



FILIPINO AMERICAN HISTORY MONTH LUNCHEON SEE PG. 8

MARK YOUR CALENDARS

November 2025

11/19	November Payroll Training
11/27	Thanksgiving Day*
11/28	Indigenous People's Day observed*

*Campus closed/ CPPE holiday†

December 2025

12/19	CPPE Holiday Party
12/24 - 1/1/26	Holiday Break*

*Campus closed/ CPPE holiday

THANKSGIVING DINNER PACKAGES AVAILABLE NOW!

CPPE Dining Services is excited to announce the return of the popular Thanksgiving Dinner Packages!

Each package (serves 6-8 people) includes your choice of a fully cooked oven-roasted turkey, ham, or vegetarian lasagna, along with house cranberry sauce, home-style turkey gravy, herb stuffing, butter mashed potatoes, green beans and baby carrots and one dessert pie (apple or pumpkin). Vegetarian gravy substitutions are available upon request.

Price: \$179.99 + tax

Order by: **November 21 at 11:59 p.m.** at CPPDINING.COM/THANKSGIVING.

In collaboration with the Cal Poly Pomona Care Center, CPPE will donate two meals for every Thanksgiving Dinner Package purchased— a simple way to give back while you celebrate. Additionally, Dinner Packages are available to be donated directly through the same website.

Cal Poly Pomona ENTERPRISES

PURCHASE YOUR THANKSGIVING DINNER

CURBSIDE PICKUP AVAILABLE!

YOUR CHOICE OF ONE:
1 Fully Cooked **Oven-Roasted Turkey, Ham, or Vegetarian Lasagna**

\$179.99 TAX
(SERVES 6-8 PEOPLE)

DINNER PACKAGE INCLUDES:

- 1 Pint of House Cranberry Sauce
- 1 Quart of Home-style Turkey Gravy*
- 1 Quart of Home-style Herb Stuffing
- 2 Quarts of Butter Mashed Potatoes
- 2 Quarts of Green Beans & Baby Carrots
- 1 Pie (Apple or Pumpkin)

*Substitution with vegetarian gravy is available upon request.

TO ORDER: CPPDINING.COM/THANKSGIVING

SCAN OR CODE TO ORDER

**YOUR SUPPORT MAKES A DIFFERENCE
GIVE BACK WHILE YOU CELEBRATE!**

Through collaboration with the Cal Poly Pomona Care Center, CPPE will donate two meals for every Thanksgiving Package purchased.

†Price as CPPE Student Employment by a Fee-For-Service Provider. Please contact the Care Center at carecenter@cpp.edu.

Make your purchase by November 21 at 11:59pm.

EMPLOYMENT SERVICES

NEW HIRES

Marco Lazcano - General Maintenance - Facilities
Monica Rodriguez - Coordinator II - Payroll

PAYROLL UPDATES

UPCOMING Payroll Training Dates:

- **Wednesday, November 19**

Plan ahead to reserve your spot! Please contact 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.

BENEFITS CORNER!

2025 OPEN ENROLLMENT IS COMPLETE

With open enrollment officially closed, here's a quick look at what comes next:

- Elections have been reviewed and approved
- Updated voluntary contribution costs will start on the first paycheck of 2026
- ID cards will arrive soon if you've changed your plans
- FSA updates begin with the new plan year
- Any changes from here on must follow a Qualified Life Change Event
- Review your pay statement each pay period for accuracy

NATIONAL COMPUTER SECURITY DAY- NOVEMBER 30

Every click counts when it comes to cybersecurity.

National Computer Security Day is a great reminder that protecting personal and organizational data starts with each of us. Cyber threats are constantly evolving, but strong security habits help keep our systems safe.

Take a few minutes today to:

- Review and update your passwords
- Enable multi-factor authentication (MFA) where possible
- Be cautious with links and attachments in emails
- Lock your screen whenever you step away from your workstation

Every action you take helps strengthen our collective security. If you have any IT-related questions or concerns, please don't hesitate to reach out to [campus IT](#), or [CPPE IT](#) if an Enterprises employee, for assistance.

