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- Office of the Vice President Organizational Chart

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### Division of Student Affairs Committees
- Alcohol and Other Drugs Advisory Committee (AOD)
- Go Green Committee
- Student Affairs Staff Recognition Committee
- Weekend Events Committee
Mission Statement
The Division of Student Affairs creates environments of student success, respect, and engagement that facilitate learning and growth within a culture of collaboration, assessment, and innovation.

Lead Personnel
Dr. Douglas Freer, Vice President for Student Affairs

STUDENT AFFAIRS CABINET
Christi Chisler, Associate Vice President for Student Affairs Administration
Dr. Kevin Colaner, Associate Vice President for Student Services
Dr. Rebecca Gutierrez Keeton, Associate Vice President and Dean of Students
Kathleen Street, Associate Vice President for Enrollment Management and Services
Daisy Thompson, Executive Assistant

STUDENT AFFAIRS EXECUTIVE LEADERSHIP
Cora Culla, Executive Director, Associated Students, Inc.
Michael Guerin, Chief of University Police
Kevin Morningstar, Executive Director, Student Affairs Information and Technology Services
Brian Swanson, Director, Intercollegiate Athletics

Division Overview
- Multi-faceted, comprehensive portfolio of services and programs to support student success and the academic mission of the university
  - Dean of Students: Judicial Affairs, Office of Student Life and Cultural Centers
  - Enrollment Services: Admissions and Outreach, Enrollment Technology, Office of Financial Aid and Scholarships, Orientation Services, Registrar's Office
  - Student Affairs Administration: Budget, Children's Center, Parking and Transportation Services, University Housing Services
  - Student Services: Career Center, Counseling and Psychological Services, Disability Resource Center, Student Health Services, Student Support and Equity Programs
  - Associated Students, Inc./Bronco Student Center
  - Intercollegiate Athletics
  - Student Affairs Development
  - Student Affairs Information and Technology Services
  - University Police

2011-2012 Accomplishments
- Completed milestones for the Recreation Center including the unveiling of the official name "BRIC", completed construction documents and the financial plan submission to the Chancellor's Office
- Finished Kellogg Gym Renovation/Transformation
- Forty-One (41) student-athletes earned CCAA All-Academic Award Winners
- Completed merger of Enrollment Technology and Student Affairs Information & Technology Services, consolidating all Student Affairs technical services and staff into one department
- Implemented a new online process to guide entering students through processes for Admissions and Housing, deployed the myBAR co-curricular portfolio, and facilitated three phases of Early Start
- Reintroduced bicycle patrol to the campus with new equipment and newly trained officers providing green, agile response capability to the campus
- Completed Judicial Affairs External Program Review. Completed National Hazing Prevention Week. Completed faculty notification regarding reports to judicial affairs of completed sanctions
- Implemented revised advising model impacting every EOP students from matriculation to graduation
- Expanded web services to provide on-line appointments and access to direct messaging with Student Health Services Clinicians
- Designed, developed and implemented an Outreach and Recruitment plan targeting domestic non-resident international, veteran students
Accomplishments, continued

• Awarded a $25,000 grant through the Kellogg Legacy Project to purchase an all-inclusive scholarship management system
• Implemented T-2 Flex, the operating system and database for the parking citation system
• Initiated design process for the replacement of the traditional residence halls slated for opening in 2016

2012-2013 Major Initiatives

• Roll out phase 2 of MyBAR. Complete evaluation of Collegiate Link as a front-end addition to MyBAR (Bronco Activity Record), the tracking tool on student engagement
• Establish persistence and graduation benchmarks for the campus. Develop a new set of Enrollment Dashboards to track them
• All departments complete an assessment project on core service, preferably utilizing student learning outcomes. Complete program reviews in OSL, SAITS, and UHS. (Learning Centered Initiative)
• All departments complete Green Office certification (Climate Commitment)
• Open the Veteran’s Resource Center (Veteran’s Service Initiative)
• Complete implementation of STARS Scholarship Management program and tie to University Advancement’s gift processing system
• Evaluate additional program impaction, including a possible all-major impaction declaration
• Lead recruitment and retention efforts to increase African American and Native American students
• Streamline the enrollment confirmation process for admitted students; electronically combining the enrollment confirmation deposit, housing application, and orientation registration.
• Develop centralized one-stop Call Center and Service Counter for Enrollment Services
• Embed responsibilities for web management in each director’s and a staff member’s job description.
• Review our progress on the senior survey, implement changes where needed to increase participation
• Increase Career Center college-based services and industry partnerships
• Coordinate the common scheduling of our summer programs: Summer Bridge, RISE, Native American Outreach
• Complete the merger/integration of Student Health and Counseling Services, as well as SAITS (with the former Enrollment Technology)
• Complete an external review of Athletics Compliance programs
• Complete the conversion of all public safety radios, providing cross-agency communication
• Complete campus review of the Alcohol and Other Drug Policy
• Expand REGICS (EMS event management) scheduling system to integrate with CashNet and Echeck
• Make timely progress on the construction of the Student Recreation Center
• Complete site planning for the Freshmen Village and new dining hall.
• Complete a multi-year evaluation of parking demand and supply (Parking Structure II/Transportation Hub)
• Complete site selection and programming for new Child Care Center.
• Implement development strategy for a new Scolinos Field
• Lead the Bronco Pride and Traditions Committee, focused on old and new campus traditions
• Coordinate housing policies between UHS and University Village

Key Challenges

• Any additional CSU budget cuts and decrease in enrollment will impact fee revenue and approved budgets
• Identifying and Securing External Support for Capital Projects
• Existing virtual server and SAN infrastructure will age out by 2014; system redundancies are protecting operations from increasing resource constraints and equipment issues due to years in service
• Ensure minimum police patrol and dispatch coverage during restructuring transition period, yet minimizing overtime expenditures
• Improving data tracking, analysis, and assessment measures to determine program effectiveness and impact on student learning and degree attainment
• Recruiting non-resident students in a highly competitive market
• Ensuring that the department adheres to or enforces changing State, CSU or campus enrollment-related policies and procedures and making timely adjustments to established business processes as needed
• Encouraging the use of alternative transportation options for students, faculty and staff in order to meet the goals of the President’s Climate Commitment
### Employees (FTE)
- Permanent Employees: 363
- Temporary Employees: 64
- Student Assistants: 613

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<th>Highest Degree Earned of Staff</th>
<th>Budget &amp; Revenue</th>
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<td>132 Bachelors</td>
<td>General Fund: $13,109,960</td>
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<td>97 Masters</td>
<td>Self Generated Revenue: $36,633,845</td>
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<tr>
<td>31 Doctorates</td>
<td>ASI Revenue: $6,787,279</td>
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### Vice President Involvement
- ASI Personnel Review Committee
- Cal Poly Pomona Foundation Board of Directors
- Cal Poly Pomona Foundation Finance Committee
- Child Care Center Planning Committee
- Climate Commitment Task Force
- Enrollment Management Advisory Council
- Fee Advisory Committee
- Information Technology Governance Executive
- President’s Cabinet
- Recreation Center Construction & Planning
- Space Management Campus Planning Committee
- Veteran Services Initiative Executive Committee

### Vice President Direct Report Involvement
- Academic Review Committee
- ACCESS and disAbility Alliance
- Accessible Technology Initiative
- Alcohol and Other Drug Committee (AOD)
- Black Faculty and Staff Association
- Bronco Fusion
- Brothers Movement Club/Advisor
- Cal Poly Pomona Amateur Ham Radio Club/Advisor
- Child Care Center Planning Committee
- CMS Academic Advisement Guide Group
- CMS Campus Community Team
- CMS Security Team
- CMS SEVIS Team
- CMS System wide Committee Student Administration User Group (SAUG)
- Common Issues
- Disruption Planning Committee
- Enrollment Cluster Management Team
- EO1048 Implementation Committee (Early Start)
- Fall Convocation Planning Committee
- Go Green Committee
- Health and Wellness Committee
- Hot Dog Caper Committee
- HRSA and Finance Security Team
- HRSA Database Change Meetings (PUFFY)
- ID Management Committee
- Information Security Governance Council
- Information Security Steering Committee
- IT Administrative Computing Subcommittee
- IT Governance- Administrative Computing
- IT Governance- Desktop Management Task Force (Chair)
- Kim Platter Endowed Scholarship Committee Chair
- Latino, Faculty, Staff, and Student Association (LFSSA)
- Matt's Run
- myBAR Planning/Implementation Team
- PeopleSoft Advising Features Sub-Committee
- PeopleSoft Managers
- Personnel Review Committee (PRC)
- Poly Cares Committee
- Radiation Safety Committee
- BRIC Construction
- Scholarship Review Committee
- Senior Survey Committee
- SME- Subject Matter Experts (Chair)
- Student Affairs Division Assessment Committee (SADAC)
- Student Affairs Staff Recognition Committee
- TLG- The Leadership Group of Student Affairs
- Tri Cities Wellness Project
- uDirect Planning Team
- Unity Luncheon
- University Weekend Events Committee
- Wine Tasting and Auction Logistics Committee
- Veteran Services Initiative Executive Committee
The Office of the Vice President
Division of Student Affairs
As of June 30, 2012

Douglas R. Freer, Ed.D.
Vice President
AGL IV

Christi Chisler
Associate Vice President for
Student Affairs Administration
AGL III

Jackie Natividad
Assistant to the AVP for
Student Affairs Administration
AA/S NE

Carol Lee
Divisional Budget Specialist
AA/S EI

Naysia Caldwell
Accountant

Vacant
Director of Development

Daisy Thompson
Executive Assistant
Confidential Administrative Support II

Christa Sloma
Administrative Coordinator
ASC I

Student Assistants
Division of Student Affairs Information
### 2011-2012 Financial Report

#### GENERAL FUND SUPPORTED

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#### RESTRICTED FUNDS

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<td>26,296,061</td>
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(1) Includes $1,125,948 permanent fund and $1,854,011 temporary fund (which includes carryforward from prior year.)

(2) Revenue excludes transfer $500,000 from UHS to Maintenance.
Professional Activities

Presentations to External Associations, Conferences and Organizations

Admissions and Outreach

Career Center

Children’s Center

Counseling and Psychological Services

Office of Financial Aid and Scholarships

Office of Student Life and Cultural Centers

Orientation Services
Watanabe, Jeni. “Graduate Student Case Study Competition”. NODA National Conference. October 2011.

Parking and Transportation Services

Student Health Services
Presentations, continued

Student Support and Equity Programs


University Housing Services
Bose, Piya. "Doctor School Three Ways". Western Association of College and University Housing Officers Conference and Exposition. April 2012.

Lu, Jason. "Presentations 2.0". Western Association of College and University Housing Officers Conference and Exposition. April 2012.

Orgeta, Christy. "Conduct Street Team". Western Association of College and University Housing Officers Conference and Exposition. October 2011.

Orgeta, Christy. "Back to the Start: Social Media". Western Association of College and University Housing Officers Conference and Exposition. April 2012.


Rodriguez, Mario. "Student Affairs Professionals as LGBT". Western Regional careers in Student Affairs Day. October 2011.


University Police

Writings Published

Associated Students, Inc.

Counseling and Psychological Services

Writings Published, continued

Counseling and Psychological Services, cont.

Student Support and Equity Programs

Leadership in External Associations and Organizations

Admissions and Outreach
Anderson, Gretchen. California Community Colleges Transfer Center, Region 8, Cal Poly Pomona Representative. 2011-2012.
Brandon, Deborah. House of Ruth, Board of Trustees Member. 2011-2012.
Friday, Yolanda Cleveland. Intersegmental Coordinating Committee, CSU South Representative. 2011-2013.

Associated Students, Inc.

Career Center
Finley, Dawn. Claremont Heritage, Board Member. 2012.

