



MARK YOUR CALENDARS

July 2023

7/6 Second Summer Session Begins

August 2023

8/21

Beginning of semester for faculty

8/24

Classes begin for students

CPP ENTERPRISES INTRODUCES VIRTUAL ID

Visit the Bronco One Card Portal to display your Virtual ID, view your meal plan account, view your transaction history, report a lost or stolen card, buy Bronco Bucks and more.

To begin using this service, follow these steps:

1. Go to the Bronco One Card portal <https://BroncoOneCard.com/ss>
2. Choose Student & Staff Login
3. Log in using your two step authentication if prompted
4. Once logged in, begin accessing and monitoring your account!

Need Assistance with your Bronco ID Card or Virtual Card?
Please contact:

Bronco One Card Office
Bronco Bookstore (Bldg. 66, located on the 2nd floor)
(909) 869-3195 broncoaccess@cpp.edu

**BRONCO ONE CARD OFFICE
IS NOW LOCATED INSIDE THE
BRONCO BOOKSTORE!**

EMPLOYMENT SERVICES

NEW STAFF MEMBERS

- Jennette Ramirez - Assistant Program Coordinator
- Jesus Preciado - Postdoctoral Associate
- Carlo Arceo - Food Inventory Manager
- Viridiana Gonzalez - Facilities Coordinator

YEARS OF SERVICE ANNIVERSARY

- Matthew Linton - 5 Years of Service

WELCOME TO THE TEAM: ANGELA CAMERON

Angela Cameron recently joined Cal Poly Pomona Enterprises as Human Resources Manager. She is a life-long learner whose thirst for knowledge is never quenched. Angela earned her Associate's in Arts degree from Crafton Hills College, followed by a Bachelor's in Business Management from the University of Redlands. She then went on to pursue her Master's in Business Administration with a specialization in Human Resources Management from Chapman University.

Angela has three children and one grandson. She also has one rescue cat, named "Kitty" who has been part of her family for ten years.

When not working, she loves to travel, meet people and learn about new cultures. She also spends time volunteering and giving back to her community and even spearheaded an organization's West Coast Organization Outreach Program.

Angela is looking forward to working with CPP Enterprises staff and is excited to be part of the team!



EMPLOYMENT SERVICES

PAYROLL UPDATES

Payroll Training- Employees and Managers

Our next scheduled payroll training dates will be on Aug 15th and Aug 16th.

If you would like to attend please send an email to: fdnpayroll@cpp.edu to reserve your spot.

BENEFITS CORNER!

Fitness memberships



ClassPass

Fitness industry leader ClassPass makes it easier for you to work out from anywhere. ClassPass partners with 40,000 gyms and studios around the world, offering a range of classes including yoga, dance, cardio, boxing, Pilates, boot camp, and more.

With this ClassPass offer, Kaiser Permanente members can get:

- Unlimited on-demand video workouts at no cost
- Reduced rates on in-person fitness classes

As of January 1, 2022, the ClassPass offer for Kaiser Permanente only includes fitness and workouts.

ClassPass is not available to Medi-Cal and Medicaid members.

Sign in below to access this ClassPass offer.¹



Active&Fit Direct

With the ChooseHealthy[®] program*, you also have access to contracted fitness centers in the Active&Fit Direct network. Get access to more than 11,000 gyms with one membership. When Kaiser Permanente members sign up for an Active&Fit Direct gym membership, they can visit any of the 11,000 participating fitness centers in the nationwide Active&Fit Direct network. Participating gyms may include Gold's Gym, Curves, Anytime Fitness, and more.

The Active&Fit Direct program is available to all Commercial members. It is also available to select Medicare Advantage Plus members. To confirm eligibility, please call Member Services at 800-443-0815. The Active&Fit Direct program is not available at this time to Medicaid members.

Sign in below to access this special Active&Fit Direct rate.

*The ChooseHealthy program is provided by ChooseHealthy, Inc. The Active&Fit Direct program are provided by American Specialty Health Fitness Inc., (ASH Fitness), ChooseHealthy, Inc., and ASH Fitness are subsidiaries of American Specialty Health, Inc. (ASH). Active&Fit Direct and ChooseHealthy are trademarks of ASH and used with permission herein.

Fitness gear



ChooseHealthy

Kaiser Permanente members can get reduced rates on a variety of fitness, health, and wellness products through the ChooseHealthy program. This includes:

- **Activity trackers** – Save on activity trackers from brands such as Fitbit, Garmin, and more.
- **Workout apparel** – Save on clothing and accessories from brands like Skechers, 2XU, PRO Compression, and more.
- **Exercise equipment** – Save on equipment from brands such as TRX, Gaiam, BOSU, and more.

The ChooseHealthy program is not available at this time to Medicaid members.

