



MARK YOUR CALENDARS

July 2025

7/10 Second 5-Week Summer Session begins
7/19 CPPE Job Fair

August 2025

8/22 Classes begin for all students

JOB FAIR 2025

CPP Enterprises is hosting a Job Fair Hiring Event to immediately fill more than 100 positions in various departments: Dining Services, Bronco Bookstore, Kellogg West Conference Center and Hotel. (Limited positions available at the Bronco Bookstore and Kellogg West).

Tentative start date for these positions is August 1.

Job seekers should come prepared to interview on-site for an entry-level position at CPP Enterprises. Specific units/departments will be assigned to candidates selected for hire.

Date: Saturday, July 19

Time: 8:30am - 3:00pm

Location: Kellogg West Conference Center and Hotel, Bldg. 76



**JOB FAIR
ON CAMPUS**



July 19th
8:30am - 3:00pm
Location: Kellogg West
Conference Center & Hotel, Bldg. 76

EMPLOYMENT SERVICES

NEW HIRES

Anna Beccera - Coordinator II - College of Engineering
Courtney Maye - Coordinator II - Kellogg West
Michael Prewitt - Assistant Director - Real Estate and Facilities
Jacqueline Perez - Advisor - Talent Search
Daniel Zamora - Interim General Maintenance - The Current
Randesha Moore - Interim Property Manager - The Current
Emely Quijano - Interim Assistant Property Manager - The Current

PAYROLL UPDATES

Parking Permits Reminder for Benefited Staff:

Your current CPP parking permit expiration has been extended to July 31. New permits will be distributed sometime in July. In the meantime, please continue to display your current pass clearly.

If you have not received your new parking permit by the end of July, please contact CPP Enterprises payroll via email fdnpayroll@cpp.edu.

UPCOMING EVENTS:

SUPERVISOR TRAINING (2-day session) - July 23-24, 12:30 - 4:30 pm

If you are a manager or supervisor and have not attended, please plan to attend. Invites will be sent out soon.

BENEFITS CORNER!

Soak up the Sun - Safely!

Summer's here, and that means more time outside, whether it's lunch breaks in the sun, outdoor projects, or weekend adventures. But before you head out, here's a quick reminder to take care of your skin and stay sun smart.



Slather

Use SPF 30 or higher that is broad spectrum. Don't forget to reapply every couple of hours



Cover Up

Wear a hat, sunglasses, and lightweight clothing if you'll be out for a while. Bonus points if it is UV protected



Watch the Clock

The sun's strongest between 10am and 4pm. If you can, find some shade or take breaks indoors during those hours



Stay Hydrated

Heat and sun can sneak up on you - keep a water bottle handy and sip throughout the day.



A little sun is great

just don't let it sneak up on you. Your future self will be glad you played it safe!

EMPLOYMENT SERVICES CONT.

FSA ACCOUNTS

What is it and how do I use it?

A Flexible Spending Account (FSA) is a pre-tax benefit account offered by employers that allows employees to set aside money from their paychecks to pay for eligible medical, dental, and vision expenses (Healthcare FSA), as well as dependent care costs (Dependent Care FSA).

CPP Enterprises offers a Healthcare FSA and a Dependent Care FSA through McGriff Flexible Benefit Services:

Healthcare FSA – 2025 maximum annual contribution \$3200.00, plan allows for \$640.00 of unused dollars to rollover to the next year (2026). Make eligible purchases for eligible household family members. Elected annual contribution is available immediately, all claims must be substantiated.

Dependent Care FSA – 2025 maximum annual contribution per household \$5000.00, there is no roll over and any unused funds are forfeited at the end of the year. For eligible tax dependents 12 years of age or younger. Bi-weekly funds available after payroll deduction, all claims must be substantiated.

Creating your account and accessing your account information, transactions, and contributions can be done with the McGriff mobile app (download McGriff Benefit Access from your phone's app store) or by visiting the [McGriff online login site](#). Upon login, you immediately see your account info, current balance, activity, claim submissions and more. Ready to file a claim? Just take a picture of your receipts and upload them from your device. Need additional assistance? Contact McGriff by phone 1-800-768-4873 or 1-800-930-2441 Monday-Friday 8am-8pm EST.



**SUMMER FUN DAYS
AT CPP ENTERPRISES**

Get ready for a season full of fun, creativity, and good vibes!

July 2	Red, White & Blue Day Let your stars and stripes shine! Come dressed in your most patriotic attire as we celebrate the spirit of red, white, and blue!
July 9	Color Me Crazy Day Show your true colors- literally! Go bold and bright by dressing in your favorite single color from head to toe. See if any of your teammates match your hue!
July 16	Ice Cream Social Cool off with something sweet! Join us at Centerpointe from 3-4 PM for a complimentary scoop of ice cream or root beer float- It's the perfect afternoon treat!
July 23-24	Showtime Lunchtime Days Gather your team and watch a movie during your lunch break. Screenings in select units to be announced.
July 30	Summer Potluck Day Celebrate summer with flavor and fun! Bring your favorite dish to share with your team as each unit hosts its own potluck lunch!
August 13	Department Dress-Up Showdown Choose a theme, coordinate with your department, and strut your stuff! Whether you go retro, tropical, or totally wacky—let your group's creativity shine.
Every Friday	Green & Gold Fridays! Rep your CPP pride by wearing green, gold, or your favorite BroncoGear. Let's paint the office in school colors all summer long!