Children’s Center
Bailey, Yvonne. Fullerton College, Child Development Instructor. 2011-2012.

Counseling and Psychological Services
Ruznek, Nicole. Center for Collegiate Mental Health (CCMH), Member, Advisory Board. 2009-Present.
Willingham, Michelle. Association of University and College Counseling Center Directors (AUCCCD), Coordinator of APA Approved Continuing Education. 2010-Present.
Willingham, Michelle. Organization for College Counseling Center Directors in Higher Education (OCCDHE), Treasurer. 2010-Present.
Willingham, Michelle. Tri-City Mental Health Services Act Planning Committee, Delegate. 2010-Present.

Intercollegiate Athletics

Office of Financial Aid and Scholarships
Leadership, continued

Office of Student Life and Cultural Centers
Marquez, Lorena. Latin@ Roundtable of the San Gabriel Valley and Pomona Valley, Secretary. 2011-2012.

Orientation Services
Watanabe, Jeni. National Orientation Director’s Association (NODA), Regional Coordinator, Region II. 2011-2014.

Registrar’s Office
Lee, Dora. Western Regional Careers in Student Affairs Day, Co-Chair. 2011-2013.

Student Health Services
Jackley, Debbie. American Red Cross, Southern CA Blood Services Regional Board, Board Member. 2012.
Ramsower, Ty. California Physical Education-Health Project. CSU Chancellor’s Appointment, Advisory Board Member. 2012.
Ramsower, Ty. Foothill AIDS Project, Board Member. 2012.

Student Support and Equity Programs
Campbell, Deborah. California State University Employees Union, President. 2004-Present.
Gamez, Sara. Court Scholars Group, Sub Committee Chair. 2010-Present.
Gamez, Sara. Southern California Foster Youth Consortium, Chair (2012) and Official Campus Representative. 2008-Present.
Scott, Leticia Guzman. Southern California Consortium Hispanic Serving Institutions, Executive Board Member- Secretary. 2011-2012.

University Housing Services
Bose, Piya. Western Association of College & University Housing Officers, Annual Conference Programs Committee Member. 2011-2012.
Dorfman, Laura. Western Association of College & University Housing Officers, Annual Conference Co-Chair. 2011-2012.
Lu, Jason. Western Association of College & University Housing Officers, Chair, Technology and Information Systems Committee. 2011-2012.
Lu, Jason. Western Association of College & University Housing Officers, Senior Technology Coordinator. 2011-2012.
Lu, Jason. Western Association of College & University Housing Officers, Executive Committee Member. 2011-2012.
Lu, Jason. Western Association of College & University Housing Officers, Annual Conference Host Committee Member. 2011-2012.
Luna, Reyes. Western Association of College & University Housing Officers, Annual Conference Host Co-Chair. 2011-2012.
Leadership, continued

University Housing Services, cont.
Navarro, Chelsea. Western Association of College & University Housing Officers, Latina Knowledge Community Member. 2011-2012.
Rocacorba, Sharon. Western Association of College & University Housing Officers, Annual Conference Host Committee Member. 2011-2012.
Rodriguez, Mario. Western Association of College & University Housing Officers, Annual Conference Host Committee Member. 2011-2012.
Scrivens, Aimee. Western Association of College & University Housing Officers, Annual Conference Host Committee Member. 2011-2012.
Stang, Megan. Association of College and University Housing Officers, Local Area Host Committee Member. 2011-2012.

Vice President for Student Affairs
Freer, Douglas. California State University Student Affairs Council, Planning Committee and Chair Elect. 2011-2012.
Awards and Recognition

Counseling and Psychological Services
Counseling and Psychological Services. Accredited Counseling Center, University and College Board of Accreditation for the International Association of Counseling Services. 2011.
Li, Chun-I. APA Travel Award for Early Career Psychologists, American Psychological Association. 2012

Office of Financial Aid and Scholarships

Office of Student Life & Cultural Centers
Dorfman, Laura. Fan Favorite, KTLA. 2012.
Lewis, Mayra. Violence Prevention Champion Award, CSU Alcohol and Other Drugs Educational Conference. 2012.

Orientation Services
Watanabe, Jeni. On-Campus Advisor of the Year, CPP Greek Community. 2011.

Parking and Transportation Services

Student Health Services
Student Health Services. Most Units Collected at a Single University Site in CA Southern Region, American Red Cross. 2012.

University Housing Services
Belmar, Malene, Kat Courtney, & Fernando Marquez. Outstanding Diversity and Social Justice Program, Southern RAP Committee, Western Association of College & University Housing Officers. 2011.
Brooks, Paul. PACURH Region of the Month Award for RA of the Month, Pacific Association of College and University Residence Halls (PACURH). 2012.
Cisneros, Denise & Karla Enriquez. Program Recognition, Western Association of College & University Housing Officers Equity & Diversity Awareness. 2011.
Lu, Jason. Best of the West, Western Association of College and University Housing Officers Conference and Exposition. 2012.
University Housing Services. Institutional Philanthropy Award, Southern RAP, Western Association of College & University Housing Officers. 2011.
University Housing Services. Spirit Stick, Southern RAP, Western Association of College & University Housing Officers. 2011.
University Housing Services. Best Video, Southern RAP, Western Association of College & University Housing Officers. 2011.
Doctoral and Terminal Degrees Earned

Allard, Monique Student Support and Equity Programs  
Ed.D., Educational Leadership, University of Southern California

Ang, Gently Disability Resource Center  
Ph.D., Clinical Psychology, Fuller Theological Seminary

Block, David Student Health Services  
M.D., State University of New York

Chou, Katty Student Health Services  
M.D., New York Medical School

Colaner, Kevin Associate Vice President for Student Services  
Ed.D., Higher Education Administration, University of Southern California

Crean, Genevieve Counseling and Psychological Services  
D.M.F.T., Loma Linda University

DeStefano, Steven Student Health Services  
M.D., New York Medical School

Freer, Douglas Vice President for Student Affairs  
Ed.D., Educational Leadership, University of California, Los Angeles

Gutierrez Keeton, Rebecca Associate Vice President and Dean of Students  
Ph.D., Higher Education Administration, Claremont Graduate University

Herzog, David Counseling and Psychological Services  
Psy.D., Clinical Psychology, The Wright Institution, Berkeley

Howlett, Byron Office of Student Life and Cultural Centers  
Ed.D., Organizational Leadership, University of La Verne

Kohagura, Jennifer Career Counseling and Psychological Services  
Psy.D., Clinical Psychology, Phillips Graduate Institute

Lee, Dora Registrar’s Office  
Ed.D., Higher Education Administration, University of Southern California

Lee, Hanna Counseling and Psychological Services  
Ph.D., Clinical Psychology, Fuller Theological Seminary

Lehr, Greg Office of Student Life and Cultural Centers  
Ed.D., Education Administration, University of the Pacific

Li, Jeanie Counseling and Psychological Services  
Ph.D., Clinical Psychology, Neuroscience University of Hawaii

Muir, Craig Counseling and Psychological Services  
Ph.D., Clinical Psychology, University of Southern California

Ng, Monica Counseling and Psychological Services  
Psy.D., California, School of Professional Psychology

Nguyen, Dao Counseling and Psychological Services  
Ph.D., Clinical Psychology, University of Cincinnati
Doctoral and Terminal Degrees, continued

**Okiyama, Stephen** Counseling and Psychological Services  
Ph.D., Counseling Psychology, *University of Notre Dame*

**Ortega-Villalobos, Lideth** Counseling and Psychological Services  
Ph.D., Clinical Psychology, *Fuller Theological Seminary*

**Passeggi, Tracee** Intercollegiate Athletics  
J.D., *Oregon Law School*

**Ruzek, Nicole** Counseling and Psychological Services  
Ph.D., Clinical Psychology, *Institute of Transpersonal Psychology, Palo Alto*

**Schmitt Whitaker, Catherine** Disability Resource Center  
Ed.D., Organizational Leadership, *University of La Verne*

**Shelton, Diane** Counseling and Psychological Services  
Psy.D., Clinical Psychology, *California, School of Professional Psychology*

**Smith, Carol** Student Health Services  
M.D., *Wayne State University*

**Stang, Megan** University Housing Services  
Ed.D, Organizational Leadership, *Pepperdine University*

**Tantraphol, Monica** Student Health Services  
M.D., *Drexel University College of Medicine*

**Tsai, John** Student Health Services  
M.D., *Jefferson Medical College*

**Willingham, Michele** Counseling and Psychological Services  
Psy.D., Clinical Psychology, *California, School of Professional Psychology*

**Young, Antonia** Student Health Services  
PharmD., Pharmacology, *University of the Pacific*

Masters Degrees

**Adams, Jennifer** University Housing Services  
M.Ed., College of Student Affairs, *Azusa Pacific University*

**Allard, Clint** Intercollegiate Athletics  
MCAA, Coaching & Athletic Administration *Concordia University, Irvine*

**Ameen, Umera** Career Center  
M.S., Counseling, *California State University, Long Beach*

**Andelin, Jennifer** Registrar’s Office  
M.A., International Affairs, *George Washington University*

**Anderson, Gretchen** Admissions and Outreach  
M.A., Counseling, *California State University, San Bernardino*

**Anderson, Michael** Intercollegiate Athletics  
M.S., *California State University, Chico State*
Masters Degrees, continued

Ashe, Susan  
Judicial Affairs  
M.S., Higher Education and Student Affairs, Indiana University

Bailey, Yvonne  
Children Center  
M.S., Child Development, University of La Verne

Barlow, James  
Intercollegiate Athletics  
M.Ed., Education, National University

Betten, Randall  
Intercollegiate Athletics  
M.A., Physical Education, Azusa Pacific University

Bishop, Danelle  
Intercollegiate Athletics  
M.Ed., Physical Education, Tarleton State University

Bose, Piya  
University Housing Services  
M.A., Education, California State University, Humboldt

Bowman, Chad  
Disability Resource Center  
M.S., Counseling, California State University, Long Beach

Brandon, Deborah  
Admissions and Outreach  
M.A., Education, University of California, Riverside

Briggs, Trinette  
Career Center  
M.Ed., Counseling, Psychology, Marriage, Family Therapy, Cal Baptist University

Chen, David  
Student Affairs Information and Technology Services  
M.S., Computer Science, Cal Poly Pomona

Chisler, Christi  
Associate Vice President for Student Affairs Administration  
M.P.A., American University

Cordova, Mario  
Admissions and Outreach  
M.S., Leadership and Management, University of La Verne

Craig, David  
Career Center  
M.A., Social Sciences, Azusa Pacific University

Culla, Cora  
Associated Students, Inc.  
M.B.A., Business Administration, University of the Philippines

Dingman, Jennifer  
University Housing Services  
M.A., Higher Education- College Personnel, University of Arizona

Dorfman, Laura  
University Housing Services  
M.A., Education, Canisius College

Duran, Patricia  
Career Center  
M.P.A., Public Administration, Cal Poly Pomona

Emerson, Eric  
Student Affairs Information and Technology Services  
M.A., Social Psychology, Claremont Graduate School

Flanagan, Jimmie  
Disability Resource Center  
M.A., Psychology, General Experimentation, California State University, Northridge
Masters Degrees, continued

Flemington, Maria-Lisa  Associated Students, Inc.
M.A., Master of Fine Art, Museum Studies, Exhibition Design, California State University, Fullerton

Franco, Marla  Parking and Transportation Services
M.S., Counseling, California State University, Long Beach

Friday, Yolanda Cleveland  Admissions and Outreach
M.P.A., Public Administration, California State University, San Bernardino

Gamez, Sara I.  Student Support and Equity Programs
M.S., Educational Counseling, University of La Verne

Gilford-Beard, La’Keisha  Office of Student Life and Cultural Centers
M.Ed., Cross Cultural Education, National University

