

**CAL POLY POMONA FOUNDATION, INC.  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
PERSONNEL COMMITTEE**

**Friday, November 19, 2021  
2:00 pm – 3:30 pm**

Join Zoom Meeting  
<https://cpp.zoom.us/j/83430534979>  
**AGENDA**

Committee Chair: Christina Gonzales

Directors: Dr. Jocelyn Pacleb, Mayra Brown, Deborah Goman, Prabhat Jammalamadaka, April Jimenez, Dr. Iris Levine, Aliza Ortega, John McGuthry, Kimberly Allain.

Staff: Claudia Burciaga-Ramos, Jared Ceja, Shari Benson

**I. ACKNOWLEDGEMENT OF MEMBERS OF THE PUBLIC** Who may or may not be commenting on a specific item or making a general comment.

**II. CONSENSUS ACTION ITEMS**

*Items in this section are considered to be routine and acted on by the committee in one motion. Each item of the Consent agenda approved by the committee shall be deemed to have been considered in full and adopted as recommended. Any committee member may request that a consent item be removed from the consent agenda to be considered as a separate action item. If no additional information is requested, the approval vote will be taken without discussion. An “A” distinguishes items requiring approval.*

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**CAL POLY POMONA FOUNDATION, INC.**  
**PERSONNEL COMMITTEE MEETING MINUTES**  
**Thursday, September 14, 2021, 3:00 p.m.**  
**Zoom**

***Notice is hereby given that a regular meeting of the Personnel Committee was held by video conference/teleconference on Thursday September 14, at 3:00 p.m. to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at <https://foundation.cpp.edu/meetingpackets.aspx>.***

Present: Kimberly Allain, Dr. Lea Dopson, April Jimenez-Valadez and Stephanie Pastor

Absent: Deborah Goman

Staff: Shari Benson, Claudia Burciaga-Ramos and Jared Ceja

**CALL TO ORDER**

Dr. Lea Dopson called the meeting to order at 3:02 pm.

**CONSENSUS ACTION ITEMS**

1. Minutes April 14, 2021 Meeting  
A motion was made by Stephanie Pastor and seconded by April Jimenez-Valadez to approve the April 14, 2021 minutes; no opposition, the minutes were approved.

**INTRODUCTIONS**

2. Introduction of new Director/CHRO  
Jared Ceja introduced Shari Benson as the new Human Resources Director/CHRO; she has well over 20 years of Human Resources field experience with a Cal Poly Pomona Bachelor's degree in Business Administration with an emphasis in Human Resources Management and a Master's degree in Organizational Leadership from Chapman University. Shari will be collaborating with this committee on a regular basis and has begun working on things like updating policies and procedures, health care plans, job description consolidation and the performance evaluation for the Foundation's Executive Director.

**GENERAL UPDATES**

3. Executive Director's Report  
Jared Ceja reported the Fall 2021 Actuals varied from Budget due largely to differences in residential population, foot traffic, KW & KH events, staff shortage, facilities challenges impacted by 1.5 years of closure, and unexpectedly positive growth in low-cost Instant Access course materials. The summer has also been occupied with numerous scheduled audits. Student savings on IA course materials have continued to maintain strong growth since inception with the pace reaching \$1M a semester. The average price of a book is now only \$45.13. The big news is that total units transacted with the Bronco Bookstore went up to 55,181 units, up from 34,670 last fall. The last time we broke 50,000 units was in 2009 and this is the first time we ever hit 55,000. This result is positive for both students and the operation.

Specific to personnel, Jared Ceja elaborated on the staff shortages. Much of what is being reported nationally is true for us. Recruitment has been challenging at the student and staff level, particularly in Dining, resulting in operations functioning with limited hours and modified services. Things are now slowly improving in nearly all areas.

**ACTION ITEMS**

4. Holiday Schedule 2021/2022  
Jared Ceja introduced the Holiday Schedule for 2021/2022 as an extension of the previously approved 2021 Holiday Observances. It covers fiscal year 2021-2022 and the added dates are from January – July of 2022 that mirror those observed by the university.  
  
