

Administrative Affairs Newsletter



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Dear Colleagues,

The spring semester certainly seems to be flying by. I hope that you and your families are well, especially with all of the rain that we have been having the last few months.

It has been quite a busy semester for us. Whether it is moving through the annual budget process, quickly responding to repair requests due to the rain, developing an employee value proposition to retain our staff and attract new employees, or the daily work of keeping our campus community safe, well-maintained and operations running smoothly, our division provides critical support for all areas of the campus. Thank you to each of you for your part in supporting our students and the mission of the university.

We spotlight the Budget Planning and Analysis (BPA) team in this issue of the newsletter. The BPA team may be small in number but we cannot emphasize enough their importance to our campus. BPA manages the annual budget process and works closely with me in developing and monitoring the institutional budget. I am grateful for the analytical support, data and recommendations they provide to senior leadership.

Wishing you a safe and healthy remainder of the Spring semester.
Sincerely,

Ysabel Trinidad
Vice President Administration & Finance/CFO



Welcome New Employees

Employee & Organizational Development and Advancement

Laura Gonzalez, Talent Acquisition - Talent Advisor

Kathleen Firstenberg, Employee/Labor Relations Employee/Labor Relations Specialist

Viviana Pacheco, Payroll and Benefits Services - Leaves Coordinator

Korina Gonzalez, Payroll and Benefits Services - Fee Waiver Coordinator

Monique Arter, Payroll and Benefits Services - Payroll Technician II

Veronica Gauna Gonzalez, Payroll and Benefits Services Workforce Administration Analyst

University Police Department

Robert Calzada, Public Safety Specialist

Thomas Case, Public Safety Specialist

Cesar Moreno, Public Safety Specialist

Mike Hillman, Special Projects Coordinator

Karla Morales-Bethancourt, Property & Evidence
(ancillary assignment)

Foundation

Dina Lopez, AGriscapes - Outreach Assistant

Valerie Castro, Foundation Admin - Executive Assistant

Lisa Coats, Foundation Admin - Admin Assistant

Tony De Avila, Kellogg West - Cook

Veronica Gamez, Dining Services - Cook

Tom Aiono, Finance - A/P Manager

Vanessa Herrera, Upward Bound - Academic Advisor

Facilities Planning & Management

Lourdes Martinez, Custodial Services - Custodian

Lizette Diaz, Custodial Services - Custodian

Financial Services

Elaine Lozano, University Accounting Service - Accounts
Payable Manager

Louie Marin, University Accounting Services -Accounts
Payable Specialist

Promotions

Employee & Organizational Development and Advancement

Stephany Soria, Manager - Talent Acquisition &
Compensation and Classification

Lindsay Roussopulos, Interim Director - Payroll &
Benefits Services

Joanne Castillo, Payroll/PeopleSoft Analyst

Briana Hoyos Ortiz, Interim Manager - Benefits
Services

University Police Department and Parking

Arlett Carmona, Interim Emergency Manager

Mike Yu, Executive Director for Parking, Transportation and
Administrative Services

Foundation

Jessica Ramirez, Upward Bound - Academic Advisor

Gabriela Espinoza, Dining Services - Supervisor

Karina Espinoza, Upward Bound - Academic Advisor

Paulette Gutierrez, Dining Services - Assistant
Manager

Budget Services

Anne-Marie Larrabure promoted to Director of Budget
Planning and Analysis

Facilities Planning & Management

Cat Nu'uhiwa, Administrative Manager

Vanessa Garcia, Manager of Customer Support &
Workflow

Organizational Updates

Environmental Health and Safety (EHS) has moved out of Facilities Planning & Management (FPM) and now reports through the VP Office.

As noted in the recent campus announcement, EODA has now transitioned out of Administrative Affairs and is now part of the newly created Division of People, Culture and Institutional Affairs. We have deeply appreciated the strong partnership with EODA over the years and offer our heartfelt thanks to the entire EODA team for their continued support of the division and to the campus.

Division News & Announcements

The University Police Department (UPD) is launching the “3070 Campaign” to promote a safer community. What is the “3070 Campaign?” Extension **3070** is the main phone extension for the police department’s Dispatch Center. The goal of the campaign is to increase public awareness of how to contact UPD directly and reduce the amount of time it takes for help to arrive. Automated 911 systems use cell phone towers to help locate persons and direct their calls to the nearest law enforcement agency. This works great if you are in the center of a city. However, every system is not without its quirks. The California Highway Patrol is the law enforcement agency that patrols the freeways and state highways in California. Since Cal Poly Pomona is located so close to the 10 Freeway, there is a chance that if you dial 9-1-1 from your cell phone, your call will be directed to the closest CHP office instead of UPD Dispatch. To resolve this issue, it is prudent to program UPD’s phone number into your cell phone (909-869-3070). Another option is to dial 9-1-1 or 3070 from a campus phone, which will route your call directly to UPD Dispatch.



