

Cal Poly Pomona Foundation, Inc.
California State Polytechnic University, Pomona

Finance Committee
May 02, 2013
3:00 p.m. – 5:00 p.m.

Building #55 – Executive Conference Room

CONSENSUS ACTION ITEMS

PAGE

Consensus Action Items: Items in this section are considered to be routine and acted on by the committee in one motion. Each item of the Consent agenda approved by the committee shall be deemed to have been considered in full and adopted as recommended. Any committee member may request that a consent item be removed from the consent agenda to be considered as a separate action item. If no additional information is requested, the approval vote will be taken without discussion.

- | | | | |
|----|---|-----------|-------|
| 1. | Minutes February 14, 2013
ACTION: Approval | Ed Barnes | 1 - 3 |
|----|---|-----------|-------|

ACTION ITEMS

- | | | | |
|----|--|------------------------------------|-----------|
| 2. | (1) 2013-2014 Budget & Business Plans Budget Summary | Paul Storey and
David Prenovost | 4 |
| | a Agriculture Aid to Instruction | | 6 - 31 |
| | b Continuing Education | | 32 - 34 |
| | -CEU | | 35 - 45 |
| | -Engineering | | 46 - 47 |
| | -Science | | 48 |
| | c Research & Sponsored Programs | | 49 - 58 |
| | d Real Estate (Rental & Development) | | 59 - 71 |
| | e Designated Gifts | | 72 - 93 |
| | f Investments | | 94 - 99 |
| | ACTION: Approval | | |
| 3. | 457 Plan Employee Contributions
ACTION: Approval | Dennis Miller | 100 - 105 |
| 4. | Policy 157 Update
ACTION: Approval | David Prenovost | 106 - 110 |

DISCUSSION ITEMS

INFORMATION ITEMS

The following items provide information and reports by management staff to the committee. Staff and committee may engage in discussion on any item if requested by committee member or staff member.

- | | | | |
|----|---|-----------------|-------------|
| 5. | Financial Highlights 3rd Quarter | David Prenovost | 111 - 118 |
| 6. | Dining Services and Bookstore
Summer & Fall Hours of Operation | Paul Storey | 119 - 127 |
| 7. | Executive Director's Report
-Funds returned to Donor | Paul Storey | oral report |

OPEN FORUM

CAL POLY POMONA FOUNDATION, INC.
Finance Committee Meeting Minutes
February 14, 2013

Present: Ed Barnes, Marten denBoer, Doug Freer, Darwin Labordo, John McGuthry, James Priest, Christopher Osuala, and Scott Warrington

Absent: Rachel Dominguez, Oliver Santos, Mickey Segal, and David Speak

Visitors: Anne McLoughlin, Dennis Miller, Debra Poe, David Prenovost, and Paul Storey

CALL TO ORDER

Ed Barnes called the meeting to order at 12:00pm.

CONSENSUS ACTION ITEMS

1. Approval of Minutes for November 5, 2012

The minutes for November 5, 2012 were approved by consent.

ACTION ITEMS

2. Salary Grade Revisions

Dennis Miller explained Foundation Policy 219 maintains a salary scale using a grade system with salary grades 1 through 16. Periodically, the salary scale requires adjustments to help reflect current recruitment, selection, and compensation practices, and to help assure overall fairness regarding compensation administration. Updating the salary scale also aids in compliance of Section 570.5 of the California Code of Regulations which requires Foundation to maintain a "Publicly Available Pay Schedule". Our publicly available pay scale is used by CalPERS in determining "compensation earnable" for retirement purposes, which makes this document very important. Within those regulations exists a requirement for the Board of Directors of Foundation to review, approve, and adopt the salary scale, and this Resolution is intended to satisfy that requirement. The last revision to the salary scale was July 1, 2008. A revised salary scale shows a very conservative 3% increase for all ranges, and proposes an effective date of January 1, 2013.

A motion was made by James Priest to accept the proposed salary scale and be submitted to the Board for review and approval. The motion was seconded by Scott Warrington and approved 8-Ayes, 0-Nays and 0-Abstentions.

3. Flexible Benefit spending Program

Dennis Miller explained that due to the upcoming health care reform, the Foundation is recommending discontinuation of the "Cash for Benefits" program whereby an eligible employee may "opt out" of medical, dental, or vision insurance, and instead of receiving the benefits from the related insurances they would receive a cash amount in its place. Current employees in the Cash for Benefits program for medical will continue to receive this benefit until they either retire or "opt in" to the medical. Current employees and new employees will receive the "Flex Dollars" program that provides flexibility in how benefit related incentives might be used thereby becoming more responsive to the needs of our employees.

The theme of the Flex Dollars program is to provide employees with a specified dollar amount of "Flex Dollars" on a monthly basis which may be applied to one or more of the specified benefit programs determined by the employee at a rate of \$50 per month, totaling \$600 annually. Flex Dollars may be applied to offset the cost, or increase the benefit amount, of one or any combination of the following items: Foundation group health insurance premiums; CSU parking fees; tuition reimbursement for college coursework.

A motion was made by Marten denBoer to approve discontinuing the Cash for Benefits program and adding the Flex Dollars Program and submit to the Board of Directors for approval. The motion was seconded by Darwin Labordo and approved 8-Ayes, 0-Nay and 0-Abstentions.

4. Brett Roth Special Employment Contract

Paul Storey explained the Foundation is requesting approval to enter into a limited temporary work engagement contract with retiree Brett Roth to address Foundation needs for his specialized skills related to Dining Services. The work would be irregular over the next six months and would not exceed 200 hours.

Brett has been working on several projects for Foundation Dining Services over the last six months and they need to be completed: the Cal Poly Pomona Food Truck and the Kellogg West Hotel and Conference Center dining room renovation. Because of limited project management and other vacant positions within Dining Services, Brett's specialized skills are required to prevent delays to these projects.

A motion was made by Marten denBoer to approve a limited temporary work engagement contract with retiree Brett Roth and forward to the Board of Director's for approval. The motion was seconded by James Priest and approved 8-Ayes, 0-Nays and 0-Abstentions.

5. Policy 118 Update – Foundation Budget Process

Paul Storey explained the Foundation Budget Process Policy 118 needs to be updated due to the endowments transfer from the UET to the Foundation. The word "unrestricted" needs to be removed to accommodate the endowments. Also, we are requesting an increase to the capital request from \$25,000 to \$50,000 per quarter to allow the Executive Director to approve unforeseen capital requests that come up between the Board of Directors meetings.

A motion was made by Marten denBoer to approve the suggested changes to the Foundation's Budget Process Policy #118 and to be forwarded to the Board for approval. The motion was seconded by Doug Freer and approved 8-Ayes, 0-Nays and 0-Abstentions.

DISCUSSION ITEMS

None

INFORMATION ITEMS

6. Financial Highlights 2nd Quarter 2012-13

David Prenovost presented the results of the financial position and performance through the 2nd quarter 2012-13.

7. 2013 Healthcare and CalPERS Pension Reform

Dennis Miller gave a brief overview of healthcare, pension reform, early retiree reinsurance program and supervisory training.

8. P-Card Wells Fargo Update

David Prenovost gave an overview of Well Fargo purchasing cards. The account review included analyses on card usage, monthly statistical information, top expense categories, cost breakdown for travel and entertainment expenses.

