Foundation Employees Enjoy BBQ and Scavenger Hunt

Foundation employees from across campus together to enjoy summer BBQ favorites and desserts on June 27 in the Bldg. 55 patio.

Los Olivos catered the event, bringing delicious hamburgers, hot dogs and potato salad to start and a mouthwatering selection of desserts.

Later, Foundation Marketing hosted a campus-wide scavenger hunt, where teams had an hour to use their smartphones to capture as many different types of photos/videos off a checklist before an hour’s time was through.

When asked about the scavenger hunt, benefits administrator, Nora Fernandez summed it up perfectly. “I couldn’t stop laughing! It was a great way to bring the foundation together and see everyone having fun ... just a fantastic time!”

Results to the winners of the scavenger hunt will be scored based on a point system and will be announced the first week of July. A recap video will be posted in the following weeks.

Thank you to Cameron and the Los Olivos catering staff for catering and to the Foundation Marketing team for making this event possible!
# Mark Your Calendars!

## JULY 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>7/4</td>
<td>Independence Day <em>(Foundation/Campus Closed)</em></td>
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<tr>
<td>7/26</td>
<td>Foundation 4/10 Work Schedule Ends</td>
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</tbody>
</table>

## AUGUST 2019

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>8/8</td>
<td>Summer Session Ends</td>
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<tr>
<td>8/19 - 8/21</td>
<td>University Days (Fall Conference)</td>
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<tr>
<td>8/22</td>
<td>Fall Term Begins for Students</td>
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Foundation Financial and Employment Services
Focus Group Meeting

Foundation account holders from Dining, Accounts Payable, The Village and more came together on Wednesday, June 5, to discuss and exchange 2019 policies, procedures and new ideas in the Kellogg West Auditorium.

Speakers included Senior Managing Director/CFO David Prenovost, Chief Employment Officer/Managing Director Dennis Miller and others who addressed budget and forecast highlights, revised accounts payable policies and procedures, multi-factor authentication and updates on the Cal Poly Pomona Philanthropic Foundation.

Beginning July 1, philanthropic funds will be moved to the Cal Poly Pomona Philanthropic Foundation, and the Philanthropic Foundation will begin accepting gifts separate from the Foundation. Not only will the Cal Poly Philanthropic Foundation create a dedicated board of directors for fundraising, but it will also give the university the ability to secure a greater number of matching gifts necessary to prepare for the next major comprehensive campaign.

For more information on the development of the Cal Poly Pomona Philanthropic Foundation, please visit cpp.edu/~philanthropy.
Cal Poly Pomona Philanthropic Foundation

Important Update

Notification of Philanthropic Foundation Transfer-by-Gift

Dear Foundation Employees,

I am pleased to announce that we have received all the approvals to move forward with a transfer-by-gift of funds (programs, scholarships and endowment funds of approximately $130 million) to the new Cal Poly Pomona Philanthropic Foundation on Monday July 1, 2019.

We have established new program accounts starting with “#8” followed by the first seven numbers of your prior program account and have transferred the funds from the old program account to the new program account in the philanthropic foundation. Therefore, when the Cal Poly Pomona Foundation Inc. provides catering or sells a computer from the Bronco Bookstore, for example, and you wish to pay for the transaction from the new program account starting with “#8,” we will generate an invoice request on your behalf (please submit an invoice request instead of an IDT request) to invoice the philanthropic foundation for the goods or services (i.e. catering, textbook, computers, etc.). In addition, if an authorized signer of a new philanthropic foundation program account wishes to pay a third party for goods and/or services, they will need to make a request to the CPP Foundation Inc. accounting to process a check and/or purchase order. The authorized signer can access the new philanthropic foundation website and under forms complete the respective document and obtain the proper authorization(s), submit the form and supporting documents to the Foundation Inc. to process. If you have any questions or need additional information, please contact the internal manager for your respective division and/or college.

Thank you in advance for your support and we look forward to working with you in the new Cal Poly Pomona Philanthropic Foundation.

David J. Prenovost
All Hands Meeting
June 12, 2019    |    The Den Multi-Purpose Room    |    9:00 a.m.

