



CPPE 2025 STAFF RETREAT SEE PG. 4

MARK YOUR CALENDARS

September 2025

9/24 September Payroll Training

October 2025

10/4 - 10/26

10/9

10/20

10/23

2025 Pumpkin Festival*

42nd Annual Hot Dog Caper

CPPE Open Enrollment Meeting

October Payroll Training

*(Saturdays and Sundays only)

42ND ANNUAL HOT DOG CAPER!

CPP Enterprises' beloved Hot Dog Caper makes its enchanting return to campus on **Thursday, October 9 from 11:30 a.m. to 1:30 p.m.!**

Join us as the Bronco Commons transforms into a magical event for all students, staff and faculty to come together and enjoy an afternoon of free hot dogs, chips, drinks, popsicles and more.

This campus favorite event wouldn't be possible without the unwavering support of over 200 volunteers from across campus, including retired staff and alumni groups. Thank you for making this event a reality each year!

Escape the reality of day-to-day routine, and invoke a whimsical spirit of fun at [the 42nd Annual Hot Dog Caper](#)— we'll see you soon!



EMPLOYMENT SERVICES

PROMOTIONS

Jacob Weir - Supervisor - Innovation Brew Works
Samantha Ullmann - Advisor I - RAMP

NEW HIRES

Jacob Beyer - Coordinator IV - WICE CPGE
Alex Pascarella - Postdoctoral Research Associate - College of Engineering

PAYROLL UPDATES

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

- Wednesday, September 24
- Thursday, October 23
- Wednesday, November 19

ANNOUNCEMENT: CPPE OPEN ENROLLMENT MEETING

CPPE's Open Enrollment Meeting will take place on **Monday, October 20** at Kellogg West Conference Center and Hotel.

Benefited eligible employees are encouraged to attend. Email reminders will be sent out with further details.

BENEFITS CORNER!

UNDERSTANDING THE DIFFERENCES BETWEEN HMOS AND PPOS

How HMOs work:

A Health Maintenance Organization (HMO) is a type of health plan that works with a specific network of doctors, nurses, and specialists who agree to provide care at predetermined rates. Your primary care physician (PCP) coordinates your care and refers you to in-network specialists when needed. However, some services— like OB-GYN visits and eye exams— can be accessed directly without a referral.

HMO Plan Costs:

HMO plans manage care through a fixed payment structure, which usually results in:

- Lower monthly premiums— Less is deducted from your paycheck
- Lower deductibles— You pay less out-of-pocket before your plan starts covering expenses
- Lower copayments— Covered services typically come with smaller fees

How PPOs work:

With a Preferred Provider Organization (PPO) plan, you have the flexibility to see any doctor— whether they're in-network or out-of-network. While PPO plans have a network of preferred providers that offer lower rates, you can still choose to see doctors outside that network. Unlike HMOs, PPOs don't require a referral from a primary care physician to see a specialist.

PPO Plan Costs:

PPO plans typically come with:

- Higher monthly premiums— You'll likely pay more from your paycheck
- Higher out-of-pocket costs— Including deductibles that must be met before your plan begins to pay
- Out-of-network reimbursement— If you see an out-of-network provider, you may have to pay the full cost upfront and then submit a claim for partial reimbursement

EMPLOYMENT SERVICES CONT.

WORKPLACE SAFETY




Emergency Exits are a critical component of workplace safety.

They provide a safe and efficient way to evacuate a building during emergencies. Regular training, signage, and drills ensure that all employees know where specified exits are located. Emergency exit maps should be published and visible to all in the workplace. Refrain from storing or stacking materials anywhere in the pathway of emergency exits.


Take time today to understand where your nearest emergency exits are and ensure that the path to them is clear.

MCGRUFF WELLNESS NEWSLETTER



Wellness Newsletter

Issue: September 2025
Finding The Right Care



You wake up sick, your daughter hurts her arm at soccer practice, your baby has a high fever.... Unexpectedly, you need care and now you must decide where to go. Many people struggle with deciding whether to go to the emergency room, visit urgent care, or explore other healthcare options. While the ER might seem like the easiest option, for non-life-threatening conditions, visiting an urgent care center or even scheduling a visit with your primary care doctor can save you both time and money.

