

Administrative Affairs

Newsletter



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It’s hard to believe it’s already mid-November! The crisp air, colorful leaves, and holiday spirit are all around us! I hope your Fall semester has been going well and that you are taking moments to enjoy the season.

Each of our departments plays an essential role in supporting our collective mission of student success while advancing the university’s priorities. Even if we do not work directly with students regularly, the impact of our efforts is felt across campus every single day. Thank you for the energy, creativity, and commitment you bring to your work—it truly makes a difference.

As we wrap up the semester and head into the holiday season, I wish you joy, peace, and time to recharge. Thank you for your collaboration and partnership across our division. You help to make our division—and our university— a vibrant and welcoming place.

Warmest wishes,

Michelle Cardona
Interim VP for Administration & Finance and CFO



New Employees

Administrative Affairs welcomes our new employees!

Financial Services

Joanne Huang, Accountant II
Xochitl Martinez-Eckel, Director, Student Accounting and Cashiering Services
Davy Meach, Accounts Payable Specialist
Alex Paniagua, Cashier
Omar Qadamani, Interim Lead General Accountant
Nadine Vasquez, Accounts Payable Specialist

Facilities Planning & Management

Carmen Chan, Planning Manager, Office of University Capital Planning and Transportation
Tarik Davis, Building Service Engineer, HVAC Shop
Tiffany Castillo, Customer Service Representative, Customer Service Center
Adolfo Anaya, Landscape Services
Nancy Gonzalez, Custodial Services
Norma Flores Navarro, Custodial Services
Yeny Mojica, Custodial Services
Anne-Marie Larrabure, Capital Finance and Budget Mgr.
Tomas Jimenez, Landscape Services
Manuel Preciado, Landscape Services
Brian Valencia, Landscape Services
Marki Bustamante, Admin. Support Coordinator II
Brian Allen, Dir. of Ops and Maintenance Services
Adam Filek, Facilities Project Supervisor, Lanterman property
Alonso Abarca Castellanos, Custodian, Floor Crew

Budget Planning and Analysis

Nick Norimoti, Director, Budget Planning & Analysis

Administrative Services

Laura Aung, Buyer III
Brent Huerta, Buyer I

Office of the Vice President

Kim Nykanen, Executive Assistant

Enterprise Foundation

Carlos Aquino, Dining Services
Nicole Avila, Dining Services
Milagro Cadenas, Dining Services
Nickolas Castro, Financial Services
Juan Chavez Perdomo, Dining Services
Layla Cota, Dining Services
Paola Davila, Facilities
Alejandro De La Mora, Dining Services
Arturo Dominguez Bello, Dining services
Ted Espinola, Upward Bound
Carlos Fernandez, Dining Services
Natalie Gardea, Dining Services
Nick Gonzales, Dining Services
Alissa Gonzalez, Dining Services
Rachel Gurule, College of Professional and Global Education
Christopher Gutierrez, Dining Services
Jared Hertzberg, Kellogg West
Silvano Hurtado, Dining Services
Susana Perez, Dining Services
Kirk Quinto, CPPE Student Housing
Richard Reyna, Dining Services
Monica Rodriguez, Employment Services
James Rowe, College of Professional and Global Education
Leni Santos, Dining Services
Stacy Severson, Employment Services
Christopher Tonan, Kellogg West
Iris Ulloa, Dining Services
Matthew Vaillette, Collins College of Hospitality Management
Yu-Tze Shelly Wang, College of Professional and Global Education

University Police Department

Steven Lee, Public Safety Specialist
Aaron McFatridge, Police Officer
Brandon Salazar Flores, Public Safety Specialist
Cheryl Valdivia, Police Officer
Vanessa Villagomez, Police Officer

Promotions

Congratulations to our divisional colleague on their recent promotions!

Facilities, Planning & Management

John Graham, Plumber – Lead Plumber

Division News & Announcements

Student Accounting and Cashiering Services

The Student Accounting & Cashiering Services (SACS) team continues to demonstrate exceptional dedication to student support through several key initiatives and events:

- **Explore CPP 2025.** The team proudly represented SACS on Saturday, November 1, 2025, during this outreach event for Spring 2026 incoming and potential students, providing valuable information on student accounts and financial services.
- **BroncoBound 2026.** SACS will also participate in BroncoBound on Saturday, March 21, 2026, engaging with Fall 2026 incoming and potential students to answer questions related to student accounts and the services we offer.
- **Annual Franchise Tax Board Interception.** The department is currently processing 4,100 accounts as part of the annual FTB Interception initiative, ensuring compliance, and maintaining fiscal integrity.
- **Annual 1098-T Reporting.** Preparation is underway for the distribution of 1098-T forms to approximately 26,000 students, supporting timely and accurate year-end tax reporting. These initiatives reflect SACS's continued commitment to providing outstanding service, enhancing financial literacy, and supporting the success and well-being of all students.

