



MARK YOUR CALENDARS

November 2023

11/10	Veterans Day (Campus Closed/Enterprises Holiday)
11/23	Thanksgiving Day (Campus Closed/Enterprises Holiday)
11/24	Columbus Day/Indigenous Peoples Day Observed (Campus Closed/Enterprises Holiday)

December 2023

12/10	Classes End
12/24 - 1/1	Holiday Break (Campus Closed/Enterprises Holiday)

CENTERPOINTE EVENTS— SAVE THE DATE!

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

Novembers dining events are as followed:

- 11/6 Nacho Day: Join us at Centerpointe and enjoy a nacho bar all day for National Nacho Day
- 11/11 Veterans Day: Veterans can enjoy discounted prices at Centerpointe year-round
- 11/16 NAHM: Join us in celebrating Native American Heritage Month with a special menu during lunch
- 11/21 Hot Chocolate Day: Enjoy a hot chocolate bar all day for National Hot Chocolate Day
- 11/28 Giving Thanks: Join us for pop-up activities and give thanks

40TH ANNUAL HOT DOG CAPER: A SUPER SUCCESS

The Hot Dog Caper returned to Cal Poly Pomona for its 40th year with a new super theme. Cal Poly Pomona Enterprises transformed the campus into a world of capes, masks and a humble ballpark snack turned super.

With great power comes great responsibility, and CPPE answered with an afternoon of superhero impersonators, a live DJ, a balloon twister and lots of exciting vendors. Plus, special guests Billy the Bronco and horses from W.K. Kellogg Arabian Horse Center made an appearance.

With an attendance of over 6,000 students, this event wouldn't have been possible without help from our campus volunteers who handed out 12,000 hot dogs, veggie dogs and halal dogs, over 4,000 bags of chips, 1,500 popsicles and over 5,600 beverages.

The Hot Dog Caper is made possible by over 300 volunteers and our sponsors and partnerships with Cal Poly Pomona, Pepsi Beverages Company, Associated Students Inc., Facilities Planning & Management, Hoffy Beef Franks, First Class Vending and Bronco Athletics.

Thank you to all our volunteers, sponsors, campus partners and guests. We hope you had a super time!

Visit <http://www.hotdogcaper.com/> for more info and to view the 360 videos. Check out the highlight video on YouTube here: <https://www.youtube.com/watch?v=llteE5Jb7P>



EMPLOYMENT SERVICES

NEW STAFF MEMBERS

- Debbie Tanaka - CPSS Coordinator
- James Anderson - Sous Chef

STAFF ANNIVERSARIES

- Brianna Cox - 10 Years of Service

PAYROLL UPDATES

Payroll Training - Employees and Managers

Are you a new employee? Do you need a refresher?

Our next scheduled payroll training will be held on **November 16th**

For more information and to reserve a seat, please email:
fdnpayroll@cpp.edu

BENEFITS CORNER!

OPEN ENROLLMENT IS CLOSED for plan year 2024 as of November 3rd, 2023. If you have any questions or concerns, please contact Angela Cameron at fdnbenefits@cpp.edu

Deadline for vision claims:

Any UMR Vision claims started between 01/01/2023-12/31/2023 need to be submitted no later than 3/31/2024. This is a hard deadline. Claims submitted after this date will not be considered for reimbursement.

Holiday Well-being

Prepare now for a stress-free holiday season both at work and at home. Here's a look at stress reduction tips for this time of year <https://info.totalwellnesshealth.com/blog/holiday-stress>



UPCOMING EVENTS

Veterans Day Card Signing

When: November 9, Thursday from 11:30 AM-1:00 PM

Where: Building 24, Recital Hall

Details: <https://www.cpp.edu/staffcouncil/veteransdaycelebration.shtml>

Annual Toy Drive

When: November 13-30

Where: University Library, Student Services Building, Athletics Department, Bldg. 4, & Bldg. 55

Details: <https://www.cpp.edu/staffcouncil/toydrive/index.shtml>



Visit www.cpp.edu/staffcouncil/toydrive  Follow Us: [CPSTAFFCOUNCIL](https://www.instagram.com/CPSTAFFCOUNCIL)

 **Staff Council**
Making A Difference

Staff Council's Annual
TOY DRIVE

Please join Staff Council in collecting toys to support Pomona PD's Santa Cop Program

**Drop off sites:
Library, SSB, Athletics & Bldg. 4**

Accepting donations thru Nov. 30th

KELLOGG WEST

Let Kellogg West Cater your Holiday Gathering on Campus!

- Delivery directly to your campus location, building or reserved site on campus
- Services offered weekdays & weekends
- Full Service Catering - Choose between a Fall Harvest Feast Menu and four new Holiday Special Menus!
- We will set up and clean up for you as you enjoy your holiday celebration

Email KelloggEvents@cpp.edu or call 909-869-4146 to book.



