

# Administrative Affairs Newsletter

Vol. I - Issue I

Dear Colleagues,

Welcome to the inaugural Administrative Affairs Newsletter! I have been here at Cal Poly Pomona for almost 4 months now and would like to thank our division for the warm welcome. I enjoyed meeting each of your teams during our departmental All-Hands meetings and very much look forward to connecting regularly and continuing to learn more about the important work that you do every day. My hope is that we would be able to connect in person more often soon.

Our divisional leadership team recently held a strategy retreat to define the mission, value and goals for our division that will guide us in the years to come. We are finalizing the documents from the retreat and look forward to sharing those with all of you soon. It will be crucial for us to be united as a division towards those goals and that our shared mission drives the work of each of our units.

Communications will be an important focus for our division over the next several years, not only how we communicate with the broader campus community, but also how our departments communicate and connect internally with each other. We plan to develop a divisional letter once every Fall, Spring and Summer. Our division is made up of such diverse departments and our own work may seem so different or even disconnected from our divisional colleagues. Our offices are also physically spread out across the campus and we may not always have the opportunity to connect with colleagues from different units. Certainly in the pandemic and hybrid environments, we have also missed out on the daily interactions that happen when we stroll the campus.

We hope that these newsletters will be a way for us to remain connected and learn more about the incredible work happening in each of our departments. We plan to highlight a different department in each newsletter and also introduce new staff members within the division to help foster that connection. Please let us know if you ever have suggestions for new topics in the newsletter or if you have an initiative or a project that you would like spotlighted.

We have also included some Fall recipes collected from across our units. I love to cook and bake and always look forward to learning new recipes. Fall seems like the perfect time to share these warm recipes to enjoy with family and friends.

Wishing you a safe and healthy Fall semester and holiday season.

Sincerely,

Ysabel Trinidad  
Vice President  
Administration & Finance/CFO



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- Recipe Book! (attachment)

# Welcome to the Administrative Affairs team!



## Facilities Planning & Management



• **Aaron Klemm**  
- Sr. AVP



• **Manisha Dasai**  
- Business Services



• **Alexcis Dennis**  
- Customer Service Center

- **Edgar Ortiz** - Maintenance Shop
- **Casey Butler** - HVAC Shop
- **Kareem Lisbey** - HVAC Shop
- **Carlos Acero** - Custodian
- **Karen Posada Gomez** - Custodian
- **Maria Arevalo** - Custodian
- **Lucila Oseguera** - Custodian
- **Lizet Acevedo** - Custodian
- **Juan Chavez** - Landscape Services

# CONGRATULATIONS!

## FP&M PROMOTIONS

- Quentin Tew promoted to Supervising BSE
- Jim Stansberry promoted to Lead Plumber at the Water Treatment Plant
- Elaine Lozano promoted to Accountant II in Facilities Business Services



# Welcome to the Administrative Affairs team!



Employee & Organizational Development & Advancement



- **Leah Espinoza**  
- Operations Manager



- **Mary White**  
- Director,  
Payroll and Benefits Services



- **Jessica Yi**  
- Payroll Technician II,  
Payroll and Benefits Services



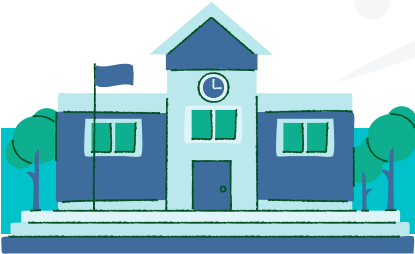
- **Gabriela Garcia**  
- Affirmative Action/Equal  
Employment Opportunity  
Specialist, ELR



- **Pung (Sheron) Yip**  
- Payroll Technician,  
Payroll and Benefits Services

- **Mary Martinez** - Retired Annuitant, Manager, Payroll and Benefits Services
- **Maribel Nerio** - Retired Annuitant, Confidential Admin Support, ELR
- **Fernando Neal** - Information Technology Consultant II, SLOEI
- **Michelle Flores-Sandoval** - Administrative Trainee, Customer Service Center

# Welcome to the Administrative Affairs team!



## Cal Poly Pomona Foundation

- **Christopher Hallman** - Technology Supervisor Bronco Bookstore
- **Yadira Terriquez** - Program Coordinator - Transfer Advantage Program
- **Jazmin Argueta** - Upward Bound North Program Advisor
- **Hosne Ara Afrin** - Assistant Project Coordinator- Learn Through Discovery Program
- **Bianca Martinez** - Program Coordinator- Project LOGRAR
- **Justin Alvarez** - POS Technician
- **Jose J Diaz Manzo** - HVAC Technician
- **Kevin Palomino** - Plumber/General Maintenance
- **Maria Bernardette Gonzalez** - Payroll Supervisor



## University Police Department

- **Karla Bethancourt** - Public Safety Specialist I





# Announcements

## Organizational Updates

Please join us in welcoming Internal Audit and UPD to the Division of Administrative Affairs.