 **Share your Summer Fun Days pics!**
Capture all the moments and email them to naomiaguilar@cpp.edu and they could be featured in the CPPE newsletter or next Town Hall Meeting!

CPP ENTERPRISES

SUMMER ORIENTATION 2025

Each year, CPP Enterprises partners with the Office of New Student Programs and Family Engagement to support the arrival of over 3600 guests to CPP during summer orientation.

CPPE's Marketing team shares information on dining meal plans, Bronco Bookstore resources and student employment opportunities to guests at each orientation date's morning check-in expo. Later in the day, parents, guardians and supporters are personally welcomed to CPP with a specially-tailored speech introducing the group to the ways CPPE supports their student's success through CPP Dining and the Bronco Bookstore's Instant Access Complete program. These supporters are treated to a complimentary drink at the Starbucks inside the library as a way for CPPE to show appreciation for their attendance at orientation!

Centerpointe Dining Commons hosts all guests— students and supporters— for lunch each orientation day; showcasing the dining commons diverse food options including dishes featuring fresh, CPP grown produce.

CPP Dining staff, alongside University Housing Services, host two information sessions covering housing and meal plans for supporters in the afternoon. At these sessions, the different types of meal plan options are broken down in detail for guests, and the presentations wrap up with a Q&A portion to ensure clarity regarding all things meal plans and dining on campus.

CPPE is proud to play a pivotal role at orientation each year— reaffirming new Broncos and supporters alike that CPP was the best choice for their higher education career.



Save the Date

32nd

ANNIVERSARY

OCT 2025

Cal Poly Pomona



PUMPKIN FEST

October 4-26

CPP.EDU/PUMPKINFESTIVAL

FINANCIAL SERVICES




GENERAL UPDATES

 **Get Ready!**  **Exciting Updates Ahead:** New Enterprises Forms, Policies, and Procedures are on their way! 

- As of 06/30/2025, the old workspaces in One Solution are no longer available

We've rolled out new, optimized workspaces designed to streamline reporting and make your experience more efficient. Many of you have already made the switch - thank you!

Please use:

-  **Campus Programs** - for Enterprises accounts
-  **Philanthropic** - for Philanthropic accounts
-  **Grants Sponsored Programs** - for Enterprises grant accounts

ACCOUNTS RECEIVABLE

New Fiscal Year = New Project Beginning Balances:

In One Solution, we need to manually post the ending balances of projects at 6/30/25, to become the beginning balances at 7/1/25. Due to our year-end close process and our upcoming financial statement audits, we typically do not post the beginning balances until mid-late August.

What you need to know:

- When reviewing your project's current balances (object code 1025) in FY25/26, it may show as lower than expected
- Please use the 6/30/25 balance and add to the current balance to know what your true balance is
- **Example:** current balance as of 7/10/25 shows \$100 & the 6/30/25 balance shows \$5,500, then your true balance is \$5,600

New Process for submitting ICT's for processing:

We are pleased to announce the launch of our ICT/IDT Form Submission on Smartsheets, effective 7/1/2025.

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:

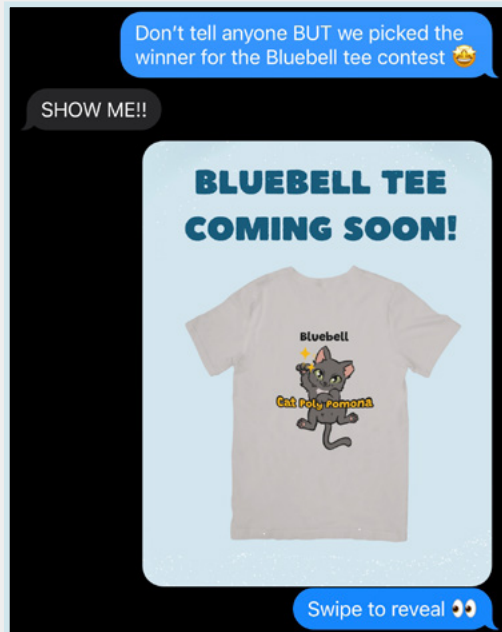
[ICT/IDT Form Submission Link](#)

**ICT/IDT Forms will not be processed unless they are submitted through the above link*

For questions or more information, please contact FDNAR@cpp.edu.

SOCIAL MEDIA CORNER →

Happy July! 🤩 Campus has been busy welcoming thousands of new Broncos to CPP at Orientation this summer, and lots of exciting preparations are underway already for the upcoming fall semester. In the meantime, let's look back at June's top social media posts from some of our CPPE units! ❤️



@BroncoBookstore

“THE SECRET IS OUT! 🤩 Huge congrats to Joshua Shinn for the amazing Bluebell tee design. Keep an eye out — the shirts will drop before the fall semester. 👁️”

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



@CPPDining

“Pick your grocery basket aesthetic! 🛒 ✨”

😬 Which one from Vista Market are you checking out with?”

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



@CPPVillage

“Hey Villagers! Check out this fancy new vending machine we've had installed in the Rec Center and some of the tasty treats that it's currently filled with. Thank you to @cppdining!”

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.

