



BRONCO BOOKSTORE UPDATES SEE PG. 4

# MARK YOUR CALENDARS

## February 2026

02/11 NACCU Near You Event

## March 2026

3/4 - 3/5 Grad Fair 2026  
3/21 BroncoBound 2026  
3/28 - 4/3 Spring Instruction Break (Campus/CPPE open)  
3/31 Cesar Chavez Day \*

\*Campus closed/ CPPE holiday

## NACCU NEAR YOU AT CAL POLY POMONA!

CPP will host NACCU Near You, [a one-day professional development event](#) on February 11, that brings campus credential leaders together for learning, collaboration and shared best practices.

The event is part of CPP Enterprises' ongoing partnership with the National Association of Campus Card Users (NACCU), a national organization that supports universities in managing campus ID cards and access systems. Through this collaboration, CPP has strengthened the Bronco One Card, which supports purchases, dining access and secure campus operations across campus, while gaining insight into emerging technologies such as mobile credentials.

Faculty and staff interested in campus credential systems are encouraged to register and attend.



# EMPLOYMENT SERVICES

## NEW HIRES

Kelsey Castellanos - Specialist - Academic Affairs  
Christine Oliva - HR Generalist - Employment Services

## PAYROLL UPDATES

**UPCOMING** Payroll Training Date:

- **Wednesday, February 25**

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

Please be aware that W-2 forms were mailed out to current mailing addresses on file through standard USPS mail.

If you have opted-in for Electronic Consent in UKG, you will find your W-2 form in your employee portal by navigating to:

**Menu>My Pay>Forms>W-2** and click the magnifying glass icon next to the corresponding year to view your form.

Please contact [fdnpayroll@cpp.edu](mailto:fdnpayroll@cpp.edu) for any questions or concerns.

## BENEFITS CORNER!

We're aware of recent issues affecting the Cigna Dental PPO plan and want to assure employees that they're being actively addressed. Our team is working closely with the benefits provider to resolve these matters and ensure coverage works as intended. Thank you for your patience. We will continue to keep those affected informed and appreciate your understanding.

### Deals You'll Love

Find the perfect Valentine's Day gifts, Spring Break specials, and save on tax services!

Visit [WorkingAdvantage.com](http://WorkingAdvantage.com)

SCAN QR CODE

USE COMPANY CODE **cppesavings**

START SAVING AND GET REWARDED!

#### HIGHLIGHTED OFFERS

	<b>Discount Flight Reservations</b> Save up to 20% on flights	<b>Discount Hotel Reservations</b> Save up to 40% on hotels in top cities*
	<b>Sam's Club</b> Limited Time Offer: Join the Club for just \$15 + Save 70% on your new membership	<b>1-800-Flowers.com</b> Get up to 25% off select collection + 20% off everything else
	<b>FragranceNet.com</b> Save \$20 off all orders \$50 or more	<b>TurboTax</b> Save an extra 20% on TurboTax

©2025 Working Advantage, an EDG Platform. All Rights Reserved.

**working advantage**

# EMPLOYMENT SERVICES CONT.



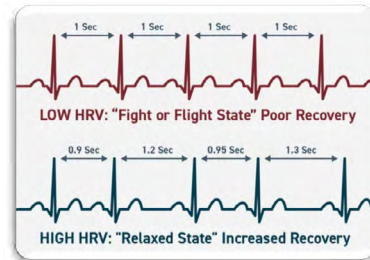
## Heart Rate Variability February 2026



If you've ever talked with a cardiologist or a physiologist, you likely heard them refer to the *plumbing* and the *electrical* systems of the heart as it keeps the blood flowing all around your body. The *plumbing* is all the arteries, veins, and little capillaries that ensure blood is reaching every area of you; while the *electrical* is in reference to the signals that come from your nervous system and instruct the heart how to respond. Most of these systems run on autopilot, but we can also calm ourselves down and speed things up – whether intentionally or by accident. If you have a fitness watch, an Oura Ring, a Whoop, or other heart rate tracking device, you may be able to queue into your heart rate variability known as HRV. This capability offers a much deeper view into how your body is responding to your stress, exercise, mood, and more.

### Heart Rate Variability (HRV)

**Heart Rate Variability (HRV)** is the measure of the natural variation in time between heartbeats. Higher HRV generally reflects a more resilient nervous system and stronger vagal tone, meaning your body can better adapt to stress and recover. The vagus nerve plays a direct role in influencing HRV by activating the body's "rest and restore" response, which supports both cardiovascular and emotional health. HRV is what athletes use to determine their readiness for a workout.



### HRV Tracking

Choose one simple way to track your HRV for a week using a wearable device and health app. Pair that tracking with a daily calming practice – such as deep breathing – and focus on improving your sleep, then notice how your HRV responds over time.

