



CPP ENTERPRISES AT 2025 COMMENCEMENT SEE PG. 3

MARK YOUR CALENDARS

June 2025

6/19 Juneteenth (Campus closed/ Enterprises Holiday)

July 2025

7/4 Fourth of July (Campus closed/ Enterprises Holiday)

7/10 Second 5-Week Summer Session begins

7/19 CPPE Job Fair (Bronco Bookstore Atrium)

CPP DINING SUMMER HOURS

As most students are off campus for break, many of our dining operations will be closed over the summer.

Please visit the [Dining Hours web page](#) for current hours of operation for our open dining units!



EMPLOYMENT SERVICES

NEW HIRES

Angel Cruz - Advisor III - Academic Affairs
Stephanie Flores - Advisor III - Academic Affairs
Nancy Burciaga Flores - Office Support - University Village

PAYROLL UPDATES

Parking Permits:

Parking Permits will be mailed to the address on file at the end of June to benefit eligible employees. Verify your address is accurate by logging into your UKG Kronos account.

BENEFITS CORNER!

EMPLOYEE ASSISTANCE PROGRAM

What is an Employee Assistance Program (EAP)?

An Employee Assistance Program or “EAP” offers confidential support for life’s challenges or more serious problems and is designed to support employee’s emotional wellbeing.

What EAP does CPP Enterprises offer?

CPP Enterprises offers 2 EAPs, one through Optum with 5 free visits per concern, and one through Mutual of Omaha with 3 free visits per concern.

Who is eligible to use the EAP?

CPP Enterprise employees and each member of the employee’s household have access to EAP benefits.

What benefits are available through the EAP?

EAP includes (but not limited to) confidential access to:

- Short-term, no-cost counseling with a therapist
- Speak with emotional support professionals, 24/7
- Connect to financial, legal and community resources
- Get support for stress anxiety, depression and more

For more information on accessing Employee Assistance Programs, visit the [MyCPPE Intranet](#).



STAY HYDRATED THIS SUMMER!

As the hotter months of summer approach, staying hydrated is crucial. Aim to drink plenty of water throughout the day, especially during physical activity or in hot weather. Consider drinking one cup (8 ounces) of water every 15-20 minutes when active or in a hot environment. You can also stay hydrated by eating fruits and vegetables with high water content, such as watermelon, cucumber and strawberries.

CPP ENTERPRISES

CPP ENTERPRISES SUPPORTS 2025 COMMENCEMENT!

Cal Poly Pomona's 2025 Commencement took place between May 16 - May 18, and celebrated the achievements of over 6,500 graduating students over the weekend!

With more than 50,000 guests visiting campus to attend the various ceremonies, the University Quad was filled with excited families and friends looking to commemorate the special moment.

CPP Enterprises' Bronco Bookstore and Dining Services set up tents at each Commencement date to provide attendees an easy and convenient way to grab last minute gifts or snacks during the festivities.

A big thank you to all the CPPE staff that worked over the weekend to make this year's Commencement special, and congratulations to all the Class of 2025 CPPE student staff who crossed the stage— CPPE wouldn't be what it is without your hard work and dedication!



DINING SERVICES

EXECUTIVE CHEF KRISTOPHER ARGUIN FEATURED IN CPP NEWS!

CPP Enterprises' very own Executive Chef Kris Arguin was covered in a recent [CPP News](#) article!

The piece dives into Arguin's prolific background with cooking and spearfishing, his journey moving to California and being introduced to CPP and finally the impressive strides in food inclusivity, innovation and sustainability Arguin and the team have made on campus.

To read the full article, visit the [CPP News](#) website. Congratulations to Chef Kris for the positive coverage!



FINANCIAL SERVICES

GENERAL UPDATES

- Great News! The FY2025-26 Budget has been officially approved! 🌟
Let's make the most of it and achieve amazing things together! ✨
- Coming Soon...updated Enterprises forms, Policies and Procedures!
- To continue improving performance and support your work, the old workspaces in One Solution will no longer be available after 6/30/25.

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 grants accounts 📊

ACCOUNTS PAYABLE + GRANTS

Activity Type	Description	Due Date
Purchase Order Requisitions	Enterprise/Philanthropic/Grant PO requisitions for expenses incurred FY 24-25	06/13/2025
University Invoices Disbursement Vouchers/ Payment	Enterprise/Philanthropic/Grant University invoices received after deadline will be accrued	06/13/2025
Request Webforms	Enterprise/Philanthropic /Grants	06/27/2025
AP Invoice Batch Posting	All batches for expenses incurred for FY 24-25	07/01/2025
AP Payment Selection	Last payment run for FY 24-25	07/02/2025
P-Card reconciliation	Enterprise/Philanthropic/Grants P-card reconciliation within WellsOne for statement period ending 06/10/2025	06/22/2025
P-Card approvals by Manager	Enterprise/Philanthropic/Grants P-card approvals within WellsOne for statement period ending 06/10/2025	06/25/2025

*** All invoices and P-card transactions submitted after the designated deadlines, will be accrued

FINANCIAL SERVICES CONT.