Gordon, Gary  University Housing Services
M.S., Educational Administration, California State University, Fullerton

Grosser, Jami  Office of Student Life and Cultural Centers
M.Ed., Higher and Postsecondary Education, Arizona State University

Guzman Scott, Leticia  Student Support and Equity Programs
M.B.A., Cal Poly Pomona

Hall, Joanna  Associated Students, Inc.
M.A., Curriculum and Instruction, Cal Poly Pomona

Harrison, Irvin  Office of Student Life and Cultural Centers
M.A., Postsecondary Educational Leadership, California State University, San Diego

Harvey, Isabelle  Intercollegiate Athletics
MCAA, Coaching & Athletic Administration, Concordia University, Irvine

Huynh, Kim  Student Support and Equity Programs
M.S., Educational Counseling, Cal Poly Pomona

Jackley, Debbie  Student Health Services
M.Ed., Multi-Media, Cal Poly Pomona

Jackson, Carla  Student Health Services
M.P.H., Community Health, University of California, Berkeley

Kamansky, Greg  Intercollegiate Athletics
M.B.A., San Diego State University

Kessler, Rocio  Children’s Center
M.Ed., Elementary, La Verne University

Kim, Grace  Career Center
M.S., Counseling and Student Development, Azusa Pacific University

Kukla, Rose  Student Affairs Information and Technology Services
M.S., Higher Education- College Student Personnel and Counseling, University of Southern Illinois

Lachemann, Brett  Intercollegiate Athletics
M.Ed., Physical Education, Azusa Pacific University
Masters Degrees, continued

Lamas-Serratos, Rosa Student Support and Equity Programs
M.B.A., University of La Verne

Lay, Ngoc Nguyen University Housing Services
M.Ed., Postsecondary Administration and Student Affairs, University of Southern California

Lay-Bounpraseuth, Thavery Office of Student Life and Cultural Centers
M.S., Counseling, California State University, Long Beach

Lee, Tamara Registrar’s Office
M.A., Counseling and Student Personnel Psychology, University of Minnesota

Leon, Norma Orientation Services
M.A., General/Experimental Psychology, California State University, Fullerton

Lew, Traci Admissions and Outreach
M.A., Education, University of California, Riverside

Lewis, Mayra Office of Student Life and Cultural Centers
M.A., Psychology-Applied Community Psychology, Antioch University, Los Angeles

Long, Shelbi Associated Students, Inc.
M.A., Liberal Arts, Lock Haven University

Lu, Jason University Housing Services
M.A., Higher Education/Student Personnel Administration, New York University

Luna, Reyes University Housing Services
M.Ed., College Student Personnel, Ohio University

Malasarn, Ruem Intercollegiate Athletics
M.A., Kinesiology, California State University, Fresno

Manske, Lea Student Support and Equity Programs
M.A., Education and Instructional Design, Cal Poly Pomona

Marquez, Lorena Office of Student Life and Cultural Centers
M.A., Student Affairs, Azusa Pacific University

Martin, Kevin Admissions and Outreach
M.P.A., University of South Alabama

Martinez, Maria Registrar’s Office
M.P.A., Human Resources, California State University, Fullerton

Matacotta, Joshua Counseling and Psychological Services
M.A., Clinical Psychology, California, School of Professional Psychology

Mims, Darlene Admissions and Outreach
M.S., Counseling, California State University, Los Angeles

Minor, Diana Office of Financial Aid and Scholarships
M.S., Business Organizational Management, University of La Verne

Morningstar, Kevin Student Affairs Information and Technology Services
M.B.A., University of Redlands
Masters Degrees, continued

**Mou, Richard** Student Affairs Information and Technology Services  
M.B.A., *California State University, Fullerton*

**Munnerlyn, Tom** Career Center  
M.Ed., Student Affairs and Higher Education, *University of South Carolina*

**Natividad, Jackie** Student Affairs Administration  
M.P.A., Public Administration, *Cal Poly Pomona*

**Navarro, Chelsea** University Housing Services  
M.Ed., Student Affairs, *University of California, Los Angeles*

**Nembhart, Karen** Student Support and Equity Programs  
M.S.W., *University of Southern California*

**Orgeta, Christy** University Housing Services  
M.A., Education, *California State University, San Diego*

**Peake, Barnaby** Associated Students, Inc.  
M.A., Education, College of Student Affairs, *Azusa Pacific University*

**Persson, Trevor** Intercollegiate Athletics  
M.Ed., Education, *University of La Verne*

**Ramirez, Yesenia** Disability Resource Center  
M.S., Educational Counseling, *University of La Verne*

**Ramos, James** Intercollegiate Athletics  
M.A., Physical Education, *Azusa Pacific University*

**de Ramos-Marcelo, Sonia** Student Support and Equity Programs  
M.S., Education Cross-Cultural Studies, *Cal Poly Pomona*

**Ramsower, Ty** Student Health Services  
M.Ed., Health Education, *Kent State University*

**Rasul, Shahla** Counseling and Psychological Services  
M.A., Clinical Psychology, *California, School of Professional Psychology*

**Rivera Duncan, Maria** Student Support and Equity Programs  
M.A., Educational Counseling, *California State University, Dominguez Hills*

**Rodriguez, Mario** University Housing Services  
M.S., Higher Education Administration, *Florida International University*

**Ross, Clara** Career Center  
M.S., Counseling, *California State University, Long Beach*

**Ruiz, Alexander** University Housing Services  
M.Ed., Higher Education, *Georgia Southern University*

**Sanchez, Carolina** Registrar’s Office  
M.P.A., Public Administration, *Cal Poly Pomona*

**Scrivens, Aimee** University Housing Services  
M.A., Organization and Leadership, *University of San Francisco*
Masters Degrees, continued

**Silverstein, Shawn** Counseling and Psychological Services  
M.A., Clinical Psychology, *California, School of Professional Psychology*

**Stevenson, Sara** Registrar’s Office  
M.P.A., Finance *Clark Atlanta University*

**Street, Kathleen** Associate Vice President for Enrollment Services  
M.S., Counseling, *University of Nevada, Las Vegas*

**Swanson, Brian** Intercollegiate Athletics  
M.S., Sports Administration, *Western Illinois University*

**Sypinero, Darwin** Student Affairs Information and Technology Services  
M.B.A., *Cal Poly Pomona*

**Tefera, Eden** Student Health Services  
P.A., *Charles Drew University*

**Tsuji, Scott** Intercollegiate Athletics  
M.S., Counseling College Student Personnel Services, *California State University, Northridge*

**Valdez, Jose** University Housing Services  
M.S., College Counseling and Student Development, *Azusa Pacific University*

**Villanueva, Viviana** Career Center  
M.S., Counseling, Psychology, Marriage, Family Therapy, *University of San Diego*  
M.A., Counseling Ministry, *California Baptist University*

**Watanabe, Jeni** Orientation Services  
M.A., Education, *Washington State University*

**Wegrich, Rosie** Intercollegiate Athletics  
M.A., Education, *University of Arizona*
Associate Vice President
&
Dean of Students
Mission Statement
The departments of the Dean of Students cluster advance the University's educational mission by extending the learning environment beyond the classroom through intentionally designed co-curricular opportunities. To that end, each department is commitment to promoting the development and enhancement of the educational experience of students through a wide array of programs and services.

Lead Personnel
Dr. Rebecca Gutierrez Keeton, Associate Vice President & Dean of Students
Susan Ashe, Director, Judicial Affairs
Dr. Byron Howlett, Interim Director, Office of Student Life & Cultural Centers

Cluster Overview
• Provides vision to the Office of Student Life and Cultural Centers to support student engagement and involvement on campus
• Oversees a developmentally grounded Judicial Affairs office, creating a safe and just community focusing on student responsibility; manages student crisis cases
• Serves as primary Advisor to the Associated Students, Incorporated
• Facilitates intentional faculty/Student Affairs collaborations (i.e. First Year Experience Program)

2011-2012 Accomplishments
• Established Bronco Activity Record to enhance student engagement with $100K Kellogg Grant & Campus Calendar with SAITS & EMS Scheduling with Office of Student Life and Cultural Centers
• Completed Judicial Affairs External Program Review. Completed National Hazing Prevention Week. Completed faculty notification regarding reports to judicial affairs of completed sanctions
• Gained approval and implemented the following: Hate Crime/Hate Speech Protocol, Hospital Accompaniment Protocol, and Student Death Protocol

2012-2013 Major Initiatives
• Complete Office of Student Life External Program Review
• Complete Alternative Consultation for Student Success Fee
• Develop custom links and website for Campus Calendar
• Complete Student Grievance Procedures
• Develop plans for 75th Anniversary Events to be sponsored by the Division of Student Affairs
• Configure, test and go live with virtual EMS scheduling

Key Challenges
• Managing the increasing severity, time-demands, and controversial nature of student crisis, hazing, and judicial cases; in addition to student anxiety and activism surrounding California's budget crisis
• Maintaining positive forward movement in the Dean of Students Cluster to enhance services to students and maintain staff morale
• Managing issues arising from putting Student Development & Leadership Institute, 3-D Leadership Conference, Council Transition Retreat, Greek expansion, sports clubs, and all new clubs/organization development on hold

Employees (FTE) Highest Degree Earned of Staff Budget & Revenue
13 Permanent Employees 5 Bachelors General Fund: $839,520
7 Temporary Employees 10 Masters
50 Student Assistants 3 Doctorates Self Generated Revenue: $226,469
AVP Involvement

ASI Personnel Review Committee
ASI Senate
Building Bridges Committee
Children’s Center Alternate Funding Committee
Cultural Centers Relocation Committee
EMS Committees- Enterprise, Common Calendar
Regics
FYE Teaching Partners Committee
Instructionally Related Activities Committee
Jewish Federation Response Committee
LaBounty Endowed Chair in Interdisciplinary Education Grant Selection Committee
Landscape Planning Committee
Latino Faculty, Staff, and Student Association
my BAR (Bronco Activity Record) Co-Curricular Portfolio Committee
Response Protocol for Hate Crimes and Hate Incidents Team
Student Development Leadership Institute: Advisory Committee chairperson
Title V Grant Writing Committee

Cluster Involvement

Access & disABILITY Committee
Alcohol and Other Drugs committee
ASI Bronco Art Requisition Committee
ASI Elections Committee
ASI Facilities and Operations Board Advisor
ASI Rules and Policies Committee
ASI Student Leader Training Committee
Black Faculty & Staff Association Executive Board
Black Faculty & Staff Association
Bronco Fusion Committee
Cal Poly Pomona Day at the Fair Committee
Constitution Day Planning Committee
Cross Cultural Retreat
Dean Evans Calendar, EMS, VEMS
Emergency Preparedness
First Year Experience Committee
Greek Hazing Prevention Week Committee

Green Space Initiative Coordinator
Hate Crime Incident Response Network
Kellogg Legacy Grant- African American & Native American Student Recruitment & Retention Committee
LaBounty Committee
LaBounty Committee, Endowed Chair of Interdisciplinary Applied Knowledge
MPP Review Committee, Dr. Rebecca Gutierrez Keeton
Orientation Club and Resource Fair
PolyCARES Team
Student Affairs Divisional Assessment Committee
Student Interest Council (SIC)
SIC: The Crowning od the Bronco Court Advisor
Unity Luncheon Committee
Veterans’ Services Initiative- Resource Subcommittee
Mission Statement
The Office of Judicial Affairs is responsible for ensuring a fair, just, and impartial disciplinary process for students charged with violating the Student Conduct Code, with a goal of providing information and resources to achieve a student interaction that is an educational one for all parties involved.