With this public information campaign, our hope is that everyone on campus will program the UPD phone number into their phone. Whether there is an emergency or not, it is always good to have the police department’s phone number readily available. The webpage below contains instructions and information for students and staff about calling UPD.

We are continuously looking for opportunities to share information with the campus community. UPD is asking Administrative Affairs to help spread the word and let everyone know about **3070**.

FPM Organizational Assessment

FPM has partnered with an external consultant, The Knowledge Collaborative, to perform an organizational assessment of the department. The assessment will allow all FPM staff members to provide feedback on changes that have occurred across the department over the last year and a half. Staff members will participate in focus groups to provide candid feedback that will help the department to better implement changes going forward. The consultants will meet with FPM staff members in later April.

Division News & Announcements

Professional Development Opportunities Yield Benefits for FP&M Staff and University

On the pathways leading to May's Commencement ceremonies at The Quad, the groves of sycamore that give the campus its distinct ambience also have potential to put the safety of thousands of celebrants a limb. Spotting such hazards lurking in trees is part of job of gardener Jose Mireles, who is a certified arborist and has the knowledge to detect overextended branches, dense canopies, and decayed dead limbs. He walked and inspected those pathways before Commencement. Mireles was able to receive arborist certification because of professional



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development opportunities that are promoted and offered in Facilities Planning & Management (FP&M). Mireles is one of 13 staff members in Landscape Services who have earned certifications. Administrative Affairs has highly encouraged professional development by staff members in departments across the campus. In FP&M, a budget has been established for education and seminars and certifications are paid by the department.

IRRIGATION CREW MEMBERS EARN CERTIFICATIONS

Sal Guzman (lead), Jaime Garcia Luna, Eric Moreno and Jose Medina Quiroz of the Irrigation crew have earned EPA WaterSense Professional Certifications after completing 18-hour workshops and tests. The certifications combine the California Landscape Contractors Association Water Management Certification Program with the Qualified Water Efficient Landscaper program. Topics covered in the workshops included sustainable landscaping, soil composition, irrigation maintenance, landscape water management, and landscape water budgeting. The workshops, which are part of FP&M's emphasis on professional development, offered two-fold benefits for participants: the latest in industry



practices and application of that knowledge to their jobs.

Year-End FY 2022/23



Year-end is approaching! The FY2022/23 Administrative Processing Timeline has been published and is available on the [Financial Services](#) and [University Accounting Services](#) websites. The timeline details important deadlines that will allow the University to submit financial information to the CO and SCO by the July 11, 2023, deadline.

Questions regarding the timeline can be directed to the individuals identified for each year-end close activity.

Division News & Announcements

CPP to DTLA: Silver Streak Bus Stop Arrives on Campus

A new Foothill Transit bus stop at Cal Poly Pomona will open up opportunities for Broncos to go to downtown Los Angeles in less than an hour on weekdays and improve access to/from campus. Foothill Transit and the university officially unveiled the new bus stop for the popular [Silver Streak rapid bus line](#) in front of the Student Services Building on Jan. 23. With the [Class Pass](#), all CPP students can ride the Silver Streak for free — as well as any other local bus line operated by [Foothill Transit](#). The [Silver Streak](#) is a premium rapid bus line that serves downtown Los Angeles, El Monte, West Covina, Pomona and Montclair. It runs 24/7, with trips between 7 a.m. and 7 p.m. on weekdays stopping at Cal Poly Pomona as part of the pilot.



“Because transportation sources represent nearly 50 percent of the greenhouse gas emissions generated by the campus, promoting alternative transportation options is critical to achieving a more sustainable campus environment. These programs also help address a basic need for our students, especially for those who cannot afford an automobile,” said Danny Wu, executive director of Campus Planning, Transportation & Sustainability and co-chair of the Alternative Transportation Committee.

Learn by Doing and Student Success Converge at Facilities Planning & Management

The road that leads to [Facilities Planning & Management](#) (FP&M) in Building 81 near the outskirts of campus also forms a junction for Cal Poly Pomona’s learn-by-doing ethos and dedication to student success. Students have flocked to the university for decades to take advantage of learn-by-doing opportunities. This application of knowledge combined with hands-on experiences enrich the principles and theories taught in the classroom. When students search for jobs on campus, FP&M isn’t the first department that comes to mind. But for students majoring in diverse fields such as mechanical engineering, communications, urban and regional planning, and sustainability, the experiences and insights gained in a professional setting help provide a steppingstone for their career paths.



Enterprising students have utilized FP&M’s work opportunities to help give them a jump-start in their chosen fields, and some have even started their careers in the same department that helped shaped their work ethic. Students have gone on to careers in campus planning, urban and regional planning, architecture, engineering, horticulture, computer-aided design, sustainability and education.

