



42ND ANNUAL HOT DOG CAPER SEE PG. 5

MARK YOUR CALENDARS

October 2025

10/4 - 10/26

2025 Pumpkin Festival*

10/23

October Payroll Training

*(Saturdays and Sundays only)

November 2025

11/11

Veterans Day*

11/27

Thanksgiving Day*

11/28

Columbus Day*

*Campus closed/ CPPE holiday

FILIPINO AMERICAN HISTORY MONTH LUNCHEON

Need lunch plans?

Visit Centerpointe Dining Commons on Thursday, October 23 for the Filipino American History Month Luncheon!

Enjoy dishes like beef caldereta, lechon kawali, lumpia and more— stay to learn about resources from CPP's Asian and Pacific Islander Student Center and enjoy an activity hosted by CPP Enterprises.



EMPLOYMENT SERVICES

PROMOTIONS

Maria Bernardette Gonzalez - Manager III - Payroll
Jessica Perez-Jaramillo - Assistant Manager - Dining Services - Starbucks

NEW HIRES

Ted Espinola - Advisor III - Upward Bound
Nickolas Castro - Accountant - Financial Services
Pattelynn Hughes - Supervisor II - Bronco Bookstore
Paola Davila - Coordinator I - Facilities
Yu-Tze Shelly Wang - Associate Director - CPGE
Stacy Severson - Manager III - Employment Services - Human Resources
Matthew Vaillette - Executive Chef - Collins College of Hospitality Mgmt.

PAYROLL UPDATES

UPCOMING: Payroll Training Dates - Plan ahead to reserve your spot!
Please contact fdnpayroll@cpp.edu for more information on session availability.

- Thursday, October 23
- Wednesday, November 19

BENEFITS CORNER!

2025 OPEN ENROLLMENT

What is Open Enrollment?

Open enrollment is a specific period each year when you can sign up for, change, or cancel your health insurance plan. It's your annual opportunity to:

- Review plan options
- Enroll in a new plan(s)
- Switch to a different plan(s)
- Add or remove dependents
- Decline coverage (in some cases, must show proof of eligible coverage elsewhere)

Why is Open Enrollment important?

Outside of open enrollment (unless you qualify for a special enrollment event), you're locked into your current plan, so it's important to review your options during this time, especially if:

- Premiums or benefits are changing
- Your health needs have changed for you and/or your dependents

When is CPPE's Open Enrollment Period?

Mark your calendars! For the 2026 plan year, **CPP Enterprises Open Enrollment Period is October 22 through November 2** (weekends count!).

All benefit plan options are provided in the Benefit Guide that will be available on UKG during the open enrollment period.

EMPLOYMENT SERVICES CONT.

What if you miss the Open Enrollment period?

If you miss open enrollment, you may not be able to make changes unless you qualify for a Special Enrollment Event, triggered by qualifying life events like:

- Marriage, annulment, legal separation, divorce or death
- Birth, adoption or placement for adoption of a child, death of a dependent child
- Retirement, or termination of employment
- Termination of employment or new employment of a spouse
- Change in employment from full-time to part-time or vice versa for you and your spouse
- Change in medical coverage by the spouse's or domestic partner's company

WORKING ADVANTAGE DISCOUNTS



Spooky Fun Near You! Discover deals on local Halloween happenings with [Working Advantage](#).

MCGRIFF WELLNESS NEWSLETTER



Wellness Newsletter

Issue: October 2025



As October turns to November and we prepare to turn our clocks back, our days are about to feel noticeably shorter. With fewer daylight hours ahead, it's easy to spend most of our time indoors — but soaking up the sun is one of the simplest and most powerful ways to support our well-being. Making the most of natural light now can help carry us through the darker months ahead.

Tips for Maximizing Sunlight

Step Outside Midday: Use your lunch break or a quick pause between meetings to get 10–15 minutes of sunshine.

Seek Morning Light: A short morning walk or coffee outside can help set your body's natural rhythm for the day.

Combine Movement and Sun: Outdoor exercise — even light stretching or a walk — doubles the benefits for both body and mind.

Let the Light In: If possible, arrange your workspace near a window or open blinds to invite more daylight in.

Why Sunlight Matters

- **Vitamin D Boost:** Sunlight is our best natural source of vitamin D, which supports bone strength, immune health, and muscle function.
- **Mood and Energy:** Exposure to natural light increases serotonin, which helps improve mood and reduce stress. Morning light also helps regulate our body's natural clock, making it easier to sleep well at night.
- **Workplace Benefits:** Studies show that employees with access to natural light report higher energy levels, greater focus, and less stress at work.