A motion was made by Stephanie Pastor to accept the Foundation Holiday Schedule 2021/2022 and have the motion brought forth to the Board of Directors for approval at the next scheduled meeting. The motion was seconded by April Jimenez-Valadez and approved unanimously.
5. Healthcare Rates for 2022  
Jared Ceja and Shari Benson presented the Foundation Management's recommendation for the monthly contribution to the 2022 healthcare premiums for each employee or annuitant. These premium contributions are based on the 5% annual increase cap previously approved by the Board of Directors. Negotiations with various healthcare providers are ongoing and may result in actual costs below the proposed amounts. Management is also seeking to expand employee options within the approved cap.

A motion was made by April Jimenez-Valadez to approve the Foundation's monthly contribution to the 2022 health plan premiums up to \$625 for employee or annuitant, up to \$1248 for an employee or annuitant with one dependent, and up to \$1766 for an employee or annuitant with two or more dependents and that upon approval by the Board of Directors, the Chief Human Resources Officer is authorized and directed to take any and all action as may be necessary to effectuate this resolution. The motion was seconded by Stephanie Pastor and approved unanimously.

### **INFORMATION & DISCUSSION ITEMS**

6. Telecommuting Policy

Jared Ceja reviewed the revisions of the Telecommuting Policy effective June 21, 2021. He briefly talked about the purpose, objectives, guidelines, eligibility, expectations and requirements of the telecommuter. An eligible employee who wants to participate with a telecommuting schedule must begin by submitting a completed Telecommuter Safety Checklist and Telecommuting Request Form for review and approval prior to telecommuting begins. Approved schedules will include no more than two telecommuting days per week. Currently there are 32 employees in the program.

7. Performance Review Update – Executive Director/CEO

Shari Benson mentioned a 31 questions survey was sent out to 47 individuals including board members, Jared's direct reports, and 12 other individuals; the survey closed with a 72% participation and a report with all the findings and comments is being compiled that will go to the Chair and Vice Chair before the end of this week so that we can have further discussion during the Board meeting. Additionally, Jared filled out his own self-evaluation and that will also go in the summary.

### **ADJOURNMENT**

Moved and seconded by April Jimenez-Valadez and Kimberly Allain to adjourn the meeting at 3:35 p.m. Motion approved unanimously.

Respectfully submitted,

Dr. Lea Dopson, Chair  
Personnel Committee



**Cal Poly Pomona  
Foundation**

# Executive Director's Report

November 19, 2021

Personnel Committee

# Memorandum



Date: November 19, 2021  
To: Personnel Committee  
From: Shari Benson  
Director – Human Resources/CHRO  
Subject: **Update of “Flex Dollars Program”**  
Attachment: Updated Flex Dollar Enrollment Form

## **HISTORY:**

The “Flex Dollars” program was implemented in 2013 after a number of preceding changes to personnel benefits. It has not been updated. The purpose of the plan is to allow Foundation employees to defray the cost of several employment benefits programs and/or related expenses. “Eligible” employees refer to fully benefited employees.

The Flex Dollars program credits employees with a specified dollar amount of “Flex Dollars” on a monthly basis which may be applied to one or more programs in a manner determined by the employee.

The Flex Dollars amount for calendar year 2022 will remain unchanged at \$70 per month, totaling \$840 annually per eligible employee. Flex Dollars may be applied to offset the cost, or increase the benefit amount, of one or any combination of the following items: CSU parking fees; tuition reimbursement for college coursework; contribution to an FSA account to help defray cost of co-pays/deductibles for insurance and/or Dining Dollars. The option to reduce health insurance premiums will be eliminated as this is no longer applicable.

Enrollment in the Flex Dollars Program and deciding how Flex Dollars will be applied will occur during the annual benefits open enrollment period or during a qualifying event. Unused Flex Dollars for an employee will expire at the end of each calendar year.

## **PROPOSED ACTION:**

The following resolution is recommended by Management for approval:

**RESOLVED**, that the Personnel Committee approves updating the Flex Dollars Program effective with the benefit plan year 2022 and forwarding the Resolution to the Board of Directors for consideration at the next scheduled meeting.

