

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

PROGRAM COMMITTEE MEETING

Tuesday, April 20, 2021

3:30 pm – 5:00 pm

Zoom

Join Zoom Meeting

<https://cpp.zoom.us/j/89743522712>

Meeting ID: 897 4352 2712

AGENDA

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**

PAGE

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.

1. Minutes February 4, 2021 Meeting Dr. Sylvia Alva 2 - 3

III. **GENERAL UPDATES**

2. Foundation Updates Jared Ceja

IV. **ACTION ITEMS**

3. Capital Projects Budget 2021-2022 Jared Ceja 4-6

V. **INFORMATION & DISCUSSION ITEMS**

4. Dining Phased Reopening Aaron Neilson 7

5. Faculty Staff Housing David Laxamana 8-10
Randy Wallace

6. Quantifying the Vaccine Hub's Business Impact Jared Ceja 11-12

VI. **OPEN FORUM**

VII. **ADJOURNMENT**

Dr. Sylvia Alva

The open proceedings of this meeting are being recorded.

CAL POLY POMONA FOUNDATION, INC.
Program Committee Zoom Meeting Minutes
February 4, 2021 2:00 PM

Notice is hereby given that a regular meeting of the Program Committee was held by video conference/teleconference on Wednesday May 6, 2020 at 10:00 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/meetingpackets.aspx>.

Present: Dr. Sylvia Alva, Dr. Sadiq Shah, Lucy Yu, Dr. Honeyra Sadaghiani, April Jimenez-Valadez, Cassandra Lopez, and Mark Shin.
Absent: Lowell Overton
Staff: Clint Aase, Jared Ceja, Jenny Dennis, Joanne Matthew, Alex Hernandez, Randy Wallace, Aaron Neilson, and Suzanne Donnelly.

Dr. Alva called the meeting to order at 2:02 p.m. and asked everyone to introduce themselves.

Consensus Action Items

1. Minutes – May 6, 2020
Moved and seconded by Sadiq Shah and Lucy Yu to approve the May 6, 2020; the minutes were approved unanimously.

Foundation Updates

2. Jared Ceja reported all things considered things are going well. We are focused on campus repopulation and are taking a strategic approach. Some of the team is feeling fatigued. Fatigued from frequent zoom meetings, remote schedules, continued furloughs, and covering vacant positions. The marketing team is pulling together fun remote activities to bring us together. We are seeing encouraging numbers financially. The new Holiday Ham Dinner program was a huge success, like the Thanksgiving Dinner program, it gave us positive PR and it brought in much needed revenue with over 125 meals donated to families in need. The University started a partnership for a vaccination center on campus and we built dining and housing partnership that have brought us unexpected revenue. We also just completed the PPP Loan application and received some CARES support. The combination of these efforts will yield a far better result than we estimated in November. The improved performance will be seen in the third quarter report.

Action Items

2. Rebranding
Jared Ceja and Alex Hernandez presented the background behind this agenda item. The name Cal Poly Pomona Foundation has a proud history of service to the CPP Community. What has changed? The Cal Poly Philanthropic Foundation spun off two years ago, causing confusion and leading to questions. Does the name “Foundation” represent us an enterprise, administration, and post-award grant organization? The Foundation contributes to the success of the university, which contributes to the success of students, faculty, staff, alumni and the CPP Community. We strive to offers quality services that enhances the campus environment and generates financial resources through enterprise activities. Foundations traditionally generate financial resources through donations. What would represent us better? There was a robust discussion on potential names.

A motion was made by Sadiq Shah and second by April Jimenez-Valdez to continue the pursuit of a name and brand change and be submitted to the Board for review and approval at its next regularly scheduled meeting. The motion approved unanimously.