### University Police

UPD is a full-service, sworn police agency that operates 24 hours a day, year round. UPD remains closely connected with the Division of Student Affairs, including the Police Advisory Task Force.



### Internal Audit

Internal Audit has been realigned with Administrative Affairs. Internal Audit works closely with Chancellor's Office to provide audit support to our state-side departments as well as auxiliary operations.

### Notice from Procurement

Delivery delays for a wide range of goods, from paper products to computers & vehicles, are expected to continue for the coming months and into the holiday season. Some of the contributing factors are “port congestions, labor, and delivery delays,” according to the Institute of Supply Management. For Cal Poly Pomona, the impact is higher prices and continued delivery delays, along with the need for us to plan accordingly.



# Announcements

## **PLANNED NOV. 11 POWER OUTAGE TO AFFECT MOST CAMPUS BUILDINGS**

The university will undergo a planned four-hour power interruption on Thursday, Nov. 11 (Veterans Day) that will affect a majority of the buildings on campus. The outage from 6 to 10 a.m. is expected to have minimal impact because the campus will be closed in observance of the federal holiday. The Science Laboratory (Building 3), Biotechnology Building (Building 4), College of Science (Building 8), the new Secoya and Sicomoro residence halls and the Centerpointe dining hall will not be affected by the interruption. For a full list of the buildings that will be impacted, see the story in PolyCentric.

## **ACCOMPLISHMENTS**

Congratulations Wendy Sloat, Manager of Facilities Business Services, and Brian Lake, Interim Manager of Landscape Services, on passing the Certified Educational Facilities Professional (CEFP) examination. CEFP professionals are recognized as the most accomplished in the facilities profession and the credential validates superior proficiency and application of skills needed to create and maintain safe, functional and inspiring learning environments for current and future generations.

## **LIBRARY EXPANSION/RENOVATION FUNDING REQUEST**

Danny Wu, Julie Tsang and Jaime Landman in Facilities Planning & Management led an expedited Feasibility Study for the University Library expansion/renovation Capital Outlay Program. They had about three weeks to prepare for what is normally a three- to four-month-long effort. CPP submitted a quality work product on time for \$73.5 million of capital funding from the Chancellor's Office. This would not have been possible without support from Steven Kim's team in Procurement.

## **SOCCER FIELD RENOVATION**

The Broncos men's and women's soccer teams are getting a kick out of their new turf after the renovation of two practice fields. The six-month turf project required a team effort. Lead grounds worker Michael Miller from the South Campus crew enlisted help from the irrigation and equipment departments. The multi-stage project necessitated the removal of the old turf, hydroseeding, and flail mowing, which is the trimming of the new grass inch by inch for three months. Read more about the project in PolyCentric.





A message from AVP, Kim Allain

Dear Colleagues,

As part of our ongoing commitment to organizational excellence, we are excited to announce that the PageUp recruiting system is live! PageUp was designed to advance Cal Poly Pomona's strategic hiring and retention initiatives. After much testing and training with stakeholders across the University, we are thrilled that PageUp has successfully launched for staff and management recruitments.

## Benefits & Features of PageUp

PageUp will make it easier for us to attract, hire, and onboard talented staff and management positions. Here are some of its great features:

- Streamline recruiting processes in a centralized, paperless, and cloud-based platform.
- Provide a user-friendly application process that allows resume-parsing and application submission via smartphone.
- Elevate the look and feel of our Careers Site to increase recruitment marketing efforts.
- Onboard new employees more easily and thoroughly with an interactive Onboarding Portal.
- Inform decision-making through enhanced reporting and analytics features.



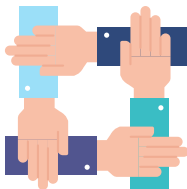
**Visit CPP Page Up Website  
for more information**

<https://www.cpp.edu/eoda/pageup/index.shtml>

# 2021 EDGE Leadership Development Program



The Department of Strategic Learning and Organizational Excellence Initiatives celebrated the graduation of the first EDGE Leadership Development Program! This program was created to provide aspiring CPP leaders an opportunity to enhance professional and personal skills, develop strategic leadership competencies, and build meaningful relationships.



