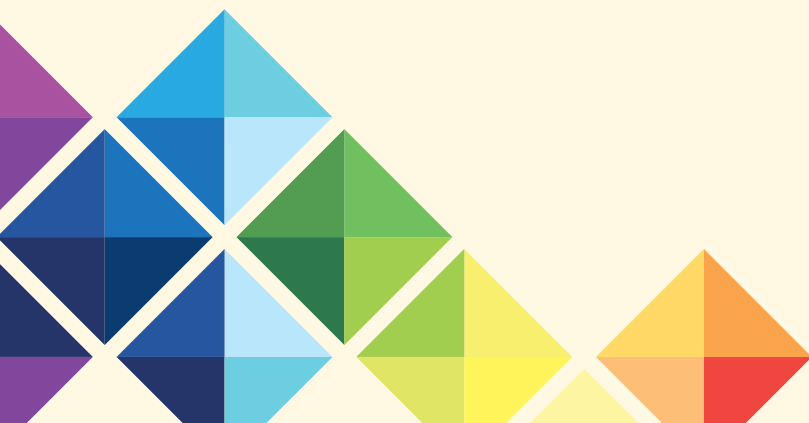


# FOUNDATION NEWS

December 2022



**PUBLISHED BY:**

Cal Poly Pomona Foundation. Inc.  
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**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](http://foundation.cpp.edu)

## Foundation Holiday Closure

The Foundation administrative offices located in Building 55 (financial services, grants and contracts, employment services, dining services, real estate, marketing and administration) will be closed starting Friday, December 23, 2022 and will reopen on Tuesday, January 3, 2023.



# Mark Your Calendars!

## December 2022

- 12/21 First Day of Winter
- 12/23 - 1/2/23 Holiday Break (**Campus Closed**)

## January 2023

- 1/3 **Foundation/Campus Reopen**
- 1/16 Martin Luther King, Jr. Day (**Foundation/Campus Closed**)
- 1/21 **Spring 2023 Classes Begin**



# Welcome Thomas Sekayan, Foundation AED/COO

We are pleased to announce the appointment of Thomas Sekayan as the Associate Executive Director/COO. As the AED/COO, Thomas will directly oversee the division heads for Bookstore, Dining Services, Kellogg West Conference Center & Hotel, and Marketing and will provide oversight to Sponsored Enterprise Programs (Farm Store, AGRiscapes) in conjunction with the College's executive leadership team.

Please join us in welcoming Thomas to the team!

Thomas Sekayan is a process-oriented and results-driven Higher Education Business Practitioner with a background in Business Operations for Auxiliary Services. With over 15 years of experience in the higher education auxiliary field, Mr. Sekayan started his career in Student Affairs at California State University, Northridge, and ultimately arrived at California State University, San Bernardino, to manage commercial business operations at the University Enterprises Corporation prior to working for the Cal Poly Pomona Foundation.



As a Certified Auxiliary Services Professional ("CASP"), awarded by the National Association of College Auxiliary Services, Mr. Sekayan has overseen third-party contracted services for campus dining and bookstore, executed RFPs, led contract negotiations, and is dedicated to streamlined processes. Mr. Sekayan understands the importance of his work at the Foundation, and its commitment to Cal Poly Pomona. His promise to students, and the campus community, is to advocate for quality commercial services with a perpetual drive to enhance the Bronco life.

Thomas graduated from the University of West Florida with a Master of Education (M.Ed.), College Student Personnel Administration and from California State University, Northridge with a Bachelor of Arts (B.A.), Music Teacher Education

During his time away from the Foundation, Mr. Sekayan is an amateur banjo and piano player, and spends his time exclusively with his wife, children, dog, and chickens.



# Employment Services Updates

## New Foundation Staff Members!

The Foundation would like to give a warm welcome to our new hires - Full Benefitted

- Thomas Sekayan - Associate Executive Director/COO
- Sheri Brown - Accounts Specialist

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

## Employee Promotions!

- Jeffery Yu - Supervisor
- Melody Jean Gonzalez Young - Assistant Catering Sales Manager



## Years of Service Anniversary!

Anniversaries, thank you for your dedication and hard work! We appreciate your commitment!