For July, stay active and fit with a variety of reduced rates on studios, gyms, fitness gear, and online classes- available for Kaiser Permanente Members. Deals on Gyms, Classes, & Workout Gear | Kaiser Permanente



JOB FAIR

CAL POLY POMONA ENTERPRISES

EMPLOYMENT SERVICES



SATURDAY, JULY 15TH

WHY WORK ON CAMPUS?

- Flexible work schedules
- Growth opportunities
- Career development
- Competitive wages



2023 SUMMER

CPP ENTERPRISES AT 2023 ORIENTATION

Orientation is in full swing this summer, and Cal Poly Pomona Enterprises is thrilled to welcome the largest class of incoming freshmen into the Bronco Family!

The dedicated CPP Enterprises Outreach Team has been actively engaging with enthusiastic parents at the Parent and Family Resource Fair, showcasing the extensive offerings of the Bookstore and Dining Services.

Parents and families have shown great enthusiasm in seeking further details about meal plans, Instant Access Complete and the upcoming Job Fair.

Transfer Orientation sessions begin July 18th where CPP Enterprises will continue to share valuable opportunities and resources that enhance the Bronco experience.



FINANCIAL SERVICES

FINANCE JOKE IS ON VACATION...
WILL BE BACK NEXT ISSUE.

POLICY UPDATES

The latest AP101 Travel Policy has included explanation on the newly established escalation procedure for expenses not submitted in a timely manner. There are also clarifications and details on the requirements for student travel using Enterprises funds, the responsibility for completion and retention of the Release of Liability, Promise Not to Sue, Assumption of Risk, and Agreement to Pay Claims form.

In addition, the FS02101F Travel Authorization and Expense Report Form has been updated to reflect the current per diem rates.

IMPORTANT!

THE PURCHASING CARD (P-CARD) PLATFORM IS CHANGING

Financial Services introduced cardholders to the WellsOne Expense Manager (WOEM) platform on Wednesday, May 17th, and there are additional follow-up training sessions conducted by Wells Fargo.

The **“Go Live”** date for WellsOne Expense Manager (WOEM) was Sunday, June 11th and everyone (i.e. cardholders, approvers and administrators) was required to attend one of the live instructor-led training on Wednesdays @ 9am PST prior to the launch. A google document link with the training resources has already been shared via email, which will help us ensure all p-card holders have successfully completed the training.

FINANCIAL SERVICES

IMPORTANT!

THE PURCHASING CARD (P-CARD) PLATFORM IS CHANGING - CONT-

P-CARD HOLDERS AND APPROVERS ON-DEMAND TRAINING [WELLSONE EXPENSE MANAGER – CARDHOLDER, DELEGATES AND APPROVERS ON DEMAND TRAINING VIDEO](#) ABOUT THE FEATURES OF THE NEW SERVICE, ON-DEMAND AT ANY TIME.

<i>Training</i>	<i>Training Link</i>	<i>Training</i>	<i>Training Link</i>
<i>WellsOne Expense Manager Cardholder</i>	<i>*WellsOne Expense Manager - Cardholder Review 360 (articulate.com)</i>	<i>WellsOne Expense Manager - Receipt Management</i>	<i>*WellsOne Expense Manager - Receipt Management Review 360 (articulate.com)</i>
<i>WellsOne Expense Manager - Delegates</i>	<i>*WellsOne Expense Manager - Delegates Review 360 (articulate.com)</i>	<i>WellsOne Expense Manager - Cash Expenses</i>	<i>*WellsOne Expense Manager - Cash Expenses Review 360 (articulate.com)</i>
<i>WellsOne Expense Manager - Reconciling Card Transactions</i>	<i>*WellsOne Expense Manager - Reconciling Card Transactions Review 360 (articulate. com)</i>	<i>WellsOne Expense Manager - Mobile App</i>	<i>*WellsOne® Expense Manager: Cardholders, Delegates, Approvers Review 360 (articulate. com) SECTION 12</i>
<i>WellsOne Expense Manager - Disputing Transactions</i>	<i>*WellsOne Expense Manager - Disputing Transactions Review 360 (articulate.com)</i>	<i>WellsOne Expense Manager - Approvers</i>	<i>*WellsOne Expense Manager - Approvers Review 360 (articulate.com)</i>

FINANCIAL SERVICES

SNAPSHOT OF OUR P-CARD ENTERPRISE POLICY #AP290 THAT WILL PROVIDE YOU WITH SOME IMPORTANT DETAILS.