9. Executive Director's Report

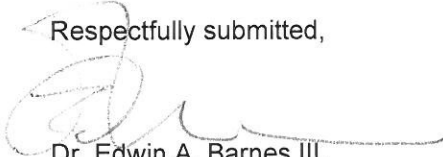
1. University Housing and Foundation Dining worked together to remodel the lobby of Los Olivos and install a new grill and refrigerated stand in the Los Olivos servery. The total cost of the renovation was \$93,337 and was funded by the Residential Board Meal Program Reserve.
2. Kellogg West's Hotel and Conference Center's front desk, lobby dining room and lower-level exhibit lounge underwent a major overhaul with new furniture, artwork, flooring and paint.
3. The CSU Auxiliary Compliance Audit will begin on March 25 and end April 26, 2013.

4. Grants and Contracts expenditures and indirect cost recovery were reviewed from July 1, 2012 to December 31, 2012. Sponsored research year-to-date has generated \$5,445,293 in expenditures with \$570,560 in indirect cost recovery with an effective rate of 11.84%.
5. The next Board meeting is February 20, 2013 at Kellogg West.

OPEN FORUM

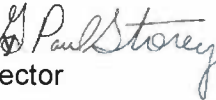
Meeting was adjourned at 1:30

Respectfully submitted,



Dr. Edwin A. Barnes III,
Finance Committee, Chair

Memorandum

Date: April 23, 2013
To: Finance Committee
Cal Poly Pomona Foundation, Inc.
From: G. Paul Storey 
Executive Director
Subject: **Selected Budgets for Fiscal Year 2013-14 Resolution**



WHEREAS, Pursuant to the provisions of the Policies and Procedures for California State University Auxiliary Organizations Section 9.8.1, the Educational Code Section 89904(b) and the Bond Indenture Section 5.04(c) requirement for budgeted Debt Service, the Cal Poly Pomona Foundation's governing Board must approve the amounts and purpose of expending Foundation funds. The proposed budgets and forecasts include:

- Agricultural-Aid-to-Instruction;
- Supplemental Budgets for Continuing Education Programs;
- Office of Research and Sponsored Programs;
- Real Estate (rental and development);
- Designated Gifts; and
- Investments

The Foundation's governing Board accomplishes these activities by reviewing and approving the annual budgets before the start of each fiscal year. Necessary changes to the approved budgets may be made by the governing Board as the fiscal year progresses, and

WHEREAS, the Foundation Budget Process Policy No. 118, provides that Foundation Administration will present annually the operating and capital Proposed Supplementary, Designated Gifts, Investments & Real Estate Budgets, forecasts and supporting detailed schedules and information to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed and discussed these Proposed Supplementary, Designated Gifts, Investments & Real Estate Budgets and forecasts, pursuant to Foundation Budget Process Policy No. 118, and

NOW, THEREFORE, the Finance Committee recommends that these Proposed Supplementary Budgets for Continuing Education Programs, Agricultural-Aid-to-Instruction, Office of Research & Sponsored Programs, Real Estate, Designated Gifts and Investments for fiscal year 2013-14 and forecasts for fiscal year 2012-13 be submitted to the Board for review and approval at its next regularly scheduled meeting.

PASSED AND ADOPTED THIS 2ND DAY OF MAY 2013.

By: 
for Edwin Barnes, Chair
Finance Committee

CAL POLY POMONA FOUNDATION, INC.

2013 - 2014

FINANCE COMMITTEE

Continuing Education: College of the Extended University,
College of Engineering, College of Science;
Agriculture, Research and Sponsored Programs, Real Estate, Designated Gifts
and Investments

May 2, 2013



AGRICULTURE

CONSOLIDATED BUDGET COMPARISON SUMMARY
FOR PROPOSED BUDGET YEAR 13-14
CURRENT FISCAL YEAR 12-13

ACCT. ACCOUNT TITLE	CURRENT YEAR APPROVED BUDGET	CURRENT YEAR FORECAST	PROPOSED BUDGET	\$ CHANGE FORECAST TO PROPOSED BUDGET
=====				
REVENUE				
OTHER	224,000	254,000	284,000	30,000
SALES	<u>2,905,118</u>	<u>2,686,559</u>	<u>2,950,031</u>	<u>263,472</u>
TOTAL REVENUE	3,129,118	2,940,559	3,234,031	293,472
COST OF GOODS SOLD				
COST OF GOODS SOLD	<u>794,841</u>	<u>684,311</u>	<u>827,241</u>	<u>142,930</u>
TOTAL COST OF GOODS SOLD	<u>794,841</u>	<u>684,311</u>	<u>827,241</u>	<u>142,930</u>
GROSS MARGIN	2,334,277	2,256,248	2,406,790	150,542
EXPENDITURES-CONTROLLABLE				
UTILITIES	82,020	73,631	76,044	2,413
AGR/RE Fees	345,132	415,995	386,072	(29,923)
FEED	175,800	92,074	124,400	32,326
INSURANCE	8,500	4,000	8,500	4,500
REPAIRS & MAINTENANCE	114,419	107,707	135,219	27,512
MEALS & REFRESHMENTS	2,900	3,850	2,900	(950)
POSTAGE & FREIGHT	2,700	1,900	2,700	800
ADVERTISING	16,500	15,267	16,500	1,233
RENT/COMMISSIONS	12,000	14,520	12,000	(2,520)
SERVICES	237,150	211,712	239,550	27,838
SUPPLIES	201,110	187,495	191,360	3,865
TELEPHONE	4,440	4,400	4,440	40
TRAVEL	9,400	14,850	20,300	5,450
LAUNDRY	1,200	1,000	1,200	200
OTHER	<u>107,991</u>	<u>68,962</u>	<u>102,183</u>	<u>33,221</u>
TOTAL EXPENDITURES-CONTROLLABLE	1,321,262	1,217,363	1,323,368	106,005
EXPENDITURES NON-CONTROLLABLE				
ADMINISTRATIVE FEES	125,166	113,311	129,362	16,051
DEPRECIATION	38,163	30,357	44,454	14,097
INSURANCE	29,095	23,581	31,651	8,070
INTEREST EXPENSE	0	0	1,368	1,368
RENT/COMMISSIONS	0	0	0	0
BANK CARD FEES	16,996	28,100	16,996	(11,104)
OTHER	<u>11,601</u>	<u>11,300</u>	<u>11,700</u>	<u>400</u>
TOTAL EXPENDITURES NON-CONTROLLABLE	221,021	206,649	235,531	28,882
LABOR COSTS				
SALARIES & WAGES	544,092	626,623	618,832	(7,791)
EMPLOYEE BENEFITS	<u>143,870</u>	<u>145,175</u>	<u>154,238</u>	<u>9,063</u>
TOTAL LABOR COSTS	<u>687,962</u>	<u>771,798</u>	<u>773,070</u>	<u>1,272</u>
TOTAL EXPENSES	<u>2,230,245</u>	<u>2,195,810</u>	<u>2,331,969</u>	<u>136,159</u>
NET INCOME	104,032	60,438	74,821	14,383
	=====	=====	=====	=====