Lead Personnel
Susan Ashe, Director of Judicial Affairs

Department Overview
- Develops educational material, campus presentations, and campus outreach programs for faculty, staff and students on rights, responsibilities, and judicial procedures
- Abjudicates both academic and non-academic student conduct violations in an educational and developmental manner

2011-2012 Accomplishments
- Resolved 476 cases through case dismissals, settlement agreements, or formal hearings. Suspension for 5 years from the CSU was the highest sanction. Cases with sanctions showed a 32% increase from 10-11
- Completed a comprehensive program review with an external review team and the use of industry standards
- Presented 20 academic dishonesty workshops to students, faculty, academic departments, and staff; JA staff completed the Mental Health First Aid training and the office became Green Space certified

2012-2013 Major Initiatives
- Gain approval for a revised Student Rights, Responsibilities, and Grievance Procedures in collaboration with various key staff and administrators across campus
- Reassign Stu. Interest Council advising to OSLCC to free up time for outreach to academic depts, orientation, athletics, international center, and others regarding academic dishonesty, integrity, and ethical values
- Collaborate with UHS and the Village to improve conduct procedures, sanctioning, and educational outreach to residents focusing on issues of alcohol and marijuana

Key Challenges
- Cases involving multiple students, such as Greeks, clubs, and housing regarding hazing, alcohol, drugs, and other conduct violations are challenging because of the time and complexity of these cases
- Revising and updating procedures related to new Chancellor's Office EO’s 1072 (Title IX Coord expectations), 1073 (Student Conduct Admin procedures), 1074 (Title IX procedures)
- Using outdated technology prevents from efficient tracking and trending of data from cases; need proactive planning for crisis cases, threat assessments, substance abuse, academic integrity, and other cases

Employees (FTE)  Highest Degree Earned of Staff
1 Permanent Employees  0 Bachelors
0 Temporary Employees  1 Masters
1 Student Assistant  0 Doctorates

Budget and Revenue
General Fund: $0
Self Generated Revenue: $0
Mission Statement
To provide students with intentional learning experiences that promote leadership, empowerment, social justice, and community development.

Lead Personnel
Dr. Byron E. Howlett, Jr., Interim Director
LaKeisha Beard, Interim Senior Coordinator, Student Life
Jami Grosser, Interim Senior Coordinator, Cultural Centers
Dr. Greg Lehr, Interim Director of the Rose Float Program

Department Overview
- Support students with identity development through co-curricular student life programs, initiatives, and advisement
- Oversee the chartering process for 280 student organizations including 20 Greek organizations and ensure compliance with Executive Order 1006
- Offer programs to enhance appreciation of diversity, including cultural heritage months, graduation celebrations, workshops and training, and Cross Cultural Retreat

2011-2012 Accomplishments
- Successfully launched the first phase of both the myBAR co-curricular portfolio as well as the Events Management Systems (EMS) Room Scheduling software implementation
- Facilitated/Sponsored/Co-sponsored over 135 events with an estimation of over 17,700 participants including CPP Day at the Fair, Angela Davis event, and Hazing Prevention Educational Week
- VPWRC provided 77 workshops/presentations/events with an attendance of 7,457 CPP students/ staff/faculty & was awarded a 3 year grant from the U.S. DOJ VAWA Office in the amount of $199,991

2012-2013 Major Initiatives
- Will Implement and complete the OSL External Program Review
- Will launch and complete phase 2 of the myBAR co-curricular portfolio, as well as the Events Management Systems (EMS) Room Scheduling software implementation
- Will develop & implement strategies to ensure 100% of incoming students receive violence prevention education, further collaborate with the AA/NA Kellogg Legacy grant recruitment/retention efforts, & implement 2 First Friday events

Key Challenges
- Coping with budget & significant staff reductions, and the impact of services OSLCC is able to continue to offer to the campus
- Continuing to define and streamline Risk Management issues for clubs/organizations
- Re-engineering the campus Time, Place, & Manner protocol to more effectively reflect the vision and philosophy of CPP

Employees (FTE)
- 7 Permanent Employees
- 3 Temporary Employees
- 10.5 Student Assistants

Highest Degree Earned of Staff
- 1 Bachelors
- 6 Masters
- 2 Doctorates

Budget and Revenue
- General Fund: $600,668
- Self Generated Revenue: $189,551
Associate Vice President
for
Enrollment Management & Services
Mission Statement
The AVP for Enrollment Management and Services advances the educational mission by providing leadership for the university’s enrollment planning and management efforts and comprehensive services and programs that promote the recruitment, matriculation, financial support, and academic success of students. As an integral part of the division’s senior leadership team, the AVP provides vision and direction and participates in University policy development, planning, management and advancement.

Lead Personnel
Kathleen Street, Associate Vice President, Enrollment Management and Services
Deborah Brandon, Executive Director, Admissions and Outreach
Norma Leon, Senior Coordinator, Orientation Services
Maria Martinez, Registrar
Diana Minor, Director, Financial Aid and Scholarships

Cluster Overview
• Provides direction and oversight to five comprehensive departments: Admissions and Outreach, Financial Aid and Scholarships, Orientation Services, Registrar's Office, and Enrollment Technology
• Provides leadership to enrollment planning and reporting, including consultation with key campus constituents in the development of annual campus FTE targets, enrollment goals and strategies
• Provides coordination of enrollment functions across the Enrollment Services departments to ensure the smooth delivery of comprehensive, effective services to students and the campus community

2011-2012 Accomplishments
• Designed, developed and implemented an Outreach and Recruitment plan targeting domestic non-resident international, veteran students
• Awarded a $25,000 grant through the Kellogg Legacy Project to purchase an all-inclusive scholarship management system
• Developed programmatic changes to the Transfer Orientation Program with increased focus on student academic success, including supplemental online Orientation modules

2012-2013 Initiatives
• Review of admissions business processes and utilize technology to further streamline and automate processes and communications to prospects, applicants and admits
• Work collaboratively with University Advancement and Academic Affairs to centralize a scholarship donor database and all scholarships awarded throughout the University
• Expand e-Orientation for international students, returning transfers and post baccalaureate students
• Enhance services to student veterans through establishing the Veterans Resource Center in the Registrar's Office, to serve as a first point of contact for programs & services

Key Challenges
• Managing admissions within an environment of fluidity coupled with several internal and external constraints
• Recruiting non-resident students in a highly competitive market
• Ensuring that the department adheres to or enforces changing State, CSU or campus enrollment-related policies and procedures and making timely adjustments to established business processes as needed

Employees (FTE)  Highest Degree Earned of Staff  Budget & Revenue
75  Permanent Employees  25  Bachelors  General Fund:  $4,272,876
2  Temporary Employees  17  Masters  Self Generated Revenue:  $981,407
63.5  Student Assistants  1  Doctorates
**AVP Involvement**

Administrative Computing Committee  
CLA Replacement Building Advisory Group  
Common Issues Committee  
Dashboard Development  
Early Start Program Planning Committee  
Enrollment Planning Group  
Graduation Initiative Steering Committee  
Orientation Advising Council  
PeopleSoft Managers Committee  
Summer Quarter Planning Committee  
WASC Steering Committee

**Cluster Involvement**

Access & Disability Alliance  
Academic Senate  
Advising Task Force  
Alcohol and Other Drugs Committee  
Alpha Lambda Delta Honor Society Advisor  
Alpha Pi Sigma  
Asian Pacific Faculty, Staff and Student Association  
Black Faculty and Staff Association  
BroncoFusion Committee  
Building Bridges Committee  
Chi Omega  
CLA Floor Marshall  
Commencement Committee  
Common Issues  
CSU Financial Aid Directors Group  
Delta/Delta Co-ed Fraternity  
DSA STAR Committee  
Early Start Committee  
Emergency Preparedness Committee  
Enrollment Cluster Team  
EO 665 Petition Committee  
Exploring Learning Communities through the Kellogg Legacy Grant  
First Year Experience Teaching Partner  
Foundation Board of Directors  
Go Green Committee  
Hapa Student Club  
High School Student Services Coordinator Search Committee  
HRSA and Finance Security Team  
ID Management Committee  
International eOrientation Work Group  
Judicial Hearing Officer  
Kellogg Legacy  
Latino Faculty Staff Association  
Mexican American Student Association  
Orientation Advisor Council  
PeopleSoft Managers  
Phi Kappa Tau Fraternity Advisor  
PolyCares  
Retroactive Withdrawal Committee  
Staff Council  
STAR Award Committee  
Student Affairs Divisional Assessment Committee  
Study Abroad Coordinator-International Search Committee  
The Leadership Group  
University Curriculum Committee  
Veterans’ Admission Advisory Group  
Veterans’ Resource Subcommittee  
Veterans Services Initiative Committee
Mission Statement
The mission of the Office of Admissions and Outreach is to support the university’s academic plan and enrollment goals while enhancing the access and successful transition of students who reflect the rich diversity of California and beyond through strategic and innovative outreach and recruitment and the effective delivery of admissions services from the initial point of inquiry through enrollment.

Lead Personnel
Deborah L. Brandon, Executive Director Admissions and Outreach
Yolanda Cleveland Friday, Director of Outreach & School Relations
Vacant, Director of Admissions
Traci Lew, Interim Associate Director of Non-Resident Admissions and Outreach

Department Overview
- Serves in a leadership capacity in the University enrollment management and planning efforts
- Promotes the image of the University, its programs and uniqueness to attract and enroll students with the potential for academic success
- Provides timely, accurate and comprehensive recruitment and admission services and communication to students, parents, campus/CSU constituents, and the external community

2011-2012 Accomplishments
- Collaborated with Academic Affairs in managing admission by academic program to meet 103% of FTES target
- Designed, developed and implemented Outreach and Admissions plans targeting domestic non-resident, international and veteran students
- Developed collaboration regarding African American male graduation initiative w/African American male faculty

2012-2013 Major Initiatives
- In collaboration with the Deans, ascertain enrollment goals of non-resident students by career and by academic program
- Review admissions business processes and utilize technology to further streamline and automate processes and communications to prospects, applicants and admits
- Enhance Admissions and Outreach marketing materials to include websites, social media, and print materials

Key Challenges
- Managing admissions within an environment of fluidity coupled with several internal and external constraints
- Balancing the decrease in fiscal and human resources with increased need for specific recruitment and enrollment goals by academic program
- Recruiting non-resident students in a highly competitive market

Employees (FTE)
- 31 Permanent Employees
- 0 Temporary Employees
- 32 Student Assistants

Budget and Revenue
- General Fund: $1,428,806
- Self-Generated Revenue: $142,683

Highest Degree Earned of Staff
- 5 Bachelors
- 7 Masters
- 0 Doctorates
Mission Statement
The mission of the Office of Financial Aid and Scholarships is to provide access to higher education for a diverse student population regardless of financial circumstances. Based on a student-centered philosophy, the staff strives to guide and assist students in fulfilling their academic aspirations through quality outreach and the effective and efficient delivery of aid.

