



2025 HOT DOG CAPER WINS GOLD MARCOM AWARD SEE PG. 10

# MARK YOUR CALENDARS

## December 2025

12/19 CPPE Holiday Attire Dress-up Day  
12/24 - 1/1/26 Holiday Break\*

## January 2026

1/17 Classes begin for all students  
1/19 Martin Luther King Day\*

\*Campus closed/ CPPE holiday

## REMINDER: CASHIER SERVICES HAS MOVED!

CPP Enterprises' Cashier Services has relocated from its previous location in the CPPE Administration Offices (Building 55) to **the second floor of the Bronco Bookstore (Building 66)** near the Bronco One Card Office.

Operating Hours:

Monday - Thursday: 11 a.m. - 4 p.m.  
Friday: Closed

Please note: AP check pickup will continue to be from Building 55.



# EMPLOYMENT SERVICES

## NEW HIRES

Maria Osuna - Office Support - Upward Bound  
Winnie Law - Coordinator IV - College of Agriculture

## PAYROLL UPDATES

**UPCOMING** Payroll Training Date:

- **Thursday, January 29, 2026**

Plan ahead to reserve your spot! Please contact [fdnpayroll@cpp.edu](mailto:fdnpayroll@cpp.edu) for more information on session availability.

**Minimum wage** will increase from \$16.50 to \$16.90 effective the first pay period of 2026. Pay period 12/21/2025 - 01/03/2026 for pay date 01/09/2026. All employees currently at \$16.50 will automatically be moved to \$16.90 effective 12/21/2025.

**IMPORTANT:** Double check your mailing address in UKG Kronos and make any updates to ensure you W-2 is mailed to the correct address.

You can OPT-IN to get your W-2 sent electronically to your UKG Kronos profile before January 31. Your opt-in consent is valid until revoked by you. Please contact Payroll if you need assistance in opting-in for electronic consent.

## SEASON'S GREETINGS

As we wrap up another year, we want to express our sincere appreciation for your hard work, dedication and collaboration. Thank you for the professionalism and positivity you bring each day!

Wishing you a safe, restful and enjoyable holiday season. We hope you find time to recharge and celebrate in the ways that are most meaningful to you. We look forward to achieving great things together in the new year.

Warm regards,

CPP Enterprises Employment Services

Human Resources/Payroll



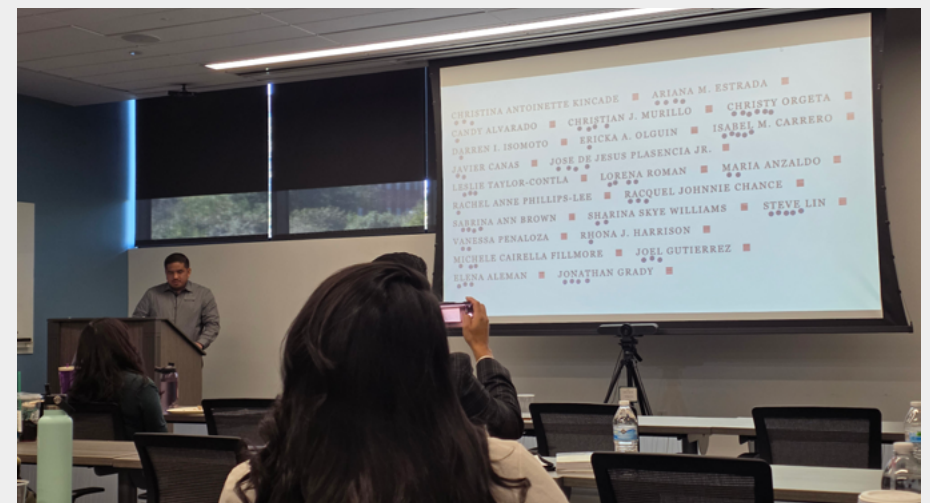
# CPP ENTERPRISES

## ADVANCING RACIAL JUSTICE AND CULTURAL HUMILITY LEARNING SERIES FALL 2025 SYMPOSIUM

Over the fall semester, CPP's Division of Student Affairs hosted its sixth cohort of the nationally recognized Advancing Racial Justice and Cultural Humility Learning Series (ARJCH). The nomination-based series brings staff from across campus into a collaborative learning environment with a focus on professional growth, personal transformation, collective accountability and deepening skills to lead with empathy, humility and intention at CPP.