**AGRICULTURE FUNDS
SURPLUS/(DEFICIT) BUDGET COMPARISON SUMMARY
FOR THE FISCAL YEAR**

DESCRIPTION	Actual YTD 03/31/12	2011-12 Actual	2011-12 Forecast	2011-12 Approved Budget	Actual YTD 3/31/13	2012-13 Forecast Budget	2012-13 Approved Budget	2013-14 Proposed Budget
016200 Agronomy Farms	342,430	190,668	96,310	25,889	(79,972)	10,034	62,691	27,706
260200 Arabian Horse Show	(18,749)	(32,421)	770	(3,470)	(52,382)	21,770	2,170	7,742
020010 Beef Unit	(6,549)	(6,857)	(1,488)	(6,269)	(11,920)	4,086	(1,206)	6,692
027190 Consignment Sales	-	-	-	-	-	-	-	-
340010 Fruit Industry	(11,966)	(32,306)	583	(2,996)	(22,345)	500	4,036	1,800
300010 Meat Lab	3,741	6,402	5,590	(202)	4,782	5,590	2,734	2,722
320300 Ornamental Horticulture	(16,103)	(4,152)	(7,743)	(1,166)	627	4,611	6,449	2,212
193040 Pine Tree Ranch	2,778	16,682	11,288	5,434	107,729	16,772	6,073	19,214
420010 Sheep Unit	(10,185)	(13,373)	(5,240)	(14,775)	(10,898)	(1,636)	(4,888)	(3,024)
430010 Swine Unit	(10,561)	(14,347)	(4,990)	(24,967)	(6,147)	(7,691)	(2,980)	(5,324)
260220 Farm Store at Kellogg Ranch	17,666	95,022	19,718	14,024	(31,756)	6,402	28,953	15,081
460360 Danny's Farm		207	-	-	(1,545)	-	-	
350810 Truck and Trailer		(6,500)	-	-	(4,000)	-	-	
350820 Pomona Organics St Project	-	(800)	-	-	145			-
Total	292,502	198,225	114,798	(8,498)	(107,682)	60,438	104,032	74,821

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Agronomy Farm # 016200

Overview of Current Fiscal Year:

Income for the Agronomy Farm for 2012/2013 is down from budgeted figures by approximately \$25000. There are several reasons for this, but of most importance is management's decision not to charge animal units for hay and forage produced on the Kellogg Ranch. In addition to this, the farm has been under a constant barrage of insect attacks over the past year. Pest attacks on vegetable crops have also reduced interdepartmental sales. This year, the entire first planting of cole crops was taken out by bagrada bug, and the second planting had to be put in with transplants to fight this pest. Sweet corn crops in the future will be impacted by this same pest, so an aggressive fight with alternative pesticides will be on the horizon next year. This year we have also had to cancel our original farmers market location at Kaiser, Baldwin Park, due to demands made that we cannot commit to. This has impacted the income line by over \$40,000 from budgeted figures.

Hydroponic crops will continue to increase due to a donor's generous donation of funding to help expand. This year lettuce and tomatoes have been successful and next year we will add bramble berries to the hydroponic mix of product. In addition, 9 acres of winegrapes will be installed at the Kellogg entrance, and some major upgrades will progress with the Farm Store.

Explanation of Proposed Fiscal Year Budget:

Acreage of crops for the proposed 2103/2014 fiscal year will be similar to the prior year, with field crop products leading the way at \$850000 of the proposed \$970000 income. The continued success of this project hinges on our continuing relationship with the California Department of Corrections on Westwind Ranch. Without this successful part of our income, projects which are often taken for granted like hydroponics, the Collins Garden, organic farm production, turfgrass support, and general support of many other projects will be jeopardized. During this year, a 150 acre block of Westwind Ranch will be taken out for building development via a state program. This is replaceable in the short term, putting a dryland block into irrigated production.

A goal for this current year is to expand vegetable crop acreage to provide a more constant flow of product to the farm store. Without the aid of a competent farm manager, this was difficult in the prior two years. In 2013/2014, we hope to lengthen the summer season crops longer into the fall, and cool season crops longer into the spring to help reduce gaps. Expansion of our two most popular crops, sweet corn and melons will be critical into making this happen. New production scenarios of transplanting most cool season product will be in place by August, due to another donation of funds for transplanting equipment. This will help fight one of our major pest issues.

We are anxious to expand on some projects started last year. This would include the production of seed in partnership with Monsanto, expansion of strawberries and blackberries for u-pick at the store, and highlighting the Pumpkin Festival with some new crops for the 75th Anniversary celebration. With new personnel, this unit will have increasing cooperation with the farm store, which will make both projects more successful this year.

Labor related expenditures should fall during the 2013/2014 budget period. I am anticipating the reinstatement of \$25000 in state student wages and funding of at least 50% of Dave Matias position during this fiscal year. The lower labor expense figures will allow us to hire an accountant at 20 hours per week, freeing up Hostetler to work specifically on projects and advancement for all of the fund 5 projects.

Controllable expenses are up about \$50000 to \$632000, mostly due to maintenance services and equipment maintenance, due to aging equipment. This is why time must be spent in the advancement arena to modernize our fleet and equipment. Even though this equipment is used in deriving the income for much of this project, it is also used as an important instructional tool for our students. New computer technologies like GPS guidance of tractors, and engine diagnostics are important technologies which we must be providing to our educational programs.

Changes in Programs and Services for Proposed Fiscal Year:

No major changes are in store for this project this year. This will be the year we really look at stabilizing the budget with new challenges in funding presented to us by the continuing reduction of state support of ancillary operations. All of the operations of the Agronomy Farm are aimed at increasing educational activities and student support of the College's Westwind, Spadra and Kellogg Ranches.

Hostettler's time this year will also have a focus on advancement and attracting funds and donations and enhancing the continuation of these programs.

Explanation of Proposed Fiscal Year Capital Requests:

Agronomy Farm carries one capital expense into 2013/2014. This funding goes to the repair of the hay barns at the Spadra ranch, and provides a concrete floor for one of the barns. This structure has two broken piers on the upright posts and needs some minor roofing repairs as well.

The 2013/2014 budget asks for three additional capital items. These include:

1. Truck replacement-Pick-up to replace two vehicles, a 1983 GMC 1 ton pick-up (#128) and 1986 GMC 1 ton pick-up. Both of these vehicles are no longer servicable (one is not running) and will be junked out fo the state fleet. Both have major safety issues and are 27-30 years in age. Funding request is for a 3/4 ton pick-up at \$29000
2. John Deere Gator-This is to replace the current utility vehicle bought in 2002. Current unit is worn out and will require \$6000 in repair, just from use on the farm. It is important because this vehicle can transport tools, supplies, and people where trucks cannot function in irrigated or tilled settings. Funding request is for \$15000

Changes in Staffing:

The only change that will be accomplished is moving D. Matias off of a foundation funded position to a state/state reimbursed position (50%). This will reduce overall expenditures in staff salary, workers compensation, benefits and PRMB.

A part-time position has been budgeted to assist with accounting with four major operations of Plant Science. These include Agronomy Farm, Fruit Industries, Horticulture, and Pine Tree Ranch. The Farm Store currently carries a 24 hour per week accountant for fiscal accounting for the store. The postition should be hired in July for fiscal year 2013/2014.

Outlook for Next 3 Years and 4 to 10 Years Beyond:

Overall of Agriculture fund 5, this project has been the most solid, positive consistent performer. Over the past decade it has carried a profit to the foundation of \$497,000 with a gross income of \$4,225,000. It provides many unreimbursed services to the College of Ag and the University annually. This includes the maintenance and upkeep of over 400 acres of pasture and rangeland to the Animal Science Department. In the past few years, we have also paid for streetlight maintenance, equipment maintenance, tree removal, plumbing, building maintenance, fencing, trash services, and electrical services which were once the purview of facilities maintenance

Unfortunately declining state funding is becoming more and more certain in the years to come, which makes budget prediction for this project difficult. last year, we predicted income from this project to rise, and yet we are facing a "break even" year due to the many scenarios presented within. A true agreement must be negotiated with the California Department of Corrections, rather than the "handshake" deal we have annually. My focus in the next few years will be on the advancement front helping with external funding for this project and others.