Bright Reminders

- Open the blinds to let the natural light into the room
- Take your meetings outside
- Exercise outdoors during the daylight
- Fall is perfect for picnics and outdoor eating

Making time for sunshine is an easy, free, and powerful way to support your health all year long.

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CPP ENTERPRISES

CPP ENTERPRISES CEO JARED CEJA RESIGNS; ACTING CEO ANNOUNCED

CPP Enterprises is bidding a heartfelt farewell to Chief Executive Officer, Jared Ceja, who will be stepping down after nearly six years of transformative leadership and impact.

Under Jared's guidance, CPP Enterprises has experienced extraordinary growth and innovation— from navigating the challenges of the 2020-21 pandemic era to achieving record levels of success in numerous areas. During this time, the organization launched major initiatives and programs that have shaped the student experience and strengthened its connection to the Cal Poly Pomona community.

Among the many accomplishments during this tenure are the development of Instant Access Complete, the employment of over 1,500 students annually, and the creation of CPP Farms Ice Cream, a new campus favorite. The organization also launched the virtual Bronco ID, expanded its portfolio through the acquisition of The Current, and redefined its identity with a comprehensive rebrand to CPP Enterprises.

Guided by newly established company values and a renewed commitment to excellence, CPP Enterprises reimagined the staff retreat, deepened classroom collaborations, and earned more than two dozen national and local awards. Each milestone reflects a culture of innovation, teamwork and student-centered service that has flourished under Jared's leadership.

The Executive Committee of CPPE's Board of Directors has appointed Chief Operations Officer Thomas Sekayan as Acting CEO, effective immediately. Thomas will serve in this role until the selection of a permanent CEO is made, and will be guiding our organization during this transition.



CPP ENTERPRISES CONT.



HOT DOG CAPER 2025: AN ENCHANTING AFTERNOON OF FUN!

The 42nd annual Hot Dog Caper returned to the Bronco Commons on October 9, and a whimsical afternoon of free food, entertainment and memories for students, staff and faculty ensued!

At this year's mesmerizing event, over 300 volunteers from across campus gathered to distribute over:

- **13,000** hot dogs (including halal and vegan dogs!)
- **14,000** drinks
- **5,000** bags of chips
- **4,000** popsicles

Thank you to all the event volunteers for dedicating time out of busy schedules to give back to CPP's campus community.

CPP Enterprises would also like to thank the Hot Dog Caper event sponsors for their contributions to the successful event: Hoffy, Pepsi Beverages Company, First Class Vending, Albertsons and Town & Country Event Rentals.

A final thank you to CPPE's campus partners, Facilities Planning and Management, Associated Students Inc., and Bronco Intercollegiate Athletics for their support.

Relive the captivating memories by watching the [Hot Dog Caper recap video](#)— we can't wait till next time!

FINANCIAL SERVICES

GENERAL UPDATES

 **Reminder:** Updated CPPE Forms and Policy are now available: 

Updated Enterprises Forms

- FS01122F – CPPE P-card Change Request
- FS01121F – CPPE P-card Application Form
- FS07102F – Enterprises Standard Services Agreement
- FS01115F – Guest Speaker Special Lecturer Request Form

Updated Policy

- AP290 – Enterprises P-card Policy

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.

POST AWARD SPONSORED PROGRAM ADMINISTRATION

IMPORTANT URGENT SALARY REMINDERS

Here are some tips to help you manage your grants efficiently and stay on track:

1. New Grant PI Meetings

- All new **Principal Investigators (PIs)** must meet with their **Post Award Administrator** to review budgets and best practices.
- If you have not had a kick-off meeting, please email us to schedule one.
- We will also schedule check-ins with all PIs to ensure funds are on track to be spent before the award ends.

2. Release Time Fall 2025 (UPDATED FORM)

- **Part A - Appointment Setup**
 - Confirm with your College Budget Analyst that the correct WTUs were submitted.
 - Required forms:
 - [Appointment Certification Form](#)
 - [Instructions: Appointment Effort Certification Form](#)
 - **Due Now**
- **Part B - Certification**
 - WTUs must be signed at the end of the semester.
 - **Due December 5, 2025**

