

# Administrative Affairs Newsletter



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As the colors of fall begin to unfold on campus, we are reminded of the opportunities this season brings for growth, reflection, and connection. With the fall semester in full swing, it’s inspiring to see our campus community bustling with energy, creativity, and a collective dedication to excellence.

In this edition of the Administrative Affairs newsletter, we highlight the remarkable progress, innovative initiatives, and the outstanding individuals that make our division thrive. From welcoming new team members and celebrating promotions, to highlighting the impactful work being done in operational excellence, continuous improvement projects, and community outreach, this issue embodies our shared commitment to collaboration, innovation, and excellence at CPP.

This fall, we’re also proud to spotlight the outstanding efforts of the University Village team. Through meaningful connections with residents and partnerships with campus resources like the Care Center, Counseling and Psychological Services, and the Career Center, they exemplify the remarkable power of teamwork. Their dedication ensures students receive the support they need to flourish academically and personally. This issue explores their impactful initiatives and the difference they are making in our community.

Thank you for being a vital part of our collective success. I wish you a productive and fulfilling remainder of the fall semester and a joyful start to the holiday season ahead.

Sincerely,  
Michelle Cardona  
AVP, Financial Services/Controller  
AIC, Administrative Affairs



# New Employees

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## Administrative Affairs welcomes our new employees!

### Financial Services

**Joshua Sanchez**, UAS - Accounting Technician II  
**Arthur Jung**, SACS - Accounting Coordinator

### Facilities Planning & Management

**Jason Stoikoff**, Design & Construction - Director  
**David Newberry**, Electrical Shop - Fire Alarm Technician  
**Francisco Vitela Jr.**, Landscape Services - Laborer  
**Quang Huynh**, HVAC Shop - Facilities Maintenance Mechanic  
**Norah Harvey**, Custodial Services - Custodian  
**Vanessa Gaxiola-Henderson**, Custodial Service - Custodian  
**Hyukjin Jeong**, Utilities - Student Worker

### Administrative Services

**Eric Dawson**, EHS – Construction Safety Specialist  
**Cynthia Sandoval**, Procurement - Student Assistant  
**Karina Liceaga**, Procurement - Student Assistant  
**Mariam Shaker**, Procurement - Student Assistant

### Budget Planning and Analysis

**Phyo Kyaw**, BP&A - Student Assistant  
**Sebastian Velasquez**, BP&A - Student Assistant

### University Police Department

**Jose de Jesus Plasencia**, UPD - Lieutenant  
**Berlynn Zamora**, Parking - Parking Enforcement Officer

### Foundation

**Tariq Marji**, Financial Services – Interim CFO  
**Ashley Davis**, CPGE - Associate Director  
**Ying Tan**, CPGE - Program Manager  
**Mallory Elvena**, Talent Search - Academic Advisor  
**Ana Garcia Alvarez**, Academic Affairs – Research Associate  
**Moises Bravo**, Academic Affairs - Research Associate  
**Rebecah Mayorga**, College of Agriculture - Coordinator II  
**Judith-Irene Quintero**, Academic Affairs - Coordinator III  
**Javier Luna**, Financial Services - Accounts Specialist III  
**Eric Lopes**, Academic Affairs- Research Associate  
**Ashley McCalope**, CPGE - Program Manager  
**Jeffrey Acevedo**, CPGE - Coordinator III  
**Daniel Gonzalez**, Dining Services - Sous Chef  
**Arianna Fulton**, Marketing - Coordinator III  
**Leticia Quiroz**, Financial Services - Manager  
**Ashley Wake**, Facilities - Coordinator I  
**Austin Vega**, Facilities - General Maintenance  
**Adan Campos**, Dining Services - Cook  
**Samantha Nevarez**, ARCHES - Coordinator II  
**Deidra Jefferson**, University Village - Coordinator II  
**Randy Ponce**, Facilities - HVAC Technician  
**William Nazur**, Associate Director - Kellogg West  
**Isabela Pop**, Accounts Specialist I - Bronco Bookstore