Continued -Overview of Current Fiscal Year:

This funding has also helped secure new fencing and farm equipment specifically for vineyards and orchards.

The budgeted bottom line surplus of \$60000 will also not be attainable, due to some issues on the expense side. In September, \$7800 of Hostetler's salary was transferred to this project due to his leaving the chairmanship. George Pool retired in the previous year on the state side, and was not replaced. Needing a farm manager, David Matias was hired full time in July 2012, and none of this salary and benefit line was budgeted. This is the reason for the significant increase in total labor for this project this year. A search for a new employee state side is currently underway. This will only be funded at 50%, but will save a total of \$54,000 next year in salary and benefits.

Other supplies have increased in price dramatically in the agricultural sector due to rising energy costs. We are estimated to be over budget \$10000 in fertilizer, \$12000 in seed, and \$10,000 in pesticides, but have saved dollars in other areas to balance this out. In his first year on the job, Mr. Matias has done a remarkable job in organizing and cleaning up problems, but this has also cost us additional labor in the services other line. This will make us much more efficient during the 2013/2014 fiscal year and hopefully allow us to rebound.

Two additional capital projects were completed this year. A negotiated fence was installed at the Westwind Ranch for much less funding that anticipated. We have also completed the restoration of the Spadra Barn this year. This barn, built in the 1920's was close to a complete loss, but has been restored to its original grandure, and will be put to good use, housing equipment and putting a new roof over our student apartment on the ranch. Thank you's and appreciation are in order from the entire staff and students of the Plant Science Department.

Continued -Explanation of Proposed Fiscal Year Capital Requests:

3. Tropic Breeze Wind Machine, repair and potential motor replacement. Wind machine adjacent to building #28 has been inoperable for 10 years. It is an important piece of instructional equipment and valuable in protecting our investment in 25 acres of citrus in the immediate area. We have been fortunate to be able to control frosts in the area by running irrigation water during cold nights, but this would be a valuable back up on an extremely cold evening. Funding request \$15000

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Beef Unit=020010

Overview of Current Fiscal Year:

The Beef Unit (as of 12/31/13) is in the red \$689. This slight negative balance is nothing to be alarmed of as we still have several head of cattle to sell this spring. We are housing animals from City of Norwalk /Caltrans Interstate 5 widening project for next 18 months bringing in approximately \$15,000 to the beef unit for these services

Explanation of Proposed Fiscal Year Budget:

Budget projections for 13/14 are estimated at \$4,600 positive. Our cow numbers have leveled off at about 45 head, which is where we need to be to safely teach our students and not worry about animal welfare issues during our teaching labs. Any less than this number may adversely affect our ability to teach our classes properly.

Changes in Programs and Services for Proposed Fiscal Year:

With our decreased cow numbers we have to find a way to increase income just to cover basic costs of maintenance and labor. We are looking into lease between 80 and 440 acres of grass in Orange County for additional grazing opportunities for our cattle, this will decrease the amount he have to feed and increase profits for the unit. Agreement is in the final stages of approval.

Explanation of Proposed Fiscal Year Capital Requests:

While we do not have any capital requests I will note that we have to purchase 1-2 new bulls this year for approximately \$3,500/bull. One of our bulls has presented lameness in his front hind leg and can not longer successfully breed cows, the other bull we have we have been using for last 4 years. We have kept a large number of replacement heifers to replace our older cows, the majority of these are his daughters. Therefore an additional non-related bull needs to be purchased to decrease many unwanted and potential deadly effects of inbreeding. We will however keep one of the two bulls and he will be used exclusively for our semen collection labs for our advanced animal science classes.

Changes in Staffing:

None

Outlook for Next 3 Years and 4 to 10 Years Beyond:

Those previously mentioned.

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Fruit Industries# 340010

Overview of Current Fiscal Year:

After the disastrous year of 2011/2012 when Asain Citrus Psyllid was introduced to our campus and groves, 2012/2013 should rebound to a break even situation.

During the current year, all groves on campus have had injection sites installed for insecticides to be metered into the irrigation water. This will allow us to wage a more effective battle against this pest. This has all been done with emergency State Share Reserve funding so we can reduce the impact on the annual budget. In addition, we have worked hard on donations of an orchard tractor, sprayer, water filter, and fertilization equipment which will make us more efficient and effective in applying pesticides and fertilizer in a timely fashion. This adds to our "hands on" component of our education. Mr. Dave Matias, our new farm manager, has spent a majority of his time in the past year pruning and bringing trees back into a productive condition.

Another new pest, shothole borer, has now shown up on our campus avocados. Fortunately our campus acreage is somewhat down, and the pest has not invaded Ventura County, the location of Pine Tree Ranch. We were going to start on a new

Explanation of Proposed Fiscal Year Budget:

It is hoped that income will rise for the first time in over 5 years during the 2013/2014 budget year for this project. We are optimistic from the standpoint that a new farm manager with years of tree experience will be watching the groves on a daily basis. For the first time in over a decade, proper care and maintenance of trees should pay dividends in fruit quality and quantity.

A goal for 2013/2014 is to increase fruit sales, especially during the Christmas holiday. We are going to promote our holiday gift packs of fruit (along with a small price hike) to our e-mail list of customers and to businesses in the local area. Last year, alumni Jim Hicks bought over 250 of these packs for his employees and customers. Advertising will be the key to making this happen via the farm store. We also want to work with "grab and go" gift packs during the remainder of the year. 5 pound and 10 pound packs as well as 40 pound boxes of our fruit will also be promoted.

A modest income increase of \$6000 over where we are at last year has been budgeted at \$165000. We believe that this is attainable with gift packs alone. No large increases in controllable expenditures has been budgeted. It is also hoped that now that the groves are back in order, much of the labor to keep them maintained can come from our crews, rather than hiring additional labor from our labor contractor at \$16.50 per hour.

Changes in Programs and Services for Proposed Fiscal Year:

None

Explanation of Proposed Fiscal Year Capital Requests:

None

Changes in Staffing:

None

Outlook for Next 3 Years and 4 to 10 Years Beyond:

In the short term future, we need to increase our sales to improve the bottom line of this project. We believe it is an attainable goal with a new farm manager at the helm, and with the cooperation of the farm store. Their cooperation is very important to the success of this project in the long run, since over 90% of this produce is marketed through the store.

This project contains almost 80% labor expenditures of 3 valuable employees who continue to culture, care, pick and pack fruit for the store and the farmers markets. In the long term, more fruit sold equals more bottom line profit.

As stated last year in the budget, the downside to all of this is the fact that new plantings and groves must be planted in the not too distance future to make this long term goal of more fruit attainable. The bottom line of this project will not support new groves, and hence much advancement work must be done for the long term future.

Continued -Overview of Current Fiscal Year:

6 acre avocado grove immediately behind Los Olivos. We will now have to wait for donated funding for grove destruction and trees.

The budget for this project shows a "break even" scenario for 2012/2013. The second half of the year will be monitored closely for budget expenditures.

Continued -No Continuations

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Meat Lab=300010

Overview of Current Fiscal Year:

The Meat Lab (as of 12/31/11) is in the black \$1,571. The Meat Lab has been paying for student help since last summer for set-up/clean-up of AVS 327 labs.

Meat Lab expenses include those repairs no longer covered by facilities management. All kill floor repairs, loading dock and sump tank in front of the Meat Lab have been adding to those costs. Many of these repairs we have doing ourselves to keep the labor portion to a minimum. Project to be \$5,500 in positive at end of 11-12.

