

# Administrative Affairs Newsletter



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Dear Colleagues,

I hope that this newsletter finds you well. Spring 2022 has been quite busy for our division. With the return of staff and students in increasing numbers, our division continues to be at the center of health, safety and wellness planning and I deeply appreciate your continued contributions to the campus.

Our divisional leadership team held a strategy retreat in the Fall to define the mission and vision for our division that will guide us in the years to come. The result of the retreat was our Divisional Strategy Map (see last page). The strategy map outlines not only our operational goals, but also our divisional values. It describes how our leadership team will approach our work and how we will lead our departments. You will notice that ‘joy’ is included as a divisional value. This was an intentional decision. Each day at CPP and within our division we collectively support the noble mission of student success and I hope that we are all able to find joy in the service we provide our students and in the way that we collaborate among our teams.

I encourage you to review the Divisional Strategy Map when you have a moment. I have also asked each of our divisional leaders to create department-specific strategy maps during the Spring as well and look forward to sharing those with you as well.

We have had a number of organizational shifts within the division over the last few months. These shifts have provided us an opportunity to realign some of our units to more effectively and efficiently serve the campus community. We have appreciated your patience and support throughout these transitions. This newsletter will outline some of the recent shifts that have taken place.

Each newsletter will also include a spotlight of one of our departments. I am pleased to spotlight the Strategic Sourcing and Support Services department for this newsletter. The department has recently been renamed as part of the organizational realignment. This group continues to provide critical services to our community, and I hope that you will learn more about who they are and the important work they do every day.

I had sincerely hoped that we would have been able to have an in-person All-Hands division meeting by this point in the semester. Unfortunately, the pandemic continues to make such plans difficult at the moment. My hope is that we will be able to join together as a division in-person sometime this summer.

Wishing you a safe and healthy Spring semester.

Sincerely, Ysabel Trinidad  
Vice President Administration & Finance/CFO

# Welcome New Employees

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## Facilities Planning & Management



**Andrea Padilla**, Space Analyst



**Jill Chambers**, Director, Design and Construction



**Benjamin Lucas**, Chemical Hygiene Officer, EH&S

**Ryan Hamilton**, Lead Groundworker

**Ismael Zavalza**, Groundworker

**Carlos Jaramillo**, Groundworker

**Jose Camacho**, Groundworker

**Maximo Villarreal**, Groundworker

**Noemi Gorostiola Vega**, Groundworker

**Karen Posada-Gomez**, Custodian

**John Camacho**, Heavy Equipment Operator

**Irvin Sanchez-Lara**, HVAC Shop

## Foundation



**Toby Bushee**, General Manager at Kellogg West

## Strategic Sourcing & Support Services

**Stephanie Fan**, Buyer II

**Larissa Meza**, Buyer I

**Christine Holloway-Cruz**, Buyer I

**Brittany McCormick**, Procurement Coordinator

## Employee & Organizational Development & Advancement

**Serena Aguirre**, Benefits Analyst

**Michelle Flores Sandoval**, Human Resources Services Analyst

**Ariana Ramos Herrera**, Admin Analyst, Payroll Services

**Aneth Mahmood**, Talent Advisor, Talent Acquisition

**Glenn Shenker**, Retired Annuitant, Talent Acquisition

**Candice Valentine**, Temporary Assistant to the Senior AVP EODA/HR Operations

## University Accounting Services

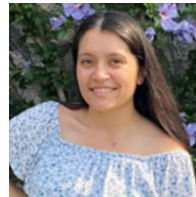
**Geoffrey Horita**, Accounting Manager

**Debra Mcgoldrick**, Accounts Payable Manager

**Jessica Lopez**, Accountant

## Administrative Affairs

**Jon Saclolo**, Special assistant to the VP of Administrative Affairs



**Paulina Diaz**, Graduate Assistant at the Village



**Kris Arguin**, Executive Chef at Kellogg West



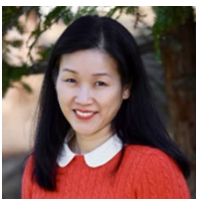
**Abigail "Aby" Escatel**, Area Coordinator at the Village



**Sonia Islas**, Assistant Front Desk Manager at Kellogg West



**William Chung**, Assistant Director of Financial Services



**Susan Tanartkit**, Assistant Director of Contract and Project Management

**Marisol Botello**, Marketing and Branding Development

**Nonzenzele Aldonza**, Assistant Program Coordinator

**Jazmin Argueta**, UB-Program Advisor

**Sophia Baroz**, Administrative Assistant

**Jerry Salomon**, Cook

**Julia Carney**, Marketing Coordinator II

**Alicia Nunez**, Web Developer

**Efren Diaz**, Coordinator II

**Christian Murillo**, Advisor

**Angelique Hernandez**, HR Generalist

**Yadira Terriquez**, Coordinator III

**Iliki Valencia**, Marketing and Branding Development

**Yvette Lane**, Executive Assistant

## Promotions

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### Facilities Planning & Management