University Accounting Services

Cal Poly Pomona Recognized as #1 in GAAP Reporting for FY2023-2024

Cal Poly Pomona has been recognized by the CSU Chancellor's Office as #1 in GAAP Reporting for the FY2023–2024 Financial Reporting year!

This outstanding achievement reflects the dedication, precision, and collaboration that go into preparing the university's annual financial reporting package. The effort is led by University Accounting Services (UAS), including General Accounting, Financial Reporting/Tax, and Accounts Payable, with invaluable support from departments across Administrative Affairs and campus auxiliary organizations.

Earning the top ranking among all 23 CSU campuses is a testament to our campus's unwavering commitment to transparency, accountability, and excellence in financial reporting.

Congratulations to everyone involved in achieving this remarkable milestone and for setting the standard of excellence across the CSU system!

Travel Card Online Training Launches in CPP Learning

The new Travel Card Online Training is now available campus-wide through CPP Learning. This self-paced e-learning course replaces the previous in-person sessions, providing a more efficient and accessible onboarding process for new Travel Card holders. The online format allows participants to complete training at their convenience while significantly reducing administrative time spent coordinating individual sessions. This transition enhances support for departments and travelers across campus. For more information, please visit the [Accounts Payable webpage](#) or contact cpp-ap@cpp.edu.

Budget Planning & Analysis

Questica Update

BP&A reached another milestone in the Questica implementation process. Division end users successfully entered their position & operating budgets for FY2025/26 directly into Questica. The BP&A office reconciled and uploaded division budget submissions to the ledger by the September month-end deadline for Q1 reporting.

BP&A trained campus end users to enter operating expense (OE) budget transfer requests directly into Questica. All OE transfers have moved away from Excel and Smartsheet.

Clery

Website Update

- We introduced the [Clery Compliance Website](#) in June 2025, creating a single, dependable home for information, resources, and support related to our campus safety compliance obligations. This new site is designed to make it significantly easier for our community to understand what Clery requires, what our responsibilities are institutionally, and where to go to complete required reporting.
- Centralizing this information supports transparency, improves clarity for both campus partners and stakeholders, and reduces variability in where information previously lived. The site houses step-by-step guidance, reporting tools, definitions, timelines, frequently asked questions, and links to policy and regulatory references, all in one location.

Campus Security Authorities (CSA) Identification, Notification, and Training

Last semester, we completed the CSA Identification, Notification, and Training Project, a major step forward in strengthening campus safety and compliance. Through this initiative, we formally identified over 700 employees (includes state, auxiliary, and student employees) across campus to serve as Campus Security Authorities (CSAs) and provided them with the training, tools, and resources necessary to carry out their responsibilities effectively.

- This project ensures that every CSA understands their obligations under federal regulations, knows how to recognize and report relevant incidents, and has clear guidance on where to access ongoing support. By standardizing training through CPP Learning and creating a consistent point of contact across units (clery@cpp.edu), we've built a stronger, more transparent network that helps the entire campus community stay informed and protected.
- Equipping our CSAs with these resources not only reinforces compliance but also strengthens our broader culture of safety and accountability.

It's Almost Here - CSUBUY Procure-to-Pay (P2P)

You've probably heard about **CSUBUY Procure-to-Pay (P2P)** and now it's almost here! On **Monday, January 26, 2026**, Cal Poly Pomona will officially transition to this new, CSU-wide purchasing and payment system designed to make campus purchasing **simpler, faster, and more transparent**.

What Is It? CSUBUY P2P brings the entire purchasing process together — from creating a request to approval, ordering, receiving, and payment — all in one easy-to-use platform. It's part of a CSU systemwide effort to streamline and standardize procurement across every campus.

Why It Matters: For CPP departments and end users, P2P will eliminate manual, paper-based steps, speed up approvals and payments, and provide real-time tracking of orders and invoices. The system ensures CSU policy compliance with less effort while offering convenient catalog shopping and automatic routing to approvers. Together, these improvements mean fewer delays, greater visibility, and more time for work that matters.

What's Next: User training will be provided in the weeks ahead, along with hands-on user labs after implementation to support a smooth transition. For resources and training materials, visit the **CPP CSUBUY P2P Resource Center** on the Procurement Services website – [CPP CSUBUY P2P Resource Center](#)

This milestone reflects CPP's commitment to innovation, collaboration, and continuous improvement. Let's move forward with confidence and excitement as we usher in a new era of smarter purchasing at CPP.