LET KELLOGG WEST HOST YOUR

Holiday Party

Now booking for November & December 2023

Ask about our Full Service Catering!

Kellogg West
Conference Center & Hotel
@Cal Poly Pomona

www.KelloggWest.com

KelloggEvents@cpp.edu
or call 909-869-4146

The graphic features a dark background with colorful Christmas ornaments (pink, green, red, yellow) and a pink bell. Small starburst icons are scattered around the text. A decorative line with three circles is positioned above the 'Ask about our Full Service Catering!' text.

FINANCIAL SERVICES

WHAT DID THE ACCOUNTANT SAY TO HIS MISBEHAVING SON?
“YOU NEED TO ACT YOUR WAGE!”

Has there been a change in your Authorized Signer?

- When there are changes in staff who are designated as authorized signers, the college/division should fill out the appropriate form(s) to remove and replace that signer.
- Once the forms are completed and approved, they should be sent to Cal Poly Pomona Enterprises Financial Services.
- The Internal Manager for your College/Division will review the forms and make the changes to the system to ensure that the new signer is now authorized to sign for the specified projects.
- There are different forms for CPP Enterprise projects and CPP Philanthropic projects so if the change affects projects in both companies, two forms will need to be filled out and submitted.

[Link to Request for Account Change Form](#) (Enterprise Projects)

[Link to Project Update Form](#) (Philanthropic Projects)

- Not sure who your Internal Manager is? Check the list with the link below:

[Link to list of Internal Managers](#)

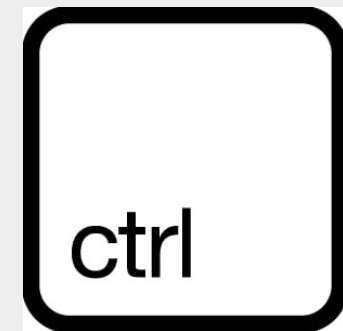
- Report to check the current Authorized Signers in One Solution
- Most of the signers are listed by title in One Solution. The below report will show the name of each signer and what their title is in One Solution. If you notice any signers in this report that are no longer in their roles, please let your Internal Manager know so we can update the system.

If you don't get excel, here's one EXCEL-lent tip that should help

Fast Navigation with Ctrl + Arrow Button:

When you click Ctrl + any arrow button on the keyboard, you can jump to the edge of the sheet in different directions.

If you want to jump to the bottom line of the data, just try to click Ctrl + downward button.



FINANCIAL SERVICES CONT.

PURCHASING CARD HOLDER RESPONSIBILITIES

All P-Card holders are required to reconcile **ALL** transactions no later than the 22nd (or the next business day if the 22nd is on a weekend or a holiday).

Emails are sent to **cardholders** daily as soon as a charge is incurred to assist with receipt and statement completion. Follow up emails will continue until a receipt is attached, the description, an object code (GL Code) and a project code are all entered into WellsOne.

WellsOne will acknowledge as “Approval Required”. Once the transaction is fully reconciled, the **approvers** will receive an email reminder to review and approve transactions.

Approvers will have up to the 23rd of the month to approve transactions.

Cards will be suspended if the reconciliation process is late THREE times in a fiscal year.

GRANTS AND CONTRACTS

Notice of Budget changes: **Effective November 2023**

Financial services will be making a change to how Taxes and Fringe Benefits are posted with respect to payroll.

Taxes will be posted to a new object code #7201, Benefits will continue to post to #7310.

Going forward, Taxes will be a new line item on your budgets.

COMMUTERS HAVE MEAL PLANS TOO!

BroncoPass 10 \$210

10 Centerpointe meals + 75 Bronco Bucks

BroncoPass 20 \$340

20 Centerpointe meals + 75 Bronco Bucks

BroncoPass 30 \$465

30 Centerpointe meals + 75 Bronco Bucks

**BEST
VALUE**

BroncoPass 50 \$710

50 Centerpointe meals + 75 Bronco Bucks

Bronco Bucks can be used as
cash for food, books, and more!

1 Bronco Buck = \$1.00

BRONCOPASS PLANS NEVER EXPIRE!



Commuting students, staff, and faculty... You can
fuel your hunger and save money
by purchasing a meal plan!

Pricing subject to change. For up-to-date pricing, please visit website.

Learn more at cppdining.com \\ To purchase a meal plan visit broncoonecard.com

DINING SERVICES

TAKE THE DINING SERVICES ONLINE SURVEY!

We Want to Hear From You!

As part of Cal Poly Pomona Enterprises' ongoing efforts to ensure that our Dining Services venues are exceeding your expectations, we are conducting a customer satisfaction survey.