# Promotions

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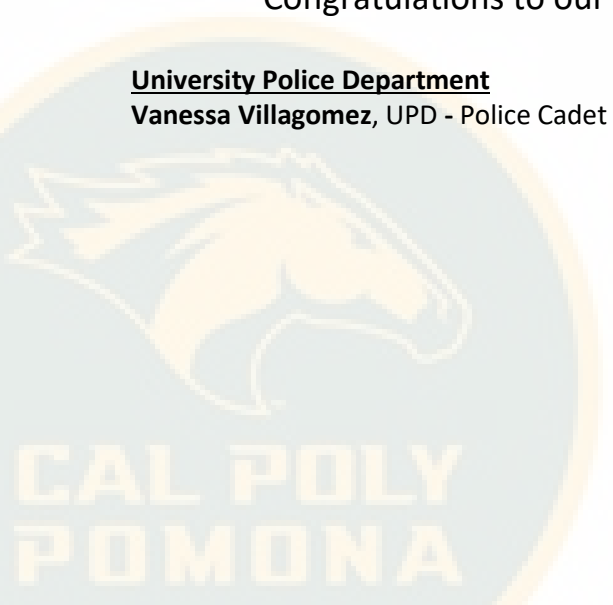
Congratulations to our divisional colleagues on their recent promotions!

### University Police Department

**Vanessa Villagomez**, UPD - Police Cadet

### Financial Services

**Tricia Marron**, SACS - Collection Representative II  
**Annie Zhao**, UAS - Accounting Manager  
**Natalie Yan**, UAS – Interim Accounts Payable Manager  
**Carrie Lee**, UAS - Lead General Accountant  
**Laura Martinez**, UAS - Accounting Analyst



# Division News & Announcements

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## Procurement Smartsheet Platform Implementation

Over the past half year, Cal Poly Pomona's Procurement team has taken strides in improving transparency, efficiency, and process optimization through the development and refinement of the Procurement Smartsheet Platform. This tool has streamlined the procurement process and now serves as a model of innovation and operational excellence for the CSU.

Smartsheet, a dynamic work management platform, has transformed how procurement data is processed and managed at CPP. By integrating Smartsheet into the procurement workflow, the team has made significant progress in two critical areas: data processing transparency and process improvement insights.

One of the standout achievements of the Smartsheet platform is its ability to provide real-time visibility into procurement workflows. Previously, tracking the status of purchase requisitions or contracts required numerous follow-ups and manual updates, leaving room for delays and miscommunication. Now, with Smartsheet, stakeholders across campus can access up-to-date information on the status of their requests at any time, eliminating bottlenecks and uncertainty.

On November 8, 2024, the platform was showcased at the CSU Smartsheet Showcase, serving as a model for other campuses seeking to enhance their procurement operations. This recognition highlights CPP's leadership in leveraging technology to address the challenges of public procurement while adhering to CSU policies and state regulations.

## Procurement Projects and Bids

We are actively engaged in significant projects such as the AG Valley & Animal Pasture Fencing Project (Bid No. CPP-PW24001) and Elevator Modernization Phase 2 (Bid No. CPP-PW24006), reflecting our commitment to enhancing campus infrastructure.



## UPD Community Engagement



University Police has recently reenergized our *Community Engagement Team*. UPD recognizes our community's desire to learn more about the department and officers that help keep Cal Poly Pomona safe. The *Community Engagement Team* is led by Sgt. Eddie Arangure and Ofc. Heath Bentson with other staff helping support outreach programs. Sergeant Arangure and officer Bentson have participated in several tabling events, such as "National Coffee with a Cop" day and partnering in the Domestic Violence Resource Fair, both in October.

Looking forward, The *Community Engagement Team* has many engaging events and initiatives in the works for the campus community, such as hosting a UPD Open House and Station Tour for the community as well as Day-in-the-Life profiles of staff on social media so the community can better get to know the officers and support staff. If you want to discuss any outreach opportunities, please contact [police@cpp.edu](mailto:police@cpp.edu) (please make sure to put 'outreach' or 'community engagement team' in the subject line).