ACCOUNTS RECEIVABLE

Fiscal 2024-2025 Year-End Close - Accounts Receivable Deadlines:

As the fiscal year-end is approaching, State, ASI and Other Departments are shutting processing down before June 30 to allow processing time to meet FY deadlines.

Please note the following imperative deadlines:

ENTERPRISE/PHILANTHROPIC Invoices

Accounts Receivable will process ALL OTHER Requests for Invoice (RFI) received by 5:00 pm on Wednesday, July 2 for the current fiscal year.

ENTERPRISE/PHILANTHROPIC ICTs

Accounts Receivable will process ICTs received by 5:00 pm on Tuesday, June 17 for the current fiscal year.

ENTERPRISE/PHILANTHROPIC IDTs

Accounts Receivable will process IDTs received by 5:00 pm on Wednesday, July 2 for the current fiscal year.

ENTERPRISE/PHILANTHROPIC Deposit Slips

Deposit Slips **MUST** be received by 5:00 pm on Wednesday, July 2 for the current fiscal year processing

- Cash/Check/CC– must specify month to post Jun 2025 or Jul 2025
- Clover CC Sales with deposit slip

Accounts Receivable Staffs:

You may reach out to the AR/Vault team for assistance via fdnar@cpp.edu, or to connect with specific individuals for questions or assistance:

Cynthia Delgado— x2906 and/or csdelgado@cpp.edu

- Real Estate invoice issuance, copy request and payment
- Real Estate AP invoice processing and Real Estate aging report
- Invoice payment
- IDT (Inter-Department Transfer, Foundation to Foundation and Philanthropic to Philanthropic)
- General AR questions and inquiries

Dyan Zhou— x4854 and/or dzhou@cpp.edu

- Enterprise accounting
- Gift Processing
- Journal Entries re-class and adjustment
- Sales Revenue cash receipts

Monique Zepeda— x4807 and/or mmzepeda@cpp.edu

- Campus and bookstore invoice issuance and copy requests
- ICTs (Inter-Company Transfer), Foundation to Philanthropic and Philanthropic to Foundation
- Aging reports
- General AR questions and inquiries

Roxana Hayward— x2911 + rea@cpp.edu

- Enterprise and Philanthropic deposits/receipts copy issuance
- Daily dining cash deposits
- General deposits/cashier questions and inquiries

Vault Operating Hours:

Monday - Friday: 8:30 am - 4:00 pm

Closed for lunch: 12:00 pm - 1:00 pm

SOCIAL MEDIA CORNER →

Hello summer! ☀️ The end of the semester and Commencement have wrapped up, and campus is quiet as preparations for this year's Orientations are underway. Let's use this moment to reflect on CPPE's best performing social media posts in the month of May! 🎓🌻



@BroncoBookstore

“🎉 It's Commencement Week at CPP, and we're celebrating some of the amazing students from the Class of 2025 all week long! 🎉”

Congratulations to our incredible Class of 2025. 🎓”

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



@CPPDining

“Commencement weekend is here, and we're celebrating some of our very own! 🎓 Huge congrats to our amazing CPP Dining student employee grads! We're so proud of you! 💛💚”

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



@CPPVillage

“A big shout out and thank you to our tremendous 2024 - 2025 student leader team!! Thank you for all your hard work this year! It really takes a Village”

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

EMPLOYEE PROFILE

ARIANNA FULTON

Job title:

Marketing Coordinator.

Length of employment:

Nine months.

How does this job benefit you?

I've always loved working in design and using Adobe programs, so this job is a great fit for me.

What are the most encouraging aspects of your job?

I love being creative and seeing my designs come to life. Working on campus also keeps things interesting and helps me keep learning.

What are your biggest accomplishments?

Getting my degree in marketing and graphic design.

What is on your bucket list?

To swim in the coral reef.

What are your hobbies?

I love connecting with family and friends as well hiking on trails, or going to the gym and biking.

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

I would like to go to China and explore the mountains.

What is your favorite movie?

The Proposal with Sandra Bullock.

Your favorite company value and why?

Innovation. I love being encouraged to try new ideas and think creatively.



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.