David Prenovost, CFO and Senior Managing Director

- Auditors coming on Monday, June 17 for a week
- Eighteen days left before we close the year
- Capital Budget was approved for the 2019-2020 year except for the Web Order pick up at the Bookstore.
- New Philanthropic will start on July 1, 2019. They will have a separate P-Card with the University Logo.
- All account number for the new Philanthropic Foundation will start with the number 8
- We do not share bank accounts and we cannot do IDT’s
- Debbie Linthicum will be retiring as of July 3, 2019
- Karen Sandoval stepping in as the Grants and Contracts Manager
- Jason DeBellis is now the Manager of Enterprise and Accounting, replacing Sue Chiazza who retired in April
- Claudia Burciaga-Ramos is the Administrative Assistant for the Foundation and replaced Debbie Poe who retired in November
- Christine He, the new Financial Reporting Manager, replaced Karen
- Joyce Hsiung, the new Senior Financial Analyst, replaced Christine He
- Jessica Lopez, the new Accounts Specialist, replaced Jason
- Julie Ballesteros the new Accounts Specialist replace Kathleen Monofort
- Gabriela Rodarte the new Accounts Specialists in Accounts
- Payable Department

Aaron Neilson, Director of Dining Services

- David Corral oversees retail dining
- New food management program for the new Los Olivos and the C-Stores system.
- Arnold Zavalza retired and Tonya Tardd is the new Culinary Manager
- Samantha Broyles will oversee HR for Dining Services
- Arielle Torrez will be handling all Marketing for Dining Services along with Darren and Lisanne
- We are eliminating bottled water per the Chancellor by 2023
- Cattle Rancher Beer won a Bronze award.
- Kellogg House Wedding Revenues are over one million dollars up from
David P. for Cameron Edmonds, Director of Kellogg West

- New LED lights have been approved for the parking lots near Kellogg West.
- New air conditioning units will be installed in all the 51 rooms.

David Laxamana, Director of Foundation Housing

- The Village apartments are full for the upcoming Fall semester
- New Assistant Director Regina Allison
- New staff Jermaine Hart
- New Program will focus on Wellness
- We are planning a substance-free Rave
- We are conducting Student Leader Training

Dennis Miller, Chief Employment Officer

- Benefits that will continue until further notice are:
  - Parking subsidy
  - 3% increase as of July 3
  - Healthcare
- The search for the new Executive Director is now in full swing
- There are many retirements in the near future – prepare yourself with education and professional development

Randall Townsend, Director of Foundtion Information Technology

- P: Drive will be cleaned up and moved in the upcoming months
- PCI has now implemented Multi-Factor Authentication
- One Solution had an upgrade
- There will be an upgrade on the Campus cell towers to fix the dead zones
- Michael Webb is leaving and his replacement is Rachel Scherer
Sandra Vaugh-Acton, Director of Real Estate

- There will be an upgrade on Manager Plus
- Preventative maintenance will be happening during the summer all around campus
- Kellogg Tract has acquired two homes that are currently being remodeled
- Faculty has priority and staff has second.
- CTTI is full
- Palm Desert house has been sold
- South Campus has brought in over 4 million dollars in revenue overall

Edwin Santiago, Director of Marketing

- Introduced Monica Pignotti the new Marketing Assistant/Writer
- Marketing Department won Staff Council’s Department of the Year and was honored at the Staff Council Breakfast

Clint Aase, Director of Bronco Bookstore

- Students will now be able to charge their books toward Bronco accounts
Is your favorite CPP tee a little stretched?
Your baseball cap just a little too faded?
Or maybe, you’re still looking for the perfect way to show off our new colors?

With new students comes new styles!

Dont wait. Now is the perfect time to find a fresh new look to show off your Bronco pride. Hurry in and be the first to choose from a dozen new styles before the fall semester rush.
Two New Ways to Open an IT Work Order

HOW TO USE TRACK-IT! SELF SERVICE TO SUBMIT IT WORK ORDERS

Juan Robles, Foundation IT System Administrator

The Information Technology team has upgraded its work order system with you in mind. It is now simpler, streamlined, and easier to open an IT work order. You can now open a work order through our new Self Service website, or by sending an email.

Track-It! Self Service:

Track-It! Self Service was designed to work best on Google Chrome. The images shown below were all taken when using Google Chrome. If you are experiencing issues using the Self Service web page, but you are not using Google Chrome, please try again using Google Chrome before contacting the Foundation Helpdesk.

Track-It! Self Service is only available using a Foundation workstation located on campus using the following link: https://cppfvmapp2.fdn.cpp.edu/Trackit/SelfService

The link can also be found on our website at https://foundation.cpp.edu/it.aspx and clicking on the ‘IT Work Order Self Service’ button.

To login to the Self Service page, click on the ‘Login using your Windows account’ link.
On your first login, you may be prompted with another login. Login using your Foundation credentials. Following this, the system will log you in automatically by clicking the link. This prompt may occur again after some time has passed.