# Division News & Announcements

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## LANDSCAPE SERVICES HELPS LESSEN WILDFIRE DANGER

The smell of smoke that enveloped Cal Poly Pomona at times during the summer and fall is a reminder that wildfires are a year-round threat. Several wildfires in the region severely impacted air quality on campus. Landscape Services has lessened the potential danger to the campus by using a preemptive strategy. Right after Commencement and for five straight weekends, more than a dozen crew members hacked away at overgrown brush and dry plant material in sections of campus ranging from Kellogg House to the water tower to the Lyle Center. Landscape Services received an important tool after Administrative Affairs approved the purchase of an eight-wheel riding mower that can tackle tough, sloping terrain. Still, most of the fire mitigation work must be done by hand and tools used by crew members include chainsaws, brush cutters, weed whackers and hedge trimmers. Fire mitigation work runs up to CPP's boundary with the city of Walnut. Landscape crew members involved in the mitigation were: Andrew Serrano, Anthony Lara, Jaime Garcia Luna, Jesus Ambriz, Jesus Enriquez-Acero, John Hiatt, Jose Jaramillo, Jose Mata, Jose Solano, Keith Kittridge, Mathew Ramirez, Maximo Villareal, Michael Miller, Pamela Jordan, Sirilo Garcia Rios, and Stephen Meraz.



## FP&M STAFF MEMBERS UNDERGO CPR TRAINING

Safety is one of the foundations in departments at Facilities Planning & Management. Now, life-saving can be added to the list. Ten staff members from the Maintenance, Paint and Key shops took part in a rigorous four-hour CPR/First Aid Training course. Cesar Robles of Southern California Mobile CPR brought in dummies for training. Cesar walked the participants through proper procedures and let them practice on their own until the CPR certification test. The classes also covered automated external defibrillator (AED) and first-aid training. Cesar said the goal of the class was to “create an awareness and empower students to have the skills necessary to provide first aid in emergencies.”

Maintenance Shop supervisor Michael Perez was glad that staff members from other departments took the opportunity to get valuable life-saving CPR and first-aid techniques. “You never know when an emergency can strike and it can happen to anyone. This training allows us to help anyone in FP&M or on campus when a situation arises,” Michael said.



## Division News & Announcements

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### New Journal Entry Requests Process Now Available via Smartsheet



We are excited to announce that the new Journal Entry Requests (Actuals) submission process is now live and available campus-wide! This streamlined process, accessible through Smartsheet, was implemented to eliminate manual procedures, enhance efficiency, and simplify the experience for both UAS and submitting parties. Through this new system, requesters benefit from automated updates and responses, reducing the need for manual emails and allowing for improved communication. Additionally, Smartsheet provides enhanced tracking

and monitoring capabilities, making it easier to manage outstanding journal entry requests and maintain accurate accounting records.

To access the new Journal Entry Requests (Actuals) form, please visit the UAS - [General Accounting webpage](#). We look forward to seeing the positive impact of this new process on our workflows and productivity!

## Recognition

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### Customer Service



**Asset Management Successes:** Under the guidance of Rod Luna, Procurement's Asset Management team has had an outstanding year, acquiring 1,340 new assets, retiring 1,652, and processing significant e-waste that led to \$14,000 in cost avoidance and a profit of \$1,946.11. This accomplishment also included generating \$39,254 in revenue through the sale of surveyed equipment on the Public Surplus platform.

### Administrative Affairs Division - Green Belt Training

We are pleased to announce that 12 individuals are working toward their Green Belt Certification. To earn this certification, candidates must complete the training, pass the exam, and finish a process improvement project. The candidates have completed their training, which took place from July 30 to October 8, and have also taken their Green Belt exam, demonstrating their understanding of Lean Six Sigma principles and leadership in process improvement.