Explanation of Proposed Fiscal Year Budget:

I have used similar budget figures in the 2012/2013 budget. Projected Some of the increases in cost will include student stipends, license fees and supplies. There should be an increase in profits with the additional products being introduced in the coming fiscal year. This along with custom slaughtering will help offset some of our increased costs. Also note the meat lab contributes \$4,000-\$5000 per year in farm store net income. Project positive balance of \$2,700 for 12-13

Changes in Programs and Services for Proposed Fiscal Year:

The inspection program has changed from USDA to State of California Department of Food & Agriculture. Bob Karmann is currently the Meat Lab's Processed Meat Inspector & the Livestock Meat Inspector. He had to go through a training program each year as well as this adding additional fees to the budget. The Meat Lab will be paying for his two licenses, processed plant license and slaughter floor license. We hope to be able to add additional products to our Farm Store sales inventory with these two licenses in place

Custom slaughter should help our income and provide carcasses for the AVS 327 labs taught in the Meat Lab. Any animal slaughtered at the plant has to belong to the customer receiving the packaged product. They can buy the animals from our herd, have it slaughtered by Bob or an outside plant and be cut/wrapped at the Meat Lab. We have started this process on a small scale the last few months.

Explanation of Proposed Fiscal Year Capital Requests:

None

Changes in Staffing:

None

Outlook for Next 3 Years and 4 to 10 Years Beyond:

Those previously mentioned.

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Ornamental Horticulture

Overview of Current Fiscal Year:

This year we anticipate meeting the forecasted total revenue. This is partially due to a projected increase in retail sales due to our expansion into nursery dry goods (containers, fertilizers, pots, stakes, etc....), which complement our plant sales. Our costs have remained relatively stable with the higher cost for supplies incurred for the dry goods (7326). The challenge has been keeping up production without the use of our skidsteer tractor, which broke in September and has yet to be repaired or replaced.

Explanation of Proposed Fiscal Year Budget:

We anticipate next year receiving our normal amount of departmental support for lab supplies. The sudden loss of the state support for labs this month has added an extra strain on the budget, but I have been assured that it is likely the funding will be returned this Spring. We will continue to invest in the retail area with more new benches, signage, improved irrigation and covered storage for retail dry goods.

Changes in Programs and Services for Proposed Fiscal Year:

The new budget reflects the more stable economy, the continuation of our plant pallet and anticipated sales of dry goods. It assumes that next year the state will financially support the lab costs.

Explanation of Proposed Fiscal Year Capital Requests:

Changes in Staffing:

None.

Outlook for Next 3 Years and 4 to 10 Years Beyond:

Over the next three years I anticipate purchasing dry goods storage structures (\$12,000) for the retail site. The loss of interior display space inside the store necessitates their purchase in order to have adequate nursery supplies to complement our plant sales, while protecting the product from the elements.

In four to ten years I anticipate purchasing a small retail greenhouse (\$30,000 installed) to sell our Orchids, tropicals and house plants in the retail nursery.

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Pine Tree Ranch #193040

Overview of Current Fiscal Year:

The lemon crop marketed through Limoneira this year proved to be above expected prices at over \$7.00 per box as compared to last years price of \$6.22. A portion of the hass avocado crop was held over until July 2012, and provided early income for this project in 2012/2013. This allowed us to proceed with a replant of 5 acres, replacing over 60 year old trees. This new grove survived the extremely hot summer and fall and is on its way to being one of our premier blocks in 3 more years.

A large crop of avocados is currently hanging on the trees at the present time. It is anticipated to bring a significant return in May and June of this current year, supporting one of the best years of gross sales in over a decade. Our cultural costs are very high this year, due to the installation of 5 new acres of hass avocado. This is the reason for the lower bottom line projection at \$16000.

The valencia oranges on the ranch continue to provide us with a good product when the Kellogg Ranch valencia's finish up in late October. This allows us to reduce our juice costs from November through March.

Explanation of Proposed Fiscal Year Budget:

Income in 2013/2014 is predicted to be down quite significantly due to alternate bearing of avocados, and 5 acres of trees which will be non bearing during this year. The latter will be the case for 2 more years.

Expenditures in cultural costs will be reduced significantly in 2013/2014, due to no new plantings being scheduled. The outlook for the current year is fair, with an excellent crop of avocados hanging on the trees. These may extend into July for better prices. We have budgeted a slight reduction in the price for lemons after 2 banner years in a row, but all predictions look good for another year. Avocados continue on their upward progression in prices.

The college of Agriculture is currently in negotiations with the California Avocado Commission in regard to a research opportunity. They are interested in entering an agreement of producing research on trees in a few areas of the ranch that are consistently hampered with soil born diseases. The ranch is currently being appraised as to its overall value, which will determine the lease to the CAC if they remain interested.

2013/2014 will be the year that the residence should be rehabilitated. We are currently carrying \$77000 in capital funding to begin this project. This will hopefully put a resident/student in the house by the end of this fiscal year for security.

Changes in Programs and Services for Proposed Fiscal Year:

None

Explanation of Proposed Fiscal Year Capital Requests:

We are currently carrying a balance of \$77000 for repairs to the house. An additional \$60000 is being requested this year to complete the restoration.

At the beginning of fiscal year 2013/2014, we have completed the roof, termites, and new plumbing and fixtures throughout the house. Foundation personnel will assist in finding appropriate contractors to finish electrical upgrades and wood repair and paint (interior and exterior). Interior fixtures and carpet will also be necessary.

It is hoped a new resident will be in the house at the end of 13/14.

Changes in Staffing:

None

Outlook for Next 3 Years and 4 to 10 Years Beyond:

Last year we completed one of our 3 long term goals of replanting 5 acres of avocados. This currently leaves two under performing blocks to replant in the short term future. These must be staggered with the new planting to reduce negative impacts on cash flow.

The agreement with the Avocado Commission will be finalized or rejected within this fiscal year, so more planning can be achieved. We believe that once the other two blocks are planted, this ranch will consistently produce in the \$250000 range with some years building to \$300000. This is due to the vigor of the new trees, which are replacing 60 year old trees.

Continued -Overview of Current Fiscal Year:

We have budgeted high on irrigation (electrical) costs this year, due the very warm late summer and fall through November. Fortunately temperatures have moderated as of this writing. We have experienced some slight frost damage to this years crop. 36 bins of fruit (value \$600) have been picked very quickly after the frost to get into the market chain. We feel confident that all of the frost damaged fruit has gone to market.

Continued -No Continuations

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Farm Store @ Kellogg Ranch #260220

Overview of Current Fiscal Year:

2012/2013 is turning out to be a year of mixed signals. Although the region seems to be mired in an economic slump, store sales did well in some aspects such as gifts and produce, while other sectors have been below budget. This year's pumpkin festival was tremendous in regards to the number of visitors, yet dollar figure for the store slumped somewhat in October. Sales of pumpkins alone were about \$40000 less than anticipated. These dollars were undoubtedly spent with other clubs and vendors.

Another item contributing to reduced sales included our retirement from the Kaiser Baldwin Park market on January 1. This was our original farmers market starting over 7 years ago. We were not able to meet the demands of additional product and produce items and still meet our educational mission at Cal Poly. Doing this right would require an additional investment in more staff—both at the Farm Store and on the farm producing more product. In an era of reducing budgets, we relied on our instincts to maintain our strong educational component. There exist possibilities to go to additional markets to make up for the shortfall, but we need to get on solid footing before committing. The store had great success with Cal Poly produced

Explanation of Proposed Fiscal Year Budget:

The 2013/2014 fiscal year will be the 75th anniversary year for Cal Poly Pomona and we plan to take advantage of the increased traffic that will visit the farm store and other venues on campus.