3. ETF - Salary (Faculty/Staff/Students): Timesheet Submissions

- **Faculty (Overload & Academic Year)**
 - Overload must be **pre-approved in the proposal stage**.
 - Do not switch between release time and overload— it may affect budgets and cause delays.
 - Limit: **10 hours per week** during the academic year.
 - Log hours **daily** in Kronos.
 - Supervisor approval required in Kronos.
- **Faculty (Summer, Winter, Spring Break)**
 - Log hours in **UKG Kronos** during off-contract periods (summer, winter break, spring break).
 - Submit **approved ETF** at least **2 weeks before the end of a pay period** (see Payroll Calendar).
 - Submit ETF if your rate changes. **All projects must be listed.**
 - Required forms:
 - [CPPE Employment Transaction Form \(ETF\) - CPP Faculty & CPP Staff](#)
 - [CPPE Employment Transaction Form \(ETF\) - Enterprises Grants Campus Programs](#)
- **Students**
 - Students must clock in and out daily.
 - Ensure students are hired and onboarded through Enterprises HR before they begin working.

POST AWARD SPONSORED PROGRAM ADMINISTRATION

- **Supervisors**
 - Clear all bell notifications in UKG by 10:00 AM on the Monday after each pay period.



- See the [2025 Payroll Calendar](#) for deadlines.

All employees working on grants should already be in UKG. Under no exception should an employee be working if they have not been hired.

4. Required Documentation for Retroactive Payments

Submit the following to FDNHR@CPP.EDU:

- **Approved ETF**
- **Justification for Transaction / Notes Section**
 - Clearly state the reason for the retro request.
 - Explain why hours were not submitted on time.
 - Example: "Grant was not open during the work period."
- **Timesheet Log (must accompany ETF) including:**
 - Date(s) worked
 - Hours worked
 - Signed by Employee and Supervisor

Important:

- Processing requires complete information and signatory approval.
- Incomplete retro submissions will not be processed.
- Auditors review all forms for accuracy and compliance.

DINING SERVICES

LATINE(X) HERITAGE MONTH LUNCHEON

On September 18, Centerpointe Dining Commons commemorated Latine(x) Heritage Month with an exciting luncheon complete with a special menu, live entertainment and more!

Dishes from across the various Latine(x) cultures were served up to guests including Oaxacan tlayudas from Mexico, Salvadoran panes con pavo, baho de carne from Nicaragua and a selection of delicious desserts from Colombia, Cuba and Brazil!

Various organizations and clubs tabled at the event to spread culture and foster community between guests; CPP's Cesar E. Chavez Center for Higher Education (CECCHE) collaborated on the event and shared valuable resources to Broncos attending! Additionally, CPP's library set up a comprehensive book display highlighting Latine(x) author's voice and experiences in literature.

Check out the [Latine\(x\) Heritage Month recap video](#) for a throwback to all the festivities, and be sure to stay up-to-date with CPPE Dining's social media accounts to be the first to hear about future Centerpointe events.

Don't forget— now is a great time to purchase a [Commuter Meal Plan](#)! Available to students, faculty and staff, Commuter Meal Plans are a fantastic way to save money on entry to Centerpointe, including special events like this, and at dining locations across campus with Bronco Bucks.



SOCIAL MEDIA CORNER →

September was quite the busy month on campus! The Bronco Bookstore and CPPE Dining Services launched new merch and lots of new food options while University Village celebrated Latine(x) Heritage Month. Check out the best performing social media posts below!



@BroncoBookstore

“It’s not a Hello Kitty phase, it’s a ✨ lifestyle ✨
The Hello Kitty sweatshirts are officially restocked and available now! 🎁”

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



@CPPDining

“Mission accomplished! 🍷
Now it’s your turn to try all the new eats all around campus!! 🍷🍷”

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



@CPPVillage

“We are so proud of our CD Team member Lili for sharing her Ballet Folklórico dance with our residents tonight at Sabor Latinx!! You were fabulous!!”

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

EMPLOYEE PROFILE

LE'YONA DARDEN

Job title:

Manager.

Length of employment:

Three and a half years.

How does this job benefit you?

It feeds my soul. It allows me to be of service to my team and guests. This, I know, is something we're all assigned to do.

What are the most encouraging aspects of your job?

Being able to see the impact, smiles and how my staff shows up. My student staff sending messages of gratitude, being available or bringing their family to meet me is worth it all.

What are your biggest accomplishments?

Having three beautiful souls for sons who have graduated and attended some college.

I have a talent for...

Cooking. I dream of dishes and then create them.

What are your hobbies?

Going to the beach, concert hopping, skating and playing board/card games.

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

Africa. My husband is there so I need to get there soon.

What is on your bucket list?

See the Isley Brothers/ Sade in concert.



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.