## Birthday Shout-Out!

Foundation would like to wish a Happy Birthday to our December Birthdays!! Cheers to another year!



## UKG Emergency Contact Update

Update emergency contact with valid phone number. Log into UKG (Kronos), click on "My Information" click on "My Profile" and review your emergency contact. In some instances, we noticed that a valid phone number is not present.

Should something happen and we need to contact your emergency contact, we would be unable to do so with an inaccurate phone number. Note, this information is not shared with anyone, it's for emergency use only.

**Your prompt attention is appreciated.**



## Reporting COVID or Close Contact

It is important we report the COVID or a close contact to a COVID as follows:

1. If you have symptoms, had close contact with someone who tested positive, or have a positive test, DO NOT COME TO CAMPUS. You should complete the Self-Reporting form below.
2. <https://www.cpp.edu/safer-return/self-reporting-form.shtml>
3. Report incident to Nora Fernandez at 909-869-4379 or email: [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu) – someone from the HR Team will be in contact with you.

**A reminder:**

### Quarantine and Isolation Process

**If you have tested positive for COVID-19 and/or a health care provider thinks you have COVID-19:**

Regardless of vaccination status, previous infection or if you are a close contact to someone who has COVID-19, you must follow the Los Angeles County Department of Public Health quarantine requirements.

**Do not come to campus until you have been cleared by the Foundation's Safer Return Incident Investigation Team for all Staff Employees. Student employees must be cleared by university's Safer Return Incident Investigation Team.**

For more information please visit:

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>



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YOUR COMPANY CODE  
CPPE SAVINGS

NEED HELP? EMAIL US: [CUSTOMERSERVICE@TICKETSATWORK.COM](mailto:CUSTOMERSERVICE@TICKETSATWORK.COM)

# Give the Gift of the Farm Store this Holiday Season!

The Farm Store makes great gifts! Stop, shop, and ship!

We create gift baskets for pick-up and gift boxes for delivery. Shipping all over the U.S.

Gift Baskets may be pre-ordered by calling (909) 869-4906 or put together while you visit the store.

Open every day 10am—6pm.\*

Pre-made Fruit Boxes will be available in December.

\*Closed on major holidays

Check out our gallery here: <https://cppfarmstore.wixsite.com/website/gift-gallery>



## University Village Updates

### Meet the Team!

Aryel Sanchez currently serves as Operations Support for the University Village front office. She joins Foundation with over 12 years of experience working in an office environment.

Although new to her role, Aryel is familiar with Cal Poly Pomona as her husband also works on campus.

She has been married for nine years and is a mother to four boys. In her spare time, you can find Aryel watching her kids play basketball and reading biographies.

Aryel would like to thank her coworkers for being so welcoming with her incoming transition!





# Dining Services Updates

## Meet the Team!

Erika Huerta currently serves as Manager for International Grounds. She is a CPP Alumna, graduating in 2021 with a BA in Business Administration with an emphasis in finance.

Erika enjoys her work stating, “Being able to work as a manager at IG has helped me to develop and enhance my listening and communication skills, leadership, and problem-solving.” She also loves her team and the fun environment they have built together.

Erika is excited to learn more about business and finance, stating, “My main goal as a manager is to increase sales and maximize profit by working towards my business goal, which is having a strong vision, good marketing, and unique value!”

We are lucky to have managers like Erika!

Dining Services is hiring! To apply for an on-campus position, please visit [cppfoundation.com/jobs](http://cppfoundation.com/jobs)



# NACAS 2022 Conference

On November 13 – 16, the National Association of College Auxiliary Services (NACAS) held the C3X Annual Conference & Expo in Las Vegas, Nevada. The C3X Expo welcomed higher education auxiliary services and business partners to discuss and collaborate on campus services such as bookstores, dining halls, campus card systems, housing, parking & transportation, and more.