Thank you for doing your part to remain safe and secure!

Time to
HOLIDAY



KELLOGG WEST
OR
KELLOGG HOUSE

Holiday Menus Available

Buffet, Plated &
Reception Packages

CONTACT US:

909-869-4146

kelloggevents@cpp.edu

CPP ENTERPRISES

INLAND EMPIRE CAUCUS PARTNER RECOGNITION EVENT

The Inland Empire Caucus, a local advocacy group made up of organizations that serve the intellectually and developmentally disabled community in partnership with the California Disability Services Association, hosted the 14th annual “With You, We Can!” Partnership Recognition Event in October.

Cal Poly Pomona Enterprises was honored with an impressive 12 recognitions from the organization due to CPPE’s commitment to inclusion, opportunities and empowerment for Californians with disabilities.



BRONCO BOOKSTORE STUDENT ASSISTANTS REPAIR CAMPUS CLOCK!

Building 66, home of the Bronco Bookstore among other campus offices and classrooms, is distinguishable by a large exterior clock on the north side of the building. This clock, however, has long displayed inaccurate times due to it being broken.

When word of a potential clock replacement reached Bronco Bookstore Student Assistant Miles Ontiveros, Miles saw an opportunity to give back to the campus community by repairing the clock instead of purchasing a new one. Miles, a third-year Computer Information Systems major, recruited fellow student employee, David Relich, an Electrical Engineering major, and the two got to work troubleshooting the clock over the summer months.

“I thought fixing the clock would be a fun project and a way to say ‘thank you’ to the campus,” said Miles.

The clock is now repaired and will be adjusted to reflect daylight savings time shortly— all thanks to Miles and David’s initiative and innovation!




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.

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.

Holiday Season is Upon Us!

In preparation for Thanksgiving and Winter Break, please see AP’s timeline for payment requests.

 Thanksgiving Holiday : Please have all invoices to be paid for the week of November 24th by **Friday, November 21st.**

 Winter Break : All invoices that must be paid before year end must be submitted to AP by **Friday, December 12th.**

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.

POST AWARD SPONSORED PROGRAM ADMINISTRATION

BUDGET TO ACTUAL REPORT NOW AVAILABLE

Every July, the same question comes up: “How much do I have left in my budget?”

Well, great news— this year, **the Budget to Actual report is working** and ready for you to use! You can now run the report and get an accurate view of your available balances for July.

Even better— we’ve added a brand-new report designed to make your grant management even easier. Attached is a **quick-access guide** with screenshots and descriptions to help you get started and understand what each report can do for you.

✨ What’s New in the Workspace (created just for you by Post Award Sponsored Programs – formerly Grants and Contracts):

- **Budget to Actual**— Now live! See exactly what’s available in your July budgets.
- **Grants Project Agreements Report**— Get a clear snapshot of every grant you have access to. On the right side of the screen, you’ll see your available balances, and you can click to view the monthly budget (note: the monthly view still reflects June for now— don’t use this one for July data).

Everything was designed with you in mind— simple, clear, and easy to access. You can also find the attachments in the Resources section of the workspace for quick reference whenever you need them.

[One Solution: Reports and Descriptions – Grants Sponsored Programs](#)
[Grants Post Award Sponsored Programs: Report Access Manual](#)

As always, if you have any questions, your friendly Post Award Administrator is just an email away!

Coming Soon:

We’re working on rolling out **Payment Request Webforms**, so most colleges will soon be able to submit vendor payment requests online. Stay tuned!

Please allow up to 48 hours for a response, as our team is currently focused on **year-end closeout activities** and preparing for the **upcoming Single Audit** this summer.

We appreciate your patience and understanding during this busy time!