They are now working on their certification projects, applying what they've learned to tackle real-world challenges. This combination of theory and practice equips them to drive positive change and enhance operational efficiency. Congratulations to all 12 candidates for reaching this stage—we look forward to their continued success! The candidates are: Myvan Hua, Joel Santamaria, Natalie Yan, Carrie Lee, Natalie Schroeder, Sophia Jing, Loren Mac, Ryan Hamilton, David Segal, Bernardette Gonzales, Martha de Alba, and Marilyn Nakad.



# Recognition

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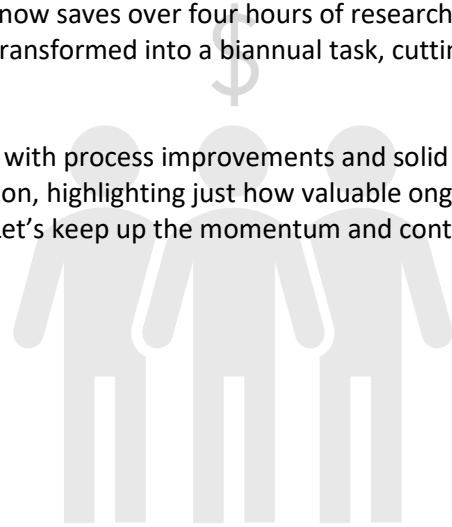
## BPA and UAS collaborate to streamline the Cost Recovery Process

In a joint effort to enhance efficiency, Budget Planning and Analysis (BPA) teamed up with University Accounting Services (UAS) recently to improve the Cost Recovery Process. The old process required extra monthly research and a time-intensive monthly reconciliation process, resulting in several hours of extra work each month.

The team took on the challenge of improving this process by launching a Green Belt project to identify the sources of waste and the root causes behind the inefficiencies. Through careful analysis, they pinpointed the reasons for the excessive research and reconciliation time and explored solutions to reduce waste and streamline operations.

The team's collaborative efforts paid off. The new streamlined process now saves over four hours of research each month, and what was once a monthly reconciliation process has been transformed into a biannual task, cutting over 40 hours of reconciliation work each month.

In closing, this Green Belt project really shows what we can accomplish with process improvements and solid teamwork. The success of this project sets a new standard for our division, highlighting just how valuable ongoing improvement is for making work smoother and boosting productivity. Let's keep up the momentum and continue finding ways to work smarter together!



## DEI Training

The SACS team has successfully completed a training program facilitated by Dr. Jonathan Grady and guests centered on diversity, equity, and inclusion. This initiative aimed to deepen our team's understanding of these critical concepts and enhance our customer service experience. Through workshops, interactive discussions, and practical scenarios, team members explored how to better support and engage with diverse students, faculty, staff and campus constituents. The training not only emphasized the importance of recognizing and valuing different perspectives but also provided tools and strategies for fostering an inclusive environment that meets the needs of all customers. We are excited to implement these insights and to take our service delivery to the next level.



## Questica

The opportunity to submit operating budget transfers via Questica, new budgeting system, is available. Budget Planning and Analysis will be holding Open Labs to assist those with the new process. More information to come!

# Recognition

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## LANDSCAPE STAFF MEMBER JUGGLES WORK TO EARN DEGREE

At 8 a.m. on May 17, Noemi Gorostiola Vega started a two-hour final on plant pathogens, the last class needed to complete her undergraduate studies. Nine hours later, she was in her cap and gown waiting for her name to be called on the Commencement stage.

Noemi, a member of the North Campus crew in Landscape Services, has juggled working full-time and taking classes in the morning and at night for the last two years. Her reward is a Bachelor of Science degree in plant science from the Don B. Huntley College of Agriculture.

She is part of the same landscape crew that prepared the grounds for the 2023 Commencement ceremonies. This year, instead of being behind the scenes for the event, she was front and center. However, Noemi did help put the finishing landscape touches in the University Quad the day before the first ceremony.

