

PROGRAM COMMITTEE MEETING
Friday, November 17, 2023 at 9:00-10:30 a.m.
Join Zoom Meeting
<https://cpp.zoom.us/j/85497331377>
Meeting ID: 854 9733 1377

AGENDA

Committee Chair: Christina Gonzales

Members: Erica Frausto-Aguado, April Jimenez-Valadez, Dr. Rita Kumar, Craig LaMunyon, Cynthia Nelson, Dr. David Speak, Ilke Suzer, Frances Teves, Kris Zoleta

Staff: Clint Aase, Claudia Burciaga-Ramos, Jared Ceja, Lisa Coats, Ernest Diaz, Joanne Mathew, Aaron Neilson, Thomas Sekayan, Randy Wallace Jr.

I. CONSENT 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.

1. Reading of Minutes	Christina Gonzales, Chair	1 - 3
- Thursday, February 16, 2023 Meeting minutes		

II. GENERAL UPDATES

2. CEO's Report	Jared Ceja, CEO	4 - 5
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III. INFORMATION & DISCUSSION ITEMS ACTION ITEMS

3. Strategic Priority Update:		
- Instant Access Complete	Clint Aase, Director – Bookstore	6
- Process Flow for Innovation Village Housing Development	Randy Wallace Jr., Dir – RE&F	7

4. Dining Program Refresh Initiative	Aaron Neilson, Director – Dining	8
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5. Mid-year Capital Update	Jared Ceja	9 - 10
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IV. ACTION ITEMS

6. ABC License Update	Thomas Sekayan	11
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V. OPEN FORUM

VI. <u>ADJOURNMENT</u>	Christina Gonzales
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CAL POLY POMONA FOUNDATION, INC.
Program Committee Meeting
Thursday, February 16, 2023 at 9:00 am
Minutes

Notice is hereby given that a regular meeting of the Program Committee was held by video conference/teleconference on Thursday February 16, 2023 at 9:00 a.m. to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at <https://foundation.cpp.edu/content/d/Meeting%20Packets/Program%20Meeting%20050322.pdf>

Committee Chair: John McGuthry for Daniel Montplaisir

Members: Mayra Brown, Craig LaMunyon, Dr. Homeyra Sadaghiani, Dr. David Speak

Absent: Erica Frausto-Aguado, Daniel Montplaisir, Cynthia Nelson, Dr. Maryanne Tolano-Leveque

Staff: Claudia Burciaga-Ramos, Valerie Castro, Jared Ceja, Joanne Mathew, Thomas Sekayan, Randy Wallace

John McGuthry called the meeting to order at 9:01 a.m.

CONSENT ACTION ITEMS

1. Approval of minutes for December 02, 2022

There was a motion made by Dr. David Speak and seconded by Homeyra Sadaghiani to approve the minutes; the minutes were approved unanimously.

GENERAL UPDATES

2. CEO's Report

Jared Ceja reintroduced Thomas Sekayan as the Program Committee liaison. Thomas will engage in the agenda creation and present many of the items to the Chair and Committee. Thomas comes to us with robust and strong history in student affairs, contract management, and commercial services; he's been with CSUN, USC, APU and most recently CSUSB. Thomas added that he is looking forward to working to make the Bronco experience even better for our students. Jared also introduced Valerie Castro as the new Executive Assistant and Board Liaison; Valerie comes with years of experience having worked at City of Eastvale, City of Riverside and Mercury Insurance. Valerie is taking over for Yvette Lane who is still working with us on the events side. Valerie mentioned she looks forward to getting to know everyone. Jared discussed the Dining Market Assessment/RFP, providers visited the campus, met with stakeholders, and discussed the unique benefits the college has to offer with regards to the talent from Collins College. Jared mentioned the RFP process has been placed on pause to reevaluate the vision further, we will be discussing that decision with the working group. We had Panda Express take over the Mongolian station at Centerpointe, the event was well received and attended, the next takeover will be Hibachi-San on March 2nd; had Lunar New Year Luncheon and Love Day for Valentine's Day at CP; the Farm Store does farm baskets during the holidays, which is our biggest time of the year for those sales. We reached a new record 500 Farm boxes sold, an increase of 150 boxes versus last year (30%). The farm store's traffic increased during the pandemic, customer base is both from the folks on campus and from the community at large. Positive feedback: Dorothy Roberts with the Philanthropic sent an email to the KW GM and Chef regarding an event, the email complimented the delicious food, excellent service, and mentioned that she looks forward to continuing our partnerships.