Small consistent actions can strengthen the heart-brain connection.



MarshMMA.com

\*This content is not intended to be a substitute for professional medical advice.  
© 2026 McGriff A business of Marsh McLennan dba Marsh & McLennan Insurance Agency LLC; CA Insurance Lic: 0H18131



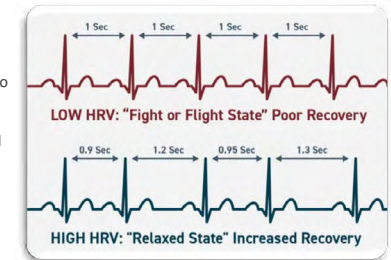
## Variabilidad de la frecuencia cardíaca febrero de 2026



Si alguna vez ha hablado con un cardiólogo o un fisiólogo, probablemente los habrá oído referirse a los sistemas circulatorio y eléctrico del corazón, que se encargan de mantener la sangre fluyendo por todo el cuerpo. El sistema circulatorio está compuesto por todas las arterias, venas y pequeños capilares que garantizan que la sangre llegue a todas las partes del cuerpo; mientras que el sistema eléctrico se refiere a las señales que provienen del sistema nervioso e indican al corazón cómo debe responder. La mayoría de estos sistemas funcionan de forma automática, pero también podemos calmarnos o acelerar el ritmo cardíaco, ya sea de forma intencionada o accidental. Si tiene un reloj deportivo, un anillo Oura, un Whoop u otro dispositivo de seguimiento de la frecuencia cardíaca, podrá monitorizar la variabilidad de su frecuencia cardíaca (VFC). Esta función ofrece una visión mucho más profunda de cómo su cuerpo responde al estrés, al ejercicio, al estado de ánimo y a otros factores.

### Variabilidad de la frecuencia cardíaca (VFC)

La **variabilidad de la frecuencia cardíaca (VFC)** es la medida de la variación natural en el tiempo entre latidos. Una VFC más alta generalmente refleja un sistema nervioso más resistente y un tono vagal más fuerte, lo que significa que el cuerpo puede adaptarse mejor al estrés y recuperarse. El nervio vago desempeña un papel directo en la influencia de la VFC al activar la respuesta de "descanso y recuperación" del cuerpo, que favorece la salud cardiovascular y emocional. La VFC es lo que utilizan los atletas para determinar su estado de preparación para el entrenamiento.



### Seguimiento de la VFC

Elige una forma sencilla de monitorizar tu variabilidad de la frecuencia cardíaca (VFC) durante una semana utilizando un dispositivo portátil y una aplicación de salud. Combina este seguimiento con una práctica diaria de relajación, como la respiración profunda, y concéntrate en mejorar tu sueño. Observa cómo responde tu VFC con el tiempo.

Pequeñas acciones constantes pueden fortalecer la conexión entre el corazón y el cerebro.



MarshMMA.com

\*Este contenido no pretende sustituir el asesoramiento médico profesional.  
© 2026 McGriff, una empresa de Marsh McLennan, que opera como Marsh & McLennan Insurance Agency LLC; Licencia de seguros de CA: 0H18131

# BRONCO BOOKSTORE

## SUZANNE DONNELLY APPOINTED ACTING DIRECTOR FOR BRONCO BOOKSTORE

Effective January 2026, Suzanne Donnelly has stepped into the role of Acting Director for the Bronco Bookstore in place of retiring Director Clint Aase. Suzanne has served as the Bronco Bookstore's Senior Associate Director since 2004 and has been directly involved in many student-focused initiatives over the years such as the successful Instant Access Complete textbook program. CPPE looks forward to supporting Suzanne in her new role!



## OWALA WATER BOTTLES NOW AVAILABLE IN STORE!

New year, new water bottle— Owala bottles are now available for purchase at the Bronco Bookstore!

Available in two convenient sizes, 24 oz. and 32 oz., and in a variety of fresh colors, there's no better time to refresh your daily drink-ware.

Stop by and check out the inventory soon!

# BRONCO BOOKSTORE CONT.

 BRONCO BOOKSTORE

# GRAD FAIR 2026!

March 4<sup>th</sup> & 5<sup>th</sup> | 9AM - 6AM

**Join us and get graduation ready!**  
Get your grad packs, class rings, and more!



*\*Purchase a Grad Pack for a chance  
to win a **FREE LAPTOP!***



\*Qualifying in-store Grad Pack purchase during Grad Fair 2026 required. Eligibility and full terms and conditions apply.

Order now at [CPPGRAD.COM](https://CPPGRAD.COM)

# KELLOGG RANCH

## WOOL YOU BE MY VALENTINE?

Celebrate Valentine's Day at CPP Kellogg Ranch with Miss Pearl, the Angora goat, and her sweetheart, Huston!