To create a work order, click on either ‘Create New Ticket’ links (located on the sidebar or the main page).

1. Enter a brief description of your problem.

2. Provide more information. Which device are you having problems with? What solutions have you tried? Are you receiving an error message? What is the message? Etc.

3. Contact Information. A callback number should be auto-populated based on the number we have for you on file. However, if there is no callback number, or it is incorrect, please fill in this field.

4. Select a priority for the issue. Your options are: Routine – The problem is inconvenient, but you can work around it (most common). Urgent – The problem is detrimental to your work and causing delays. Critical – You are unable to work at all (least common)

5. Media. If you have a screenshot or some other documents related to your problem, please attach it.
Once you submit the ticket, you will be redirected to “My Tickets” where you will see your newly submitted ticket at the top of the list. Come back to this web page to check on the status of the ticket. You will also periodically receive emails when the ticket is updated.

You will also receive an email confirming we have received your request, as well as an email confirming the information you provided.

Email Requests:

You can also open a work order by sending an email to fdnhelpdesk@cpp.edu

Please fill out the Subject line with a brief description (Step 1), and the body of the email will be where you put in the details about your issue and your contact information. (Steps 2-4)

You may also attach a file to your email to attach it to your ticket.

By default, the callback number will be set to what we have on file for you, and the priority level will be determined by IT staff.

If you need any help navigating our new work order system, please feel free to give us a call at x5488 and an available IT technician will assist you.
Foundation at the 2nd Annual Professional Development Forum for CSU Communicators

Marketing’s new hire, Monica Pignotti, represented the Cal Poly Pomona Foundation Inc amongst communicators from across the CSU at California State University, Fullerton June 13 - 14. The forum was presented by the Department of Communications at the Chancellor’s Office, bringing together hundreds of CSU colleagues to connect and share ideas.

Aside from meeting other talented communicators, such as Tim Lynch and Esther Tanka from CPP Strategic Communications, Monica also presented a case-study of GIFs she created while working as a student assistant for CSU Fullerton’s Department of Strategic Communications. She graduated this spring from CSU Fullerton earning her bachelor’s in Communications/Public Relations.

Monica is very humbled and thankful for the Foundation’s support of her professional development and proud to be charting her next chapter with Cal Poly Pomona.

Foundation Staff Earn Their First Aid and AED-CPR Certification

Staff members from Foundation, University Village, Dining, Bronco Bookstore, and ARCHES came together to earn their adult AED-CPR and first aid certification at the Village on Tuesday, June 18 from 8 a.m. to 4 p.m.

Participants learned standard and practices of giving first aid, using an AED (automated external defibrillator) and giving CPR. Then attendees broke into teams and used CPR mannequins to practice what they had learned.

Instructor Louie Liwang stresses, “Out-of-hospital bystander response rates are usually low (30-50%). People who receive training at least every other year are more likely to respond safely and correctly.”

After the course, each participant was given a first aid manual and earned their 2 year certification. Thank you to Nora Fernandez and Kyle Sirowy for coordinating this important event.
Employee Profile

Monica Pignotti

Job title: Marketing Writer/Assistant

Length of employment: A month and a half

I have a talent for ... writing, photography/videography ... and losing at video games, haha.

What is your favorite movie? I would have to say I really enjoy watching Nacho Libre.

What are your hobbies? I like hanging out with my friends, shooting photos/videos, film analysis, and even acting (although I haven’t had the chance to do so for years).

What is on your bucket list? Act in another play or musical

If you were a crayon, what color would you be? Purple

What was your favorite childhood TV show? “SpongeBob SquarePants”

If you could travel anywhere in the world, where would you go and why? I would go to the Caribbean, to kick back and relax.

What is the best meal you have ever had? Breakfast at Cracker Barrel

What was the best concert you have ever attended? Panic! At The Disco

What was your first job? My first job was as a Lifeguard at Raging Waters.

What is the best gift you have ever received? A necklace chain for my favorite pendant
Noelle joined the Kellogg West operation in January 2018. Noelle works different shifts at the Kellogg House and Kellogg West, as well as working catering events. Her performance has been great, and despite being a full time student, she always seems to be available whenever she is asked to cover someone else’s shift.

Noelle is a quick learner and has easily absorbed different aspects of the operation, including catering events. She has successfully managed her daily production at Kellogg West and the Kellogg House all while maintaining great grades.

Kellogg West proudly presents the May 2019 employee of the month to Noelle Brooks.

Sincerely,

Oscar Villanueva
Kellogg West
Senior Food and Beverage Manager
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.