



POLICIES AND PROCEDURES

Subject: Compensation Reimbursement of University Advancement Personnel

Policy No. 727

Date: 02-2026

Policy:

This policy addresses the reimbursement of compensation of University Advancement personnel, including but not limited to, the compensation for the Vice President for University Advancement and Chief Executive Officer of the Cal Poly Pomona Philanthropic Foundation (CEO).

Background:

Per Cal Poly Pomona Philanthropic Foundation (CPPPF) Policy No. 704, the annual operating budget is approved by its Board of Directors. CPPPF does not have any employees. The annual operating budget includes funding to provide salary reimbursement of a percentage of certain positions in University Advancement, including, but not limited to, the CEO's compensation.

Further, California State University (CSU) Policy (HR 2013-04), requires the review and approval of the Chancellor for all vice-presidential compensation actions. Salary actions include the initial salary at the time of appointment, as well as subsequent salary increases (including merit, equity and change of job duties), MPP bonuses, and supplemental compensation, which must be funded with non-General Fund resources.

Process:

1. Consistent with CPPPF Policy No. 704, the annual operating budget shall be approved annually by its Board of Directors and includes reimbursement of a percentage of certain positions in University Advancement, including, but not limited to, the CEO. The annual budget shall include an appendix outlining the positions and percentages to be reimbursed.
2. Any changes in the reimbursement schedule of University Advancement positions due to changes in compensation shall be recommended by the University President and approved by the CPPPF Board of Directors.



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3. The CPPPF Board will be advised that any changes to compensation are supported by adequate documentation, including a performance review, a defined dollar amount, the duration of the supplemental pay, and clear conditions for payment. Additional compensation must be considered part of the individual's total compensation package.
 4. Changes to the reimbursement schedule shall occur during the respective committee and board meetings with the CEO and other affected individuals being excused from the meeting during this portion of the meeting.
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5. Compensation for University Advancement positions, subject to this reimbursement policy, shall be managed through the University payroll process, with appropriate tax withholding and related compliance requirements. Reimbursement to the University will be processed via the Philanthropic Foundation accounts payable process.
 6. Decisions regarding compensation shall be reflected in meeting minutes.