Two Foundation Executives were honored at the conference with service awards!

Joanne Mathew, Director of Financial Services/CFO, received the David H. Lord Scholarship for Exemplary Community Service. This award is designated to a leader in auxiliary services who steps up to make necessary changes for students in our campus communities.

Jared Ceja, Executive Director/CEO, received the Robert F. Newton Award for Distinguished Service. This award is the most prestigious award recognizing an individual who has displayed extraordinary and outstanding service to NACAS and to the profession. Jared also joined the NACAS 2023 Board of Directors as Treasurer!

Congratulations Joanne and Jared!





# Financial Services Updates

*“Did you hear about the holiday party on the moon? I heard the food was good but it had no atmosphere.”*

## Accounts Payable

**Please welcome to Accounts Payable our newest additions**

- Sheri Brown

Sheri started with us on 11/30/2022

Current duties include: Accounts Payable – Philanthropic

[sheribrown@cpp.edu](mailto:sheribrown@cpp.edu)

(909) 869-4827

- April Gonzales

April started with us on 11/02/2022

Current duties include: Pcards & Accounts Payable – Foundation

[aprilg2@cpp.edu](mailto:aprilg2@cpp.edu)

(909) 869-3760

## P-Cards

- In light of the upcoming holiday break, p-card statements will be due a couple days early. Make sure to submit them by December 20. If you are new to the process, don't hesitate to reach out to [fdnap@cpp.edu](mailto:fdnap@cpp.edu) and we will assist you

## Last Check Run for 2022

- All requests (either webform or submitted via email) need to be received by Thursday, December 16, 2022 in order for our staff to review and prepare for processing.
- Payments will be processed Tuesday, December 20, 2022



## New Foundation email address

- Please be sure to send all inquiries, pcard statements and payment requests to our new ap email at [fdnap@cpp.edu](mailto:fdnap@cpp.edu). We strongly encourage you not to send these items to any individual directly.



## Grants and Contracts

We are making a some changes on how you submit vendor payments including: stipends, independent contractor payments, disbursement vouchers, student travel claims and approved P card statements.

- Payments: All payments relating to a grant project 00xxxx will now be sent to this email Foundation Grants [fdngrants@cpp.edu](mailto:fdngrants@cpp.edu) instead of directly to Marlene.
- All payments submitted by Friday, will be paid the following week. Check runs are normally on Wednesdays.
- Forms: Always make sure you are using the most recent form by using the Quick Reference Guide attached or you can use the Grants forms link below:
- <https://foundation.cpp.edu/grants-contracts/forms.aspx>
- The travel claim was updated on 7/1 with new per diem rate, please ensure you are using the correct form for students.

**CONCUR:** Per University guidelines, all Stateside Faculty and Staff must submit approval to travel in concur prior to traveling. If you do not see your grant number, please reach out to Lucy and we will follow up to ensure that the grant is added. It takes a couple of days to update.

**VENDOR DATA RECORD:** In an effort to protect all Level 1 information (Tax ids, bank information and personal information), moving forward, Grants will submit a VDR request directly to the vendor. We have moved to using a secured based app that will send an email to the vendor where they can submit the Vendor Data Record directly to us. You will still have to provide the email address and name of the vendor so we can submit the request. Please DO NOT email Vendor Data Record Forms.

**PURCHASE ORDERS:** When you have to submit a Request for Purchase Order, please complete the PDF fillable form with the quote or quotes being used, approve the form and submit to this email address. There is 24-48 hour turnaround for Purchase Order Requests.

**GRANT EXTENSIONS:** Contact ORSP, ensure you have your grant remaining balance, Proposal Number and who your ORSP Analyst was that assisted you in submitting your proposal Research & Sponsored Programs [orsp@cpp.edu](mailto:orsp@cpp.edu)

**ETF:** All ETFs must be submitted to Human Resources, Foundation [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu) 1 month before hire date if possible. The latest is 2 weeks before the start date. If you have an employee that is no longer working for you, please ensure you submit and ETF to terminate the employee within 3 days of the last day of work.