**Ryan Hamilton** – Promoted to Lead Grounds Worker of the Equipment Crew (in landscape services)

### Student Accounting & Cashiering Services

**Nelson Molina** – Promoted to Accountant II (within SACS)

**Marina Kelleher** – Promoted to Account I (within SACS)

### Foundation

**Rosa Morales** – Promoted to Retail Manager (Dining)

**Martha De Alba** – Promoted to Residential Dining Manager (Dining)

**Juan Iturbe** – Promoted to Assistant Manager (KW Catering, Dining)

**Lynn Zhuo** – Promoted to Assistant Manager (BSC, Dining)

**Brenda Verdugo** – Promoted to Assistant Manager (Campus Center, Dining)

**Alejandro Iniguez** – Promoted to Assistant Manager (Centerpointe, Dining)

**Sandra Cain** – Promoted to Assistant Director (Dining)

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## Employee & Organizational Development & Advancement

**Jesus Francisco Avalos** – Promoted to Manager, Strategic Learning and Organizational Excellence

**Stephany Soria** – Promoted to Lea, human Resource Information Systems

## University Accounting Services

**Natalie Yan** – Promoted to Accounting Analyst (previous role was AP specialist)

## Organizational Updates

Please note the following organizational shifts in reporting structure:

**Financial Services:** Michelle Cardona has been appointed Interim Associate Vice President for Financial Services. We will recruit for a permanent AVP in the Fall. Financial Services includes the following departments:

- \***University Accounting Services**
- \***Student Accounting and Cashiering**
- \***Strategic Sourcing and Support Services**

**Budget Planning and Analysis:** Anne-Marie Larrabure has been appointed Interim Director of Budget Services. We will recruit for a permanent Assistant Vice President for Budget Planning and Analysis in the Spring.

## Bronco Bookstore Instant Access

### Program Success

Bronco Bookstore's [Instant Access](#) program has continued to expand to meet the need of students learning remotely and on campus, by making sure digital textbooks and online learning platforms are provided automatically when classes start. For Spring 2022, so far over 35000 licenses for e-texts or other digital materials have been distributed to over 20,000 students, compared to 26,000 licenses to 18,000 in Spring 2021.

### Bronco Bookstore Updates

Bronco Bookstore is OPEN for In-Person Shopping!

#### **Store Hours:**

Monday - Friday 9:00 AM - 5:30 PM

Saturday - Sunday ON-LINE - 24 / 7

Open On-line 24/7 @

<https://www.broncobookstore.com/>

\*HOURS SUBJECT TO CHANGE AT ANY TIME TO MEET CURRENT CONDITIONS

STATE OR COUNTY

MANDATED CONDITIONS. Limited # of customers allowed in store, masks required.



**Innovation Brew Works** named one of the [Best Things to Do in Pomona](#) by *Travel Lens!*

## **University Accounting Services (UAS): Announcements**

A new travel checklist was developed and rolled out to the campus in January 2022 to assist individuals traveling on official university business to adhere to the CSU Travel and Business Expense Reimbursement Procedures. Travelers can access the new Travel Checklist on our [Travel Announcements webpage](#) or [UAS Forms webpage under Travel](#).

The Corporate Travel Credit Card Program Administrator is finalizing the annual review of both the Corporate Departmental and Individual Travel Credit Cards to minimize the credit risk to the university. This process will identify areas of potential risk to the university and may require updates to cardholder accounts. Cardholders will be notified directly by the Program Administrator if their account will be affected by the review.

Upcoming: A new process to submit non-student AR billing requests is being finalized and will roll out to the campus in the coming months. The process will utilize Smartsheet, along with a newly created shared email address, to submit all billing requests. This new process will replace the manual process of submitting a memo to request an invoice. Look for the announcement in an upcoming issue of CPP This Week.

Upcoming: Year-end is approaching. Be on the lookout for the FY21/22 Administrative Timeline, outlining important deadlines that have been established to meet the year-end close requirements. (Depending on timing of when the newsletter will be published, we may have this published.)

## **New FP&M Website to Launch**

Facilities Planning & Management is scheduled to unveil a revamped website by late March. The new website will place essential information in drop-down menus and will be easier to navigate than the current version. The new website includes the department's new mission, vision and value statements, emergency contact lists, detailed department descriptions, new campus-wide operational directives, resource pages and a professional development webpage.

## **FP&M Strategy Map Completed**

Facilities Planning & Management has completed a Strategy Map that aligns with the goals of the Division of Administrative Affairs. The department also is completing SMART Goals that also align with divisional goals.