ACTION ITEMS

3. Capital Budget 2023-2024

Jared Ceja presented the budget capital expenditures for FY23/24, this request is in line with pre-pandemic levels, he listed items over \$85,000 and mentioned the request covers the divisions of the Bookstore, University Village, Dining Services, Kellogg West, Real Estate, Administration, Information Technology, Agriculture and CPGE for a total of \$5.15M in new requests. Projects are designated as Scheduled Renewals/Security, Programmatic, Deferred Maintenance, ADA, Health & Safety, or Contractual/Legal. However, some projects may have components in multiple categories not easily noted on the report. Items included in the presentation were:

- University village – AC replacement, each bldg. has its own unit
- Pool furniture, apartment furniture and mattresses – Scheduled annually
- Roof replacement – All building for the university village, will not be full replacement, already behind schedule, expect to get back track
- Dining platform – identity refreshment, food lockers; the idea being students can preorder and have it ready in a locker for them, they show up, they punch their code, locker pops open, and they're able to take that their menu choice to go and quickly rush to whatever they may need to do. Centerpointe will go ahead and gather all the foods, put it in a footlocker for students pick up at a time that is convenient to them. There is a time limit on these because they're not temp controlled so there will be some protocols in place as well as keeping in mind the limited number of lockers and when we reach full capacity, this feels like something that could be an enormous benefit for the students to help them progress through the campus as quickly and logistically as possible.
- State work support - Contingency to support campus work on buildings
- Emergency and unanticipated needs – Did an analysis midyear and looked at inflation – it will be distributed where the need might arrive

- Electric mobile café - Serving beverages, sandwiches and burritos
- Firewall extension - Code update of affecting Classroom 120
- New barn to replace old barn
- Replace produce washing lines – Increase washing volume, effectiveness and worker safety
- International Village Consultant 50% Foundation

Moved and seconded by Dr. David Speak and Homeyra Sadaghiani that the members of the Program Committee have reviewed and approved the presented capital budget 2023-2024 and recommends to forward this resolution to the full Board for consideration at their next scheduled meetings. No opposition, the motion was approved.

INFORMATION & DISCUSSION ITEMS

4. Strategic Initiative Updates

- Housing Market Demand Study

Jared and Randy provided an overview of the Strategic Initiative Update. Randy provided an update on Innovation Village and the current Market Demand Study by stating that the market is primarily focused on student housing and will help us to understand the demand for faculty and staff housing for the areas of Cal Poly and Mt. SAC campuses. As a mixed-use development, opportunities for retail, office and lab space will be examined. As a recap, Randy showed a map of the current site plan. JLL is the consultant that was selected in September 2022. In January 2023, we collected data and held a meeting with stakeholders that involved that included members from University Housing Services, University Village, Foundation, and Mt. SAC management. JLL provided stakeholders with an overview of processes for the study. Following the presentation, JLL met with stakeholders from campus including institutional research, planning, and faculty affairs. The next step will be a focus group consisting of 8-10 people in each group that includes CPP faculty and staff, Mt. SAC athletes, University Village residents, University Housing residents, advisors, Mt. SAC faculty and staff, international students, CPP off campus students, and special student population. These groups will help JLL understand the housing needs of these groups. The surveys are planned to go out in mid-March 2023. The results will be presented to the Foundation and UHS teams. Dr. David Speak had a question about the plan to demolish Los Olivos. Randy responded by stating there are plans for demolition in the future, but nothing specific. The building is not being used at this time. Jared encouraged the group to participate in surveys they receive so that we can understand what is needed. Dr. David Speak asked what is the relationship between the land underneath the buildings and the buildings themselves. Randy stated the land is under a Foundation ground lease.