CPP Enterprises was honored to have two staff members, Marketing Manager Darren Isomoto and Communications Coordinator Isabel Carrero, participate in the fall 2025 series. Through multiple workshops over the semester, Darren and Isabel had the opportunity to reflect, network, and grow alongside colleagues from different departments—all with the end goal to be better suited to serve CPP's diverse campus community of students, staff and faculty.

The ARJCH Learning Series sixth cohort wrapped up with a final Symposium and Awards Ceremony on December 5 to recognize and celebrate the hard work and effort of the participants. Both Darren and Isabel gave presentations rooted in cultural humility and goals for the future, and Isabel was presented with the Commitment to Lifelong Learning Book Recognition for her openness and dedication with the complex and unfamiliar concepts covered throughout the learning series.



# INFORMATION TECHNOLOGY

## CPP ENTERPRISES' PARTNERSHIP WITH NACCU IMPROVES BRONCO ONE CARD FUNCTIONALITY ACROSS CAMPUS



CPP Enterprises continues to strengthen its campus credential services through an active partnership with the National Association of Campus Card Users (NACCU). As the leading professional association dedicated to campus identification and transaction systems, NACCU provides resources, training and a collaborative network that has directly supported the ongoing evolution of the Bronco One Card.

Through NACCU's guidance and industry insights, CPPE has implemented new approaches to enhance the Bronco One Card's functionality. The card plays a central role in daily campus life: enabling transactions through Bronco Bucks and Dining Dollars, integrating access to Centerpointe Dining Commons, and supporting secure, streamlined campus operations. NACCU's focus on innovation, including emerging trends in mobile credentials and access technologies, continues to influence CPP's roadmap for credential modernization.

Moreover, CPP will host NACCU Near You on Wednesday, February 11, 2026. This one-day professional development event brings credential program leaders together for targeted learning, peer exchange, and practical sessions on topics such as mobile credentials, access control, operations technology, and program marketing. CPP's selection as a host site highlights the university's growing reputation within the credential management community.

# KELLOGG RANCH

## PETTING FARM SATURDAYS RETURN!

Mark your calendars and come make memories with Oreo and friends at CPP Kellogg Ranch Petting Farm!

Starting **Saturday, January 10, 2026**, visit the Petting Farm on the second Saturday of each month from 10:00 a.m. to 1:00 p.m. at CPP Kellogg Ranch.

### Ticket information:

- Available for purchase at Petting Farm
- Feed cups: \$3 each
- Children under 3: Free with a paying adult

### Important Notes:

- Animal safety and welfare are our top priority. If extreme weather occurs, the Petting Farm will be closed
- Admission and prices may vary for special events

We look forward to seeing you at Kellogg Ranch!



CPP KELLOGG RANCH

PETTING FARM SATURDAY

Saturday, January 10<sup>th</sup> | 10am-1pm

Admission and feed cups sold onsite

For the safety and welfare of the animals are our top priority; if weather conditions for the day are extreme, the Petting Farm will be closed.


# FINANCIAL SERVICES

## GENERAL UPDATES

 Exciting News! CPPE Form Update 


### Newly Updated Form:

- **FS03121F – Request for Account Change**


 Use this form to request account updates, including changes to authorized signers, One Solution access, account closures, name updates, or college/division changes.

### Key Updates:

 Added **instructions and a [Smartsheet link](#)** for requests involving P-Cards

 New **request type:** Change College/Division

 Refreshed with the latest **CPPE logo**

 **Available Now on the CPPE Intranet**

Visit the **CPPE Intranet** to access the newest version and ensure you're using the most up-to-date forms.

### Our Cashier Office has moved!

Please note that Enterprises Cashier Services has been relocated to the 2nd floor of Bronco Bookstore (Building 66). Operating hours are:

- **Monday - Thursday: 11 a.m. - 4 p.m.**
- **Friday: Closed**
- **Building 66, 2nd Floor, near the Bronco One Card Office**

**\*AP check pickup will continue to be from Building 55\***

Our continuous effort to update Enterprises' forms to meet compliance requirements is underway. Please be sure to use forms that are available on the CPPE Intranet to ensure the latest version is being used.

## ACCOUNTS RECEIVABLE

### New Process for submitting ICTs for processing:

We are pleased to announce the launch of our ICT/IDT Form Submission on Smartsheets, effective 07/01/2025.

With Smartsheets, you can submit your forms and receive status updates of requests, so you know when your requests are fully processed. This process will improve communications with requestors and should improve processing times.

### **Action Required:**

- You must have your ICT/IDT form completed with project authorized signer signatures, and appropriate backup, to justify the transaction
- To submit, please follow the link: [ICT/IDT Form Submission Link](#)  
*\*ICT/IDT Forms will not be processed unless they are submitted through link\**

For questions or more information, please contact [FDNAR@cpp.edu](mailto:FDNAR@cpp.edu).