One of the most notable changes for the year will be the relocation of the entrance and point of sale to right off of the parking lot. We also intend to construct a sampling counter similar to all Trader Joe's stores with appropriate sinks, refrigeration, and accessories to meet health code and increase product sampling. A \$275000 donation from a College of Ag alum will assist in making this happen without having to capitalize funds through the foundation. The potential exists to install a small deli counter with fresh meats, cheeses, salads and items for a light lunch on the grounds.

Goals for 2013/2014 include:

- *Completion of point of sale relocation and sampling station
- *Addition of books to the inventory
- *Increase of sales and quality of produce
- *Increased emphasis on Cal Poly produced produce and U-Pick.
- *Increased sales of holiday fruit and gift packs & incorporation of trees and other items
- *Increased wine sales for 75th anniversary
- *Sales of store products at satellite locations (Red Cross, CLA, 28)
- *Expansion of U-Pick and hydroponic areas in AGRIsapes
- *Increase of nursery sales at new entrance, Verti-Gro system sales
- *Improve social media connections, facebook, twitter

To accommodate these changes and carry on increased productivity, a new assistant manager is proposed in this budget. The new assistant manager will be in charge of the store on Saturdays and Sundays, providing leadership and instruction to the weekend student crews. In addition, they will be in charge of deli, sampling, and a potential food service program.

Looking at budget figures, we have proposed gross sales at 1.3 million, a substantial increase from 2012/2013. The new farmers market at City of Hope will bring in \$80000 annually, and increased traffic from the 75th anniversary should add increased sales in the category of gifts, alcohol, and grocery. Cal Poly produced product should rise in sales with a new focus on putting additional product through the store and farmers markets. Cost of goods sold is taken at a higher percentage than our normal 57% to be conservative.

Changes in Programs and Services for Proposed Fiscal Year:

Many of these are outlined in the goals for 2013/2014. We believe that the down economy has pointed out to us that we cannot keep doing the same thing, and need to rethink and refresh the store to keep it moving forward.

The largest change will be the relocation of the entrance.

Explanation of Proposed Fiscal Year Capital Requests:

Although no new capital requests are contained within this budget, we have rolled 2 requests made in 2012/2013. These include a new multi-deck merchandiser, which we have been making repairs on for the past year, and it seems to be working now. The other request is for the relocation of the entrance to the rear of the store for better accessibility. Should costs overrun our \$275000 donation, we can utilize these funds, but it is hoped that we will not need to use them.

Changes in Staffing:

The 2013/2014 budget contains a new full time benefited employee as an assistant manager to the store. During the past fiscal, Mr. Michael Sved resigned, and we have covered much of his responsibilities with students. This has become a difficult situation due to the fact that there is little staff coverage in the store for the weekends, often our busiest days. This new position will provide direction, guidance and leadership to our weekend crew. We would anticipate hiring this person in July, so they can be trained for the beginning of the academic year in September.

Outlook for Next 3 Years and 4 to 10 Years Beyond:

The farm store continues to grow in popularity, along with the festivals and events associated with it. This growth, however does come with an expense. The current staff member needs relief from doing it all in the future. It is impossible for her to be here for the 7 open days a week, and we feel we can increase sales and bring up efficiency by having an assistant manager here, which will bring the needed relief. A new farm manager is committed to improving the quality and quantity of the Cal Poly produced product to the store, and his hard work will pay benefits during this year.

Although the 2013/2014 year had a decrease in sales, we do not foresee this as a long term trend and feel we can climb out of this in one year. It will take a new commitment and focus and some change must occur

As was stated in last years budget, it is hoped that the store can produce a steady \$50000 profit in the short term future. We were well on our way until we stumbled a bit last year, but are looking forward to the future.

Continued -Overview of Current Fiscal Year:

on campus items such as summer squash and seedless watermelon this past year, but other items somewhat suffered due to an extremely hot summer and fall and new persistent, difficult to control pests which have arrived. The new farm manager will be able to take the leadership to bring back on campus sales by being more pro active in battling these pests and improving cultural practices. This will lead to more abundant, better quality and better variety produce in the store.

Student salaries are up for this current year. This is a reflection on the resignation of Michael Sved, our first assistant manager at the store who handles farmers markets. Students are being used in this position at this time. Staff salaries have moderated back to traditional levels.

We have done our best to hold controllable expenses below budget for the current year at \$90000 plus. As long as no major breakdowns of coolers and equipment happen in the next 5 months, we should be able to bring this in at a profit for the year, although not approaching the \$90000 plus we did last year. Please refer to the goals for the proposed fiscal year 2013/2014 to see how we will be addressing this.

Continued -Explanation of Proposed Fiscal Year Budget:

Student salaries will decrease from 2012/2013 with the new staff hire who will supervise weekends and make the student crews more efficient. This will increase benefit and PRMB lines in labor by about \$50000 annually.

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Swine Unit=430010

Overview of Current Fiscal Year:

The Swine Unit (as of 12/31/12) is in the red (\$4,845). As always the major hurdle with this operation is cost of feed. CPP farm cannot provide any help with feed for this unit like it is this year with sheep and beef units. Also 8 large trees had to be removed due to increased plumbing issues at this unit. This charge of \$3,500 was unexpected and not budgeted for. Overall this unit is projected to be (\$7,600) in the red this year. Our original budget plan for this year hit a few hurdles. The main hurdle was staff and their knowledge of breeding pigs. As you know this staff position is a shared position managing both the sheep and swine units. It was a hard to find someone with extensive expertise in both species. Our current manager does not have a vast knowledge of swine breeding techniques and had some difficulty getting pigs bred this year, thus decreasing the amount of pigs we have to sale while at the same time having to feed theses sows and not getting any return. Our manager has since went through training on how to properly synchronize and breed pigs so we expect this to increase for this spring, which will help our numbers for next fiscal year.

Explanation of Proposed Fiscal Year Budget:

Overall I project 2013-2014 to end with a negative \$5,300. I have made all possibly cuts to this unit. I have decreased student workers, moved students to stipend basis rather then hourly. As stated in last years budget summary we planned to increase sow numbers and quality, both of which we have done. We purchased 12 new high-line gilts. We still have all these gilts we obtained last year and with increases knowledge base of our on site staff we will hopefully have a better year in terms on pig sales. There is a high demand for small 75-125lb pigs in this area and we want to be able to provide to this market. Again feed prices are the main cost associated with this unit.

Changes in Programs and Services for Proposed Fiscal Year:

Hopefully we will be able to increase some revenues with above changes

Explanation of Proposed Fiscal Year Capital Requests:

None

Changes in Staffing:

None

Outlook for Next 3 Years and 4 to 10 Years Beyond:

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Sheep Unit=420010

Overview of Current Fiscal Year:

The Sheep Unit (as of 12/31/12) is in the red (\$1,156). The sheep market is the lowest it has been in years, thus decreasing our overall revenue stream for regular lambs sales. We have invested in a few higher caliber ewes to get into the show sheep market with FFA and 4-H projects, that will help with next years budget. Overall this unit is projected to be (\$1,636) in the red this year.

Explanation of Proposed Fiscal Year Budget:

Overall I project 2013-2014 to end with a negative \$2,424. The offspring from the higher caliber ewes will continue to help out with livestock sales next year. We are going to split the flock into two breeding seasons this year to increase our ability to sell lambs to more 4H and FFA kids. We can sell these higher quality lambs at a premium over our regular lambs thus increasing revenue for the unit. If state support increases over current year this will help our bottom line as well. There is simply just not a good market for lambs in Southern California.