Information Items

3. Dining Concepts
Aaron Neilson shared a presentation to support this discussion. Over the past few years we have begun creating in-house brands including Fresh Escape and Saddle Café. Retail dining is approximately 55% of the dining revenue in a normal year. We had 25 retail food outlets pre-COVID. Now we are evaluating all services and trying to identify new opportunities. Are we providing what our students would like to see? Dining is exploring updated burger and chicken concept based on student survey feedback. We are analyzing our retail portfolio financial performance as well. Discussions on alternative are underway with Collins College and ASI. Einstein’s agreement was not renewed and we are exploring lease agreements with socially-conscious Every Table. The current goal with Collins College is to develop a space where students can create, implement, and execute a food service concepts with Foundation’s support. Committee members provided feedback throughout.
4. Update of Faculty Staff Housing
In the interest of time, please plan to present this report at the next Program Committee Meeting.

5. Update on Instant Access

Clint Aase led the conversation on the Bronco Bookstore's Instant Access (IA) program, a low-cost digital delivery method for course materials. IA is not limited to textbooks and often includes interactive instructional features. Some requirements are the materials must be chosen by the faculty/department and pricing must be a discount to students. In 2017, the Mechanical Engineering Department started a pilot program to provide digital course materials to the students. There has been a steady increase within the last four semesters followed by a dramatic jump when COVID hit. There is currently more than 18-thousand unique students enrolled in the IA program, representing roughly two-thirds of student enrollment. The impact of IA has been significant with fewer students repeating courses and overall earning better grades. Based on current trends it is possible that IA will evolve into an all-inclusive course materials option where one price gets each student all of their required course materials. This model, known as Equitable Access, is currently employed at UC Davis. The discussion confirmed that only materials requested by faculty and below market pricing for students will be included in our program. We welcome ideas on how we improve this resource to faculty, students and others.

Meeting adjourned at 3:32 p.m.

Respectfully submitted,

Dr. Sylvia Alva
Program Committee, Chair

Memorandum



Date: April 20, 2021
To: Program Committee
Cal Poly Pomona Foundation, Inc.
From: Joanne Mathew
Director of Financial Services/CFO

Subject: Proposed 2021-2022 Capital Improvement Projects Budget

The 2021-2022 Capital Improvement Projects Budget will be part of the budget request presented at both tomorrow's Finance & Investment Committee and May's Board meetings. The proposed capital improvements for 2021-2022 are requested at \$624,224. While this number is nearly twice as large as last year's request, it is a fraction of the millions requested in previous years. Requests have been focused on health and safety, legal requirements, contractual obligations, needs to support campus repopulation, beneficial work already in progress, and items with a positive return on investment in the next few years.

There are also capital funds carried forward from prior years of \$364,710. The total proposed Capital Budget with prior year carryover is \$988,934.

The proposal assumes funding of \$90,000 from the following reserve:

- \$90,000 from the Residential Board Meal Program Surplus Reserve

This is a normal use for this reserve. Its purpose is to utilize funding in support of enhancing meal programs for our residential population.

WHEREAS, Management has prepared the proposed 2021-2022 Capital Improvement Projects budget, and

WHEREAS, the Program Committee has reviewed and discussed the proposal and use of reserve funds, pursuant to Budget Process Policy No. 118, and

NOW, THEREFORE, the Program Committee recommends that the proposed 2021-2022 Capital Improvement Projects Budget and use of stated reserve funds be included in the proposed Budget for fiscal year 2020-2021 and be submitted to the Board for review and approval at its next regularly scheduled meeting.

Passed and adopted this 20th day of April 2021.