Join us Saturday, February 14 from 10 a.m. - 1 p.m. for a fun-filled day:

- Meet Miss Pearl and other friendly animals at the Petting Farm
- Take a ride on the Cow Train
- Treat yourself to tasty snacks and drinks

Admission: \$7 per person (*children under 2 free with a paid adult*) and includes: Petting Farm entry, one feed cup and a Cow Train ride.

Snacks and drinks available for an additional fee.

We can't wait to see you at Kellogg Ranch!

**CPP KELLOGG RANCH**

**YOU'RE INVITED  
TO MISS PEARL'S**



**Valentine's Day Celebration  
at CPP Kellogg Ranch**

**Saturday, February 14th | 10am-1pm**

**Admission \$7 a person & includes  
Petting Farm entry, one feed cup,  
and a Cow Train ride.**

# KELLOGG RANCH CONT.

## CPP KELLOGG RANCH *TOMATOZANIA*

SATURDAY, MARCH 14TH  
SUNDAY, MARCH 15TH  
10AM - 6PM

### WHAT'S INCLUDED

- Farm Stand
- Petting Farm
- Cow Train
- Hay Wagon Ride
- Farm Walking Tours
- CPP Nursery Tomato Plant Sale
- Food Vendors and Artisans
- Ag Displays and Demonstrations



CPP KELLOGG RANCH  
4102 S. UNIVERSITY DRIVE POMONA, CA 91768

## TOMATOZANIA: A FRESH, FUN WEEKEND!

Spring has arrived, and so have tomatoes!

Join us for Tomatozania on Saturday, March 14 and Sunday, March 15 from 10 a.m. to 6 p.m. at CPP Kellogg Ranch. Celebrate gardening, fresh flavors and family fun as we kick off spring and mark the grand opening of the Kellogg Ranch Farm Stand— your new source for fresh, locally grown produce.

Start your day at the CPP Nursery's Tomato Plant Sale beginning at 10 a.m. Choose from a wide selection of heirloom and specialty tomato plants to jump-start your garden. Remaining plants will be available later at the farm store or online.

While you're here, explore the CPP Kellogg Ranch Farm Stand, stocked with freshly harvested seasonal fruits and vegetables.

Enjoy a full day of activities for all ages:

- Meet friendly animals at the Petting Farm
- Take a walking tour or ride the Hay Wagon
- Visit Farmer Bryan's Global Garden on the Cow Train
- Browse unique crafts from artisan and CPP Clubs
- Grab a bite from local food vendors

Whether you're a gardener, a foodie, or simply looking for a fun family outing, Tomatozania is the perfect way to welcome spring and connect with your community.

Admission is free; some activities have a small fee. Cash, card or contactless payment accepted.

Mark your calendars and bring your friends— we can't wait to see you!


# 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

With the beginning of the semester in full swing, we'd like to share an important update to our timekeeping system, UKG (formerly Kronos), which affects faculty members compensated through grants.

Effective immediately, faculty paid via grant funding must not record more than 40 hours of work in a single workweek. This limit is enforced automatically by the UKG system and will be closely monitored.

Accurate and timely entry of hours worked is essential, as discrepancies may impact your payroll records, including your W-2, and could have tax implications during your personal income tax filings. We strongly encourage all faculty to log their hours promptly and within the appropriate pay period to ensure compliance with federal regulations and grant stipulations.

Please note that, during 2025, this monitoring was conducted manually. Moving forward, the UKG system will automatically enforce this requirement.

If you have any questions or need assistance with your time entry, please contact the relevant administrative office.



## COMING SOON

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.

# DINING SERVICES



CENTERPOINTE  
DINING COMMONS

YOUR'RE INVITED TO A

*Love Day*

CELEBRATION

—♥♥♥—

FEBRUARY 13TH  
11AM - 1:30PM

CELEBRATE LOVE  
WITH DESSERTS  
AND FUN!



CENTERPOINTE  
DINING COMMONS

**Lunar  
New Year  
Luncheon**

Feb 17th | 11am - 1:30pm

**Event Price: \$18.45**  
(\$17.45 w/ Bronco Bucks)

# SOCIAL MEDIA CORNER →

Spring Semester 2026 is officially in full swing! ❤️💚 The campus is lively once again with Broncos out and about, and with the new semester, comes fresh new content from CPPE's social media pages— let's check out some popular posts from January! 🙌



@BroncoBookstore

“We’re TOTE-ally ready for the new year 😊📖 Start your spring semester with our must have CPP tote bags!”

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



@CPPDining

“Counting down the days until you’re back, Broncos! 💛💚 Spring Semester starts in less than two weeks! See you soon! 🙌”

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



@CPPVillage

“RA Kat is bringing some helpful tips for some expert couponing!”

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.