Changes in Programs and Services for Proposed Fiscal Year:

Hopefully we will be able to increase some revenues with above changes

Explanation of Proposed Fiscal Year Capital Requests:

None

Changes in Staffing:

None

Outlook for Next 3 Years and 4 to 10 Years Beyond:

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Arabian Horse Center

Overview of Current Fiscal Year:

The budget projections for the current year will be fairly accurate. Although the account currently shows a negative balance of \$38,000, we are expecting \$18,000 in boarding revenues and \$20,000 in revenues from either the Deardorff property or the sale of horses. The revenue from the sale of horses can be applied to the account as a fee or IDT for expenses incurred. The income from the Kellogg endowment account was significantly lower than anticipated due to malfeasance in the stock market. The decrease in income has been offset by a combination of decreases in expenses and by and improvement in the sale of livestock. The veterinary expenses declined from \$34,000 in 2010 – 2011 to approximately \$500 in the current year. The cost of shavings declined from \$32,000 in 2010- 2011 to an anticipated cost of approximately \$26,000 in the current year. Horse sales generated \$35,000 in revenue so far this year and I anticipate the total for horse sales during the current year to come in at approximately \$55,000-\$75,000. Currently, there is \$45,000 in the Deardorff account, and even allowing for a \$25,000 reserve this should permit us to utilize at least \$20,000 of the funds from these monies that are dedicated to the Arabian Horse Center. This, coupled with the current reserves should allow us to achieve our budget commitments.

Explanation of Proposed Fiscal Year Budget:

REVENUE: The current stock market environment appears very positive. Barring a sharp downturn between now and the end of the year our income from our endowment accounts should approximate 5%, totaling \$250,000 for the 2013 -2014 fiscal year. We should realize approximately \$40,000 in revenues from the Norco Ranch Property. Income from operations would include boarding income of approximately \$36,000, horse sales of \$25,000 and income from shows and other minor sources of \$10,000. We are working on the possibility of increasing the quality and number of exhibitions with an outside business that has a great deal of experience in equine productions. This could generate from \$10-\$20,000 in additional revenue if the project is successful. The sale of horses will, more than likely, produce more than \$25,000 in revenue, but this is an achievable conservative estimate. Barring deviations in the above-mentioned sources of income, we should be able to realize a break-even budget.

EXPENSES:

On the expense side, the demand for hay is actually declining, and we are told that by the summer of 2013 hay will fall in price from \$15 per bale to close to \$10 per bale. If the price of hay remains at this low level, this could lead to a budgetary savings of approximately \$30,000. The flexibility in our budget lies in our ability to curtail some of our expenses, particularly in the area of showing horses and travel, should our income not be as high as anticipated. This is an ongoing process, and the budget is analyzed on a monthly basis, making adjustments in spending habits depending upon the current status of the revenues generated. In the budget year for 2012 2013, veterinary expenses declined from \$34,000 to under \$1000. This saving was achieved by providing veterinary care for the horses in-house. No horses suffered from acute injuries or illness requiring surgery or hospitalization, which was the primary source of the added expense in the prior budget year. Farrier expense and the expense for shavings are two of the larger budget items. We use two different farriers depending on the skill level required and each is paid at their appropriate skill level to minimize the farrier cost. The use of shavings has been reduced by approximately 30 to 40% by improved husbandry and the use of a product called "Odor No More." This product is supplied to us at cost by a Cal Poly Alumnus.

The lack of state support for student wages has created a \$40,000 budget deficit, based on last year's submitted budget. Currently we are working to fill that gap (which represents the current \$38,000 deficit seen on the books) with extra income from the sale of horses. We have two horses enrolled in a prestigious sale at the end of February that we hope will bring in adequate monies to replace the state support.

Changes in Programs and Services for Proposed Fiscal Year:

Explanation of Proposed Fiscal Year Capital Requests:

We are making a capital request this year to purchase a digital x-ray machine. This equipment will be utilized in the veterinary care of the horses, thus providing savings in this area. In addition, it will expedite and perhaps improve our ability to sell horses, as we will be able to radiograph the horses prior to their sale and present to the potential buyer a clean bill of health. We intend to purchase this equipment using a capital lease over a five-year duration. A complete set of x-rays on one horse will cost approximately \$800 if done by an outside veterinarian. If we radiograph to horses per month (which is a very low estimate), we could potentially save almost \$1000 per month by leasing the machine. The salvage value at the end of the lease will be minimal, but the machine will still be very functional barring any major technical improvements. In any event it would give us a down payment on a more updated machine at that time if needed.

Changes in Staffing:

Outlook for Next 3 Years and 4 to 10 Years Beyond:

**CONTINUING EDUCATION PROGRAMS
SURPLUS/(DEFICIT) BUDGET COMPARISON SUMMARY
FOR THE FISCAL YEAR**

DESCRIPTION	Actual		2011-12	2011-12	Actual	2012-13	2012-13	2013-14
	YTD 03/31/12	2011-12 Actual	2011-12 Forecast	Approved Budget	YTD 3/31/13	2012-13 Forecast	Approved Budget	Proposed Budget
COLLEGE OF EXTENDED UNIVERSITY - Programs								
283500 Administration	(75,702)	5,496	(55,395)	658	(72,867)	(21,700)	4,344	327,553
283071 Computer Programs	(244)	(244)	-	-	-	-	-	-
283072 Certificate Programs	33,181	27,144	20,800	32,368	40,005	5,383	23,106	-
283080 English Language Inst.	569,893	647,303	278,045	300,925	829,309	526,911	268,294	-
283600 CEU International Training	182,541	149,435	90,241	30,505	101,020	99,824	70,500	-
283610 Int'l Workshop and Training	-	-	-	-	-	-	-	-
283620 Six Sigma Program	57,670	35,883	29,501	3,972	38,043	35,865	36,486	35,886
283630 Professional Project Management Program	10,053	8,589	4,890	3,223	9,021	8,564	8,886	10,836
283790 On Site Training Programs	19,900	21,169	15,172	841	21,936	18,101	18,310	8,480
283060 Start-Up Programs	3,936	7,698	1,666	2,500	(3,168)	209	3,501	-
283076 Technical Programs	(270)	(515)	-	4,553	4,639	4,657	-	9,228
283073 Test Prep Programs	6,242	702	5	14,461	10,397	3,133	4,586	3,646
460280 SUMMER SUPPORT @ CEU	(64)	(1,659)	-	-	(852)	-	-	-
460920 Business Comm & Grant Writing	-	-	-	-	-	-	-	286
460930 Accounting & Finance	-	-	-	-	-	-	-	223
460940 Math & Science	-	-	-	-	-	-	-	1,685
460950 Hospitality & Service Industry	-	-	-	-	-	-	-	2,480
460960 Supply Chain Management	-	-	-	-	-	-	-	612
460970 Human Resources Management	-	-	-	-	-	-	-	3,540
460980 Building & Construction Management	-	-	-	-	-	-	-	9,216
460990 Ed2Go	-	-	-	-	-	-	-	(90,440)
461000 Art, Media, & Design	-	-	-	-	-	-	-	2,236
461010 Global Ed Programs Standard	-	-	-	-	-	-	-	11,783
461020 Global Ed Programs Camps	-	-	-	-	-	-	-	-
461030 CPELI Camps	-	-	-	-	-	-	-	119,503
461040 CPELI Standard	-	-	-	-	-	-	-	436,292
Total College of Extended Univ Programs	807,136	901,001	384,925	394,006	977,483	680,947	438,013	893,045