**EFFORT CERTIFICATION:** FALL 2022 end of semester is approaching. Please ensure all Effort forms are submitted by Jan 13, 2023. Grants need to submit the final form signed by all parties to budget services, so that the University can bill us and your Effort is posted to your grant in a timely manner.

**KRONOS/UKG:** All timesheets must be approved for hourly staff by Monday morning, I highly recommend you review timesheet by Friday to ensure your staff/students do not have missed meal penalties. A cleaner timesheet will help avoid those emails from payroll.

## Grants and Contacts Cont.

If you have questions to the administration of your project, please feel free to give us a call or message us on Microsoft Teams.

- Marlene Ponce x 5315 (Payment related Questions)
- Maria Nino x 3304 (Agency invoices questions)
- Lucy Rojo x 2265
- Lily Maciel x 2903

## General Information on Philanthropic Foundation Accounts

If you are working on scholarship paid via the Philanthropic Foundation, noted below are some technical details that will help you get processing done faster and easier.

### Scholarship Payments

- Scholarships can only be paid from Philanthropic projects that begin with 9.
- If a scholarship award form is turned in with a project starting with 8, it will not be processed and will be returned for correction.
- The only exception to this is if the funding will be from a Grant project (starts with 00) or Philanthropic grant project (starts with 7).
- Scholarship forms for grant projects must be approved by the Foundation Grants Manager.
- Please work with your College/Division Budget Analyst or your Foundation Internal Manager to find the correct project to use for a scholarship payment.

### Prize/Award/Stipend Payments

- All non-scholarship payments must be charged to a Philanthropic project that begins with 8.
- If a non-scholarship payment form is issued with a project starting with 9, it will not be processed and will be returned for correction.
- Please work with your College/Division Budget Analyst or your Foundation Internal Manager to find the correct project to use for a non-scholarship payment.
- Transferring Funds
- If funds need to be transferred into a scholarship project, an IDT form needs to be completed and approved by an authorized signer to move the funds.
- If there are any questions on processing an IDT form please email [FDNAR@cpp.edu](mailto:FDNAR@cpp.edu).

### Link to List of Foundation Internal Managers

<https://foundation.cpp.edu/content/f/Internal-Managers-FS.pdf>

### Link to Philanthropic IDT Form

<https://www.cpp.edu/philanthropy/docs/philanthropic-317ictform022022.xlsx>



# Group emails for Financial Services

## **Enterprise Foundation Financial Services Department**

Email: [fdnfs@cpp.edu](mailto:fdnfs@cpp.edu)

## **Accounts Payable in Financial Services**

Email: [fdnap@cpp.edu](mailto:fdnap@cpp.edu)

Accepts:

- Disbursement vouchers
- Stipends
- Payment requests
- P-card statements

## **Accounts Receivable in Financial Services**

Email: [fdnar@cpp.edu](mailto:fdnar@cpp.edu)

Accepts:

- Request for Invoice forms (RFI)
- IDT forms
- ICT forms
- Deposit slips
- Satellite Cash Handling forms
- Change Fund & Petty Cash forms

## **Grants & Contracts in Financial Services**

Email: [fdngrants@cpp.edu](mailto:fdngrants@cpp.edu)

General communication on:

- Budgets
- Access to OneSolution

## **Contracts & Project Management in Financial Services**

Email: [fdncpm@cpp.edu](mailto:fdncpm@cpp.edu)

General communication on:

- Contracts
- Requests for Proposals (RFPs)
- Independent Consultants
- Compliance and Internal Control



# 2022 Thanksgiving Dinner Boxes

The Cal Poly Pomona Foundation and Centerpointe Dining Commons offered the campus community the opportunity to purchase a fully-cooked Thanksgiving dinner package. Each dinner included a choice of protein (turkey, ham, or lasanga) home-style turkey gravy, home-style herb stuffing, mashed potatoes, farm to table harvest vegetables from CPP Spadra Farm, cranberry sauce, dinner rolls and two pies for dessert.