To prepare for these unexpected moments, start with these three steps:

1. **Understand Your Care Options:** Familiarize yourself on your various care options and what option might be best for different situations. See our chart below with examples
2. **Know Where To Go Before You Need Care:** Identify specific resources available to you including the location of your nearest ER, urgent care center, and phone numbers or website URLs for additional resources such as advice nurse and virtual care appointments.
3. **Keep The Information Handy:** Write these locations and contact numbers down and keep copies in easy to access and convenient locations for the whole family.

Where To Find Care:

Care Options	Virtual Care (\$)	Urgent Care Center (\$\$)	Emergency Room (\$\$\$)
	For non-emergency medical needs that don't need hands-on care	For serious, but not life-threatening situations that require in-person care.	For medical emergencies that may impair or endanger your life
When To Use It	Allergies, rash, insect bites Mild flu & cold symptoms Sinus infection Headaches Prescription refills	Stitches, sprains & fractures Minor burns Moderate flu, COVID symptoms Migraines, earaches Moderate joint & muscle pain	Chest pain or pressure Severe abdominal pain Trouble breathing Uncontrollable bleeding Symptoms or issues that may put your life at risk

Get ahead of life's stressful moments and be prepared for the unexpected, so you can quickly get the right care for yourself and those you love.

**This content is not intended to be a substitute for professional medical advice. 2025 McGriff, a Marsh McLennan Agency LLC company. All Rights Reserved.*

CPP ENTERPRISES



2025 CPPE STAFF RETREAT

On August 15, the CPP Enterprises team came together at Kellogg West for a full day dedicated to collaboration, learning and celebrating one another. The retreat kicked off with a breakfast reception, inspiring updates from CPPE leadership and Board of Directors Chair Christina Gonzales, and recognition of staff achievements— including the Lean Six Sigma Green Belt certification of CPPE staff members Marilyn Nakad and Martha DeAlba.

Throughout the day, staff chose from a variety of breakout sessions covering timely topics such as artificial intelligence, value-based leadership, marketing to CPP's Gen Z student body, employee benefits and process improvement. Lively conversations and hands-on learning made each session a chance to connect across departments and gain new skills.

The retreat wrapped up with team-building activities, an open Q&A, and a look ahead at CPPE's goals for the coming year. To close on a sweet note, staff gathered for an ice cream social and received new CPPE swag— a fitting end to a day that celebrated both our shared successes and our exciting path forward!

CPP ENTERPRISES CONT.

WEEKS OF WELCOME RESOURCE FAIR

As new and returning students filed back onto campus for the fall semester, CPP's Division of Student Affairs hosted Weeks of Welcome, a month long series of campus events aimed at encouraging students to explore CPP and its opportunities. A resource fair was held on August 19 in which multiple CPPE units took part in to share information, samples and prizes directly with curious Broncos!

CPPE Dining Services provided information regarding meal plans, answered general dining questions and promoted the usage of the Grubhub app to order ahead at dining units across campus. The Bronco Bookstore spotlighted the various technology deals and programs available for students through the store, as well as details on the successful Instant Access Complete program.

The Farm Store at Kellogg Ranch offered complimentary samples of its fan-favorite CPP orange juice, distributed coupons and showcased the stores local sourcing of produce from CPP's Spadra Farms.



KELLOGG RANCH

PUMPKIN FESTIVAL RETURNS!

The Huntley College of Agriculture is happy to announce the return of Cal Poly Pomona's Pumpkin Festival at Kellogg Ranch!

Back for its 32nd year, the Pumpkin Festival welcomes the CPP community to enjoy a festive, fall experience with friends and family starting Saturday, October 4 through Sunday, October 26.

Pumpkin Fest details:

Saturday and Sunday, 10 a.m. - 7 p.m.

[Tickets available to purchase:](#)

- Online: \$18/ person (plus fees)
- On-site: \$25/ person (box office open weekends only)
 - Children under two free with a paid adult

Weekend admission includes:

- Kids Corn Maze
- Sunflowers
- Pumpkin Hill (pumpkins not included)
- Demonstrators & Community Partners (Some vendors may charge a fee to participate in activities)
- Garden Patch
- Hay Wagon Ride
- Large Corn Maze
- Cow Train
- Petting Farm
- Photos Props
- Glassblowing and Blacksmith Demos
- Bouquet-making
- Grazing Cattle
- Expanded Food Options
- Live Entertainment



FINANCIAL SERVICES

GENERAL UPDATES

 **Get Ready!**  **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




Updated Policy

- AP290 – Enterprises P-card Policy

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 06/30/25, to become the beginning balances at 07/1/25. 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 06/30/25 balance and add to the current balance to know what your true balance is
- **Example:** current balance as of 07/10/25 shows \$100 & the 06/30/25 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 07/1/2025.