**BE IT FURTHER RESOLVED** that upon approval of this resolution by the Board of Directors, the Executive Director/CEO and Director – Human Resources/CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF NOVEMBER, 2021.**

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Christina Gonzales  
Personnel Committee Chair

# FOUNDATION FLEX DOLLAR Contribution Enrollment Form



The purpose of the Flex Dollars program is to defray the cost of one or more employment benefit programs and/or related expenses as stated below.

The Flex Dollars program will “credit” employees with a specified dollar amount of “Flex Dollars” on a monthly basis to be applied to one or more of the specified benefit programs below. Must be in whole dollar amounts.

Please select and return to Employment Services for processing.

I, \_\_\_\_\_, desire to distribute the Flex Dollars up to a maximum of \$70.00 per month as follows:

- Reduce parking expense by \_\_\_\_\_ per month.
- Add to FSA Account \_\_\_\_\_ per month (cannot exceed annual maximums set by IRS, see benefit guide).
- Receive additional tuition assistance in the amount of \_\_\_\_\_ per month, to be applied to:  Fall  Winter  Spring  Summer  
 Self  Dependent Name: \_\_\_\_\_
- School Attending: \_\_\_\_\_ (must be a UC, Cal State or Community College if using Flex Dollars for Dependent).  
Anticipated Graduation Date: \_\_\_\_\_ (Flex dollars will discontinue upon graduation and will only apply to portions not covered by the Tuition Reimbursement program).
- Add \_\_\_\_\_ per month to Bronco ID Card # \_\_\_\_\_ (will require periodic feedback/survey completion).

I understand my election is an annual election and cannot be changed during the year with the exception of tuition assistance which will cease upon graduation.

Further, I understand Flex Dollars cannot be “cashed in” and that if there are unused Flex Dollars at the end of the year, it will not be carried over into the next year.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

For Employment Services use:

Total Flex Amount: \_\_\_\_\_

Employment Services: \_\_\_\_\_

Payroll Processed: \_\_\_\_\_

Accounting Notified: \_\_\_\_\_

# Memorandum

Date: November 19, 2021

To: Personnel Committee

From: Jared Ceja  
Executive Director/CEO

Subject: **Annual Salary Scale Review Effective 1-1-2022**

Attachment: (1) Current 2021 Salary Ranges  
(2) Proposed 2022 Salary Ranges



Each year Management reviews its compensation policies and practices. An essential tool used in compensation administration is a current, relevant, and accurate salary scale. This year Management is requesting to update the salary scale by increasing the maximum rate for positions in Grades 7 through 16 by 4%. Additionally, it is proposed to eliminate Grade 6 due to the minimum wage change to \$15.00/hr. effective January 1, 2022. In conjunction with the minimum wage change, California law calls for minimum exempt position pay of \$62,400/yr.

These changes are necessary to help ensure our salary range is consistent with current wage orders and aligned with the market while mitigating the long-term effects of salary compression. These changes also support Foundation's requirement to meet comparability standards with the University. No changes were made in the previous year to the top end of the ranges.

This information will be posted on Foundation's website, which offers transparency related to wages for positions, and to meet the California Government Code regulations related to maintaining a publicly available pay schedule.

## **PROPOSED ACTION:**

Management recommends the following resolution for approval:

**WHEREAS**, Management is requesting the Personnel Committee's approval to forward the following resolution to the Board of Directors for their consideration:

**RESOLVED**, that the Personnel Committee approves the Proposed 2022 Salary Grades as illustrated in Attachment (2) with an effective date of January 1, 2022 and ask that it be forwarded for consideration at the next scheduled Board of Directors meeting.