By: _____
Dr. Sylvia Alva, Chair
Program Committee

CAL POLY POMONA FOUNDATION, INC.
2021-2022 PROPOSED CAPITAL BUDGET

Reserves	Division	Prior Years Remaining	Proposed 2021-22	
Bronco Bookstore				
	Bookstore	64,355	-	HVAC replacement needed, existing has exceeded life expectancy.
	Total Bronco Bookstore	64,355	-	
Student Housing				
	University Village	-	35,585	Replace carpet and tile due to damage/wear and tear. For replacement, upgrading from carpet/tile to vinyl flooring, which is more sustainable, easier to clean and repair.
	University Village		8,674	Phase III toilets have been discontinued. We have already begun replacement on an individual basis, as current toilets break down.
	University Village		17,842	Phase II HVAC replacement began in 2016 with the need to replace ageing furnaces and the discontinuation of the refrigerant R-22.
	Total Student Housing	-	62,101	
Dining Services				
	CCMP Overhead	50,000		Repairs and upgrades to common areas, flooring, bathroom and items related to returning from Covid-19 shut down (Carryover 2019-20)
	Taco Bell		25,000	Conversion of Taco Bell to Learning Laboratory partnership with CCHM
	Poly Fresh	40,000	45,000	Replace 4 open aired coolers and 1 Freezer \$40,000, implement frictionless checkout (Zippin) \$45,000
60,000	Centerpointe	60,000		Upgrade to dishwashing area to improve efficiency, safety, and sanitation
30,000	Centerpointe	-	30,000	Development of and conversion to Chicken Concept
	Dining Administration	-	49,000	C-Store Conversion to Clover POS \$39,000 (Annual fee savings of \$10k) Implementation of robotic robot delivery program \$10,000
	Total Dining Services	150,000	149,000	
Kellogg West Conference Center & Hotel				
	Total Kellogg West Conference Center & Hotel	-	80,000	Repairs and upgrades to Rooms, Public areas activites related to returning from Covid-19 shut down
Administration				
	Executive Administration		50,000	Select door, window, and flooring upgrades to rectify leaks and safety issues (2021-22)
	Executive Administration		15,000	Roof sealing for building 55 (2021-22)
	Human Resources	-	40,000	Expand area for additional staffing (2021-22)
Management Information System				
	IT/MIS	-	20,000	UKG Workforce Ready - Updates of SAAS system to stay current with features, functionality, and security. (2019-20 Carryover)
	IT/MIS	15,000		Migration to POD IAAS - Hardware migration expenses related to moving equipment from b55 to new POD co-location facility. Including spare hardware, and peripheral equipment.(2019-20 Carryover)
	IT/MIS	10,000	-	Ricoh DocumentMall Phase II - Implementation of advanced workflow automation for contract management and retention policy implementation. (2019-20 Carryover)
	IT/MIS	20,000	80,000	Odyssey Migration to CS Gold - Migration of Bronco Card services from the Odyssey server to the CS Gold server.
	IT/MIS	-	35,000	Financial System Improvements - The extension of OneSolution to version 18, and ongoing workflow development for vendor data records, project agreements, and Foundation Programs. Complete CDD to Cognos reports conversion
	Total IT/Management Information System	45,000	135,000	

CAL POLY POMONA FOUNDATION, INC.
 2021-2022 PROPOSED CAPITAL BUDGET

Reserves	Division	Prior Years Remaining	Proposed 2021-22	
	Real Estate Activities			
	Bldg. 97	10,000	-	Entrance door replacement
	Bldg. 66	-	34,123	Roof was previously re-coated about 11-12 years ago, this process should occur every 10 years. Need to be re-coat to seal any openings to extend life.
	Bldg. 66	64,355		HVAC replacement needed, existing has exceeded life expectancy.
	CTTI Buildings	15,000		Carpet replacement - tenant (2020-21 carryover)
	Total Real Estate Activities	89,355	34,123	
	College of Extended University			
	CEU	16,000	59,000	Conversion of CEU Classrooms 104/105 - Bldg. 220A to HyFlex technology - due to COVID-19 pandemic. Expand instructional services to meet student needs.
	Total College of Extended University	16,000	59,000	

90,000

Prior Years and Proposed Capital Budget	364,710	624,224
Total Prior Years and Proposed Capital Budget		988,934
Capital Funding from Reserves		(90,000)
Capital Funding from Operations		<u>898,934</u>