Lead Personnel
Diana Minor, Director
Maryville Tuzon, Associate Director

Department Overview
- Allocates annually $160 million in federal, state and institutionally funded financial assistance and $2.6 million scholarships to 73% of the student population
- Serves as the clearinghouse for the majority of scholarships administered at Cal Poly Pomona
- Provides outreach and counseling services to prospective and current students and their families
- Informs the campus community of current issues related to college costs and student financial aid

2011-2012 Accomplishments
- Completed a single scope audit performed by KPMG with no findings
- Awarded a $25,000 grant through the Kellogg Legacy Project to purchase an all-inclusive scholarship management system
- Implemented a strategy to provide grant funding to entering freshmen required to participate in the mandatory summer Early Start Program

2012-2013 Major Initiatives
- Develop an annual report to identify and assess the current awarding methods and practices in order to provide access and equity to a diverse student population
- Fully implement the on-line STAR's scholarship program to ensure access and equity in the awarding of scholarships
- Work collaboratively with University Advancement and Academic Affairs to centralize a scholarship donor database and all scholarships awarded throughout the University

Key Challenges
- Developing a method to continue to meet awarding timelines and enrollment goals with an increased applicant pool and decreased staff
- Keeping informed and implementing new and changing rules and regulations to ensure compliance with Federal and State regulations
- Addressing the funding needs of new academic programs being established for graduate students while regulations call for a decrease in graduate level funding

Employees (FTE)
- 12 Permanent Employees
- 2 Temporary Employees
- 9 Student Assistants

Highest Degree Earned of Staff
- 10 Bachelors
- 1 Masters
- 0 Doctorates

Budget and Revenue
- General Fund: $692,781
- Self Generated Revenue: $39,332
Mission Statement
Our mission is to develop holistic programming and create opportunities for students to become engaged members of the campus and global community. We commit to preparing students for lifelong learning & leadership by developing a sense of community among new students by creating shared experiences; integrating students into the life of the institution through the promotion of campus traditions, mission, philosophy & culture; creating intentional opportunities for faculty/student interactions; connecting students to valuable support resources; educating students about their rights, responsibilities and opportunities; and engaging families as support systems for student success.

Lead Personnel
Norma Leon, Senior Coordinator

Department Overview
- Serves 5,700+ new undergraduates and 2,000+ parent/family annually through mandatory Orientation programs
- Delivers up to (8) 3-day/2-night freshmen residential, (13) 1-day transfer, (21) 1-day parent/family orientation programs
- Coordinates BroncoFusion, an all-day campus-wide welcome event for entering students
- Oversees the online Veterans e-Orientation and collaborates in the online International Student e-Orientation
- Oversees and distributes bi-monthly student e-newsletter, BroncoBytes, for the campus community
- Provides comprehensive leadership development to 44 orientation captains and leaders, and 5 office student staff

2011-2012 Accomplishments
- Developed programmatic changes to the Transfer Orientation Program with increased focus on student academic success, including supplemental online Orientation modules
- Extended freshman orientation programming to 3-days/2 nights to provide increased focus on academic success and engagement
- Integrated entering student programming needs into the Weekend Events campus programming

2012-2013 Major Initiatives
- Expand e-Orientation for international students, returning transfers and post baccalaureate students
- Explore multi-lingual parent/family/guest Orientation information, materials, and programs
- Support the development of a centralized Call Center and One-Stop Center

Key Challenges
- Providing sufficient freshmen and transfer orientation programs within a limited summer schedule window
- Serving larger groups of freshmen and transfer students, plus their guests, with limited space capacities
- Providing appropriate oversight to the extended programs with limited professional staff

Employees (FTE)
- 3 Permanent Employees
- 0 Temporary Employees
- 20 Student Assistants

Highest Degree Earned of Staff
- 0 Bachelors
- 2 Masters
- 0 Doctorates

Budget and Revenue
- General Fund: $0
- Self Generated Revenue: $506,228

Student Affairs 2011-2012 Annual Report
Orientation Services
Division of Student Affairs
As of June 30, 2012

Kathleen Street
Associate Vice President for Enrollment Management & Services
AGL III

Norma León
Senior Coordinator
SSP IV

Ja Taun Moore
Office Manager
ASC I

Student Office Assistants
(5)

Jeni Watanabe
Program Coordinator
SSP III

Student Orientation Team Captains (4)

Orientation Leaders (40)
Mission Statement
The Registrar’s Office serves students and the campus community by providing quality service that facilitates enrollment, persistence and degree completion, while maintaining accurate academic and confidential records for the University.

Lead Personnel
Maria L. Martinez, Registrar
Dora Lee, Interim Associate Registrar

Department Overview
- Oversees all student academic records and business processes and activities related to matriculation, registration, evaluation and graduation of the 21,000+ Cal Poly Pomona students
- Enforces and ensures campus compliance with federal, state, CSU and university regulations
- Collaborates with key campus constituents in developing, implementing and communicating student-centered academic policies, procedures and services that support student success

2011-12 Accomplishments
- Implemented an online transcript ordering system, providing current and former Cal Poly Pomona students the ability to order and pay for official transcripts on a 24/7 basis
- Implemented a paperless solution to faculty advisors for submitting approvals of student requests to add minor programs or degree electives using the Advisor Request System in BroncoDirect
- Enhanced communication to key constituents with the automation of Change of Grade emails to faculty, academic standing letters to students on academic peril, and the development of a Call Center

2012-2013 Major Initiatives
- Facilitate academic advising by implementing the Advising Notes functionality in BroncoDirect, which allows advisors the ability to record, retrieve and share advising notes on each advisee
- Enhance services to student veterans through supporting the Veterans Resource Center in Registrar’s Office, to serve as a first point of contact for programs & services
- Increase efficiency in several key enrollment-related processes, such as changing of grades, application of advisement holds and assignment of registration appointments

Key Challenges
- Sustaining strong leadership for the department and keeping current with higher education technology while lead personnel are managing current operations with a flat budget
- Maintaining timely processing of enrollment records and high quality of service delivery amidst staffing shortage and budgetary constraints resulting from the California economic crisis
- Ensuring that the department adheres to or enforces changing State, CSU or campus enrollment-related policies and procedures and making timely adjustments to established business processes as needed

Employees (FTE)
- 26.5 Permanent Employees
- 0 Temporary Employees
- 2.5 Student Assistants

Highest Degree Earned of Staff
- 10 Bachelors
- 5 Masters
- 1 Doctorates

Budget and Revenue
- General Fund: $1,163,077
- Self Generated Revenue: $82,561

Registrar's Office
Enrollment Management Cluster
http://www.dsa.csupomona.edu/registrar/

Student Affairs 2011-2012 Annual Report
Associate Vice President for Student Affairs Administration
Mission Statement
The Associate Vice President for Student Affairs Administration advances the educational mission of the university by providing leadership for auxiliary programs and services to engage students in active learning, build a supportive and inclusive environment, support the emotional growth and personal development of students and make a positive contribution to student life. As part of the Vice President’s leadership team, the AVP provides vision and direction to the Division in capital planning, design and construction; budget, forecasting and financial reporting; and strategic planning.

Lead Personnel
Christi R. Chisler, Associate Vice President, Student Affairs Administration
Yvonne Bailey, Director, Children’s Center
Michael Biagi, Director, Parking and Transportation Services
Dr. Megan Stang, Director, University Housing Services
Carol Lee, Division Budget Specialist

Cluster Overview
• Provides fiscal and strategic planning for the Division for the general operating fund budget of $15.5 million, special funds of $25 million, and capital construction of $76 million
• Provides fiscal, operational and strategic oversight of University Housing Services, Parking and Transportation Services, and the Children’s Center
• Serves as the Division liaison to the university for budget, capital planning, and space planning

2011-2012 Accomplishments
• Collaborated with Admissions and Orientation Services to develop and implement a one-stop application and payment process for incoming students
• Facilitated the completion of business continuity plans for 9 departments
• Implemented T-2 Flex, the operating system and database for the parking citation system
• Initiated design process for the replacement of the traditional residence halls slated for opening in 2016

2012-2013 Initiatives
• Refine and finalize proforma to support design and construction of parking structure II, including parking allocation plans for Lots J and M, and sustainable components of the project
• Work closely with the university to complete site selection and programming for new Child Care Center
• Complete site selection and commence design of the traditional residence halls replacement project (phase I) slated to open 2016

Key Challenges
• ASI funds are limited which causes the Children’s Center to reduce cost and implement higher fees
• Encouraging the use of alternative transportation options for students, faculty and staff in order to meet the goals of the President’s Climate Commitment
• Handling increased incidents and subsequent conduct cases due to the abuse of marijuana

Employees (FTE) Highest Degree Earned of Staff Budget & Revenue
71 Permanent Employees 25 Bachelors General Fund: $0
16 Temporary Employees 21 Masters Self Generated Revenue: $27,514,570
288 Student Assistants 1 Doctorates
AVP Involvement

ASI Recreation Center Steering Committee
ASI Recreation Center Contractor Selection Committee
Campus Master Plan Committee
Children’s Center Alternative Funding Committee
CLA Replacement Building Advisory Group
Disruption Planning Committee
Division Business Continuity Liaison
Judicial Affairs Hearing Officer
Kellogg Gym Renovation Committee
LAUP Workforce Initiative
Palm Court Programming Committee
Parking & Transportation Services Advisory Committee
Residential Suites Phase II, Construction Committee
Resource Management Advisory Council
Space Management Planning Committee
TLG
University Housing Services Master Plan Committee

Cluster Involvement

Access and Compliance Team
Administrative Fund Committee
Alcohol and Other Drug Committee (AOD)
Alpha Phi Omega
ASI Programming Assistant Search
Barkada
BeSmart Committee
Bronco Fusion
Cal Poly Pomona Cycling Club Advisor
Campus Learning Communities
Chi Alpha Advisor
Circle K
Children’s Center Parent Advisory Board
Climate Commitment- Parking & Transportation Taskforce
Commencement Committee
Cross Cultural Retreat
First Year Experience Teaching Partner
Latino Faculty, Student, and Staff Association
Latino Faculty, Student, and Staff Association Scholarship Committee
MyBar
Hot Dog Caper Planning Committee

Latino Faculty, Staff & Student Association, Member
Phi Beta Sigma
Pi Kappa Phi Advisor
PolyCares
Pride Alliance
Pride Center Scholarship Committee
Search Committee- Associate Vice President for Facilities Management
Search Committee- Intramural Assistant Director
Search Committee- recreation Center Director
Sexual Assault Task Force
Southern California Tasting and Auction Committee
Student Affairs Assessment Committee
Student Affairs Go Green Committee
Student Affairs Star Award Committee
Student Affairs Weekend Programming Committee
Student Housing Replacement Committee
Strawberry Festival Planning Committee
Unity Luncheon Committee
Veterans Task Force
Violence Prevention & Women’s Resource Center Collaboration
Mission Statement
The Children's Center is committed to providing a free or affordable, high-quality school readiness program in a safe and nurturing environment which allows our children to create positive educational experiences while student parents fulfill their educational goals and dreams.

Lead Personnel
Yvonne Bailey, Children's Center Director
Melissa Terrazas, Interim Education Coordinator
Daniela Rodriguez, CCAMPIS Coordinator
Lorena Segarra, Family Service Coordinator
Michele Crowder, Lead Teacher

Department Overview
• Enrolls over 90 children in a year round part or full-time program for Toddlers, Preschoolers, and Kindergarteners and a summer enrichment program, Kids University, for elementary school-age children
• Supports school readiness, develops oral language skills, phonological and print awareness, alphabet and math knowledge, comprehension, and social and emotional development through research-based curricula programs
• Provides highly-qualified Teachers with Bachelor’s Degrees, licensed through the State of California Department of Social Services Community Care Licensing, Title 22, and implements Title 5 low Teacher-child ratios

2011-2012 Accomplishments
• Developed a paid an internship for students interested in Early Education
• Completed the National Association for the Education of Young Children Accreditation process
• Upgraded Care Control database for attendance tracking and grant billing

2012-2013 Major Initiatives
• Work closely with the university to complete site selection and programming for new Child Care Center
• Revise the parent and staff handbooks to reflect the new recommended policies and procedures
• Launching new kindergarten/transition kindergarten program to accommodate changes in age range to begin kindergarten in public schools

Key Challenges
• Relying on fluctuating grant funding to support ongoing programs
• Shortage of space and proper types of space to appropriately house staff and serve children

Employees (FTE)
17 Permanent Employees
6 Temporary Employees
2 Student Assistants

Highest Degree Earned of Staff
10 Bachelors
3 Masters
0 Doctorates

Budget and Revenue
General Fund: $0
Self Generated Revenue: $1,073,366
Mission Statement
Parking & Transportation Services provides accessible, convenient, safe and well-maintained parking accommodations and transit services for students, faculty, staff and guests. The department is dedicated to providing various and cost effective methods of alternative transportation to meet the current and future demand for parking on campus and support the campus climate initiative.

