

# Administrative Affairs Newsletter



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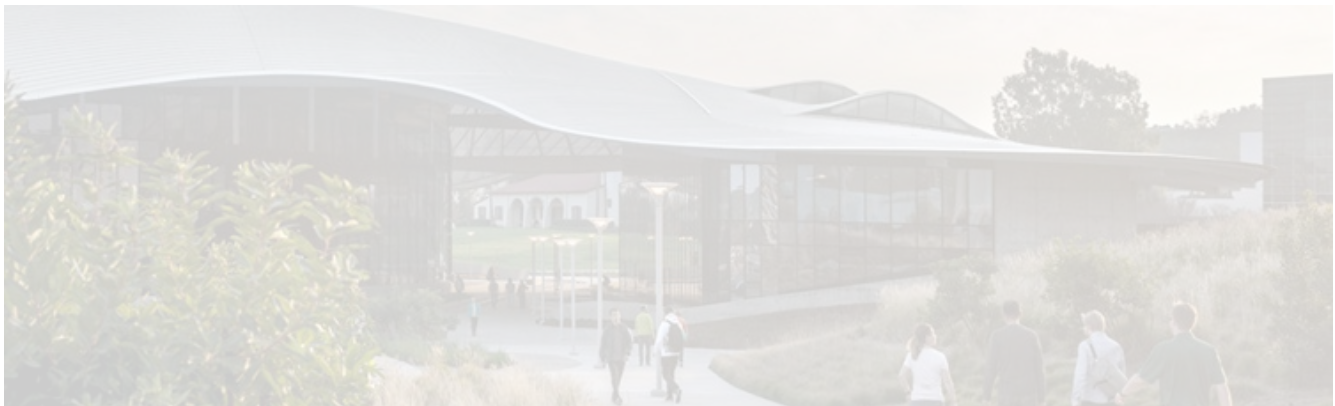
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It seems as though the Spring semester has flown by and graduation is right around the corner. Each year graduation is such a powerful reminder of why we are all here. While some of our departments may not work directly with students, we all contribute to the mission of the university in important ways and the work we all do contributes greatly to the broader environment of student success. I hope that each of you take time this graduation to reflect on how you, your team and your department make our students’ dreams possible.

Operational excellence and continuous improvement are key goals for our division as noted in our [Divisional Strategy Map](#) and I am excited to spotlight our continuous improvement team in this issue. You will be hearing more from this team in the coming months as they partner with each of our departments to explore how we can more effectively and efficiently serve our campus.

Wishing you all a wonderful remainder of the Spring semester.

Sincerely,  
Ysabel Trinidad  
Vice President Administration & Finance/CFO



# New Employees

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Administrative Affairs welcomes our new employees!