## **Student Accounting & Cashiering Services (SACS):**

The following positions are vacant within SACS and currently recruiting, if interested please apply:

- Vault Cashier
- Cashier
- Student Accounts Specialist
- Accountant II



## **CLA Tower and Registrar Demolition**

The iconic but structurally flawed CLA Tower and adjoining Registration section will be demolished this summer to pave the way for a multi-use green space for the campus community. The removal of the tower is scheduled to begin in late May and be completed by mid-August before the start of the fall semester. The site will then undergo a transformation into a green space and a planned hub for "campus as a living laboratory" projects.

## Department Spotlight – Strategic Sourcing & Support Services

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Strategic Sourcing and Support Services is led by Interim Director Sergio Rodriguez and includes the following units:

### CPP Procurement Services & P-Card

With over 100 years of combined CSU & Public Sector Procurement experience, the Procurement Services Team works directly with the Campus Community and CSU Colleagues to develop and implement innovative solutions to the University's most complex Procurement and Supply Chain challenges.

Procurement Services prepares and issues University Purchase Orders and negotiates contracts on behalf of the University in accordance with State and CSU Policies, including atypical, highly complex and customized work that require contracts for CPP. Procurement Services also conducts the formal bidding process and manages the campus P-card program.

Procurement Services is currently conducting "Procurement 101" Trainings for Campus Departments, upon request. To request a Procurement 101 Training Session, please email Sergio Rodriguez, Director of Strategic Sourcing and Support Services at [sergior1@cpp.edu](mailto:sergior1@cpp.edu) or CPP Procurement [procurement@cpp.edu](mailto:procurement@cpp.edu).

CPP Procurement Services conducts its operations consistent with the five pillars of Public Procurement: Value for Money

- Open and Effective Competition
- Ethics and Fair Dealings
- Accountability – Reporting
- Equity

### **Meet Our Team:**

**Lorraine Rodriguez**, Contract Administrator

**Hector Muniz**, Procurement Lead

**Duane Johnson**, Contract Analyst

**Jackie Miranda**, Buyer II

**Stephanie Fan**, Buyer II

**Sylvia Moriel**, Buyer I

**Larissa Meza**, Buyer I

**Christine Hollaway-Cruz**, Buyer I

**Brittany McCormick**, Procurement Coordinator

### **License of Facilities (LoF)**

The License of Facilities Office is the first point of contact for any third-party individual or organization wishing to use Cal Poly Pomona campus facilities. The license of facilities coordinator will assist and verify the best suited location on campus to meet the needs and requirements for any event, film/photoshoot and can provide a campus tour of facilities available upon scheduling. Our LoF staff has also been successful in creating relationships with our campus community, which has assisted in the streamlining of communication between Cal Poly Pomona and our clients.

### **Meet Our Team:**

**Jessica Garcia**, Facilities Coordinator

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## **Asset Management**

CPP Asset Management (AM) is responsible for the administration of State-Owned property (capital and non-capital assets). AM implements property management policy, procedures, online systems, and training to maintain an effective, compliant asset life cycle property system (from acquisition to disposition). In addition, AM serves as the liaison with property auditors and provides guidance to departments, faculty, and staff regarding issues related to property administration and inventory. AM runs the university surplus property sales, reutilization, disposal of property, and e-waste.

## **Graphic Communications Services**

CPP Graphic Communications Services provides printing, design, and copy solutions for the campus. Common requests involve business cards, brochures, worksheets, posters, banners, envelopes, lab manuals, and simple copying jobs.

Graphic Communications Services has recently helped in providing all COVID-19 decals and signage used across campus and continued to remain open for projects while the campus was under lockdown.

## **Distribution Services**

CPP Distribution Services is the department that handles the inbound, receiving, sorting, distributing, and mailing of all mail and packages that come to campus. This includes morning runs to the post office to pick up mail and packages, receiving packages from FedEx, UPS, Amazon and other carriers, sorting mail for delivery to each campus department, delivering to and picking up campus mail and packages from the departments, and preparing outgoing mail to be mailed out.

Recent achievements for the department include continuing support for PPE distribution, ensuring tracking continuity and scheduling deliveries while campus was on lockdown, and utilizing sourcing cooperatives to ensure the best contractual deals with UPS and FedEx.