Lead Personnel
Michael Biagi, Director
Marla Franco, Associate Director

Department Overview
- Manages 11,850 spaces in 17 surface lots and one structure, parking enforcement and appeals, Bronco Express and Bronco Link Shuttles, Rideshare, van pools, Visitor and Information Booth and lot maintenance
- Serves over 500,000 shuttle riders and 75,000 visitors through the Information Booth; writes over 20,000 citations; and enrolls and serves over 600 Rideshare members per year
- Provides other special services including commute planning, vehicle assists, safety escorts, and assisting University Police with traffic control

2011-2012 Accomplishments
- Implemented T-2 Flex, the operating system and database for the citation system
- Realigned staff and job duties in order to increase operational effectiveness and use department resources more efficiently
- Initiated new accounts receivable process to increase revenue collection and resolve outstanding debt issues

2012-2013 Major Initiatives
- Refine and finalize proforma and corresponding rate structure to support design and construction of parking structure II, including parking allocation plans for Lots J and M, and sustainable components of the project
- Evaluate the existing Bronco Express Shuttle routes in order to ensure comprehensive campus coverage and maximize ridership in light of changing parking configurations
- Complete a multi-year evaluation of parking demand and supply

Key Challenges
- Continuing to work through conversion to new parking citation management software system
- Ongoing absences and vacancy of several key personnel (parking officers) throughout the year caused operational challenges when conducting enforcement, emergency response and working special events
- Encouraging the use of alternative transportation options for students, faculty and staff in order to meet the goals of the President's Climate Commitment

Employees (FTE)
- 22 Permanent Employees
- 1 Temporary Employees
- 16 Student Assistants

Highest Degree Earned of Staff
- 4 Bachelors
- 2 Masters
- 0 Doctorates

Budget and Revenue
- General Fund: $0
- Self Generated Revenue: $6,811,566
Mission Statement
We work cooperatively with our residents in a learning centered environment to foster:
- A safe and welcoming community
- Opportunities for growth, leadership and academic achievement
- Respect and value of lifestyle and cultures

Lead Personnel
Dr. Megan Stang, Executive Director
Reyes Luna, Director for Residence Life
Tyler Treadway, Director for Housing Operations
George Barney Wright, Associate Director for Facilities
Ngoc Nguyen Lay, Interim Assistant Director for Business Services

Department Overview
- Serves as a comprehensive student housing department encompassing Residential Life, Housing Operations, Facilities, Capital Planning and Construction, Residential Dining, and Summer Conference Services
- Provides on campus housing for 2,450 residents: 1,400 in traditional residence halls (built in 1960's), 1,030 in the Residential Suites, 20 at the Lyle Center for Regenerative Studies (housing units managed by UHS for the College of Environmental Design)

2011-2012 Accomplishments
- Initiated site study and design process for the replacement of the traditional residence halls
- Collaborated with Admissions and Orientation Services to develop and implement a one-stop application and payment process for incoming students
- Developed an on-line educational outreach series for incoming residents addressing key challenges for freshman students

2012-2013 Major Initiatives
- Complete site selection and commence design of the traditional residence halls replacement project (phase I) slated to open 2016
- Assess, review and revise academic initiative plan while increasing partnerships and strengthening collaborations
- Conduct program review in conjunction with the university and division strategic plan goals

Key Challenges
- Handling increased incidents and subsequent conduct cases due to the abuse of marijuana
- Adjusting business operations to continually changing contracting timeline and major system changes
- Breaking through existing campus barriers to increased academic/housing partnerships and living learning programs

Employees (FTE)
- 33 Permanent Employees
- 9 Temporary Employees
- 270 Student Assistants

Highest Degree Earned of Staff
- 9 Bachelors
- 14 Masters
- 1 Doctorates

Budget and Revenue
- General Fund: $0
- Self Generated Revenue: $19,629,638
Associate Vice President for Student Services
Mission Statement
The Associate Vice President for Student Services provides leadership for services that promote the intellectual, personal and career development of students while enhancing their physical and psychological well-being in support of educational equity and student success.

Lead Personnel
Dr. Kevin T. Colaner, Associate Vice President
Dr. Monique S. Allard, Executive Director of Student Support and Equity Programs
Tom Munnerlyn, Director of the Career Center
Dr. Cathy Schmitt Whitaker, Director of the Disability Resource Center
Dr. Michele Willingham, Director of Counseling and Psychological Services
Dr. Kevin T. Colaner, Interim Director of Student Health Services

Cluster Overview
• Responsible for the strategic direction and line management of the Career Center, Counseling and Psychological Services (CAPS), Disability Resource Center (DRC), Student Health Services (SHS), and Student Support and Equity Programs (SSEP)
• Liaisons with Academic Affairs to determine strategic direction in enhanced student retention, educational equity and student learning
• Carries out the responsibilities of the college dean for undeclared students, meets with and advises individual students and student groups and acts on various petitions and appeal

2011-2012 Accomplishments
• Secured nearly $877,000.00 in external funding and reallocating over $300,000.00 from general fund to fee based source
• Implemented revised advising model impacting every EOP students from matriculation to graduation
• Expanded web services to provide on-line appointments and access to direct messaging with Student Health Services Clinicians

2012-2013 Major Initiatives
• Restructure services and organization to increase collaboration counseling and student health services on campus
• Establish systematic technological reporting processes and capabilities to meet programs/services
• Continue to increase and responsibly administer external grant funding

Key Challenges
• Addressing staffing shortages resulting from personnel turnover and internal divisional reassignments
• Providing timely and appropriate accommodations/services for evolving learning initiatives in times of limited fiscal resources
• Improving data tracking, analysis, and assessment measures to determine program effectiveness and impact on student learning and degree attainment

Employees (FTE)  Highest Degree Earned of Staff  Budget & Revenue
86  Permanent Employees  19  Bachelors  General Fund: $3,174,321
34  Temporary Employees  24  Masters  Self Generated Revenue: $5,327,104
65  Student Assistants  24  Doctorates
AVP Involvement
Access and Compliance Team, Chair
Access and disAbility Alliance (AdA)
Assessment Committee (SADAC)
Advising Task Force Committee
Advising Task Force Committee, Sub Committee
Enrollment Planning Group (EPG)
Golden Key Honour Society, Advisor
Graduation Initiative Steering Committee
Pride Alliance
Senior Survey Committee, Chair
Student Health Advisory Committee (SHAC)
Title V Grant Committee

Cluster Involvement
Access and Compliance Team (ACT)
ACCESS and disABILITY ALLIANCE (AdA)
Accessible Technology Initiative (ATI) Steering Committee
Advising Task Force Committee
Alcohol and Other Drugs Advisory Council
Amelia Hammond Committee and Service Award Committee
ASI BRIC Director Search Committee (Co-Chair)
Black Faculty, Staff & Student Association
Bronco Fusion Committee
Bronco Fusion Workshop Presenter
Building Marshall - Emergency Preparedness and Mini EOC 5
California Faculty Association (CFA) Faculty Rights Committee
Demanda Estudiantil Para Igualdad Educacional (D.E.P.I.E.), Advisor
Disability and Awareness Affinity Alliance
Disability Awareness Committee
Diversity Champion Award
DSA STAR Awards Committee
Enrollment Planning Group (EPG)
EO 1048 Early Start Committee
First Year Experience Teaching Partner
Golden Key Honour Society, Advisor
Graduation Initiative Steering Committee
Hilda L. Solis Scholarship and Reception Committee
Institutional Review Board
La Bounty Grant
Labor Council
Labor Management Committee
Latino Business Students Association (LBSA), Advisor
Latino Faculty, Staff & Student Association (LFSSA)
Latino Faculty, Staff & Student Association, Faculty Representative
Latino Professional Alumni Chapter
Learning Support Council
Los Broncos Unidos, Advisor
Mental Health Service ACT (MHSA) Committee
Mini EOC 5, Building Marshall
Minority Studies Group - Native American/ African American Student Success Committee
Orientation Advisory Council
PolyCARES Team
Pride Alliance
Public Affairs Roundtable
Retroactive Withdrawal Committee
Safe Zone Ally
Senior Survey Committee
Staff Council
Student Affairs Division Assessment Committee (SADAC)
Student Affairs Go Green Committee
Student Health Advisory Committee (SHAC)
Title V Grant Committee
The Intimate Partner Violence Campus Task Force
Transgender Task Force
University Advising Task Force
University Curriculum Committee
Veteran's Liaison Council
Veterans' Student Initiative, Student Affairs
Vietnamese Student Association, Advisor
Office of the AVP for Student Services
Division of Student Affairs
As of June 30, 2012

Douglas R. Freer, Ed.D.
Vice President for Student Affairs
AGL IV

Kevin T. Colaner, Ed.D.
Associate Vice President for Student Services
AGL III

Angie Macilla
Assistant to the AVP
AA/S NE

Tom Munnerlyn
Director, Career Center
AGL III

Michele Willingham, Psy.D.
Director, Counseling & Psychological Services
AGL III

Cathy Schmitt Whitaker, Ed.D.
Director, Disability Resource Center
AGL III

VACANT
Director, Student Health Services
AGL III

Monique S. Allard, Ed. D.
Interim Exec. Director, Student Support & Equity Programs
AGL III

Monica Ng, Psy.D.
Associate Director, Counseling & Psychological Services
AGL II

Chad Bowman
Program Coordinator, ARCHES
SSP IV

Ty Ramsower
Associate Director, Health and Wellness Promotion
AGL II

Monica Ng, Psy.D.
Assistant Director, Student Support & Equity Programs
SSP IV

Leticia Guzman Scott
Assistant Director, Student Support & Equity Programs
SSP IV

Lea Manske
Associate Director, Student Support & Equity Programs
AGL II

Office of the AVP for Student Services
Division of Student Affairs
As of June 30, 2012

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Assistant Director, Student Support & Equity Programs
SSP IV

Leticia Guzman Scott
Assistant Director, Student Support & Equity Programs
SSP IV

Lea Manske
Associate Director, Student Support & Equity Programs
AGL II
Mission Statement
Empower students and alumni to identify their skills, interests and values; make informed educational decisions; and discover meaningful career opportunities.

Lead Personnel
Tom Munnerlyn, Director
Cherrie Peters, Lead Administration
Patricia Duran, Lead Career Counselor

Department Overview
• Offers a comprehensive program that coordinates career resources for all students/all majors and alumni
• Coordinates student and part-time employment and career-related internship/coop and full time employment
• Provides career development/counseling for undeclared majors, students who change their major and students who need assistance identifying what options are available with their major

2011-2012 Accomplishments
• Served approximately 13,500 students in drop-ins, advising, and workshops
• Established Career Center Clothes Closet serving over 400 students
• Instructed eight sections of CPU 100 class

2012-2013 Major Initiatives
• Host Open Houses for new and continuing employers on a monthly basis
• Add a kiosk to student interview waiting area and update Career Center Information Desk making it ADA compliant
• Expand employer outreach, utilizing all Career Center staff

Key Challenges
• Starting fall term with a reduction of full-time staff
• Lack of adequate technological support to provide services to students
• Providing enough CPU 100 classes to meet student demand

Employees (FTE)
9 Permanent Employees
1 Temporary Employees
6 Student Assistants

Highest Degree Earned of Staff
3 Bachelors
6 Masters
0 Doctorates

Budget and Revenue
General Fund: $381,266
Self Generated Revenue: $324,359
Mission Statement
The mission of Counseling and Psychological Services (CAPS) is to advance student success by promoting community wellness, removing psychological barriers, facilitating self-awareness, and cultivating the personal strengths of Cal Poly Pomona students through culturally relevant mental health services designed to transform their personal, social and academic lives.