## Financial Services

**Cameron Gumawid**, SACS - Accounting Tech II - 3rd Party

**Vanessa Mata**, SACS - Accounting Tech I - Cashier

**Maricela Armendariz**, SACS - Accounting Tech III - Vault Cashier

**Dawn Weaver**, UAS- Accounts Payable Manager

**Tricia Marron**, SACS - Accounting Technician I

## Facilities Planning & Management

**Diana Kong**, Office of Campus Planning, Transportation & Sustainability - Space Management Analyst

**Marlene Tirado**, Administration -Administrative Coordinator II

**Krysta Elias**, Administration - Administrative Support Coordinator II

**Olga Guzman**, Custodial Services - Day Porter

**Andrew Diebold**, Landscape Services - Gardener

**Nubia Manjarrez**, Custodial Services Floater

**Francisco Pavon**, Custodial Services - Floater

## Strategic Sourcing & Supply Services

**Ricardo Tapia**, Distribution Services - Warehouse Worker

Joe Urbano, Procurement

## Budget Planning and Analysis

**Amy Cher**, Budget Planning & Analysis - Revenue Specialist and Budget Analyst

## Foundation

**Jesus Bermudez**, Academic Innovations – Program Manager

**Edward Nava Blanco**, CAMINOS - Coordinator

**Claudio Ruiz**, Facilities – Appliance Technician

**Natalie Flores**, College Corps – Program Coordinator

**Kaila Bryant**, College Corps - Coordinator

**Michael Pham**, Bronco Space – Research Associate

**Arianne Muramoto**, ENGAGE & RIO - Advisor

**Monique Zepeda**, Financial Services – Account Specialist

**Benjamin Goka**, STARS grant – Research Associate

**Holly Jackson**, Farm Store – Assistant Manager

**Angela Lopez**, Farm Store – Account Specialist

**Santino Lopez**, Student Innovation Idea Lab – Administrative Analyst

**Carlos Reyes**, Office of Student Success – Coordinator (academic Success Coach)

**Lizette Gutierrez**, Financial Services – Contract & Project Coordinator

## Administrative Affairs Office

**Benny Okiyama**, Organizational Effectiveness Specialist

## University Police Department

**Rachel Cervantez**, UPD - Payroll Coordinator

**Abigail Lazaro**, PTS - Parking Enforcement Officer



# Promotions

Congratulations to our divisional colleagues on their recent promotions!

## Financial Services

**Daniel Bustillos, SACS** - Collector Representative II  
**Geoffrey Horita**, Director of University Accounting Services

## Facilities Planning & Management

**Jose Jaramillo**, Landscape Services - Irrigation Specialist  
**Nickolas Vasquez**, Landscape Services – Groundskeeper

## Strategic Sourcing & Supply Services

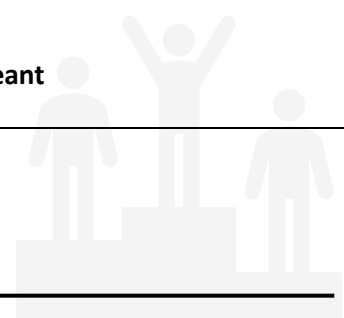
**Edgar Rodriguez**, Asset Management – Property Clerk

## University Police Department

**Adrian Lopez**, UPD - Corporal  
**Heriberto Arangure**, UPD – Sergeant

## Environmental Health & Safety

**Ben Lucas**, Assistant Director



# Division News & Announcements

## Divisional Gathering

In December 2023, employees across the division came together for our first divisional gathering since the pandemic for shared updates, insights and a complimentary breakfast. Divisional leadership shared critical updates about where the campus is headed, but perhaps the best part was simply getting together and seeing each other as a division in person after so long. The camaraderie and energy in the room was noticeable, reminding us of the strength of our team and the importance of our diverse departments coming together. And let's not forget the fun we had playing Kahoot! It was a great way to break the ice and inject some friendly competition into the mix. We hope to host our next divisional gathering in Summer 2004. More updates to come!



## Year-End FY 2023/24

It's that time of year again! The FY2023/24 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 10, 2024, deadline. Questions regarding the timeline can be directed to the individuals identified for each year-end close activity. We appreciate your collective efforts in helping our campus achieve these deadlines!"

# Division News & Announcements

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## JOC Bids Opening

Procurement recently conducted bid openings for JOC 34, 35, and 36, each worth \$3 million. Jackie Miranda, Bid Coordinator, oversaw this process. We appreciate Jackie's diligence and commitment to ensuring smooth bid operations.

## Solar 4 Project NPP Bids

Bids for the Solar 4 Project NPP are due on April 18, 2024. Duane Johnson, Bid Coordinator, is managing this process. Let's extend our support to Duane as we work towards a successful bidding outcome.

## RFP for CPP Agricultural Research Institute

Procurement has issued a Request for Proposal (RFP) for the CPP Agricultural Research Institute (ARI) Strategic Plan Implementation. This firm will assist ARI in planning and implementing priorities identified in the strategic plan, facilitate discussions with the California Department of Food and Agriculture (CDFA), and participate in developing the "Masterplan for Agricultural Research" in higher education. Many thanks to Hector Muniz for serving as Bid Coordinator for this project.

## Questica

Budget Planning & Analysis (BP&A) are thrilled to share that we have reached a significant milestone in the Questica implementation process. All POM01-funded position budgets for FY2023/24 have been reconciled and loaded into Questica. The corresponding original budget journals have been reversed and replaced with budget journals that tie to position funding in Questica. This achievement will allow for greater precision in the budget development process.