P-CARDS – Quick Reference Guide

For full details, refer to Enterprise Policy #AP290

Purpose and Eligibility

- Must be a full-time employee staff or faculty with a minimum appointment of 6 months or longer.
- Temporary employees, retired annuitants, student assistants are not eligible.
- Must have an assigned vendor number in our financial system prior to submitting a P-Card Application.
 - If a vendor number is needed, please contact the following:
 - Fdngrants@cpp.edu for Grants and Contracts inquiries
 - fdnap@cpp.edu for Accounts Payable inquiries
- Must take mandatory training and sign acknowledgement of completed training, cardholder responsibilities, and P-Card policies (according to CSU Policy).
- Enterprise Foundation reserves the right to refuse the issuance of P-Card to anyone for any reason at any time.

Important Items to Remember

- **P-Card Processing Cycle:** Billing Cycle: 9th of the month Reconciliation Cycle: **Reminder Period:** 10th-21st of every month
Grace Period: 22nd- 25th
Approver Period: any time between 10th-23rd

Prohibited Purchases

○ Personal Purchases	○ Cash Advances
○ Computers, Printers, tablets and other peripherals or IT equipment (Required IT Approval in advance of purchase)	○ Capital equipment over \$5,000
○ Prizes and awards over \$50	○ Donations/Sponsorships
○ Alcoholic Beverages	○ Gifts, such as gift certificates, greeting cards and balloons, unless approved by the supervisor
○ Leases or building rentals	○ Party/event rentals – tables, chairs, tents etc.
○ Service stations - gasoline (unless for a rental car for approved traveling)	○ Software, software agreements, licenses, maintenance (unless approved ATI)
○ Long term rentals (1 year or longer)	○ Maintenance and service/repair Agreements
○ Medical services	○ Pawn shops
○ eCommerce membership or subscription (i.e. Amazon Prime membership)	○ Professional services: Payments to individuals, consultants and employees
○ Telemarketing	○ Unallowable grant and contract expenditures per the terms and conditions on your project
○ Parking and Moving Violations	○ Student travel expenses (Unless student release of liability forms before the trip are available.)
○ Meals and refreshments for conference travel when included as part of the conference	○ Invoices older than 6 months old

- **Object Code 1130:** Object code 1130 is not a valid object code for your valid purchases. Each purchase must be reconciled and designated to the proper expense object code starting with #7xxx. 1130 would only be used for items in dispute. You will be contacted to complete an IDT form to reclass your items to the proper expense object code.
- **Shipping Address:** All Enterprise purchases are required to be shipped to the campus; any exceptions require an adequate explanation and approval by the Chief Financial Officer or designee. |
- **Lost Receipts:** If the cardholder has lost a receipt/invoice, a duplicate receipt must be requested from the vendor. If the duplicate receipt is not available, complete the **Purchasing Card Certification of Receipt of Goods form***. The form must be approved by the authorized signer and attached to Statement of Expenses (WOEM): [FS01123F Purchasing Card Certification of Receipt of Goods](#)
**This form cannot be used for Grants and Contracts.*

Wells Fargo Contact for Your Purchasing Card: Business Purchasing Service Center 24-hour Customer Service Number 1-(800) 932-0036	
Lost or Stolen Card Process Report a lost or stolen card at 1 (800) 932-0036, option 3 (available 24 hours a day)	Fraud Email or Phone Call ○ If you receive a fraudulent phishing email or telephone call, report the details to ReportPhish@wellsfargo.com or ○ Call toll free at 1-800-AT-WELLS (1-800-289-3557)

DINING SERVICES

DAVID CORRAL RECEIVED CASP CERTIFICATION

Associate Director of Dining Services, David Corral, achieved his Certified Auxiliary Services Professional Designation (CASP) certification in June.

CASP is a certification program by the National Association of College Auxiliary Services (NACAS) – the only benchmark certification that validates and measures competencies that one operating at the level of a director or above must demonstrate to successfully oversee the delivery of multiple auxiliary services found on a college or university campus.

CASP certification means an individual has proficiency in management, leadership, marketing, communications, business relations, student development, and maintaining operational areas. This rigorous and reputable certification program also demonstrates one's ability to handle staffing transitions, increase the speed of decision-making for companies with multiple departments, and decrease conflict.

Congratulations David!



DINING SERVICES

CAMPUS CATERING INTRODUCES MULTI-SERVICE TIME FEATURE

Campus Catering is pleased to announce the introduction of multi-service times through Catertrax. This new feature allows customers to place multiple orders on the same day. You now have the flexibility to order breakfast, lunch, mid-snack, dinner, and more, all in one order. It gets even better - you can easily edit the locations, times, and guest counts when placing your order. Additionally, we want to remind our customers that they have the option to duplicate past and future orders, making the online ordering process a bit more convenient.

Please follow the below steps to use the multi-ordering feature:

1. Go to <https://cppcampuscatering.catertrax.com/index.asp> and select which location you would like to order from
2. Sign into your account
3. Click on the account button displaying customer name
4. Select “multiple service times”
5. Click “add a service” to add additional service times
6. Choose the service time to add items to
7. Choose the menu item of choice, then determine which service time you would like to use for the menu item
8. In order to add items to the other service times, click on “browse menu”. The system will then return you back to the menu options where you can continue to order for the rest of the service times needed.