Lead Personnel
Dr. Michele M. Willingham, Director
Dr. Monica Ng, Associate Director

Department Overview
- Offers brief individual, couple or family counseling, therapy and skills training groups, and educational programs to students experiencing educational, psychological, relationship difficulties, or seeking personal growth
- Walk-in crisis appointments and on-site crisis intervention is available for students in acute emotional distress or who may be a danger to themselves or others, and in support of the faculty or staff serving those students
- Serves as a resource for immediate consultation and ongoing outreach education to equip faculty and staff in effective responses to disruptive and/or distressed students

2011-2012 Accomplishments
- Implemented Mental Health First Aid training program for campus community
- Received the external grant fund implement joint leadership training with the International Student Services and Transgender Support Task Force on campus
- Provided 802 individual and group intakes, 524 crisis/walk-in appointments, and 4,235 individual, couple, and group sessions (a 11% increase from 2010-2011) to students

2012-2013 Major Initiatives
- Restructure services and organization to increase collaboration between counseling and student health departments on campus
- Implement a new structured training program for doctoral interns to enhance the quality of services provided to our students
- Increase linkage to services with DSA partners to support students’ needs and facilitate graduation

Key Challenges
- Increase in the severity of behavioral and psychological problems requiring extensive crisis management, threat assessment and interventions
- Increase need for post-hospitalization case management, referrals and follow-up to prevent relapse and interruptions in academic performance
- Loss of a crisis/CM counselor during the second half of the year while crisis and hospitalization cases continued to increase

Employees (FTE)
13 Permanent Employees
5 Temporary Employees
0 Student Assistants

Highest Degree Earned of Staff
0 Bachelors
3 Masters
13 Doctorates

Budget and Revenue
General Fund: $172,569
Self Generated Revenue: $1,165,538
Mission Statement
The Disability Resource Center (DRC), in collaboration with campus community, advocates for the equal access and opportunity for individuals with disabilities to be enfranchised in all aspects of University life by supporting personal, academic, and career development. DRC further seeks to empower students to fulfill their potential through self-determination life-long learning and growth.

Lead Personnel
Dr. Catherine Schmitt Whitaker, Director

Department Overview
- Serves approximately 450 students with a variety of disabilities, providing resources and consultative services for approximately 650 faculty/staff and 22 departments regarding disability and accessibility related topics
- Creates awareness, provides education, and consults on a complex set of federal, state, Office of Civil Rights, CSU and university regulations related to access and equity
- Verifies documentation and prescribes academic accommodations and support services

2011-2012 Accomplishments
- Implemented new hardware and software increasing alternate media productivity to 99.5% timeliness and reduced average days to edit from 14 to 9
- Received five mini-grants totaling over $10,000 from Tri-City Mental Health Services, Campaign for Strengthening Student Emotional Health and Resiliency
- Recognized DRC graduates through an inaugural DRC Student Celebration and ARCHES annual graduation luncheon

2012-2013 Major Initiatives
- Recruit and hire a new Director for the Disability Resource Center.
- Establish systematic technological reporting processes and capabilities to meet program/service tracking, monitoring and reporting expectations
- Establish an evening testing services protocol

Key Challenges
- Increase in the number/scope of students with learning disabilities, mental health and autism spectrum needs, and newly diagnosed veterans with functional limitations who need new types of disability-related programs and learning supports
- Providing timely and appropriate accommodations/services for evolving learning initiatives in times of limited fiscal resources
- Faculty proactively incorporating accessibility into pedagogical curriculum design for online and innovative technologically enhanced courses so as to reduce the human and fiscal resource demands to provide reactive accommodations

Employees (FTE)
17 Permanent Employees
20 Temporary Employees
18 Student Assistants

Highest Degree Earned of Staff
6 Bachelors
3 Masters
2 Doctorates

Budget and Revenue
General Fund: $1,022,083
Self Generated Revenue: $89,121
Mission Statement
Student Health Services (SHS) will provide quality primary health care and education to CPP students to enhance their ability to perform at their best capacity in the academic setting and develop lifelong health habits. SHS will collaborate with other campus agencies to protect the health of the campus community.

Lead Personnel
Dr. Kevin T. Colaner, Acting Director
Dr. Steven DeStefano, Lead Physician (out-going)
Dr. John Tsai, Lead Physician (in-coming)
Ty Ramsower, Interim Associate Director, Health & Wellness Promotion
Anna Line, Interim Assistant Director Administrative Services

Department Overview
• Provides unlimited medical appointments and comprehensive ambulatory primary care and mental health services by Board Certified physicians and nurse practitioners via same-day and scheduled appointments
• Administers routine in-house laboratory and radiology (x-ray) studies at no additional cost and provides pharmacy prescriptions and over-the-counter medications at cost
• Provides year-around health education, wellness programming and outreach services to improve and sustain overall health and wellness of students

2011-2012 Accomplishments
• Launched “Bronco Health Manager” an open patient communicator system allowing for direct electronic messaging with SHS clinicians and online appointments
• Established protocols and procedures to employ Physician Assistants to provide clinical services
• Developed study abroad travel protocol improving quality of travel visit and consult information provided to students

2012-2013 Major Initiatives
• Initiate the integration of Health Services and Counseling and Psychological
• Implement digital x-ray with the purchase of equipment upgrade
• Pursue reaccreditation from Accreditation Association for Ambulatory Health Care (AAAHC)

Key Challenges
• Providing the highest level of student-centered clinical and wellness services while facing unprecedented budget reductions
• Exploring the benefits and challenges of integrating SHS and CAPS
• Enhancing community based delivery of specialty/referral care for an under/un-insured student population

Employees (FTE)
30 Permanent Employees
7 Temporary Employees
11 Student Assistants

Highest Degree Earned of Staff
6 Bachelors
5 Masters
7 Doctorates

Budget and Revenue
General Fund: $320
Self Generated Revenue: $3,694,606
Mission Statement

We are dedicated to making a positive difference in the lives of non-traditional and undecided students through a broad range of high quality programs and services that promote access and equity, transition, and educational opportunities in support of student leaning and success; thus empowering them to become educated and engaged citizens who go on to lead productive and meaningful lives.

Lead Personnel
Dr. Monique S. Allard, Executive Director
Lea J. Manske, Associate Director
Leticia Guzman Scott, Assistant Director
Sara I. Gamez, Coordinator, Renaissance Scholars

Department Overview
- Administers critical campus services which support the admission, transition, and retention of over 1,600 students served by the EOP, Summer Bridge, Renaissance Scholars, and Undeclared Student Program
- Functions as the academic home for undeclared students providing a full complement of academic advising services

2011-2012 Accomplishments
- Piloted a three week residential Summer Bridge program targeting academic preparation and anchored in the six dimensions of student development
- Fully implemented new advising model which impacted every EOP student from matriculation to graduation
- Secured over $230,000 in external funding for the EOP and Renaissance Scholars programs

2012-2013 Major Initiatives
- Pilot a five week, 3 week residential and 2 week commuter, Summer Bridge program with unit bearing coursework as part of the program
- Gain access to data through regularly published reports tailored to SSEP populations
- Increase external funding opportunities for Renaissance Scholars and EOP

Key Challenges
- Improving data tracking measures to review and access SSEP student persistence and graduation rates
- Responding to continued enrollment projections, reductions, and increases, along with the impact it continues to have on first-generation, low-income, undeclared, foster youth students
- Providing high quality services to student while experiencing significant staff reductions

Employees (FTE)

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<thead>
<tr>
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<th>15 Permanent Employees</th>
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<tbody>
<tr>
<td></td>
<td>1 Temporary Employees</td>
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<tr>
<td></td>
<td>29 Student Assistants</td>
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</table>

Highest Degree Earned of Staff

<table>
<thead>
<tr>
<th></th>
<th>4 Bachelors</th>
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<tbody>
<tr>
<td></td>
<td>7 Masters</td>
</tr>
<tr>
<td></td>
<td>1 Doctorates</td>
</tr>
</tbody>
</table>

Budget and Revenue

<table>
<thead>
<tr>
<th></th>
<th>$1,099,451</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$1,099,451</td>
</tr>
<tr>
<td>Self Generated Revenue</td>
<td>$53,307</td>
</tr>
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Mission Statement
Associated Students, Incorporated, Cal Poly Pomona is a California State University recognized auxiliary organization and a nonprofit corporation that seeks to:
- Foster student advocacy, representation, engagement and academic success
- Establish opportunities for learning, leadership and development for students and its staff
- Create an environment that promotes collaborative partnerships, cultural diversity and campus pride
- Provide high quality facilities, programs and services to students, administrators, faculty, staff, alumni, and the off-campus community

Lead Personnel
Cora M. Culla, Executive Director
Powell Velasco, Associate Executive Director
Barnaby Peake, Director, Programs and Marketing
Terri Bell, Director, Business Services
David Quezada Jr, Associate Director, Facilities
Yvonne Bailey, Director, Children’s Center

Department Overview
- Provides for student representation at the campus and system-wide level and offers student leadership and employment opportunities to nearly 130 students
- Operates the 129,000 square foot Bronco Student Center, which includes the Bronco Fitness Center that has an annual membership count of 1,600 for 2011-12, the Campus Recreation Program with almost 3,242 participants and partners with the university on the operation of the Children’s Center that is licensed for 71 full-time equivalent (FTE) children

2011-2012 Accomplishments
- Completed milestones for the Recreation Center including the unveiling of the official name "BRIC", construction documents and the financial plan submission to the Chancellor's Office
- Implemented on-line voting for student government elections resulting in increased participation
- Installed 18 Dyson Airblade hand dryers and 4 digital bulletin boards in the Bronco Student Center

2012-2013 Major Initiatives
- Gain Board of Trustees approval of the financial plan and start construction on the BRIC project
- Assume the management and operation of the Bronco Fitness Center
- Implement the interim staffing structure and adopt compensation study recommendations as appropriate

Key Challenges
- Fluctuating enrollment impact on fee revenue and approved budgets
- Implementing the ASI reorganization and compensation study
- Reallocating and renovating BSC space formerly used for fitness

Employees (FTE)
- Permanent Employees: 44
- Temporary Employees: 1
- Student Assistants: 133

Highest Degree Earned of Staff
- Bachelors: 14
- Masters: 6
- Doctorates: 0

Budget and Revenue
- General Fund: $0
- Self Generated Revenue: $6,787,279
Mission Statement
The Department of Intercollegiate Athletics is an integral part of the educational environment at Cal Poly Pomona. Its primary mission is to provide student-athletes with experiences that encourage their mental, physical, social and emotional development; enhance their capacity for working with others; and strengthen their decision making and leadership skills. The department also contributes to the campus community by conducting programs and presenting events in ways that effectively serve the public relations interests of the University and provide opportunities for entertainment and positive social interaction.

Lead Personnel
Brian Swanson, Athletic Director
Tracee Passeggi, Associate Athletic Director

Department Overview
• Manages, administers and coordinates a nationally-recognized NCAA Division II 10-sport Intercollegiate Athletics program
• Ensures compliance with highly complex set of department, University, conference, CSU, NCAA and federal regulations related to higher education athletic program administration

2011-2012 Accomplishments
• Finished Kellogg Gym Renovation/Transformation
• Forty-One (41) CCAA All-Academic Award Winners
• Received Largest Gift/Pledge in Department History

2012-2013 Major Initiatives
• Develop the full scope of the new baseball field project
• Streamline technology to integrate CAi/NCAA software
• Increase academic success rates/graduation rates

Key Challenges
• Identifying and securing external support for capital projects
• Securing in-house expertise to develop and teach technological changes
• Recruiting and retaining "top-tier" student-athletes w/only partial scholarships

Employees (FTE)
27 Permanent Employees
2 Temporary Employees
2 Student Assistants

Highest Degree Earned of Staff
17 Bachelors
14 Masters
1 Doctorates

Budget and Revenue
General Fund: $1,328,114
Self Generated Revenue: $496,523
Mission Statement
To provide a secure and transparent technological environment, supported by information services that improve the capabilities of our peers to better serve students and the campus community; with a passion and purpose, we build upon the common needs while serving individuals.

