#) (ETF) must be submitted to Foundation Employment Services no later than 10 days prior the end of the project terminating all employees so that final checks can be issued on the last day of the grant. This form can be found on the [Employment Services Website](#).
19. Scholarships paid to Cal Poly Pomona students must be processed through the University via Financial Aid. No scholarship payments will be made directly to the student.
20. Meal reimbursements require the name of every person attending the meal and exactly what business was discussed documented on the receipt. The business discussion documentation must be detailed enough to determine the purpose of the business meal. It is not acceptable to give a one line description for the purchase of the meal.
21. If your grant has participant support cost meals budgeted as object code 7196, two listings will need to be submitted with the meal disbursement document. One list must include only the names of the participants that attended the meal and a second listing will need to be included for all employees who attended the same meal. The participants will be classified as participant support costs 7196 and the employees will be classified as meals and refreshments 7185.
22. Per compliance requirement 2 CFR 200.314, if there is a residual inventory of unused supplies exceeding \$5,000 upon termination of the project, your project will be required to compensate the government for its share of these unused items. This means that the grant project will need to receive a refund for the cost of those supplies that were purchased for your project and were not used. This refund would need to come from College nongrant funds held in the Foundation and deposited back into the grant project. To avoid this situation, large purchases of tangible supplies, equipment, computers, and software will not be allowed to be paid towards the end of the project. We highly encourage that grant purchased tangible items be ordered and received no later than six months before of the end of your project.
23. All expenditures incurred prior to the grant deadline must be liquidated 60 days after the ending date of your grant project. As a result, we will need all expenditure documentation submitted to Foundation Grants and Contracts no later than 45 days after the ending date in order to process all items in time reconcile the account and prepare the final expenditure reimbursement to the agency.
24. With regards to computer purchased with grant and contract funds, please review the campus policy relating to the appropriate use of information technology which can be found on the University's website at: https://www.cpp.edu/policies/university/information-technology/appropriate_use.shtml
25. All computers, iPads, and software paid with funds held in the Foundation including Grant and Contract and Foundation Program accounts, must be purchased at the Bookstore. If a computer, IPAD, or software is not purchased at the Bookstore, the purchase must be reviewed and approved by the University's I&IT CIO Office. The I&IT CIO Office reviews orders for electronic and information technology to ensure compliance with Section 508 of the Rehabilitation Act as well as with campus security and technology standards. For more information about submitting your personal computer requisition for I&IT's review, campus technical standards or 508 compliance, please contact Carol Heins-Gonzales at carolhg@cpp.edu or (909) 979-6457.



Foundation Financial Services has a web-based accounting system where you can have access to your grant and contract reports at any time. The weblink for this system is as follows: <https://onesolution.fdn.cpp.edu/Production/>

A copy of the user manual can be found on our website: <http://www.foundation.cpp.edu/grants-contracts> and training guides and select Online Grants & Contracts Reports Manual.

If you need your One Solution password reset, please contact Debra Chavez debrachavez@cpp.edu and she will reset it for you.

All policies, procedures, and forms relating to Grant and Contract Accounts can be found on Foundation's website at: <http://www.foundation.cpp.edu/grants-contracts/>

The full copy of the project administration guide can be found under Training Guides on the Grants and Contracts website.

There is also a two hour Web-Ex grants training session which can be found on the Grants and Contracts website under training guides at: <http://www.foundation.cpp.edu/grants-contracts/> which will train you on Foundation post award administration including preparation of Foundation forms. I encourage you to take this online training course.

If you have any questions with regards to the administration of your project, please feel free to give us a call.

Maria Nino (Accounts payable- Vendor payments, disbursement vouchers, Concur travel, P-card)
909-869-3304
mnino@cpp.edu

Michele Ramirez (Accounts Receivable – Invoicing Agencies, Sets up new grants, assist with billing/agency related questions)
909-869-2916
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Lily Maciel
909-869-2903
Immaciell@cpp.edu



Follow these easy recipes featuring CPP Spadra Farm Ingredients available at the Farm Store!

CARROT JUICE

Cal Poly Spadra Farm
Featured Harvest: Carrots
Servings - 2 cups

INGREDIENTS:

1 cup Carrots
1 cup Water
1 Tbsp Lemon Juice
½ tsp Ginger peeled
Blender

DIRECTIONS:

1. Wash produce prior to using
2. Remove carrot tops, peel carrots and cut into ½” wedges
3. Place all items in a blender, secure the lid
4. Select whole juice setting or blend on low speed for 1 minute, then medium speed for 30 seconds.

*****Options: carrots do not need to be peeled but washed thoroughly, Use tri color carrots for a unique purple carrot juice***



MANDARIN ORANGE SCENTED CARROTS

Cal Poly Spadra Farm

Featured Harvest: Heirloom Carrots, Mandarin Orange

Serves 4

INGREDIENTS:

- 1 lb Heirloom Carrots or Tri Colored Carrots
- 1 Tbsp Olive oil
- 1 Mandarin Orange
- ¼ tsp Kosher Salt
- Option to add fresh herbs of choice



DIRECTIONS:

1. Wash produce prior to using
2. Remove carrot tops, peel carrots, leave carrots whole or split
3. Turn temperature on medium, heat skillet, place olive oil in pan, carefully add carrots, cook for 5 minutes stir every 30 seconds
4. Half an orange, remove seeds, squeeze juice into a cup
5. Add orange juice and salt, carrots will steam and absorb the juice
6. Cook until the juice is absorbed and carrots are tender

*** Options: seasonal carrots can be used, substitute mandarin or other seasonal oranges*

H A P P Y

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VALENTINE'S DAY

♥ WORD SCRAMBLE ♥

1. MARDIER _____

2. QUTBOUE _____

3. OOLTCHEA _____

4. PDUICI _____

5. WRSLEFO _____

6. AETRH _____

7. NORMCEA _____

8. WREHTESAE _____

9. ELVNATEIN _____

10. OESRS _____

11. GHU _____

12. LEVO _____



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Employee Profile

Sonia Islas

Job title: Front Desk Assistant Manager at Kellogg West

Length of employment: 2 weeks

I have a talent for... Being optimistic. I try to see the positive side on any situation.

What is your favorite movie? My favorite movie is *Toy Story*

What is your favorite song? I love music but don't have a favorite song

What is on your bucket list? World Travel

If you could travel anywhere in the world, where would you go and why? Iceland to see the Northern Lights.

What are your biggest accomplishments? Graduating from Cal Poly Pomona with my bachelor's degree in Hospitality Management.

What are your hobbies? I love to go to Dodgers baseball games, I love shopping, and I love to bake

What's the best meal you've ever had? I absolute loved the Mac & Cheese from Beecher's in Seattle, Washington!

What was your first job? My first job was as a quick service cashier at Disneyland. I worked at the Jolly Holiday Bakery and the Gibson Girl Ice Cream Parlor on Main St.

If you could be any animal, which would you be? I would be an elephant because they're strong and great leaders. They are also extremely loyal to their herds.







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.

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