Foundation Program Committee

April 20, 2021

HOSPITALITY UPDATE

Phased Reopening



Current State	Low Activity (30% - 50%)	Moderate Activity (50% - 85%)	"Normal" Activity (>85%)
<ul style="list-style-type: none">• Centerpointe• Innovation Brew Works• Vista Market• <u>Lollicup/Jones</u>	<ul style="list-style-type: none">• BSC Operations<ul style="list-style-type: none">• Poly Fresh• Subway• <u>Qdoba</u>• Hibachi-San• Starbucks @ Library• College of Business• Campus Center Operations<ul style="list-style-type: none">• Pony Express• Panda Express	<ul style="list-style-type: none">• Saddles Cafe• Round Table Pizza• BSC• Fresh Escape Carl's Jr.• International Grounds• The Den• Recharge Cafe	<ul style="list-style-type: none">• ENV Café• "H" Café• Collins Collaborative Cafe

Memorandum



Date: April 20, 2021

To: Program Committee
Cal Poly Pomona Foundation, Inc.

From: Randy Wallace Jr.
Associate Director, Real Estate

David Laxamana
Director of Foundation Housing

Subject: Faculty/ Staff Housing Update

Background

The faculty/staff affordable housing program was designed to offer CPP faculty/staff affordable options in the high-priced Los Angeles County region. Since its launch in 2004, we have acquired 34 townhomes in a community known as Fair Oaks Walk and 19 Single Family homes in the community adjacent to campus known as the Kellogg Tract.

While 2020 started off strong for the program, the pandemic brought new uncertainty. Between March and July, we shifted our focus and limited the number of homes purchase back directly from homeowners. The new direction involved doing more direct seller to buyer transactions to help preserve cashflow for Foundation operations. Prior to COVID-19, we would typically purchase homes back from sellers and then resale the homes directly to buyers after completing any needed rehab. The Foundation facilitated 3 transactions where the units were sold directly from seller to buyer. The 3rd and 4th quarters of 2020 saw a shortage of housing due to limited supply of listed homes on the market. Subsequently, the Foundation once again began purchasing back homes and reselling them to interested faculty/staff. The Foundation sold 5 units direct to faculty/staff using this method. All of this was done at a substantial savings to CPP faculty/staff (see chart below).

	Median Sold Price		
	20-Nov	19-Nov	YOY Price Change
Pomona SFR	\$490,000	\$435,000	12.64%
CPP SFR	\$395,000	\$360,000	9.72%
Pomona Townhomes	\$460,000	\$415,000	10.84%
CPP Townhomes	\$370,000	\$355,000	4.23%

*Pomona home sales provided by Inland Valley Association of Realtors

The Real Estate department also began working with the University Village to offer some of their available units to faculty/staff. This partnership has proven to be a valuable resource even in this time of remote instruction. There are currently 4 faculty and 2 staff living at the Village with a couple more faculty/staff scheduled to move in by March. The prices are attractive, utilities are included, and no credit check or security deposit is required (not typical in most areas). The University Village and Foundation Dining Services also provides meal service should a faculty or staff resident be placed in quarantine or isolation. This includes free delivery for up to three meals a day. Even without these added benefits, prices are well below market rates (see chart below).

	Local Apartment Rents			
	December 2020	Bed, bath	Square feet	Proximity to campus
University Village	\$1,614	2 bed, 2 bath	850	0 miles
Olive Ridge Resort	\$1,695	2 bed, 1 bath	874	3 miles
The Eaves	\$2,052	2 bed 1 bath	1,008	3 miles
777 Place Pomona	\$2,198	2 bed, 2 bath	912	6.5 miles