Simply review any (or all) of the dining units on campus for a chance to win an iPad, Bronco Swag Bag, or a \$50 Cal Poly Pomona gift card. Survey period ends November 22, 2023. All responses are confidential. Terms and Conditions apply.

For more information and to take the survey, visit cppdining.com/survey.

TAKE THE DINING SERVICES ONLINE SURVEY

CLICK HERE TO TAKE THE SURVEY

TERMS AND CONDITIONS APPLY. NOT RESPONSIBLE FOR TYPOGRAPHICAL ERRORS.

win prizes!*

GRAND PRIZE:
Apple iPad (9th Generation)
256 GB Wifi - Space Gray (1 WINNER)

2ND PRIZE: \$200 Value Bronco Swag Bag (1 WINNER)

3RD PRIZE: \$100 Value Bronco Swag Bag (1 WINNER)

4TH PRIZE: \$25 Bronco Bucks (5 WINNERS)

TERMS AND CONDITIONS APPLY. NOT RESPONSIBLE FOR TYPOGRAPHICAL ERRORS.

SURVEY THESE CAMPUS RESTAURANTS

SADDLES Starbucks Carl's Jr. QDOBA SUBWAY Round Table CENTER POINTE and more...

WE WANT YOUR FEEDBACK

FOUNDATION DINING SERVICES

THANKSGIVING DINNER PACKAGES NOW AVAILABLE

PURCHASE YOUR THANKSGIVING DINNER

COMPLETE WITH SIDES AND YOUR CHOICE OF PROTEIN*

DONATE TO THE POLY PANTRY!

YOUR SUPPORT MAKES A DIFFERENCE!

FOR FOOD PURCHASES AND/OR DONATIONS THROUGH THE POLY PANTRY, CAL POLY POMONA FOUNDATION WILL PROVIDE MEALS TO STUDENTS IN NEED**.

*VEGETARIAN LASAGNA AVAILABLE

CPP Dining Services is excited to announce the return of our Thanksgiving Dinner Packages!

Packages include a protein of your choice alongside a variety of classic Thanksgiving sides. Vegetarian options are also available.

In partnership with CPP Enterprises and the CPP Care Center, meals can also be purchased and donated to provide meals for students facing hardships this holiday season. For every donation made, CPP Dining Services will donate an additional two meals to students in need.

Ordering deadline is **November 8 at 5PM.**

Order or donate a Thanksgiving package online: <https://foundation.cpp.edu/dining/thanksgiving.aspx>.

NEW
**PUMPKIN
CARAMEL
SWIRL**



**AVAILABLE WHILE
SUPPLIES LAST**

BRONCO BOOKSTORE

EXCLUSIVE MERCH AT BRONCO BOOKSTORE

The Bronco Bookstore had a great time hosting its merch booth at the Pumpkin Fest this year.

If you didn't get a chance to visit their booth at Pumpkin Fest, stop by the Bookstore for an exclusive array of CPP Farms merchandise while supplies last!

Shop the Bronco Bookstore 24/7 at <https://www.broncobookstore.com/>



EMPLOYEE PROFILE

LIZETTE VILLAR

Job title:

Grant Specialist

Length of employment:

Two months

What are your biggest accomplishments?

Finishing my bachelors, as a first generation student it was a struggle that took too many years, and now I work at school where it started and contribute a little bit to helping those who are trying to finish theirs too.

What is your favorite movie?

10 Things I Hate About You

What is your favorite song?

Creep by Radiohead

What are your hobbies?

Finding a good cup of coffee

What is on your bucket list?

Seeing wild horses at the beach

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

Italy, I hear they drink espresso after every meal and to see all the catholic churches

What was your first job?

If you don't count working as a child at the swap meet with my mom, I guess AMC Theater

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

Carne asada plate made at home with rice and beans and my mom's guacamole.

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

I would be a Panda



ABOUT CAL POLY POMONA ENTERPRISES

To support the educational mission of Cal Poly Pomona, Cal Poly Pomona Enterprises provides services, financial aid and administrative assistance to the university community, and is the largest employer of students on the campus, providing invaluable work experience to approximately 1,500 students each year.

Additional support includes post-award compliance to Sponsored Programs and Awards, services to The Farm Store, Philanthropic Foundation, Enterprises Programs, and more.

In addition, CPP Enterprises provides a wide range of essential services for the campus community, including Dining Services, the Bronco Bookstore, faculty/staff housing, University Village housing, the Kellogg West Conference Center and Hotel, commercial real estate activities and Innovation Village.

Because of your support, CPP Enterprises is able to provide these beneficial services every year. Thank you for making your purchases on campus and contributing to the success of Cal Poly Pomona students and the university community.