# FINANCIAL SERVICES CONT.

## ACCOUNTS PAYABLE

**Our P-card application and policy have been updated!** A few of the changes taking place when applying for an Enterprise or Philanthropic P-card:

- All P-card requests will be submitted via Smartsheets link: [Enterprises P-Card Request](#)
- Confirmation of “WellsOne Expense Cardholder Tutorial” being completed
- A signed P-card Policy Acknowledgment Form
- Completed WellsOne tutorial and policy assessment training

### **Coming Soon!**

Submission of Disbursement Vouchers (DV) to our AP department will now be more efficient! We will be launching a new DV submission form via Smartsheets. Please stay tuned for more information in the near future.

**The AP department is offering customized review and training of our workflows and procedures specific to your department!**

Topics that could potentially be covered are:

- **Disbursement Voucher and Payment Request Webform Training**
- **Purchase Order, SSA/Contracts and Documentation Requirement Review**
- **P-card Reconciliation Training**

If you are interested, please contact the **AP Manager, Leticia Quiroz** at [lquiroz@cpp.edu](mailto:lquiroz@cpp.edu).

# POST AWARD SPONSORED PROGRAM ADMINISTRATION

## GENERAL UPDATES

As we approach the end of the semester, we're excited to share several important updates from **Post Award Sponsored Programs** (formerly **Grants and Contracts**) to help make managing your projects even easier.

If you haven't had a chance to explore the **new reporting module in One Solution**, now is the time! Please review the guides, which includes screenshots and step-by-step instructions to help you navigate the latest features.

- o [Report Access Manual](#)
- o [One Solution: Reports and Descriptions](#)
- o [One Solution: FAQs](#)
- o [One Solution: Workflow Task List](#)

Our team has been meeting with **Principal Investigators (PIs)** to review reports, budgets, and ensure funds are being spent in a timely manner. If you have not yet been contacted to schedule your meeting, please email [fdngrants@cpp.edu](mailto:fdngrants@cpp.edu) to arrange an appointment.

Our goal is to meet with all PIs by February 2026.



We're thrilled to announce that **Payment Request Webforms** and **PO Request Webforms** are on the way! Soon, most colleges will be able to submit vendor payment requests online— making the process faster and more efficient.

## WHAT'S NEW IN THE WORKSPACE ✨

We've recently added reports designed to simplify your grant management experience:

### 1. **Monthly Budget to Actual Grants Report – Now Live!**

View your spending progress in real time and keep your projects on track.

### 2. **Grants Project Agreements Report**

Access a clear overview of all your active grants, including available balances and direct links to monthly budgets.

These tools were created **with you in mind**— streamlined, transparent, and easy to use. You can also find the same resources in the **Workspace Resources section** for quick reference anytime.

If you have questions or need assistance, your **Post Award Administrator** is always available to help.

Please allow up to **48 hours for a response** as our team continues to assist everyone during this busy time.

We appreciate your patience, partnership, and dedication as we move toward an even more streamlined post-award process.

# POST AWARD SPONSORED PROGRAM ADMINISTRATION CONT.

## TRAVEL CLAIMS

As the calendar year ends, the team urges you to ensure [all travel claims](#) are submitted in a timely manner.

For those of traveling or have already traveled please review reminders below:

- **Travel expenses must be submitted within 30 working days** of returning from your trip.
- If you used a **Wells Fargo P-Card**, add all charges to your **Concur travel claim** and mark them as **Foundation P-Card paid** following the **Foundation Grants and Contracts Travel Policy**.
  - [Cal Poly Pomona Concur](#)
- P-Card expenses **cannot be charged to the grant** until the full trip cost is calculated. Delays prevent us from collecting funds from the agency.
- **International Travel** must include Foreign travel insurance, please ensure you obtain a copy of the amount that will be charged to the grant from Risk Management.
  - [Foreign Travel Insurance Program](#)

Timely submissions help demonstrate proper use of grant funds to your sponsors.

For student travel, submit claims within 30 working days using the following link: [Travel Authorization and Expense Report](#)

We've also included a Travel Checklist for your convenience.

- ✦ [Travel Checklist 2025](#)
- ✦ [Travel Claim Form](#)
- ✦ [Liability Form](#)

Thank you for your prompt attention!