- Instant Access & Equitable Access

Thomas provided an Equitable Access (EA) update – We had a pilot in 2017 with 4 courses offered and it has grown to 700 courses as of this past fall 2022. We enjoyed a milestone when the data revealed that 52% of sections using course materials are participating in Instant Access. This drove down the cost of course materials for students and created an estimated savings of \$4.7 million since the program's inception in 2019. Thomas credited faculty for the savings because they chose to adopt Instant Access materials that are affordable. In discussion with ASI on January 26, 2023 that included ASI's previous president, ASI vice-president, and other student leaders and they are in full support of the Equitable Access (EA) program. Aliza Ortega reported that all of her classes utilized EA materials, and she valued the convenience of the program along with the savings. Clint Aase and Suzanne Donnelly worked with Vital Source to determine the EA program cost of \$250 per semester, per student that covers 100% of course materials on day one. This is a fixed cost that is billed directly to their student account, and would take effect prior to financial aid. The \$250 is a benchmark cost and whatever amount remaining will be reinvested into student scholarship programs. The program was presented to the CPP faculty and academic senate and we received feedback of important things to consider that we will share with Vital Source. UC Davis and San Diego State have had much success with these programs. Chair McGuthy suggested to Jared that he sits with the Provost and walk her through the program as a courtesy. Jared agreed and stated he had plans to do so. Dr. David Speak commented that this is a subscription business model. He said that as a professor, he prefers hard copy books, but is supportive of the program. Jared stated that 15% of courses will be print. In addition, students will have the option of a print upgrade through the Vital Source. UC Davis reported that less than 1% of students opted for the print books versus digital. Chair McGuthy commented that the university provides students with equipment they can check out and use. We should be aware of any gaps we are imposing on our community. He said that he encourages students investing in technology such as laptops. Jared agreed and shared that studies have shown that today's students prefer leveraging technology in learning.

5. Dining Market Assessment/RFP Update

Thomas said we started the RFP process and received some great feedback and innovative ideas, however there are other initiatives and institutional priorities that our President wants to explore including leveraging Collins College and playing a more active role in the process. For these reasons, the RFP process is paused. Thomas would like to allow our dining services operations to generate a full year's worth of strong metrics and data with regards to its performance, post pandemic. The data we have is from 2019 with a two-year pause, and a ramp up for fall 2022. Thomas continued by saying the goal is to better position ourselves for a stronger RFP process when discussing financials with the prospective suppliers. Thomas stated that Dr. Coley and other CPP staff are planning to visit the headquarters of each major third-party suppliers; Aramark, Chartwells and Sodexo in order to hear their priorities.

OPEN FORUM

N/A

ADJOURNMENT

Chair John McGuthy adjourned the meeting at 10:27 am

Respectfully submitted,

John McGuthry
Program Committee, Chair



CEO's Report

November 11, 2023
Program Committee

Highlights

- ▶ Awards/Recognition
- ▶ Hot Dog Caper Results
- ▶ Pumpkin Fest Results
- ▶ Org. Chart Review - Marketing