## Annual Earth Week Events to Start on April 23<sup>rd</sup>

Cal Poly Pomona is celebrating [Earth Week](#) with events to raise consciousness of problems besetting the planet. Events are scheduled from Tuesday, April 23 through Saturday, April 27 in various parts of the campus. For more information about Earth Week activities, go the [Sustainability website](#). For avid bicyclists on campus, get ready for the annual Town & Gown bike ride on Friday, April 26. The ride, which is open to the campus community and is part of Earth Week events, starts at CPP and winds through the streets of Pomona. There will be 5-mile and 10-miles courses. Water and snacks will be given to the riders. In addition, the CPP pep band and mariachi band will provide entertainment. The Office of Campus Planning, Sustainability and Transportation in Facilities Planning & Management is involved with Earth Week events and the Town & Gown bike ride.



## Landscape Crew Member Rakes in Knowledge at Plant Symposium

Ismael Zavala, a member of the North Campus crew in Landscape Services for nearly two years, is a self-professed "plant nerd." What better place to find him than at the California Invasive Plant Council (Cal-IPC) Symposium at Chico State in October. Weeds were the focus of the symposium and participants addressed techniques, hand tools and certain chemicals with high success rates against the invasive plants. Even the revival of indigenous techniques to eradicate weeds was discussed. "It got pretty scientific and technical at times, but it's good to see what other people are going against and good to know about new weeds that they are seeing," Ismael said. The insights he attained about weed identification and landscape design to prevent and slow down weed growth will be used in his everyday duties.





# Division News & Announcements

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## FP&M Cleans Up After Storms Leave a Mess on Campus

As the saying goes: When it rains, it pours. In the case of atmospheric rivers, the heavy downpours over the last several months have inundated parts of the campus. After one of the storms, Jose Medina, an irrigation specialist in Landscape Services, hauls a sump pump to drain a flooded, ankle-deep section of the W.K. Kellogg Arabian Horse Center. Jose and other members of the irrigation crew are often the first responders when flooding occurs on campus grounds. When a department requires assistance, another department comes to the rescue. Jose borrowed the sump pump from the HVAC Shop. “We’re always ready to help when another department needs something,” said Quentin Tew, supervisor of the HVAC Shop. “After all, we’re really one team here.” Sump pumps have been in demand with storms oversaturating landscape and threatening buildings in low-lying areas.



## Kellogg Field Scores Big with Soccer Teams



For soccer teams, Kellogg Field is their field of dreams. The Broncos men’s soccer team qualified for the postseason in 2023 and hosted a playoff game. Getting Kellogg Field in pristine condition took a team effort from Landscape Services. First, the team had to mow the field. Then came the painstaking process of painting the lines and markers on the turf (Landscape team member Mike Miller is painting the field lines in the photo). The work by Landscape Services was noticed by teams on

both sides of the field. “The team members on our Athletic Turf Operations do a great job. I’m really proud of them,” said Brian Lake, the manager of Landscape Services. “The CPP coaches and athletic directors have been very complimentary and have shown their appreciation, and visiting teams have said that we have the best field in the entire conference. It’s very rewarding work.”

# Division News & Announcements

## Play it Safe! Bronco Spring Break Safety Fair

UPD and PTS co-hosted the “Play It Safe! Bronco Spring Break Safety Fair” on March 28<sup>th</sup>, along with the Office of Clery Compliance and Student Health and Wellness Services. This Spring’s Safety Fair was activity-orientated and highly engaging. UPD brought out several of our lesser-known services and detail units such as our drone detail and bike patrol gear. Emergency Management demonstrated the evacuation safety chairs and AED machines. EM also promoted and discussed outdoor and concert safety tips with students. PTS, along with ASI, promoted fun and safe ways to travel during Spring Break such as the Metrolink and Amtrak train lines that travel throughout Southern California.