“It was a bit surreal and exciting to be graduating. I was also proud that we did a good job preparing The Quad,” Noemi said. “You don’t hear it very often because we don’t interact very much with the public, but when you’re there you hear people say, ‘The Quad looks so good.’ It’s nice to hear people say that.”

Noemi sees several avenues for her career path. One segue involves pursuing a PhD in plant science, while other options weigh working with the U.S. Department of Agriculture with an emphasis on plants and with the U.S. Forest Service. Whichever direction she chooses, Noemi’s tenure at Cal Poly Pomona has influenced her trajectory.

“It was a great move for me to start working at Cal Poly Pomona. It gave me the opportunity to know more people in the field, and interact with my classmates and professors,” she said. “When you’re working and studying, you don’t have time to for extracurricular activities like clubs. While at work, I could stop by on my break for 30 minutes to an event. It helped make my college experience more enriching.”



# Recognition

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## MAINTENANCE SHOP SUPERVISOR EARNS CEFP CERTIFICATION

Mike Perez, Supervisor of the Maintenance Shop, has earned certification from Association of Physical Plant Administrators (APPA) as a Certified Educational Facilities Professional (CEFP). The certification represents a mastery of professional expertise and is a mark of superior proficiency in the core competencies for education facilities professionals.

This designation also demonstrates superior proficiency, professional strength, and unfailing dedication in the field of educational facilities. “This is a facilities certification that helps with estimates in projects on bigger scales rather than what I deal with every day. This does prepare me for larger projects. It gives me a better understanding.” In addition to the online textbook, Mike also used hundreds of flash cards to study the myriad subjects, ranging from budgeting to roofing to signage to deferred maintenance, that are contained in the certification exam. The test consisted of 120 questions and Mike had four hours to finish the exam. Mike said he studied at least 10 hours a week for nearly six months, juggling a busy work schedule with family life.

He wants to credit Mark Miller for approving his participation in the course, Cat Nu’uhiwa for signing him up for training and Brian Lake for giving him pointers on the test. Looking back, when Mike learned the extensive list of subjects that would be covered in the exam, he began to have second thoughts about taking the course. “It’s a big obligation. After I signed up, I found out how many subjects were going to be covered, I asked myself, ‘Should I do this?’ ” But after I took the test and passed it, it was all worth it.”





# Department Spotlight

## Enterprise Foundation: University Village

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University Village provides a convenient and practical living environment for students. The freedom from driving and parking on campus opens time in your day to study, socialize, work, exercise, or pursue other interests. The University Village staff care deeply about the success and care of the residents who reside in their complex. Building relationships with residents, and then bridging the gap between a resident's needs and campus resources to ensure that our residents get the best possible support in their endeavor to be successful in school and in their personal life.

University Village has recently fostered a strong partnership with Cal Poly Pomona's Care Center— an on-campus resource hub for students looking for support through crises, advocacy and Basic Needs services— embracing the power of Teamwork within organizations.

The collaboration between the two departments has created a streamlined process for CPP students to receive help from both the Care Center and University Village. University Village residents in need of assistance are directly referred to the Care Center to obtain the appropriate support quickly; on the reverse, the Care Center is also able to place CPP students with housing insecurities in University Village when space permits— overall ensuring students are receiving the proper care to succeed and thrive while attending CPP.

Teamwork is the forefront of this process and a core Enterprise value. By working together, University Village has been able to provide more comprehensive services to their residents.

In addition to the Care Center, University Village proactively collaborates with various other campus partners like Counseling and Psychological Services (CAPS), Career Center, Student Health and Wellness Center during Spring Wellness Week. These campus partners host events at University Village to share resources directly to residents in the convenience of their community.

### Upcoming or current events/projects:

- Currently, University Village is partnering with CPP's Counseling and Psychological Services to provide post-election support to residents who need assistance.

### Meet The Team

- David Laxamana, Director
- Regina Allison, Associate Director of Operations
- Kyle Sirowy, Assistant Director
- Ally LeClair, Assistant Director



Kyle J Sirowy, Regina K Allison, David L Laxamana (left to right)