Ordering fun fact: Customers are able to duplicate future and previous orders to save time when placing new orders!

1. Click on the account button displaying customer name
2. Click on “manage and repeat orders”
3. Click on the order you would like to duplicate
4. Click on “repeat order”



BRONCO BOOKSTORE



BRONCO BOOKSTORE HOSTS CPP ENTERPRISES ICE CREAM SOCIAL

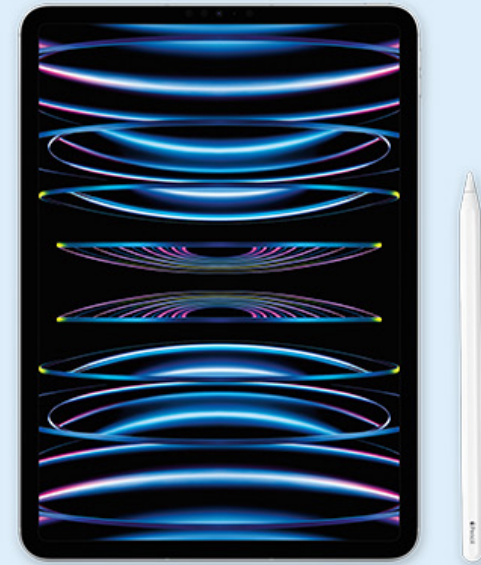
On Thursday, June 28th, 2023 the Bronco Bookstore welcomed CPP Enterprises staff for a fun-filled ice cream social.

The atmosphere was full of excitement as a select group of the Executive team took charge of scooping and serving delectable ice cream flavors that showcased the finest ingredients from CPP Farms, including the rich creamy Avocado and the refreshing tang of Satsuma Mandarin.

Adding to the festive spirit, our Outreach team made an appearance, bringing along a captivating spin-the-wheel game and a delightful assortment of goodies to be given away. The lucky attendees left with tasty treats and an array of fun Grubhub and Pepsi merchandise.



**Save on a Mac for college.
Get AirPods.
Save on an iPad for college.
Get Apple Pencil.***



Authorized Campus Store

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*Terms apply



FARM STORE

RECIPE: CREAMY STRAWBERRY AGUA FRESCA

- 2 1/2 pounds strawberries, hulled (reserve 1/2 pound to use as garnish)
- 4 cups water
- 4 cups milk
- 1 can (14.5 ounces) sweetened condensed milk

Mix together and ice

Enjoy!

HARVEST ANNOUNCEMENT

The Farmstore regrets to inform you that the arrival of our highly anticipated Cal Poly Pomona Grown Corn and Watermelon will experience a delayed arrival this year.

Unfortunately due to adverse weather conditions, these delectable treats may not be ready for harvest until the end of July, at the latest.

Stay tuned by following our social media [@thefarmstorecpp](https://www.instagram.com/thefarmstorecpp).

FEATURED HARVEST: STRAWBERRIES

EMPLOYEE PROFILE

RAMON GOMEZ - FINANCIAL SYSTEMS BUSINESS ANALYST

Length of employment:

I began working for CPPE on May 1st, 2023. My current length of employment is two months.

I have a talent for...

Analyzing NBA basketball, with a particular focus on the Lakers. I enjoy deconstructing NBA statistics to gain insights into the operational dynamics of teams and identify strategies for overall franchise improvement.

What are your biggest accomplishments?

Successfully gaining admission to the Master's program in Business Analytics at CPP, securing my first position as a business analyst, and acquiring my dream car at the age of 22.

What is your favorite movie? Rocky IV

What is your favorite song? Home – Metro Boomin, Don Toliver, and Lil Uzi Vert

What are your hobbies?

My hobbies include weight training at the gym, playing basketball, and cherishing moments with my loved ones.

What is on your bucket list?

Exploring different countries such as Greece, Switzerland and France, sitting courtside at a Lakers playoff game, and witnessing the Mr. Olympia event in Las Vegas and aspiring to participate in bodybuilding as a personal endeavor.

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

Greece. I want to go to Greece because of its breathtaking landscapes, vibrant culture, and delicious cuisine.

What was your first job?

Ross Dress for Less and Zumiez. I was hired at the same time and decided to take on both roles simultaneously.

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

Carne Asada street tacos.

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

I would choose to embody a black mamba. This choice stems from the admiration I hold for Kobe Bryant, as being a black mamba symbolizes the pursuit of self-improvement and striving to become the best version of oneself.



ABOUT CAL POLY POMONA ENTERPRISES

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

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

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

Because of your support, CPP Enterprises 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.