The Environmental Health and Safety Office was instrumental in raising safety awareness at the "Play it Safe! Bronco Spring Break Safety Fair." Spearheading the initiative, Lance Coey, the campus Radiation Safety Officer, led efforts to educate students on radiation detection equipment. As attendees navigated the fair, Coey skillfully demonstrated how to use these tools effectively, highlighting the critical importance of adhering to safety protocols when dealing with potentially hazardous materials. His engaging demonstrations and clear explanations helped students understand the importance of monitoring radiation levels and taking appropriate precautions to safeguard their safety and well-being. Coey’s participation exemplified the office’s commitment to fostering a culture of safety and preparedness within the student community, reinforcing the importance of such principles in their educational and future career endeavors.





# Division News & Announcements

## Ready, Set, Safe: Security and Emergency Preparedness Planning

In February 2024, Foothill Transit Safety Compliance Coordinator, Roberto Estrella, and Chief of Safety and Security, John Curley, hosted 2024's first Security and Emergency Preparedness Planning meeting. This annual safety meeting was held at the Foothill Transit HQ in West Covina, CA. Contractors, staff, and law enforcement participated in robust discussions focused on Foothill Transit's layered approach to security. Our code of conduct, communication protocols, and workplace violence prevention were some of the many topics covered. CPP Chief of Police Linh Dinh and Chief Mike Hillmann from the LA County Sherriff's Office were invited to speak on the relationship of public safety partners with Foothill Transit. CPP was asked to share the status of bus service to CPP and any safety related issues, including shared resources and statistics. CPP's Threat Assessment Team, Foothill Transit, and LA County Sheriff's Office Share information between each other if suspected individuals are using/ have used the bus system, as well as medical requests at the bus stop.



## Safety in Action

In a recent incident, the Environmental Health and Safety (EH&S) team showcased their dedication and efficiency in responding to a vehicle fire that occurred on Palm Drive. Upon receiving the alert, EH&S personnel, Benjamin Lucas and Lance Coey, promptly arrived at the scene. Working in concert with the University Police Department (UPD) and LA County Fire Department (LACFD), they ensured the area was secure and that there were no injuries or exposure to environmental hazards. Their quick thinking led to a coordinated effort with Facilities Planning and Management to deploy sandbags, effectively containing potentially contaminated water runoff from the firefighting efforts. Facing a challenge when external emergency spill response services were unavailable, Lucas and Coey, with the help of Environmental Safety Specialist Terry Williams, took proactive measures using internal resources to manage the cleanup. Utilizing hazardous waste management practices, the EH&S team successfully addressed the incident, highlighting their essential role in emergency response and ensuring the safety of the campus community.



Story continues, pg. 8

The team then spearhead the cleanup efforts following a burned car incident, where hazardous waste posed a significant risk to the community. With meticulous planning and expertise, the office coordinated the removal and disposal of hazardous materials, ensuring swift and thorough remediation of the affected area. Utilizing spill response equipment and adhering to strict safety protocols, the EH&S team contained and neutralized the hazardous substances, minimizing potential harm to both humans and the environment. Through their proactive response and dedication to safeguarding public health, the Environmental Health and Safety Office demonstrated exemplary leadership in crisis management and environmental protection, underscoring their vital role in promoting community well-being and resilience.



## Organizational Updates

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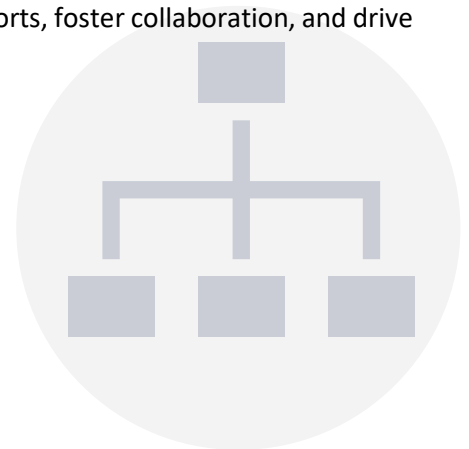
### Administrative Services

In Spring 2024 we developed a new Administrative Services department within the division to bring together several of our critical administrative functions.