# MARKETING

## HOT DOG CAPER CAPTURES GOLD IN THE 2025 MARCOM AWARDS

Cal Poly Pomona Enterprises' Marketing Department has been recognized with two distinctions in the 2025 International MarCom Awards. MarCom Awards is a global creative competition administered and judged by the Association of Marketing and Communication Professionals, honoring organizations whose work demonstrates exceptional creativity and sets a standard of excellence for the industry. This year's competition received more than 7,000 entries across hundreds of different marketing-related categories.

CPPE earned a gold award in the Special Event category for the 2025 Hot Dog Caper, with the honor due in large part to the event's design campaign, which was conceptualized and produced entirely in-house. The visual identity resonated strongly with the campus community and was selected through student voting, reinforcing the campaign's impact and relevance.

The team also received an honorable mention for its Latine(x) Heritage Month Luncheon Marketing Material, which highlighted cultural storytelling, community connection and thoughtful campaign design.

These recognitions underscore the high caliber of creativity, innovation and professionalism demonstrated by the Marketing team.



# DINING SERVICES

## NATIVE AMERICAN HERITAGE MONTH EVENT

In partnership with CPP's Native American Student Center, Centerpointe hosted a Native American Heritage Month Event on Thursday, November 20 during lunch!

Guests enjoyed a diverse menu inspired by Native food traditions, including Three Sisters Salad, Sikil Pak dip, cedar plank roasted salmon with fresh herbs, roasted root vegetables and a selection of seasonal soups and desserts.

In addition to the culinary experience, the Native American Student Center hosted a beading circle and square-stitching workshop. Participants learned about the cultural significance of traditional bead work while creating their own designs in a collaborative, hands-on setting.

The luncheon served as a meaningful opportunity for education, connection and celebration of Native American heritage across campus.



# DINING SERVICES CONT.



## THANKSGIVING TAKEOVER

Centerpointe hosted a festive Thanksgiving Takeover, offering students a holiday-inspired menu featuring roasted turkey, spiral ham, classic sides, and seasonal soups. Stations across the dining hall showcased creative twists on Thanksgiving favorites, including a vegan Lentil Shepherd's Pie and Thanksgiving Pizza.

The celebration wrapped up with a generous selection of seasonal desserts, bringing a warm and communal holiday spirit to campus ahead of the break.

## THANK YOU FROM CPPE DINING SERVICES!

CPPE Dining Services would like to extend a heartfelt thank you to everyone in the CPP campus community who purchased a Thanksgiving Dinner Package this holiday season!

An impressive amount of packages were ordered this year, and for each packaged purchased, two meals were donated thanks to the partnership between CPPE and [CPP's Care Center](#).

Moreover, multiple Thanksgiving Dinner Packages were directly donated to the Care Center— made possible by the generosity of the Bronco community!



# BRONCO BOOKSTORE

## EXPLORE CPP DAY POP-UP TENT SUCCESS!

On November 1, the Bronco Bookstore took part in this year's Explore CPP Day with a pop-up tent at the event's busy resource fair!

The pop-up was stocked with popular CPP swag, and gave attendees a convenient opportunity to shop while learning about resources at University Quad.

The Bronco Bookstore team enjoyed interacting with prospective students, families and campus partners throughout the event, and looks forward to participating in next year's BroncoBound Open House to serve even more future Broncos!



## TECH UPDATES AND BENEFITS

The Bronco Bookstore is excited to announce the completion of the Lenovo station inside the Tech Department— stop by to shop new tech for the new year!

Don't forget, [academic discounts](#) are available to eligible CPP departments, faculty and staff through the Bronco Bookstore.

Additionally, CPPE offers eligible Enterprises employees the opportunity to purchase technology from the Bronco Bookstore with repayment via payroll deductions with the [CPPE Computer Purchase Program](#). Please visit the CPPE Intranet for more information on program eligibility and terms and conditions.



# SOCIAL MEDIA CORNER →

Hello December! 🎄 The festive season has arrived, but before we wrap up the year, let's take a moment to revisit the best performing social media posts from November. ❤️



@BroncoBookstore

“Light work 🤔 Stop by the Bronco Bookstore and try on all your favorite Bronco gear!”

Find @BroncoBookstore on [Instagram](#), [Facebook](#) and [X](#)



@CPPDining

“Our happy place 🥰❤️”

Find @CPPDining on [Instagram](#), [Facebook](#) and [X](#)



@CPPVillage

“Our Village student leaders had their final meeting of the semester tonight. We want to thank all the students on our team for a fantastic fall semester!!”

Find @CPPVillage on [Instagram](#) and [Facebook](#)

# 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, 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 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.