CPPF also partnered with the Poly Pantry, the on-campus food pantry, and the Basic Needs Initiative within the Division of Student Affairs to promote donations to the Poly Pantry. In addition, the Foundation donated two meals to students in need for every \$150 donated or purchased.

Foundation staff members helped package the dinner boxes just in time for Thanksgiving!





# Foundation Annual Family Photo Day

Foundation staff and their families gathered for free holiday photos in the Bronco Bookstore Atrium on December 4, 2022.

Thank you to everyone that came out!





# LOADED SPAGHETTI SQUASH

**CAL POLY SPADRA FARM    FEATURED HARVEST: BROCCOLI SPAGHETTI SQUASH**

**SERVINGS: 4-6**

## Ingredients

---

1 Spaghetti Squash  
1 head Broccoli  
¼ cup Olive Oil  
2 tsp Kosher Salt  
To Taste Cracked Black Pepper  
4 oz Cheddar Cheese  
4 Tbsp Sour Cream

## How to Cook?

---

1. Preheat oven to 450°F
2. Wash all produce
3. Slice Spaghetti Squash in half using a cutting board, remove the seeds and pulp using a spoon
4. Slice each half into thirds
5. In a bowl toss olive oil, kosher salt, pepper and squash wedges coating each wedge evenly
6. Place squash wedges onto a baking sheet face down on one side and bake for 15 minutes, remove the baking sheet from the oven turn the squash wedges on the other side and bake for another 15 minutes.
7. Remove the baking sheet from the oven, turn the squash wedges upright and place ½ cup chopped broccoli onto the center of the wedge, bake for another 10 minutes.
8. Remove from the oven add 2 Tbsp of cheddar cheese and sour cream on top of the hot broccoli allow to melt and serve

\*\*Options: Add your favorite cheese or substitute cream cheese and drizzle with honey or agave

# Winter Word Search



BLIZZARD  
BOOTS  
COAT  
COLD  
FLURRY  
GLOVES  
HAT

ICE  
JACKET  
MITTENS  
PLOW  
SCARF  
SKATING  
SKIING

SLEDDING  
SNOWFLAKE  
SNOWMAN  
SWEATER  
TOBOGGAN  
WINTER

## Employee Profile

# Melody Jean Gonzalez Young

**Job title:** Assistant Catering Sales Manager

**Length of employment:** 7 months at Kellogg West, but 11 years total with Foundation

**I have a talent for...** interior and exterior design, getting lost at target, and making the best lemonade

**What are your biggest accomplishments?** Being a mom has been my biggest accomplishment, my daughter the light of my life. It truly is the best feeling to know that after a long day at work I can come home to my daughter who loves me and runs to me with a smile and a hug.

**What is your favorite movie?** I have two: The Goofy Movie and The Wedding Singer – Don't judge me! I love a good comedy

**What is your favorite song?** Oh, What a World by Kacey Musgraves

**What are your hobbies?** Travel, eat good food, work out, read cheesy romance novels, work on my garden, and decorate my house for each Holiday.

**What is on your bucket list?** See the seven wonders of the world, eat caviar, attend a super bowl, see Bruno Mars, I can go on and on...

**If you could travel anywhere in the world, where would you go and why?** I would say my top travel destination location right now, other than the seven wonders of the world, would be Japan. Sushi of course is my main reason, but I have always wanted to visit during the Cherry Blossom season.

**What was your first job?** Receptionist at St Louis of France Church

**What's the best meal you've ever had?** The restaurant is called Marea in New York it is a Two star Michelin rated restaurant- ASTICE 38 nova scotia lobster, burrata basil, eggplant al funghetto (appetizer)

**If you could be any animal, which would you be?** A Hummingbird – Hummingbirds to me are good omens







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.

Because of your support, the Foundation 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.

