



CENTERPOINTE CELEBRATES BLACK HISTORY MONTH SEE PG. 9

# MARK YOUR CALENDARS

## March 2026

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

## April 2026

- 4/22 Earth Day

\*Campus closed/ CPPE holiday

## CPPE DINING SERVICES NAMED FOODSERVICE OPERATION OF THE MONTH!

CPP Enterprises Dining Services has been named FoodService Director's February Foodservice Operation of the Month— a distinction earned by blending culinary innovation, sustainability and hands-on student engagement.

This honor highlights CPPE Dining Services' forward-looking use of artificial intelligence (AI) and data-driven practices to enhance campus meal services through recipe development, waste tracking, safety protocols, event planning and more.

To read more about the ways CPPE Dining Services' utilizes AI to support operations and sustainability, visit the [FoodService Director website](#).



# EMPLOYMENT SERVICES

## PROMOTIONS!

Alvin Osborn - Sous Chef - Centerpointe  
Esmeralda Franco Alacala - Supervisor - Centerpointe

## PAYROLL UPDATES

**UPCOMING** Payroll Training Date:

- Thursday, March 26

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

## BENEFITS CORNER!

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Life gets busy. Sometimes it gets overwhelming. Did you know you have access to two Employee Assistance Programs designed to support your well-being at no cost to you?

An Employee Assistance Program is a confidential resource that helps employees and their household members navigate through big or small personal and professional well-being concerns.

## WHY USE AN EAP?

Whether you're navigating a life event or just need someone to talk to, support is always available with the EAPs. Provided through Mutual of Omaha and Optum, if you need to talk through something or if you are looking for more focused mental health support, you can utilize a total of 8 free consultations per occurrence.

These resources are here for you and your household members, all year long.

For access details, visit the Employee Intranet ([Employment Services>Forms & Documents>Health, Welfare & Retirement Benefits>Employee Assistance Program](#)) or contact Human Resources.

The banner features a woman in an orange sweater pointing towards the text. The text reads: 'ACCESS YOUR MEMBER PERKS PROGRAM TODAY'. Below this, it says: 'We're here to support your personal and financial well-being through exclusive deals and limited-time offers on the products, services and experiences you need and love.'

WorkingAdvantage.com Company Code

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# KELLOGG WEST

## POMONA CHAMBER OF COMMERCE COFFEE CONNECTIONS AT KELLOGG WEST!

On Friday, January 31, Kellogg West kicked off the morning by hosting “Coffee Connections” with the Pomona Chamber of Commerce. A wonderful event with great conversation, beautiful surroundings and an energizing gathering of Pomona Chamber of Commerce business and community leaders, along with CPP’s Global Education Institute. It was a chance to connect, collaborate, build relationships and simply enjoy time together in the welcoming setting of the historical Kellogg House.

The team is grateful for the opportunity to showcase the Kellogg House for future events while strengthening its partnership with the Pomona Chamber Members. Kellogg West truly appreciates the collaboration and looks forward to making more memories in the future.



# INFORMATION TECHNOLOGY

## NACCU NEAR YOU AT CAL POLY POMONA: CAMPUS CARDS AND CONNECTION

Cal Poly Pomona hosted the National Association of Campus Card Users' (NACCU) one-day professional development event on February 11.

The event, made possible through CPPE's ongoing partnership with NACCU, welcomed campus credential and transaction system professionals from higher education institutions to a day of learning and networking through intentional programming and roundtable discussions. Sessions hosted by Cal State Northridge, UC Irvine and Cal State San Bernardino provided insight into each campuses' campus card programs. CPP's session, hosted by Bronco One Card Office's Mindy Bartholomew and Christopher Palm and IT's Al Padilla, covered the successes, struggles and solutions surrounding the Bronco One Card on campus.

The successful event serves as an example of the opportunities made possible through impactful collaboration and partnerships within the organization and beyond.



# SCHOOLSFIRST FEDERAL CREDIT UNION

## CHOOSE A MORTGAGE LENDER THAT UNDERSTANDS HOW YOU'RE PAID

If you've ever had to explain how your paycheck works during a mortgage application, you're not alone. University faculty and staff often find themselves translating their employment to lenders who underwrite as if everyone is paid the same way. The process takes longer, requires more documentation and sometimes costs more than it should.

### HERE'S WHERE THE GAPS SHOW UP

**9-month contracts paid year-round.** Lenders see "9-month contract" and treat it as seasonal, even when it's paid over 12 months or supplemented by guaranteed summer teaching.