## **Meet Our Team:**

**Rod Luna**, Property Officer

**Kambiz Ghafoori**, Property Officer

## **Meet Our Team (Staff List)**

**David Segal**, Interim Manager

**Tierney Tait**, Accounting Technician III

**Gabrielle Miani**, Admin Support Coordinator II

**Lynn Tran**, Reprographic Specialist III

## **Student Worker Team**

**Hawn Gangl**, Student Customer Service Rep

**Juritzzy Mata**, Student Customer Service Rep

**Pavish Patel**, Student Customer Service Rep

**Dajahna Powell**, Student Customer Service Rep

## **Student Worker Team**

**Brian Lee**, Student Mail Runner

**Diego Sigala**, Student Mail Runner

**Justin Estrada**, Student Mail Runner

**Kenny Lee**, Student Mail Runner

**Lizzbeth Zarate**, Student Mail Runner

**Luis Torres**, Student Mail Runner

**Michelle Rodriguez**, Student Mail Runner

**Robinson Wills**, Student Mail Runner

**Titus Manuele**, Student Mail Runner

## **Meet Our Team (Staff List)**

**David Segal**, Manager

**Maria Soto-Guerra**, Warehouse Worker

**Keith Bravo**, Warehouse Worker

**Edgar Rodriguez**, Warehouse Worker

**Steven Najera-Martinez**, Warehouse Worker

## 2022 Service Awards

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The annual Service Awards ceremony is part of a tradition of recognition and gratitude for our dedicated employees, whose accomplishments and outstanding work contribute to the success of our students, faculty, staff, and alumni at Cal Poly Pomona.

The Service Awards ceremony, traditionally held during Fall Convocation, honors and recognizes our faculty and staff for service milestones of 10, 15, 20, 25, 30, 35, 40 and 50 years of service to the university. This year, we have one individual who has hit the 50-year milestone! Thank you for your dedicated service to CPP.

### Facilities Planning & Management

<b>Gary Funk</b> - Custodian	35 Years
<b>George Lwin</b> - Utility Manager	35 Years
<b>Tony Lee</b> - Auto Equipment Mechanic,	20 Years
<b>Joseph Phillipy</b> - Chief Water Operator	20 years
<b>Maria Jimenez</b> - Custodian	20 Years
<b>Mark Miller</b> - Manager, Maintenance, Fleet & Services	20 Years
<b>Michael Babb</b> - Groundworker	20 Years
<b>Peter Phan</b> - Locksmith	20 Years
<b>Salvador Guzman</b> - Groundworker	20 Years
<b>Christopher Norris</b> - Project Supervisor	15 Years
<b>Eli Gomez</b> - Groundworker	15 Years
<b>Manuel Guzman</b> - Groundworker	15 Years
<b>Jorge Lima</b> - Custodian- Facilities Management	10 Years
<b>Nickolas Vasquez</b> - Custodian	10 Years
<b>Vik Karkudian</b> - Auto Equip Mechanic	10 Years

### Procurement

<b>Sylvia Moriel</b> - Buyer	35 Years
<b>Lorraine Rodriguez</b> - Lead Contract Administrator	20 Years

### University Accounting Services

<b>Helen Lee</b> - Accounts Payable Coordinator	15 Years
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### Employee & Organizational Development and Advancement / HR

<b>Lori Bunner</b> - Team Lead, HR Customer Service Center	15 Years
<b>John Gungon</b> - Lead, Talent Acquisition	10 Years

### University Police

<b>Anthony Acevedo</b> - Team Lead, Lead Public Safety Specialist	15 Years
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## Cal Poly Pomona 2017-2025 Strategic Initiatives

1. Deliver quality programs that promote integrative learning, discovery, and creativity
2. Enhance student learning, development, and success
3. Prepare our students for the future of work, human, and civic engagement
4. Strengthen our economic vitality and impact
5. Advance organization development and employee excellence

## Administrative Affairs Strategy Map 2021 - 2025

<b>Vision</b>	<b>Mission</b>
Administrative Affairs enables student success to achieve an inclusive polytechnic vision, by providing high quality services with a focus on continuous improvement	We facilitate institutional success through organizational transformation of administrative processes for the effective delivery of quality services
<b>Values:</b> Integrity * Excellence * Collaboration * Inclusivity * Commitment * Solution Oriented * Joy	



### Administrative Affairs Goals

Model Effective Campus Stewardship	Cultivate Collaborative Communication	Improve Operational Excellence	Enhance Organizational Capability
<ul style="list-style-type: none"> <li>• Implement financial controls such as segregation of duties and checks and balances</li> <li>• Benchmark against peers to determine effectiveness</li> <li>• Improve reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Develop communications strategies</li> <li>• Enhance website presence and development</li> <li>• Provide communications training and support</li> <li>• Increase channels of communication</li> <li>• Implement and take action on communications feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Institute culture of continuous improvement, including implementation of LEAN principles</li> <li>• Improve customer survey tools</li> <li>• Develop and implement strategy for process and policy documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Create positive culture with focus on inclusive excellence</li> <li>• Implement and support "Great Colleges to Work For" Initiative</li> <li>• Institute strategic succession planning</li> <li>• Promote intentional professional development</li> </ul>