**BE IT FURTHER RESOLVED** that upon approval of this resolution by the Board of Directors, the Director – Human Resources/CHRO is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF NOVEMBER, 2021.**

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Christina Gonzales, Chair  
Personnel Committee

**CURRENT**

GRADE #	POINT SPREAD		HOURLY RANGE SPREAD			Bi-Weekly Period			ANNUAL RANGE SPREAD			GRADE #
	MIN	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	
16	2,400	2,599				\$5,326	\$7,148	\$9,510	\$138,476	\$192,868	\$247,260	16
15	2,200	2,399				\$3,683	\$6,441	\$9,199	\$95,758	\$167,471	\$239,185	15
14	2,000	2,199				\$3,120	\$4,922	\$6,724	\$81,120	\$127,976	\$174,833	14
13	1,800	1,999				\$2,385	\$3,911	\$5,437	\$62,000	\$101,679	\$141,358	13
12	1,600	1,799				\$2,308	\$3,272	\$4,236	\$60,000	\$85,073	\$110,146	12
11	1,400	1,599				\$2,427	\$3,105	\$3,783	\$58,240	\$78,293	\$98,345	11
10	1,200	1,399	\$22.71	\$32.16	\$41.61	\$1,817	\$2,573	\$3,329	\$47,237	\$66,893	\$86,549	10
9	1,100	1,199	\$20.70	\$29.17	\$37.63	\$1,656	\$2,333	\$3,010	\$43,056	\$60,663	\$78,270	9
8	1,000	1,099	\$19.89	\$26.98	\$34.06	\$1,591	\$2,158	\$2,725	\$41,371	\$56,108	\$70,845	8
7	900	999	\$16.04	\$23.61	\$31.18	\$1,283	\$1,889	\$2,494	\$33,359	\$49,107	\$64,854	7
6	600	899	\$15.00	\$20.65	\$26.29	\$1,200	\$1,652	\$2,103	\$31,200	\$42,942	\$54,683	6



**PROPOSED**

\* Revised with 4% increase for the Max in each grade, adjusts the midpoint, but keeps the min the same. Provides greater spread within each job grade.

GRADE #	POINT SPREAD		HOURLY RANGE SPREAD			Bi-Weekly Period			ANNUAL RANGE SPREAD			GRADE #
	MIN	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	
16	2400	2599				\$5,326	\$7,608	\$9,890	\$138,476	\$197,813	\$257,150	Grade 16
15	2200	2399				\$3,683	\$6,625	\$9,567	\$95,758	\$172,255	\$248,752	Grade 15
14	2000	2199				\$3,120	\$5,057	\$6,993	\$81,120	\$131,473	\$181,826	Grade 14
13	1800	1999				\$2,654	\$4,154	\$5,654	\$69,004	\$108,008	\$147,012	Grade 13
12	1600	1799				\$2,539	\$3,408	\$4,278	\$66,014	\$88,615	\$111,216	Grade 12
11	1400	1599				\$2,400	\$3,167	\$3,934	\$62,400	\$82,340	\$102,279	Grade 11
10	1200	1399	\$22.71	\$32.99	\$43.27	\$1,817	\$2,639	\$3,462	\$47,237	\$68,624	\$90,011	Grade 10
9	1100	1199	\$20.70	\$29.92	\$39.14	\$1,656	\$2,393	\$3,131	\$43,056	\$62,229	\$81,401	Grade 9
8	1000	1099	\$19.89	\$27.66	\$35.42	\$1,591	\$2,212	\$2,834	\$41,371	\$57,525	\$73,679	Grade 8
7	600	999	\$15.00	\$23.71	\$32.43	\$1,200	\$1,897	\$2,594	\$31,200	\$49,324	\$67,449	Grade 7

**Notes:**

1. Grades 7, 8, 9 and 10 are generally nonexempt positions.
2. Based on minimum wage and no range increase over last few years, recommend a 4% increase in the maximum for each job grade
3. Corrections made for ranges 11-13, ranges were off; higher grade had lower minimum in 2021
4. Grade 6 eliminated

# Memorandum



Date: November 19, 2021  
To: Personnel Committee  
From: Shari Benson  
Director – Human Resources/CHRO  
Subject: **Update of Executive Director Job Description**  
Attachment: (1) Executive Director Job Description

## **HISTORY:**

The job description for the Executive Director/CEO has not been updated since 2004. Operations have change and were not sufficiently recognized in the previous version. In addition, the most recent position posting altered the administrative reporting structure for the role. The old job description had a solid line from the Executive Director/CEO to the University President with a dotted line to the Vice President for Administration. The revised job description swaps that structure by setting a solid line to the University Vice President for Administration with a dotted line the President.