IAC FALL 2023 Preliminary Results

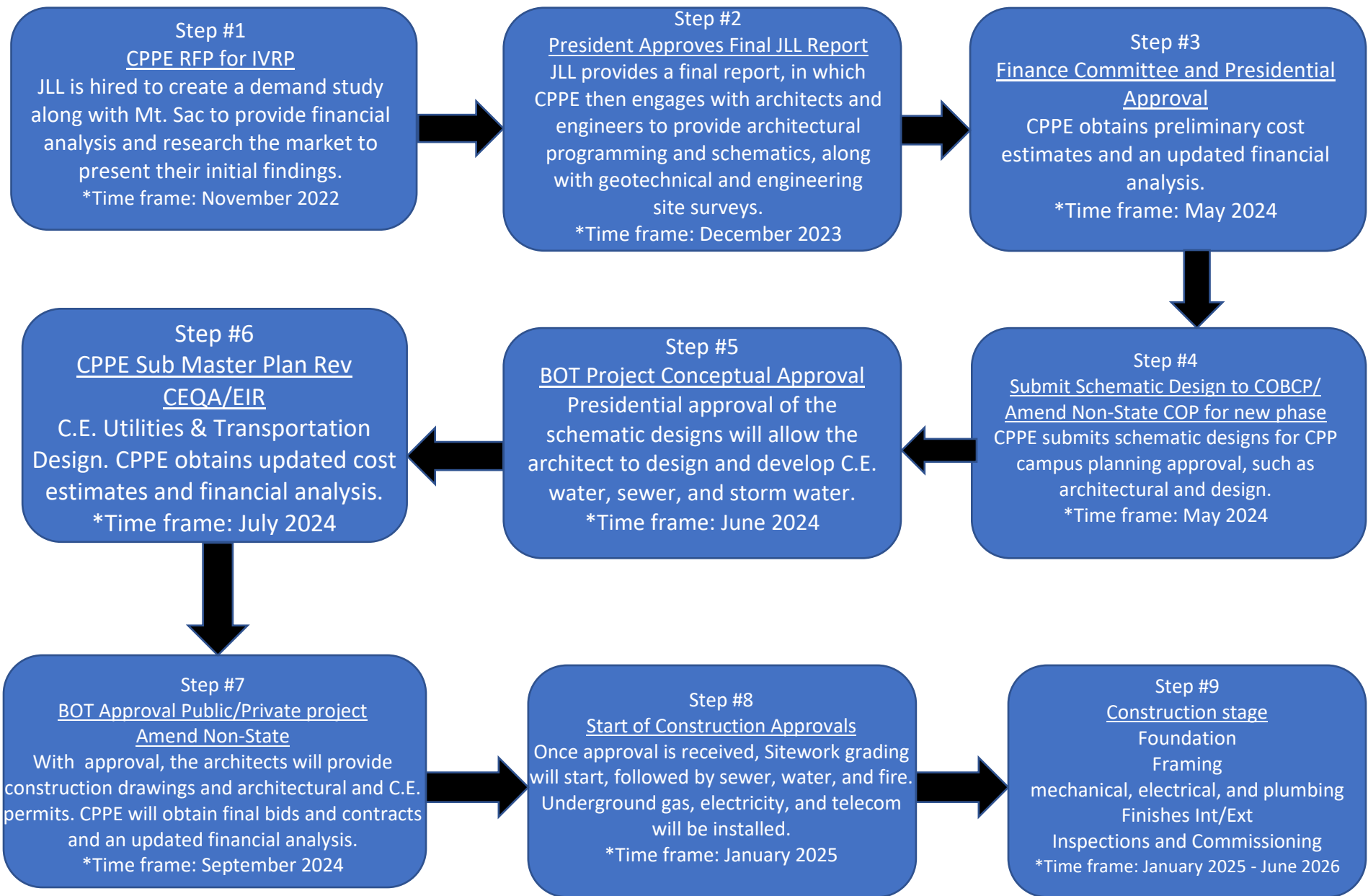
▶ As of November 2023:

- ▶ Participation rate = 76.5% of enrolled students, 80% when adjusted for students who had no content

<u>Career</u>		<u>Opt In</u>	<u>Opt Out</u>
Undergraduate		18,660	5,630
Postbaccalaureate		958	1,003
Grand Total		19,618	6,633

<u>Career</u>	<u>FT/PT Status</u>	<u>Opt In</u>	<u>Opt Out</u>
Undergraduate	Full-Time	78.5%	21.5%
	Part-Time	66.1%	33.9%
	Total	76.8%	23.2%
Postbaccalaureate	Full-Time	54.7%	45.3%
	Part-Time	22.6%	77.4%

- ▶ Provided 101,695 digital and print materials to 19,951 students (compared to 58,917 units provided Fall 2022)
- ▶ 11047 print units provided (10.8% of total)
- ▶ 90,648 digital units provided (89.2% of total)
- ▶ Included 1627 distinct titles/items for 4129 active sections
- ▶ Estimated savings based on last year's average cost per student of all required materials: \$2.2 M or \$112.80 per student
- ▶ Academic impact too early to assess, will need at least one full academic year



Key

C.O. = Chancellor's Office C.E. = Civil Engineer CPPE = Cal Poly Pomona Enterprises *Times are subject to change
 COBCP = Capital Outlay Budget Change Proposal CEQA = California Environmental Quality Act BOT = Board of Trustees

CPP Enterprises



Enterprise Dining has started the process of analyzing our dining program to refresh various operating units. We will use data from a number of sources, including:

- 2017 Dining Strategic Plan Update
 - Dining Advisory Group
- University Housing Leadership (IHC)
- ASU Facilities and Operations Committee
- Annual Satisfaction Benchmarking Survey
- Focus Groups & Campus Dining Advisory Group
 - Pro-Forma Financial Analysis



These are the current brands that we'll target:



SUSHIBAR

Why these brands?

- The brand is either up for renewal, or we have opportunity to refresh certain locations, or ideas floated from BOD members such as to switch RoundTable to become an offshoot of IBW.

Ultimately, the question is:

Are these brands serving the food needs and wants of our students, and the greater Bronco community? If not, then what brands do?