DINING SERVICES



FILIPINO AMERICAN HISTORY MONTH LUNCHEON

On October 23, Centerpointe Dining Commons honored Filipino American History Month with a festive luncheon showcasing traditional dishes and lively entertainment by Cal Poly Pomona's own Barkada club.

Guests enjoyed a flavorful menu inspired by the Philippines' rich culinary heritage— featuring classics like lechon kawali with sawsawan, longganisa pizza, and beef caldereta, alongside vegan options such as wild mushroom and tofu adobo, ginataang kalabasa and sitaw, and vegetable tinola. Sweet treats like turon, buko pandan, and ube macapuno ice cream rounded out the meal, bringing a taste of home to the CPP community.

CPP's Asian & Pacific Islander Student Center (APISC) joined in the celebration by tabling at the event and sharing valuable campus resources with guests, helping foster connection and cultural appreciation among attendees.

Check out the [event recap video](#) on CPPE Dining's Instagram page to relive the memories!

Make the most of your dining experience— [Commuter Meal Plans](#) are available for students, faculty, and staff, offering savings on Centerpointe entry (including special luncheons like this!) and at dining locations across campus by using Bronco Bucks.

SOCIAL MEDIA CORNER →

Welcome November! 🍁 The cozy, holiday season is in full-swing, but before we bring out the festive decorations, let's check out the best performing social media posts during the spooky month of October! 🎃



@BroncoBookstore

“She’s back and cuter than ever 🧡🎀
Hello Kitty merch has restocked— and yes,
we added some new designs! 🧐”

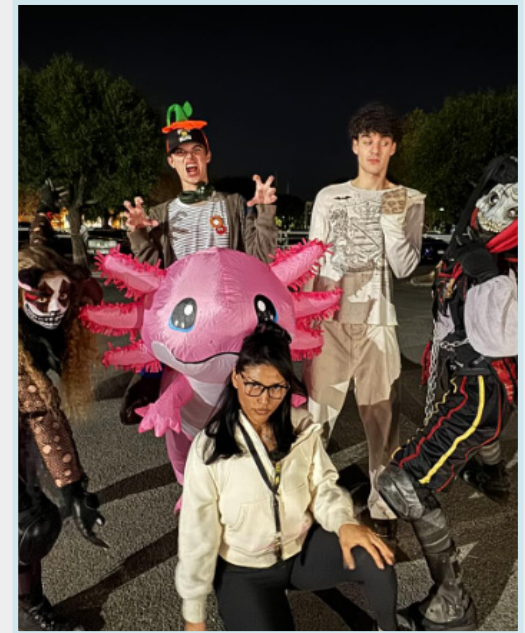
Find @BroncoBookstore on [Instagram](#),
[Facebook](#) and [X](#)



@CPPDining

“Sorry (not sorry)... our friends
@cpptheatredance were busy planning
their fantasy fits for Hot Dog Caper 🧑‍🎨”

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



@CPPVillage

“We had a boogie blast at Billy’s Boogie
Bash last night!! Thanks to everyone who
came out!”

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

EMPLOYEE PROFILE

STACY SEVERSON

Job title:

Human Resources Manager.

Length of employment:

Nearly 2 months.

How does this job benefit you?

This job puts me exactly where I want to be, helping and supporting people and ensuring that they feel heard.

What are your biggest accomplishments?

#1 will always be my children. I wasn't always sure I wanted kids, and now they are what I live for every day. Also, I went back to school in August of 2023 and received my Bachelor's Degree in May of 2025 and will be graduating with my Master's Degree this Spring.

I have a talent for...

Actively listening and coming up with positive solutions.

What are your hobbies?

Shopping, decorating, and event planning. I also love anything that involves watching my kids perform or spending time with them in general.

What is your favorite song?

I love all music, but Snoop Dogg is my #1!

What is on your bucket list?

Traveling to Italy to enjoy all of the food.

Your favorite company value and why?

My first week here, I was able to attend orientation and listen to Thomas and Shari speak. Coming into a place that speaks of grace and empathy for their employees first, is the place I want to be.



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.