information provided by apartments.com



Live At The Village

CAMPUS HOUSING AT UNIVERSITY VILLAGE

**NOW AVAILABLE
TO FACULTY/STAFF**



2 BED/2 BATH APARTMENT

\$1,614/MONTH

ALSO AVAILABLE

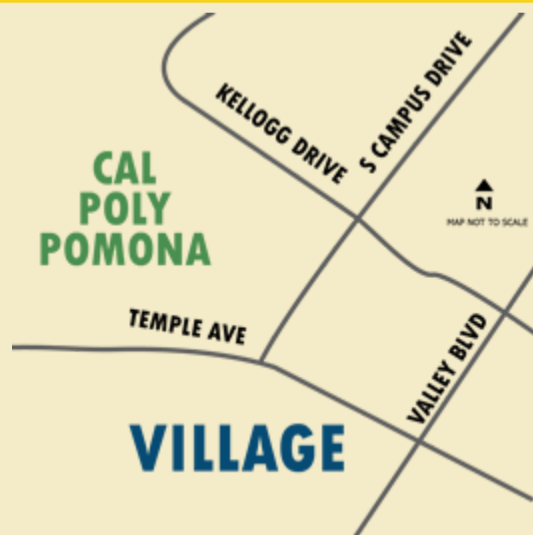
We also have individual single rooms available for faculty and staff members in need of only one bedroom in a four-bedroom apartment with the possibility of having a non-student roommate (faculty/staff).

\$997/MONTH

ALL UTILITIES INCLUDED

- No Credit Check
- No Security Deposit
- Free Laundry On-site
- Monthly Light Cleaning

FOR ADDITIONAL INFORMATION



Micah Espiritu

Housing & Conference Coordinator

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CPPVillage.com

COVID-19 SAFETY INFORMATION

The University Village is monitoring and following the latest recommendations from the California Department of Public Health, the World Health Organization and the Center for Disease Control regarding the novel coronavirus (COVID-19), and we have created enhanced guidelines for our residents and staff. Our residents and staff's safety is our number one priority, and we are working closely with our registered Environmental Health & Safety Representative from the California State Polytechnic University, Pomona, to take the steps necessary to protect our residents and staff's wellbeing.



*University Village Housing is operated as part of the Cal Poly Pomona Foundation. Serving Cal Poly Pomona for over 50 years, The Cal Poly Pomona Foundation, Inc. is a non profit organization which perpetually invests in areas that advance Cal Poly Pomona. All revenues in excess of operating expenses are returned to the university to help pay for scholarships, campus and student programs and services.

Information & Discussion Item



Date: April 20, 2021

To: Program Committee
Cal Poly Pomona Foundation, Inc.

From: Jared Ceja
Executive Director/CEO

Subject: Quantifying the Impact of the Vaccine Hub

In January the university forged a partnership to open a mass COVID-19 Vaccine Hub on campus. University leadership quickly brought our management team into the conversation to discuss dining services for those working the site. Housing soon became part of the discussion for those hired to work the Hub from outside of our area.

On February 1st, 2021, the Vaccine Hub opened with a tentative agreement for Foundation Dining Services to provide three meals a day, seven days a week. That agreement has since been formalized. The first few medical professionals also began moving into apartments at the Village (now nearly 50 reside with us). Unexpectedly, traffic began to increase at both the Farm Store and Innovation Brew Works. This newfound workload resulted in the conclusion of furloughs for fourteen staff members, rehiring of six staff members previously laid off, and the hiring of a few student workers.

The estimated revenue impact to operations through May 7th is a gain of \$1,025,307 between the four operations. A breakdown may be seen in the following analysis.

The University has been a phenomenal partner throughout this process. Management was brought in early and often to every phase of this relationship. Continuing the Vaccine Hub on campus is necessary for the continued employment of those employees that were restored, brought back, or hired through this process.

Estimated Revenues Resulting from the Vaccine Hub
Forecasted through May 7th, 2021

Catering/Dining agreement*	\$900,000
Farm Store additional sales*	\$116,207
Innovation Brew Works added sales*	\$9,100
University Village hub residents*	\$89,419
Total Revenue*	\$1,025,307

*estimates

Staffing Impact:

Restored from furlough	14
Rehired after layoff	6
New student hires	5