2023 Town & Gown Bike Ride

The annual ride through the streets of Pomona is scheduled for April 21. Participants can take in a leisurely bike ride with fellow students, faculty and staff through different neighborhoods in the City of Pomona (must be 18 years or older). Town & Gown, which helps kick off campus-wide Earth Week events from April 16 to April 22, highlights the deep connections between the university and the city. Town & Gown is organized by FP&M’s Office of Campus Planning, Transportation & Sustainability and the university’s Alternative Transportation Committee.



Division News & Announcements

University Drive Reopens After Completion of Rehabilitation Project

Two-way traffic is flowing again along University Drive after the completion of a rehabilitation project that widened the road to accommodate a dedicated shuttle bus lane and implemented measures to enhance pedestrian safety. The \$5-million project yielded improvements at crosswalks to comply with Americans with Disabilities Act (ADA) requirements and a widened roadway that will ease traffic congestion on the former two-lane street. The main objective of the rehabilitation project was to replace asphalt on the venerable street. KPPF Engineers concluded that the asphalt had reached the end of its service life. Also, standing water caused by the lack of appropriate drainage systems had exacerbated road damage in the last decade. The project, which was initiated on June 1, 2022, and overseen by Facilities Planning & Management, consisted of replacing the base layer of the road and worn-out asphalt. In some sections of the street, up to 22 inches of base and asphalt was replaced.



Distribution Services Update: Create UPS and FedEx Shipping Labels Online

Distribution Services is announcing that existing physical shipping documents for UPS and FedEx are being phased out in favor of creating shipping documents online. This is a decision both internally and externally as the new process benefits both the campus and the shipping companies for a variety of reasons. The process is safer and more reliable than the old method as it has the ability to validate address information before creating the label and communicates shipping information to FedEx and UPS when the label is generated. In addition, you are able to look up the status and number of packages you have shipped online, and your shipments will give you cost estimates along with estimates for other rates.

Interested staff and faculty will need approval from a HEERA manager, who can email David Segal at dasegal@cpp.edu in order to have them registered for their own campus UPS and/or FedEx account. While it is recommended that the old forms be disposed of, for the interim, packages that come into Distribution Services with the old slips on them will be replaced with online slips, with the new tracking number being emailed to the shipper

Ice Cream on Campus!



Ice cream using Cal Poly Pomona grown ingredients is coming to campus and is currently in its final stages of product development!

On Thursday, February 16th, Cal Poly Pomona Enterprise Foundation Dining Services hosted a free sampling event in the campus quad. Students had the opportunity to taste ice cream using CPP-grown ingredients and sample the type of fruit used in its manufacturing, courtesy of the Farm Store. Featured ice cream flavors were guava cheesecake, satsuma mandarin and avocado. Fresh avocados, satsuma mandarins and cara cara oranges grown here at Cal Poly Pomona Farms

were used to make the ice cream in collaboration with a local creamery.

CPP Farms Ice Cream is credited to Aaron Fox's Farm to Table class and CPP Enterprise Foundation's Dining Services Culinary Development Department students. The final product is being developed in partnership with CPP Enterprise Foundation and students from various campus areas, such as the College of Agriculture.

Division News & Announcements

Foundation Mardi Gras Dinner

In celebration of Black History Month, Enterprise Foundation Dining Services collaborated with the African American Student Council for a Mardi Gras Dinner.

The special event occurred on February 21st from 5:00pm – 8:00pm at Centerpointe Dining Commons.

Guests enjoyed live music from the Cal Poly Pomona Jazz Band, a photo station, free giveaways, games and awesome prizes!



Centerpointe's executive Chef Kris handcrafted the Cajun menu, including smoked alligator ribs, smoked alligator sausage, fried fish po boy, house-made spicy pickles, chicken and crawfish etouffee, fried okra and much more! Chef Kris teamed up with Collins College students to teach a live, hands-on demonstration of an alligator fabrication. The demonstration was filmed and streamed on YouTube Live on February 17th, which can be viewed here: <https://www.youtube.com/watch?v=wGjh4aFMTKU>

The students that took part in the fabrication were also employed at Centerpointe and were greatly involved with preparing other menu items. CPPEF Dining Services strives to create unique experiences in support of Learn By Doing



Upcoming Learning & Information Sessions

Bi-Monthly Campus Partners and Payroll Meetings

The purpose if the Bi-Monthly Campus Partners and Payroll meetings are to improve communication and provide timely updates /reminders to our campus partners, Payroll Services will continue to offer bi-monthly meetings for paycheck coordinators, timekeepers, and authorized officials to attend.

Meetings will be held on the first Tuesday of the month from 9:00 a.m. - 10:00 a.m.

Register via [CPP Learning](#).