**Overload pay and recurring stipends.** Course overloads, department chair stipends and research supplements appear year after year. But because they're not labeled "base salary," lenders often classify them as variable income and exclude them from qualification.

**Split funding and multi-year contracts.** Income from your institution and a grant it administers get questioned. Tenure or multi-year contracts don't look like traditional employment on paper, so lenders treat them as less stable than they are.

### WHEN THE LENDER UNDERSTANDS, THE QUALIFICATION CHANGES

*"Faculty and staff don't have unstable income. They have structured income," says Nancy Gutierrez, NMLS #488405, a mortgage loan consultant at SchoolsFirst Federal Credit Union. "Our role is to understand that structure and underwrite to the reality, not force it into a template that doesn't fit. This means your income will be interpreted correctly, based on your job stability and earning potential."*

If lenders can't verify income the way academic employers provide it, they may offer less favorable terms or require a larger down payment. Not because you're risky, but because their model doesn't account for how universities pay their people.

[SchoolsFirst Federal Credit Union](#) trains its team to understand your income and how your pay is structured.

*"We look at earning patterns over time and the stability of the position itself," Nancy says. "If the income has been there and the role is continuing, that tells us what we need to know. And because we underwrite this income correctly, we can offer terms that reflect what we see: stable employment with predictable income."*

The School Employee Mortgage at SchoolsFirst FCU requires **as little as 3% down** and **has a no PMI option** — as standard terms, not a promotional offer. It's an approach to lending that's been shaped by **more than 90 years** understanding the unique financial needs of the educational community.

### THE BOTTOM LINE

**You can be a qualified borrower with the right lender.** When you're ready to start the process, choose one that can help you make the most of your buying power.

All loans are subject to approval.



# FINANCIAL SERVICES

## GENERAL UPDATES


### Save the Date:

- Campus Program Focus Conference - **March 17**


### 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 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.

### **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\***

## 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

## BLACK HISTORY MONTH LUNCHEON: HONORING THE PAST, SAVOURING THE FUTURE

Centerpointe Dining Commons went all out for their first event of the spring semester, Black History Month Luncheon, on February 5th!

The venue, decorated in impressive arrays of red, green and yellow, was filled with students, staff and faculty enjoying the diverse menu and various activities. Specially crafted dishes originated from various nations: Nigeria, Ethiopia, Egypt, North Africa, Kenya and the United States—including the remarkable smoked bacon-wrapped alligator!

The dining team partnered with CPP's Black Resource Center, Black Student Union and Black Women of Excellence to host activities and resources during the event, including a box braid hair demonstration hosted by BSU. Live music courtesy of CPP's Jazz Band travelled throughout Centerpointe, soundtracking the impactful event for everyone in attendance.



# SOCIAL MEDIA CORNER →

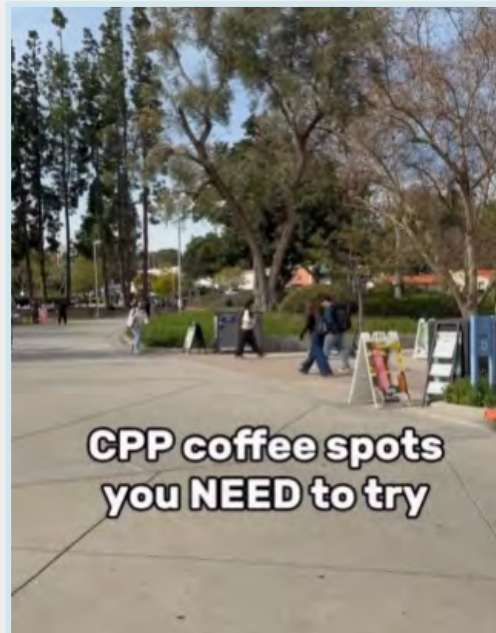
CPP has made its way to March 🍀, bringing the semester to a mid-way point, filled with midterms, meetings and (hopefully only in basketball... 🏀) madness! Take a break from the momentum of the day and mellow out with a few of our top performing social media posts of the past month!



@BroncoBookstore

“Time flies... and now it’s almost cap and gown season. 🎓 Stop by Grad Fair to grab your regalia, class rings, grad packs, and everything you need to walk the stage.”

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



@CPPDining

“Need a pick-me-up? ☕ Try some of our coffee spot’s on campus! We offer a variety of different locations if you need a quick grab or cozy sit-down, your choice.”



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



@CPPVillage

“Reminder that Health and Safety’s start TOMORROW! Please see some of our more common violations and take any steps needed to ensure you’re in compliance.”

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.