Administrative Services includes the following:

**Clery Compliance, Environmental Health & Safety (EHS), Risk Management and Strategic Sourcing and Supply Services**

By consolidating these critical functions under one umbrella, we aim to synergize efforts, foster collaboration, and drive organizational excellence across these units.





# Recognition

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## Customer Service

**Brittany McCormick**, from Procurement has been recognized by Cal Poly Pomona Intercollegiate Athletics for her exceptional service and support to athletic programs, staff, coaches, and student-athletes. She was honored at the Annual Faculty/Staff Appreciation Night on February 22nd, 2024.

**Cynthia Delgado**, from CPPE Financial Services was presented with a Recognition of Appreciation award for her exceptional work with student athletes.

**Lynn Tran**, from Graphics and Communications Services' dedication, expertise and commitment to ensuring the quality and professionalism of CPP's concert materials has been commendable and instrumental to the Spring 2024 concert season's success.

*Fantastic work and job well done Brittany, Cynthia and Lynn!*



## Human Deal Award

**Jason DeBellis**, Manager of Enterprise Accounting & AR, was celebrated at the 2024 MPP Retreat, where he received The Human Deal Peer Recognition Award in the Shared Growth category. Jason's nomination reflects his exceptional commitment and expertise within the organization.

**Shari Benson**, HR Director/CHRO of CPPE, was also honored at the 2024 MPP Retreat, receiving The Human Deal Peer Recognition Award in the Personal Growth category. Shari's nomination emphasizes her outstanding dedication and growth within the organization.

*Congratulations to Jason and Shari!*

## Lean Six Sigma

We're excited to celebrate our newest Lean Six Sigma Green Belts!

- **Anne-Marie Larrabure**, Director Budget Planning & Analysis
- **Cat Nu'uhiwa**, Administrative Manager, Facilities Planning & Management
- **Vanessa Garcia**, Manager Customer Support & Workflow, Facilities Planning & Management



These individuals have attained mastery in the core principles of Lean Six Sigma, empowering them to spearhead impactful process improvement initiatives within their departments. Their certification represents not only personal achievement but also a significant milestone in our division's strategic quest to embed a culture of operational excellence into our daily routines and problem-solving methodologies. As we celebrate their accomplishments, we anticipate more training opportunities in the near future, offering others the chance to embark on this transformative journey.

Let us extend our congratulations to Anne-Marie, Vanessa, and Cat for their unwavering dedication and diligence. They are setting the pace for what is possible when we embrace the challenge of continuous improvement.

# CPP Years of Service Recognition

<b>Sharyn Fisk</b> , Accounting, 10 years	<b>Edward Shore</b> , Accounting Services, 20 years
<b>Verica Clark</b> , Accounting, 10 years	<b>Jose Salcedo</b> , CPP Enterprise, 20 years
<b>Brianna Cox</b> , CPP Enterprise, 10 years	<b>Kristin Funatsu</b> , CPP Enterprise, 20 years
<b>Juan Iturbe</b> , CPP Enterprise, 10 years	<b>Martha DeAlba</b> , CPP Enterprise, 20 years
<b>Teresa McGraw</b> , CPP Enterprise, 10 years	<b>Richard Machado</b> , CPP Enterprise, 20 years
<b>Teodoro Salazar Chacon</b> , Custodial Services, 10 years	<b>Sandra Cain</b> , CPP Enterprise, 20 years
<b>Maria Soto Guerra</b> , Distribution Services, 10 years	<b>Suzanne Donnelly</b> , CPP Enterprise, 20 years
<b>Brian Lake</b> , Landscape Services, 10 years	<b>Oscar Murillo</b> , Custodial Services, 20 years
<b>Tommy Yu</b> , Public Safety RE MOU, 10 years	<b>Misty Isa</b> , Dispatcher MOU, 20 years
<b>Angela ChavezMonroy</b> , CPP Enterprise, 15 years	<b>Carolyn Aguilar</b> , Parking Services, 20 years
<b>Krista Von Stetten</b> , CPP Enterprise, 15 years	<b>Maria Alvarez-Garcia</b> , CPP Enterprise, 25 years
<b>Lorraine Chow</b> , CPP Enterprise, 15 years	<b>Jose Mata</b> , Landscape Services, 25 years
<b>Melody Young</b> , CPP Enterprise, 15 years	<b>Robert Landin</b> , Landscape Services, 25 years
<b>Atilio Murillo</b> , Custodial Services, 15 years	<b>Joice Xiong</b> , Internal Audit, 25 years
<b>Jorge Orantes</b> , Custodial Services, 15 years	<b>Johnnie Marquecho</b> , Paint Shop, 30 years
<b>Laura Campos</b> , Custodial Services, 15 years	<b>Humberto Arias</b> , Custodial Services, 35 years
<b>Magdalena Gamiz</b> , Custodial Services, 15 years	<b>Jesus Quiroz</b> , Landscape Services, 35 years
<b>Keith Bravo</b> , Distribution Services, 15 years	