- April 4, 2023
- June 6, 2023
- August 1, 2023
- October 3, 2023

Cross Campus Collaboration Courses

Learn with colleagues across the CSUI this program gives us a unique opportunity to extend campus classes beyond campus borders and offer a new way to share professional development across the CSU.

[Register via CPP Learning](#)

Benefits Information Sessions

- April 19th, 9:00 – 11:30am
[Register via CPP Learning](#)
- May 16th, 9:00 – 11:30am
[Register via CPP Learning](#)
- June 20th, 9:00 – 11:30am
[Register via CPP Learning](#)

*Visit the [CPP Learning Calendar for courses offered by the Strategic Learning Team](#).

Procurement 101 Sessions

Procurement Services is providing Procurement101 sessions (On demand) for the Campus Community. Procurement101 sessions offer the opportunity for the Campus Community to:

- Understanding the role of Procurement Services at CPP
- Basic education of University, State, and Federal requirements in support of the University's mission.
- Helping CPP be compliant with State and Federal guidelines

To schedule a Procurement101 Session – Please reach out directly to Sergio D. Rodriguez at sergior1@cpp.edu or to Procurement at procurement@cpp.edu.

Employee Recognition

- **Kate Katsuhiko, Madiha Mahmood, and Stephany Soria** received their certifications for Society for Human Resources Management (SHRM) and they are working on their Lean Six Sigma Green belts!

Rachna Vermani received her Lean Six Sigma Green belt and is working on a Project Management Certificate.

Customer Service Experience

Talent Acquisition (TA)

New hires have been responding to Talent Acquisition's New Hire Survey and are responding that they are happy with the onboarding process and feel connected to Cal Poly Pomona's Mission and Values. (Great job TA team, keep up the good work!)

Customer Service Center (CSC)

Congratulations to the EODA Customer Service Center for maintaining a 4.9 customer satisfaction rating on their Customer Experience Survey. Way to go team!!

Budget Planning & Analysis (BPA)

Budget Planning & Analysis (BPA) is responsible for institutional resource planning and allocation, ensuring the utilization of resources aligns with the mission, vision, and strategic priorities of the university. To facilitate the all-funds budget planning process, BPA works collaboratively with the University academic and administrative units to provide guidance on the annual operating and capital budget development process, manage position control, monitor spending against budget, and report on quarterly and year-end variances. Furthermore, BPA is responsible for processing labor cost distributions and payroll adjustments including salaries and benefits.

During the 2021/2022 fiscal year, the budget team processed 549 budget transfers and 2,058 payroll adjustments. That comes to an average of 2.22 budget transfers and 8.33 payroll adjustments per day. Budget transfers and payroll adjustments are some of the key day-to-day tasks processed by the department. The senior budget analysts strive to process the submissions as soon as possible while checking for accuracy to ensure accurate reporting for the campus.

BP&A manages the Labor Cost Distribution (LCD) process for the campus. LCD is the process of exporting a monthly CSU payroll expenditure journal from the CMS Human Capital Management (HCM) application into CFS (Common Financial System). Once the journal has been exported, payroll expenses for that month are reflected on departments' CFSs, and detailed payroll information is available on the CSU Paycheck Distribution Detail Report.

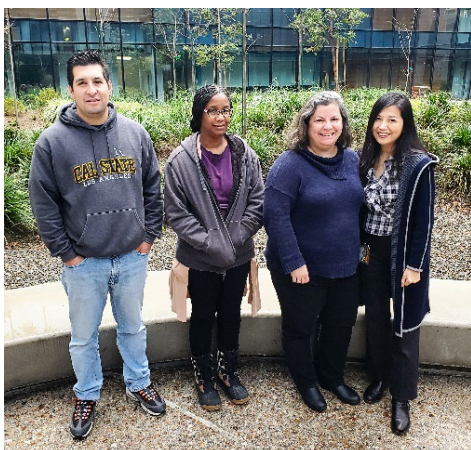


To enhance institutional resource planning, BPA launched the implementation of Questica in FY 22-23, a budget planning software that allows for multi-year budgeting, what-if scenarios, and precision in position budgeting without the use of cumbersome spreadsheets. Questica supports granular position budgeting and benefits costing with scenario modeling, and multi-year planning with robust comparative analysis and both standard and custom reporting. With the help of IT&IP, integrations between PeopleSoft and Questica have already been

established. Upon verification and confirmation by divisional budget officers, BPA will migrate position details from Excel to Questica, launching the much needed first step to system conversion. More work is still ahead for this multi-year implementation, but BPA is confident that Questica will transform the way we conduct multi-year planning resource planning to enhance transparency and accountability.

We are a tiny, but mighty, department consisting of six team members with over 99+ years of experience in the budgeting field. Please do not hesitate to reach out to us if we can help you with your budgeting and position management needs. We look forward to meeting you!

Budget Planning & Analysis Team



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