Division News & Announcements



Demolition of Dorms Alters Campus Landscape

The landscape of Cal Poly Pomona continues to evolve after a project to demolish the Palmitas and Cedritos residence halls, the La Cienega Center and Los Olivos Commons. The structures were built in the 1960s atop a previously unknown earthquake fault at the time and were permanently closed in 2020. The buildings also were constructed of concrete, which makes the buildings unsuitable for retrofitting or upgrading. In addition, contractor crews also had to perform abatement of hazardous asbestos insulation in the structure and fittings of the buildings. Facilities Design & Construction oversaw the demolition, which started in earnest right after Commencement. The plan for the site is to become green space.

Division News & Announcements



FP&M Lends a Hand on Student Project to Repair Rose Garden Gazebo

Departments from FP&M played a hand in the Rose Garden Restoration Senior Project that aimed to repair the roof of the iconic gazebo that attracts thousands of people each year to its picturesque setting. There was no budget for the project, so students raised funds from CPP donors, who donated items like shingles and roofing materials as well as joining the student leaders by donating their time. Paint Shop staff members paint the gazebo and put a fresh coat after the roof was restored. Landscape Services furnished the location of irrigation lines and consulted on some potential walkway material in the garden. Landscape Services already provides weekly services in the Rose Garden that includes maintenance, weeding and pruning of the rose bushes.

Division News & Announcements



FP&M Project Helps Put the Spotlight Back on University Plaza

University Plaza is a legacy left behind by Cal Poly Pomona benefactor W.K. Kellogg. Accent lighting at night illuminated one of the historic and architectural jewels of the campus. Over the years, the lighting components deteriorated and became unusable. Facilities Planning & Management received funding to improve the exterior lighting at University Plaza and FP&M went right to work. The first order of business was to purchase new LED replacement fixtures. But when the Electrical Shop started to replace the lighting fixtures, crews discovered that the underground conduits and wires were so deteriorated that those components also had to be replaced. That meant trenching around the building to install new conduits and pull boxes. Crews also had to pull new conductors back to the electrical room. The entire underground electrical infrastructure was rebuilt, and new LED flood lights were installed. Once again, lights illuminate University Plaza in all its glory. The Maintenance Shop used a Bobcat backhoe to trench the work site. Landscape Services backfilled the trenches, smoothed out the work areas, raked rocks and seeded the grass. The Electrical Shop installed conduits, pulled wires, installed new LED lighting components, and wired time clocks to control the accent lighting.

Recognition

Customer Service

Student Accounting and Cashiering Services:

- Recently, a student expressed heartfelt gratitude to the SACS staff, bringing in sunflowers as a token of appreciation for the team's compassion, guidance, and support in resolving her student account. This touching gesture highlights the meaningful impact our staff make every day in helping students navigate processes with care and understanding.
- Additionally, our SACS Disbursement Team went above and beyond by assisting our colleagues at the Career Center in issuing refunds to hundreds of vendors following the postponement of the Career Fair. Their collaboration and quick response ensured that the process was handled efficiently.

Department Spotlight: Enterprise Foundation – Hot Dog Caper Team



Cal Poly Pomona Enterprises' beloved Hot Dog Caper once again brought the Bronco community together for an afternoon filled with food, fun, and campus pride. The 42nd annual celebration, held on October 9, set new records for attendance, sponsorships, and the number of hot dogs served— but what truly made the event shine was the incredible teamwork of more than 300 staff and faculty volunteers.

Over 300 volunteers from departments across campus rolled up their sleeves to help distribute food, welcome students, and keep the event running smoothly. Their enthusiasm and energy transformed the Bronco Commons into a lively hub of connection and celebration, helping new and returning students feel right at home. CPP students also took center stage this year, influencing everything from the event theme to the music and performances that brought the celebration to life!

The Hot Dog Caper team— featuring key members from Cal Poly Pomona Enterprises' Dining Services (Carlo Arceo and Melody Pearl Young) and Marketing teams (Isabel Carrero, Darren Isomoto and Alex Hernandez) played a vital role in planning and execution of this year's event. Their collaborative efforts led to smoother operations and thoughtful updates, including the rollout of a new first-come, first-served volunteer sign-up system that helped manage the overwhelming interest in participating. The enthusiastic response from volunteers underscored how deeply CPP employees care about fostering community and supporting student success beyond the classroom.

Thanks to the generous support of sponsors and volunteers, over 13,000 hot dogs (including halal and vegan options), 14,000 bags of chips, 5,000 beverages, and 4,000 popsicles were served. The Hot Dog Caper continues to be more than just a campus tradition, but a reminder of how the CPP community comes together each year to celebrate, connect, and champion student success one hot dog at a time.