Lead Personnel
Kevin Morningstar, Executive Director
Cathy Bates, Director SA Applications & Technology Solutions
Rose Kukla, Director SA PeopleSoft & Enrollment Technology

Department Overview
- Advance and support the use of information and technology resources and services
- Develop and maintain common IT standards and protect data from intentional or accidental loss
- Support department business applications and assist in information sharing and exchange
- Provide for the common management of servers and the scheduled deployment of standardized desktop systems

2011-2012 Accomplishments
- Completed merger of Enrollment Technology and Student Affairs Information & Technology Services, consolidating all Student Affairs technical services and staff into one department
- Implemented a new online process to guide entering students through processes for Admissions and Housing, deployed the myBAR co-curricular portfolio, and facilitated three phases of Early Start
- Deployed a new Windows 7 desktop environment that integrates with VMWare Virtual Desktop and installed campus Master Calendar, registration, and shared event management systems

2012-2013 Major Initiatives
- Implement and enhance DSA web applications such as on-line parking permits, entering student payment plans, and interactive informational content services
- Coordinate with functional departments to implement and update information systems for document imaging, financial aid applications, and consolidation of multiple student records systems
- Expand Windows 7 desktop services to all Student Affairs staff and develop a demonstration environment in partnership with I&IT as campus-wide solution

Key Challenges
- Existing virtual server and SAN infrastructure will age out by 2014; system redundancies are protecting operations from increasing resource constraints and equipment issues due to years in service
- Changing technical and budget environment within Cal Poly Pomona and the CSU system may lead to the realignment or transfer of some existing SAITS services
- Ongoing support services, as well as continual demands for software upgrades and new system deployment requests, will exceed available technical staffing resources

Employees (FTE)
19 Permanent Employees
0 Temporary Employees
4 Student Assistants

Highest Degree Earned of Staff
12 Bachelors
5 Masters
0 Doctorates

Budget and Revenue
General Fund: $626,518
Self Generated Revenue: $692,250
Mission Statement

Our mission is to provide a safe and secure environment for the University Community. We provide these services fairly, with integrity, respect, and in a manner that meets or exceeds the standards of our profession.

Lead Personnel

Michael Guerin, Chief of Police
Bruce Wilson, Police Lieutenant
Fred Henderson, Manager of Police Operations
Debbi McFall, Emergency Services Coordinator

Department Overview

• A fully sworn police and public safety department certified by the State of California
• Provides 24/7 public safety services including: continuous dispatch services, 9-1-1 call reception, alarm monitoring, and communication services
• Provides campus patrol, problem solving response, investigation of crimes, and crime prevention education
• A well-defined campus Emergency Management Plan with several hundred trained faculty and staff members

2011-2012 Accomplishments

• Reintroduced bicycle patrol to the campus with new equipment and newly trained officers providing green, agile response capability to the campus
• Formed a coalition with DeVry and other organizations surrounding the campus resulting in the first annual Campus Corridor Emergency Preparedness Fair
• Student employees and volunteers worked more than 11,200 service hours to enhance campus safety; campus Community Emergency Response Team (CERT) of volunteers was formed

2012-2013 Major Initiatives

• Facilitate and foster campus-wide focus on Clery Act familiarization and training to ensure compliance
• Restructure the department to accommodate service retirements and funding adjustments
• Foster dialogue and decision-making related to coordination of campus-wide alarms and access control

Key Challenges

• Maintaining acceptable levels of service despite loss of contract funding from outside entities
• Ensuring minimum patrol and dispatch coverage during restructuring transition period, yet minimizing overtime expenditures
• Maintaining the ability to activate an Emergency Operations Center in an unsecure, inadequate facility

Employees (FTE)

25 Permanent Employees
1 Temporary Employees
7 Student Assistants

Highest Degree Earned of Staff

14 Bachelors
0 Masters
0 Doctorates

Budget and Revenue

General Fund: $1,695,103
Self Generated Revenue: $855,726
Divisional Committees
Mission Statement
The Alcohol and Other Drugs Advisory Council annually develops and reviews goals, assesses the effectiveness of campus alcohol and other drugs policies and programs, and makes recommendations to the president in support of maintaining a safe, productive learning environment at Cal Poly Pomona.

Committee Chair(s)
Ty Ramsower, Co-Chair, Coordinator, Student Health Services

Committee Overview
- Oversees alcohol and other drug (AOD) prevention efforts for the campus community
- Reflects membership from across university departments and organizations where student groups and services are uniquely relevant to Alcohol and Other Drug (AOD) prevention activities

2011-2012 Accomplishments
- Conducted review of AOD Interim Policy and gathered recommendations for policy revisions
- Administered alcohol survey to Greek community and presented data at CSU AOD conference
- Received $10k grant from CA Coalition for Safer Univ. for student and professional staff trainings

2011-2012 Major Initiatives
- Obtain campus approval of modified Interim AOD policies
- Complete the 2010-12 DFSCA Federal Mandated Biennial Program Review
- Develop strategies to implement eCheckUpToGo prevention education program

Key Challenges
- Achieving consensus on revised AOD Interim Policy by campus stakeholders
- Integrating AOD prevention education programs throughout campus
- Keeping active, cohesive and consistent AODC membership

2011-2012 Committee Members
Jenni Adams, Office of Student Life & Cultural Centers
Gonzalo Arias, University Police
Susan Ashe, Judicial Affairs
Piya Bose, University Housing Services
Enrico Cortez, University Police
Genevieve Crean, Counseling & Psychological Services
Fernando Diaz, Student Health Services
Debbie Jackley, Student Health Services
Carla Jackson, Student Health Services
Margie Jones, Collins College of Hospitality Management
Ruemruk Malasarn, Bronco Athletics
Anne McLoughlin, Cal Poly Pomona Foundation
Ivan Montano, Office of Student Life & Cultural Centers
Alex Oh, University Housing Services
Barny Peake, Associated Students, Inc.
Ty Ramsower, Student Health Services
Brett Roth, Foundation Dining Services
Davinah Simmons--University Village
James Sturgis, Psychology & Sociology
Kristin Surber, University Police
Mark Ulrich, Student Health Services
Jeni Watanabe, Orientation Services
Go Green Committee
Division of Student Affairs Committee

Mission Statement
To provide collaboration and support to the Division of Student Affairs in its commitment to protect and sustain our natural resources and partner with Cal Poly Pomona in its Campus Climate Commitment to reduce the campus’ carbon footprint.

Committee Chair(s)
Betty Kennedy, Committee Chair, University Housing Services
David Flores, Co-Chair, Parking and Transportation Services

Committee Overview
- Provides a forum to review literature on best practices of environmental sustainability and identify and recommend operational practices
- Recommends strategies for increasing awareness through educational programs
- Conducts a staff/department recognition program that promotes and recognizes leadership in green initiatives

2011-2012 Accomplishments
- Designed and launched a Go Green Committee website as a forum for providing information on best practices, showcasing events and recognizing staff efforts as part of the staff recognition program roll out
- Hosted a Green Purchasing Lunch and Learn program with office supply vendors, providing educational materials and samples of sustainable products and equipment
- Audited each department for recycling bins and created educational decals for each bin to simplify recycling

2012-2013 Major Initiatives
- Promote and assist departments in completing the Cal Poly Pomona Green Campus’ Green Space assessment program, aimed at improving sustainable practices in the office setting
- Partner with the First Year Experience program, providing opportunities for shared projects and awareness campaigns, bringing together a student, faculty and staff collaboration on sustainability
- Develop and roll out a staff recognition program to encourage and acknowledge green efforts and programs

Key Challenges
- Finding strategies to market and build awareness of committee efforts
- Achieving participation and interest in changing work environments and personal habits to adopt sustainable practices.
- Working effectively as a committee with the challenges brought by budget constraints and demands on time due to staff shortages

2011-2012 Committee Members
Dawn Finley, Career Center
Dr. David Herzog, Counseling and Psychological Services
Lisa Kusayanagi, Bronco Athletics
Kevin Morningstar, SAI TS
Jose Saavedra, Associated Students, Inc.
Marcia Starcher, Financial Aid & Scholarships
Sheila Taylor, Registrar’s Office
Marla Williams, Office of Student Life
Mission Statement
The Division of Student Affairs Staff Recognition (STAR) Committee is charged with selecting and recognizing staff members within Student Affairs, Associated Students, Inc. (ASI), CPP Foundation who distinguish themselves in their performance and contributions to the Division and University through exemplary work.

Committee Chair(s)
Tom Munnerlyn, Chair, Career Center

Committee Overview
- Honors the accomplishment of outstanding employees who distinguish themselves in their performance and contribution to students, the Division and the University through quarterly and annual recognition
- Markets, recruits and coordinates the selection of STAR award recipients each academic quarter
- Provides opportunities for managers and staff to nominate colleagues for divisional recognition

2011-2012 Accomplishments
- Updated STAR Awards Power Point and presented to Student Affairs units
- Increased awareness of STAR Awards and nominations
- Updated STAR Awards website

2012-2013 Major Initiatives
- Set meeting dates in advance for committee meetings
- Integrate nominations from Blackboard, utilize PSA files for document storage files
- Update what a Team STAR Award is on STAR Award website

Key Challenges
- To have more nominations submitted each term
- To get a working definition of what is a team STAR Award
- To have funds for balloons/flowers to recognize STAR Awardees

2011-2012 Committee Members
Tom Munnerlyn, Chair, Career Center
Chris Laasch, SAITS
Anna Line, Student Health Center
Aimee Scrivens, University Housing Services
Carol Lee, Student Affairs Administration
Stella Quirk, Registrar’s Office
Alfonso Valadez, University Police Department
Mission Statement
The Division of Student Affairs Weekend Programs Committee is assembled to build Bronco Pride and a sense of belonging and connectedness by contributing to the development of a vibrant campus community.

Committee Chair(s)
Barnaby Peake, ASI Director of Recreation, Programs and Marketing

Committee Overview
- Researches campuses that have vibrant weekend programming
- Determines what it will take to develop weekend programs at Cal Poly Pomona’s given our history and culture
- Develops a timeline for the program for the next five years
- Develops a budget and assessment criteria

2011-2012 Accomplishments
- Developed the Weekender Newsletter promoting weekend events on a monthly basis
- Coordinated focus programming one weekend every month during the academic year
- Utilized card-swipe technology to assess attendance and interest in weekend programs

2012-2013 Major Initiatives
- Develop funding grants to issue to student clubs desiring to plan weekend events
- Market weekend events monthly with the Weekender and develop quarterly promotional calendars
- Utilize assessment data to tailor programming to the campus needs

Key Challenges
- Provided with a programming budget late in the year
- Unable to assess all programs due to logistical limitations
- Struggled to meet the expectations in fall quarter due to late establishment of the committee

2011-2012 Committee Members
Esther Chou, Public Affairs
Lisa De La Cruz, Foundation Housing Services
Robyn Fowler, ASI (BEAT)
Lisa Kusayanagi, Intercollegiate Athletics
Dora Lee, Office of Student Life and Cultural Centers
Reyes Luna, University Housing Services
Brett Roth, Foundation Dining Services
Yolanda Cleveland Friday, Outreach and School Relations
Traci Lew, Orientation Services
Ashley Simmons, ASI RPM