**Special recognition goes to these EDGE graduates for being recognized by their peers, in these three categories:**

The EDGE Choice Award – Alfred Padilla

The EDGE #Getuncomfortable Award – Dr. Phyllis Nelson

The EDGE Helping Hand Award – Gabriela Garcia and Mercedes Quiroz

## **Program Graduates:**

- Alfred Padilla
- April Jimenez
- Chelsea Duran
- Gabriela Garcia
- Ishia Barajas
- Kenya Rampersant
- Kevin Malone
- Leah Espinoza
- Lilia Maciel
- Lori Inarda
- Lusero Sanchez- Lara
- Mercedes Quiroz
- Phyllis Nelson
- Rosa Lamas Serratos
- Sabrina Brown
- Shokoufeh Mirzaei
- Xiomara Tapia

Contact Andrea Handy for additional information on EDGE Leadership  
amhandy@cpp.edu





# Fall Word Search

G	M	H	A	R	V	E	S	T	I	B	E	D	W
R	N	R	M	R	F	O	L	I	A	G	E	R	O
R	C	T	D	E	G	N	A	R	O	I	R	I	L
E	W	I	N	D	Y	R	N	O	S	A	E	S	L
B	S	H	A	L	L	O	W	E	E	N	D	W	E
M	C	N	O	I	H	S	A	U	Q	S	R	O	Y
E	A	T	C	A	P	P	L	E	P	I	E	R	L
V	R	U	T	A	B	R	O	W	N	E	O	C	E
O	F	R	O	E	P	U	M	P	K	I	N	E	A
N	Y	K	B	S	E	P	T	E	M	B	E	R	V
T	U	E	E	A	U	T	U	M	N	N	F	A	E
E	A	Y	R	O	H	C	O	Z	Y	A	Y	C	S
H	A	C	O	S	T	U	M	E	H	P	O	S	N
C	I	D	E	R	H	A	Y	R	I	D	E	E	O

PUMPKIN  
TURKEY  
NOVEMBER  
FOLIAGE  
COSTUME  
OCTOBER  
SEASON  
HALLOWEEN  
WINDY  
LEAVES  
SEPTEMBER  
AUTUMN  
RED  
SCARECROW  
HARVEST  
SCARF  
ORANGE  
COZY  
BROWN  
HAYRIDE  
APPLEPIE  
CIDER  
SQUASH  
YELLOW





**BRONCO BOOKSTORE**

# Get Grad Ready!

**ORDER ANY TIME STARTING NOVEMBER 1<sup>ST</sup>, 2021**

**SHOP IN STORE OR ON-LINE  
WE HAVE ALL YOUR GRADUATION NEEDS!**



**CONGRATULATIONS!**



**Bronco Bookstore  
3801 W. Temple Ave.  
Bldg. 66  
Pomona, CA 91768**

## WHAT DOES THE BOOKSTORE OFFER?

**Cap & Gown Measurements & Fittings**

**Exclusive Discounts Save 20% or more on Grad Packs**

**Exclusive Discounts on Class Rings up to 30% off**

**Personal Shopping Experience with a Josten's Grad Specialist for all of your special order items such as:**

**Custom Announcements  
CPP Jewelry  
Diploma Frames  
Class Rings**

**Access to Campus Partners Including:**

**Commencement Ceremony Team  
Alumni Affairs**

**Graduation Flowers  
(pre-order flowers and leis!)**

**Photos by Grad Images**

**Savings Offers on Educational  
Technology Purchases from:**

**Savings on Apple, Microsoft,  
Tech Accessories and more!**

**ORDER ONLINE 24/7 @ CPPGRAD.COM**



# Cal Poly Pomona

## Winter Wonderland Holiday Mixer



# Save the Date

Door  
prizes



Friday, November 19, 2021  
4:30PM-7:30PM

Exclusive Event for  
**Alumni, Parents, Faculty & Staff**



**RSVP BY - 11/15/2021**  
**BRONCOBOOKSTORE.COM/EVENTS**

To RSVP or for additional  
information, visit link above or  
scan the QR code.



### COVID PROTOCOLS WILL BE STRICTLY OBSERVED

Please do not attend the event if you are experiencing any COVID-19 symptoms or are under quarantine or isolations orders. Adherence to all campus protocols is required. If you have a COVID-19 incident within two weeks after visiting the Cal Poly Pomona campus, please contact [healthscrener@cpp.edu](mailto:healthscrener@cpp.edu) immediately upon knowledge.