## **PROPOSED ACTION:**

The following resolution is recommended for approval:

**RESOLVED**, that the Personnel Committee of the Board of Directors approves the updated job description for the Executive Director/CEO and ask that it be forwarded for consideration and approval at the next regularly scheduled meeting of the Board of Directors.

**BE IT FURTHER RESOLVED** that upon approval of this resolution by the Board of Directors, the Director – Human Resources/CHRO is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF NOVEMBER, 2021.**

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Christina Gonzales  
Personnel Committee Chair

**CAL POLY FOUNDATION, INC.**  
**POSITION DESCRIPTION**

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**JOB TITLE: Executive Director**

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**Department: Foundation Administration**

**Reports To: Board of Directors**

**Salary Grade: 16**

**FLSA Status: Exempt**

**Workers Comp Code: 8810**

**Date Prepared: October, 2021**

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**SUMMARY**

The Executive Director (“ED”) serves as the Chief Executive Officer for the Foundation and is responsible for all business development, operations, programming, and financial activities in support of California State Polytechnic University, Pomona (“University”). Reporting administratively to the University’s Vice President for Administration, Finance & Strategic Development & Chief Financial Officer, with a dotted line report to the University President, works in partnership to align Foundation priorities with the mission and strategic goals of the University. The ED oversees the overall operation, staffing, and organizational management and serves at the pleasure of the Board of Directors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**GENERAL ADMINISTRATION AND MANAGEMENT**

- Oversees all business and all financial activities of Foundation commercial enterprise units such as the Bookstore, Dining Services, faculty/staff housing, Hotel & Conference Center, student housing, University One Card Services, and commercial and sponsored agricultural real estate activities.
- Direct the administrative and systems support for units such as Agriscapes, CPP Philanthropic Foundation, Extended University, Farm Store, grant post-award activities, and University sponsored programs.
- Provide overall leadership of operations as an efficient, entrepreneurial and innovative auxiliary service to the University community.
- Initiate, facilitate, and oversee public private partnerships.
- Partner with the key campus executives to establish and advance real estate development and acquisition strategies, generating maximum benefit to the Foundation and University.
- Oversee the financial management of the organization, including the development of the annual budget for Board approval, and prudently managing the organization’s resources within budget guidelines according to Foundation and CSU policy and current laws and regulations.
- Promote the programs and services of the Foundation to the University and local and regional agencies, organizations, and general public, including service on local community boards and committees.
- Oversee design, delivery and quality of support and services to the University customers served.
- Maintain a culture which attracts, retains and motivates a diverse staff of top-quality individuals.
- Ensure adherence to bylaws of the corporation and the operating agreement between the University and the Foundation.
- Ensure there is an effective management team, with appropriate provision for succession in place.
- Effectively manage the human resources of the organization according to authorized personnel authorized personnel policies and procedures that conform to the Foundation and CSU Policy and current laws and regulations.

**BOARD ADMINISTRATION AND SUPPORT**

- Support operations and administration of the Board of Directors by advising and informing Board members, interfacing between Board, Staff and the University, and supporting the Board’s oversight of the organization.
- Communicate with and provide information, advice and counsel to the Board of Directors and its committees in the creation of policies, programs and strategic direction of the organization, and informing the Board on the condition of the organization and critical factors influencing the organization.

**SKILLS AND ABILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The general requirements listed below are representative of the qualifications, knowledge, skill, and/or ability required.

Executive Director  
October, 2021

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Visionary Leadership - Provides vision and inspiration to subordinates; Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision.
- Delegation - Delegates effectively; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Manage People - Includes senior managers in planning; Takes responsibility for subordinates' activities; Remains available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Supports subordinates in the development of their managerial skills.
- Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Strategic Thinking - Develops strategies to achieve organizational goals; Assess and understands organization's strengths & weaknesses and take corrective actions when needed; Adapts strategy to changing conditions.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security – Promotes the application of safety and security procedures; Determines appropriate action beyond guidelines.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Possess an entrepreneurial mindset; model sound business practices, be highly collaborative, and promote a collective vision to ensure the development and continuous improvement of all aspects of the Foundation's auxiliary services.
- Ability to adhere to a regular work schedule which may include evenings, weekend and travel.