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.

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
- 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


Grants Page Refresh!

We're making updates to improve your experience. You can find us by clicking on “Grants” in the website's banner or going directly here:

 [Grants Post Award Office](#)

Need Help? We're Here for You!

If you have any questions, please reach out to your **Post Award Grants Administrator. New PI?** If you haven't met with one of our team members to review your award, **contact us as soon as possible!**

Looking forward to an amazing year ahead! 

Mariana:

- College of Science, College of ENV, College of Letters, Arts and Social Sciences, College of Business, College of Professional and Global Education

Lizette:

- College of Engineering, College of Agriculture (ARI projects), Division of Student Affairs (Student Health Center, Care Center, Cal Fresh, Children's Center), Learning Resource Center (TRIO Programs)

Michele:

- Kellogg Legacy Projects, P-Card Questions, Concur Travel Claims, Questions on CPP invoices

Lily:

- College of CEIS, College of Agriculture (ARI projects) Backup, Division of Academic Affairs (Academic Innovation/CCE), Philanthropic Grants 72xxxx

DINING SERVICES

HOME AWAY FROM HOME LUNCHEON

Centerpointe Dining Commons celebrated the beginning of the fall semester with its first special event of the year: Home Away From Home Luncheon!

On August 28, the dining hall was buzzing with excitement as students, staff and faculty stopped by for lunch. On the menu, comfort foods from across the globe including crispy potato tacos, grilled cheese and tomato soup, lumpia and even katsu pork cutlet featuring Pikachu-shaped steamed rice! A flowing chocolate fountain stocked with fruits and sweet treats topped off the event with an indulgent dessert.

Lively music from the Bronco Pep Band echoed throughout Centerpointe, and attendees had the opportunity to stop by various resource tables to learn more information about CPP programs and departments like Veterans Resource Center, Bronco Advising Center, Disability Resource Center, and Alpha Pi Sigma Sorority. CPPE's resource table promoted the CPP Dining's social media accounts, the Grubhub app and gave out fun swag to those who stopped by!

With plenty of more events coming up this school year, 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 and on dining across campus with Bronco Bucks.



SOCIAL MEDIA CORNER →

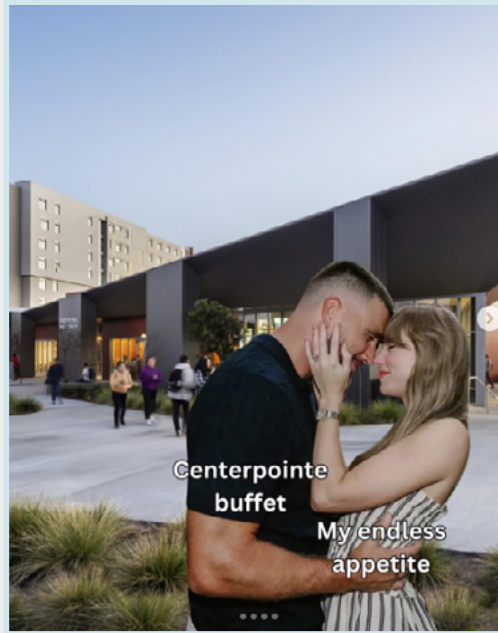
August truly slipped away into a moment of time... 🍂 So let's look back at the top performing social media posts from CPP Dining, the Bronco Bookstore and University Village Instagram accounts to reminisce about the late summer memories on campus!



@BroncoBookstore

“The crossover you didn’t know you needed 🐱❤️ Shop our CPP Hello Kitty collection at the Bronco Bookstore now! 🐾🎀”

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



@CPPDining

“🎵 It’s a love story 🎵”

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



@CPPVillage

“Thank you to all our Villabubu Bash Fashion Show contestants!! And congrats to our winner Chanelle (in the white boots)!”

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.