Memorandum (Informational)



Date: November 17, 2023

To: Program Committee

From: Jared Ceja, CEO

Attached: 23/24 Capital Expenditure Budget Mid-Year Update

Subject: **Mid-Year Capital Budget Update 2023-2024**

Management is providing this update on the Emergency & Unanticipated Needs fund (\$525,000) approved by the Board on May 25, 2023 as part of the 23/24 Budget. As anticipated, unscheduled equipment breakdowns and operating needs have surfaced throughout our various programs, specifically in Dining Services and Real Estate. These needs directly impact the day-to-day operations and our ability to provide safe and consistent services. They include:

- 1) \$15,000 (Programmatic)– The current fleet of delivery vehicles for Retail Catering is insufficient to support projected needs for Spring 2024 and beyond. One additional electric delivery cart will be procured to support our services. The cart will also be used occasionally for retail store product deliveries and restocking.
- 2) \$40,000 (Deferred Maintenance) – The existing frozen yogurt machine utilized in Centerpointe is too frequently out of service and has become increasingly difficult to maintain. The new frozen yogurt machine quoted for purchase is expected to be more reliable and have lower maintenance needs.
- 3) \$15,000 (Contractual/Legal) – One of two existing Turbo Chef ovens at Starbucks is broken and non-reparable. Starbucks' licensing agreement requires the purchase of two new models if a legacy unit breaks.
- 4) \$78,000 (Health & Safety) – Building roof re-coat needed to seal openings and prevent further water intrusion in tenant spaces. The roof work includes a 15-year leak free warranty.
- 5) \$23,000 (Health & Safety) – Expansion of scope: additional capital for repair and performance of a sectional replacement of roofing at Building #55.

Committee action is not needed on this item as the funds were approved during the 23/24 annual budget process. This memo services as an update for the Committee on how those funds are being used.

CAL POLY POMONA FOUNDATION
2023-2024 CAPITAL EXPENDITURES BUDGET
MID-YEAR UPDATE

Project	Division	Capital Budget Carryover to Current Budget Year	2023-2024 Budget Update	Purpose	Category
Dining Services					
170500	Campus Center Marketplace		15,000	Delivery Cart- Rapidly expanding retail catering deliveries + retail store product deliveries/restocking.	Programmatic
170130	Centerpointe		40,000	Self-cleaning frozen yogurt machine, plus service plan and extended warranty. Current machine is breaking down frequently	Deferred Maintenance
170108	Starbucks		15,000	Existing turbo chef is broken and non-repairable; Starbucks license requires to purchase two newest models when one breaks	Contractual/Legal
Dining Services Total		-	70,000		
Administration					
190040	Building #55	20,500	23,000	Additional capital for repair and sectional replacement of roof	Health & Safety
Administration Total		20,500	23,000		
Real Estate Activities					
220080	Center for Training Technology and Incubation	-	78,000	Building roof re-coat needed to seal openings and prevent further water intrusion in Tenant spaces. Roof includes a 15 year leak free warranty	Health & Safety
Real Estate Activities Total		-	78,000		
Grand Total		20,500	171,000		

Mid-Year Needs	<u>\$ 171,000</u>
Pre-approved Funds Used	<u>171,000</u>
Additional Capital Needs	<u>\$ -</u>

Memorandum



Date: November 17, 2023
To: Program Committee
From: Thomas G. Sekayan, Chief Operating Officer

Subject: Update to ABC License

Management is requesting that the Program Committee review and approve additions to the CPPE ABC License (#47-39627) list of Approved Signers to reflect current company officers as listed below:

- Jared Ceja, CEO
- Thomas Sekayan, COO
- Joanne Mathew, CFO
- Shari Benson, CHRO

They will join the following members already listed on the license:

- Dr. Soraya Coley, Board Chair
- Dr. David Speak, Board Director

The other individuals listed on CPPE's ABC License are not up to date. This limits our ability to pull Day Permits for campus events approved to serve alcohol outside of Licensed Facilities on campus (KW, KH, IBW). Reviewing and approving the updated list of officers to our ABC License allows uninterrupted hospitality support services to the University when alcohol is requested.

The California Department of Alcoholic Beverage Control requires that we submit Board approved minutes reflecting such an update as part of the process when making changes to list of Approved Signers on our ABC License.

BE IT RESOLVED, that the members of the Program Committee have reviewed and approved the addition of signers to ABC License #47-39627 as presented and recommend that it be presented to the Board of Directors for approval at their next regularly scheduled meeting.

PASSED AND ADOPTED THIS 17th DAY OF NOVEMBER 2023.

By: _____
Christina Gonzales, Chair
Program Committee