**MANAGEMENT RESPONSIBILITIES:** Directly manages the Associate Executive Director, Chief Financial Officer, Chief Human Resources Officer, Executive Assistant to the Executive Director, Marketing Director, Real Estate Director, Dining Services Director, Bookstore Director, and/or Director of Kellogg West. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:** The professional knowledge is needed in a specialized field, equivalent to that which would be required by completing a Masters' program; ten or more years related experience and/or training; or equivalent combination of education and experience. Minimum five years of experience at a senior level position in higher education. Working knowledge of the role of 501(c)(3) non-profit corporations within a university environment. Demonstrated

experience and success in public/private real estate development and management. Knowledge of philanthropic activity at the University level as well as fundraising policies, procedures and regulations. Knowledge of grants and contract development and administration, including federal, state and private funding agency regulations, requirements and guidelines. Demonstrated experience with budget development, cost accounting and fiscal policy.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex business documents. Ability to respond to and facilitate resolutions effectively with the most sensitive inquiries or complaints. Ability to write articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Position duties involve making constant decisions and providing the authorization of recommended courses of action.

**PHYSICAL DEMANDS:** The physical demands of this job, as stated, are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

***This position description supersedes all prior position descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not to be construed as an exhaustive statement of requirements, duties, and responsibilities. Management reserves the right to add or change the duties of this position as required at any time.***

***All employment with Cal Poly Pomona Foundation, Inc. is at-will and shall continue only upon the mutual consent of the Foundation and the employee. This means that an employee may terminate his or her employment with the Foundation at any time with or without cause or prior notice and that the Foundation may terminate an employee's employment at any time with or without cause or prior notice.***

Employee Acknowledgement: I have reviewed and received a copy of this job description and I am able to perform all essential functions of the job.

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Employee Name

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Signature/Date

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Supervisor Signature/Date

Cal Poly Pomona Foundation, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Cal Poly Pomona Foundation, Inc. may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation with the employer.

# Memorandum



Date: November 19, 2021  
 To: Personnel Committee  
 From: Shari Benson  
 Director – Human Resources/CHRO

**Subject: HEALTHCARE RATES FOR 2022 ANNUAL BENEFITS RENEWAL**

The Personnel Committee and Board of Directors approved an increase to the Foundation’s monthly contribution toward the 2022 health plan premiums at 5% for each employee or annuitant. Through the negotiation process with current and potential partners, that increase was treated as a cap. The resulting outcome was a savings versus what was approved.

Following are rates approved and actual premium amount negotiated with our Broker:

	<u>2022 Approved</u>	<u>Actual 2022 (Kaiser)</u>	<u>Actual 2022 (UHC)</u>
Employee (or Annuitant)	\$ 640	\$ 603	\$ 595
Employee (or Annuitant) + 1	\$ 1281	\$ 1206	\$ 1190
Employee (or Annuitant) + 2 or more Dep	\$ 1812	\$ 1706	\$ 1684

**SUMMARY:**

The Foundation was also able to add an additional HMO option (United Healthcare) within budget.