## Department Spotlight Continuous Improvement

### A new addition to our Organizational Effectiveness Team!

We are thrilled to announce that Benny Okiyama has recently joined our Organizational Effectiveness (OE) team, bringing with him a fresh perspective and a wealth of experience. Benny is set to lead our efforts in the areas of Continuous Improvement (CI) and process enhancement across the Division.

### Understanding Continuous Improvement

At the heart of our initiatives lies the concept of Continuous Improvement. This approach is all about examining, refining, and improving our systems, processes, or services. The aim is to improve efficiency, enhance quality, and provide greater value, all while reducing waste, inconsistencies, and errors.

*Spotlight continued pg. 11*

Benny plans to integrate CI within our Division, utilizing the Lean Six Sigma methodology. For the unfamiliar, Lean focuses on accelerating processes and reducing waste, while Six Sigma employs a detailed, data-driven strategy to reduce variability in our operations.

However, the essence of CI and Lean Six Sigma transcends project-based applications; it is about embedding these principles into the very fabric of our division. It's about making CI and Lean Six Sigma a natural part of our daily work, shaping the way we tackle our tasks and challenges. That's where we will truly see transformational change.

### **A Parting Thought**

In closing, we draw inspiration from the words of American writer and philosopher Will Durant:

"We are what we repeatedly do. Excellence then, is not an act, but a habit."

Let us embrace this journey of Continuous Improvement with Benny, and together, let's make excellence a habitual part of our work and culture.

### **The OE Department**

CI is a vital component of the Organizational Effectiveness (OE) department, but it's not the only area where we offer support. The OE department also provides Project Management assistance and Operations Detail creation support, forming a robust three-pillar system designed to enhance your processes, assist with standard projects, and refine your operational details to bolster your initiatives.



#### **Jon Constantine Saclolo, Director of Strategy Management, Division of Administrative Affairs**

Jon joined CPP in 2022 and oversees strategic planning, performance management, and special projects for the Division. He leads its continuous improvement and project management team. Previously, he served as the University Internal Auditor for CSUCI and worked as a business advisory consultant for Audit & Advisory Services at the Chancellor's Office in Long Beach. He has 16 years of experience in compliance and operations advisory and is a Certified Internal Auditor (CIA).



#### **Benny Okiyama, Organizational Effectiveness Specialist, Division of Administrative Affairs**

A seasoned professional with over 20 years of experience in management and process optimization, Benny's responsibilities have included leadership roles at the military brigade levels to serving as a Master Black Belt and Director roles in a variety of industries including audit, healthcare, asset management, and transportation. He has a proven history of developing strategies for the adoption of Six Sigma and Lean principles within organizations, coaching Green Belts and Black Belts, and forming teams that consistently achieve and surpass financial objectives year after year.



#### **Natalie Schroeder, Policy Analyst, Division of Administrative Affairs**

Natalie is a Master of Public Policy with over three years in higher education. She has made key contributions to CPP's Division of Administration & Finance including leading early development of the campus Youth Protection Program, as well as working with divisional stakeholders and the Office of the President to document CPP's Presidential Delegations of Authority. As part of the Organizational Effectiveness (OE) team, Natalie supports departments in documenting and cataloguing operations. She also provides administrative and project management support for other OE initiatives.