Covered Services	Kaiser Traditional		UHC Traditional	
Network/Group #	Kaiser / 27585		Alliance / TBD	
Website	www.kaiserpermanente.org		www.uhc.com	
Office Visits/Specialist	\$20 copay		\$10 copay	
Prescription Drug	<b>Plan Pharmacy (30 day supply)</b>	<b>Mail Order (100 day supply)</b>	<b>Plan Pharmacy (30 day supply)</b>	<b>Mail Order (90 day supply)</b>
<i>Many brand name drugs come in generic. You may need to ask your doctor for a generic prescription to get the lower copay.</i>	Generic: \$15 copay	Generic: \$30 copay	Generic: \$15 copay	Generic: \$30 copay
	Brand: \$30 copay	Brand: \$60 copay	Preferred Brand: \$30 copay	Preferred Brand: \$60 copay
	Specialty: \$60 copay	Specialty: N/A	Non Preferred Brand: \$45 copay	Non Preferred Brand: \$90 copay
Emergency Services <small>(waited / admitted)</small>	\$75 / visit		\$100 / visit	
Ambulance Services	No Charge		No Charge	
Urgent Care	\$20 copay		\$10 copay	
Deductible				
	<i>The accumulation period for this plan is 1/1/2022-12/31/22</i>			
Individual	\$0		\$0	
Family	\$0		\$0	
Out of Pocket Maximum				
	<i>The accumulation period for this plan is 1/1/2022-12/31/22</i>			
Individual Maximum	\$1,500		\$1,500	
Family Maximum	\$3,000		\$3,000	
Lifetime benefit Maximum	None		None	
Routine Physical Exams	\$20 / visit		\$10 copay	
Chiropractor/Acupuncture	\$10 / visit		\$10 / visit	
	20 combined visits/calendar year		Unlimited	
Hospital Services				
Inpatient	\$250 / admission		No Charge	
Outpatient - Surgery performed in an ambulatory surgery center	\$20 / procedure		No Charge	
Outpatient Surgery in a Hospital				
Outpatient Lab & XRay	No Charge		No Charge	
Mental Health/Substance Abuse				
Inpatient - detoxification	\$250 / admission		No Charge	
Outpatient	\$20 / visit		\$10 / visit	

# Kaiser PPO Health Plan

2022 Benefit Summary	PPO Plan 13906 NCR / 13907 SCR	
	Participating Provider Tier <sup>(15)</sup> *	Non-Participating Provider Tier*
	<i>Precertification is required for certain services†</i>	
The Accumulation Period for this Plan is <b>Calendar Year</b>		
<b>Maximum benefit while insured</b>	Unlimited	
	<b>Insured pays</b>	
<b>Deductible per accumulation period</b>	\$1,000 Individual \$2,000 Family	\$2,000 Individual \$4,000 Family
<b>Out-of-Pocket Maximum per accumulation period</b>	\$5,000 Individual \$10,000 Family	\$10,000 Individual \$20,000 Family
<b>Hospital care</b>  Room, board, and critical care units Imaging, including X-rays and lab tests Transplants Physician, surgeon, and surgical services Nursing care, anesthesia, and inpatient prescribed drugs Birth Services <sup>(7)</sup>	\$250 copayment per admission, then 20% 20% 20% 20%  20% 20%	\$500 Copayment per admission, then 40% 40% 40% 40%  40% 40%
<b>Outpatient care</b> Physician office visits Specialty care Telehealth visits <sup>(8)</sup> Preventive screening services Routine adult physical exam Well-child preventive care visits Family planning visits Prenatal care <sup>(6)</sup> Outpatient Surgery  Lab Test and Imaging, including X-rays Hearing exams Occupational, physical, respiratory, and speech therapy visits Health Education Diabetic Day Care Management Classes	\$35 Copayment <sup>(3)</sup> \$35 Copayment <sup>(3)</sup> \$35 Copayment <sup>(3)</sup> No Charge <sup>(3)</sup> No Charge <sup>(3)(4)</sup> No Charge <sup>(5)</sup> \$35 Copayment <sup>(3)</sup> No Charge <sup>(3)</sup> \$100 Copayment, then 20% per procedure  20% No Charge <sup>(3)</sup> 20%  No Charge <sup>(3)</sup> No Charge <sup>(3)</sup>	40% 40% 40% 40% <sup>(3)</sup> Not Covered 40% <sup>(5)</sup> 40% 40% <sup>(3)</sup> 40% <sup>(3)</sup> \$150 Copayment, then 40% per procedure  40% Not Covered 40%  40% 40% <sup>(3)</sup>
<b>Emergency Care<sup>(16)</sup></b> (Emergency Copayment waived if admitted)	\$150 Copayment per visit, then 20%	

**CPP Foundation, Inc.  
Organization Chart**

Updated: 11/2021  
 F/T headcount = 166  
 P/T headcount = 374  
 Student headcount = 684  
 Total = 1224

Board  
 Executive Management  
 Management  
 Staff/Students  
 Vacant Roles