DESCRIPTION	Actual YTD 03/31/12	2011-12 Actual	2011-12 Forecast	2011-12 Approved Budget	Actual YTD 3/31/13	2012-13 Forecast	2012-13 Approved Budget	2013-14 Proposed Budget
<u>COLLEGE OF ENGINEERING</u>								
381500 Non-Credit Learning Admin	(762)	(762)	-	(5,092)	678	48	(5,150)	48
381675 Civil Engineering Review	(1,045)	(1,895)	3,602	9,188	14,159	4,333	2,217	4,333
381673 Land Surveyor Review	-	-	-	-	-	-	-	-
Total College of Engineering	(1,807)	(2,657)	3,602	4,096	14,837	4,381	(2,933)	4,381
<u>COLLEGE OF SCIENCE</u>								
406440 Chemistry Agilent Project	(1,478)	(5,026)	18,487	-	(1,922)	4,624	16,596	16,333
Total College of Science	(1,478)	(5,026)	18,487	-	(1,922)	4,624	16,596	16,333
<u>COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES</u>								
362030 GIS Certificate Program	(75)	(9,547)	-	-	4,339.00	-	-	-
Total College of Letters, Arts, and Social Sciences	(75)	(9,547)	-	-	4,339	-	-	-
<u>COLLEGE OF ENVIRONMENTAL DESIGN</u>								
460200 CCLAWS CERTIFICATE L+RS	(18,471)	(18,471)	-	-	(300)	-	-	-
Total College of Environmental Design	(18,471)	(18,471)	-	-	(300)	-	-	-
<u>GRAND TOTAL CONTINUING EDUCATION</u>								
	785,305	865,300	407,014	398,102	994,437	689,952	451,676	913,759

CONTINUING_EDUCATION

CONSOLIDATED BUDGET COMPARISON SUMMARY
FOR PROPOSED BUDGET YEAR 13-14
CURRENT FISCAL YEAR 12-13

ACCT. ACCOUNT TITLE	CURRENT YEAR APPROVED BUDGET	CURRENT YEAR FORECAST	PROPOSED BUDGET	\$ CHANGE FORECAST TO PROPOSED BUDGET
=====				
REVENUE				
OTHER	21,500	6,714	6,953	239
SALES	<u>2,943,570</u>	<u>3,422,371</u>	<u>3,760,405</u>	<u>338,034</u>
TOTAL REVENUE	2,965,070	3,429,085	3,767,358	338,273
EXPENDITURES-CONTROLLABLE				
UTILITIES	26,500	30,000	30,000	0
REPAIRS & MAINTENANCE	12,700	15,720	14,400	(1,320)
MEALS & REFRESHMENTS	32,285	59,100	88,100	29,000
POSTAGE & FREIGHT	11,000	10,900	6,040	(4,860)
ADVERTISING	156,307	66,282	71,920	5,638
RENT/COMMISSIONS	104,392	45,190	54,787	9,597
SERVICES	304,520	397,833	415,217	17,384
SUPPLIES	69,750	66,555	71,530	4,975
TELEPHONE	7,200	8,350	1,600	(6,750)
TRAVEL	48,010	91,507	58,250	(33,257)
LAUNDRY	100	100	200	100
OTHER	<u>19,710</u>	<u>34,649</u>	<u>56,080</u>	<u>21,431</u>
TOTAL EXPENDITURES-CONTROLLABLE	792,474	826,186	868,124	41,938
EXPENDITURES NON-CONTROLLABLE				
ADMINISTRATIVE FEES	132,472	154,238	169,539	15,301
DEPRECIATION	19,006	20,919	58,819	37,900
INSURANCE	5,604	5,672	19,076	13,404
RENT/COMMISSIONS	25,400	115,800	25,696	(90,104)
BANK CARD FEES	24,505	18,207	21,635	3,428
OTHER	<u>5,760</u>	<u>5,915</u>	<u>5,668</u>	<u>(247)</u>
TOTAL EXPENDITURES NON-CONTROLLABLE	212,747	320,751	300,433	(20,318)
LABOR COSTS				
SALARIES & WAGES	1,176,691	1,256,046	1,359,277	103,231
EMPLOYEE BENEFITS	<u>331,482</u>	<u>336,150</u>	<u>325,764</u>	<u>(10,386)</u>
TOTAL LABOR COSTS	<u>1,508,173</u>	<u>1,592,196</u>	<u>1,685,041</u>	<u>92,845</u>
TOTAL EXPENSES	<u>2,513,394</u>	<u>2,739,133</u>	<u>2,853,598</u>	<u>114,465</u>
NET INCOME	451,676	689,952	913,760	223,808
	=====	=====	=====	=====

CAL POLY POMONA FOUNDATION, INC.

COLLEGE OF THE EXTENDED UNIVERSITY

2013-2014

BUSINESS PLAN



**Cal Poly Pomona
Foundation**

APRIL 2013

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Proposed Fiscal Year Budget

A

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CONSOLIDATED BUDGET COMPARISON SUMMARY
FOR PROPOSED BUDGET YEAR 13-14
CURRENT FISCAL YEAR 12-13

ACCT. ACCOUNT TITLE	CURRENT YEAR APPROVED BUDGET	CURRENT YEAR FORECAST	PROPOSED BUDGET	\$ CHANGE FORECAST TO PROPOSED BUDGET

REVENUE				
OTHER	21,500	5,511	5,750	239
SALES	<u>2,895,866</u>	<u>3,383,709</u>	<u>3,707,141</u>	<u>323,432</u>
TOTAL REVENUE	2,917,366	3,389,220	3,712,891	323,671
EXPENDITURES-CONTROLLABLE				
UTILITIES	26,500	30,000	30,000	0
REPAIRS & MAINTENANCE	12,700	15,720	14,400	(1,320)
MEALS & REFRESHMENTS	31,285	58,100	87,100	29,000
POSTAGE & FREIGHT	11,000	10,900	6,040	(4,860)
ADVERTISING	155,240	64,869	70,507	5,638
RENT/COMMISSIONS	98,920	44,554	53,515	8,961
SERVICES	294,520	381,987	399,371	17,384
SUPPLIES	64,600	65,450	70,425	4,975
TELEPHONE	7,200	8,350	1,600	(6,750)
TRAVEL	48,010	91,507	58,250	(33,257)
LAUNDRY	100	100	200	100
OTHER	<u>19,710</u>	<u>33,446</u>	<u>54,877</u>	<u>21,431</u>
TOTAL EXPENDITURES-CONTROLLABLE	769,785	804,983	846,285	41,302
EXPENDITURES NON-CONTROLLABLE				
ADMINISTRATIVE FEES	130,325	152,448	167,092	14,644
DEPRECIATION	15,698	18,948	55,248	36,300
INSURANCE	5,604	5,628	19,032	13,404
RENT/COMMISSIONS	25,400	115,800	25,696	(90,104)
BANK CARD FEES	24,222	17,969	21,397	3,428
OTHER	<u>5,760</u>	<u>5,915</u>	<u>5,668</u>	<u>(247)</u>
TOTAL EXPENDITURES NON-CONTROLLABLE	207,009	316,708	294,133	(22,575)
LABOR COSTS				
SALARIES & WAGES	1,171,531	1,250,886	1,354,117	103,231
EMPLOYEE BENEFITS	<u>331,028</u>	<u>335,696</u>	<u>325,310</u>	<u>(10,386)</u>
TOTAL LABOR COSTS	<u>1,502,559</u>	<u>1,586,582</u>	<u>1,679,427</u>	<u>92,845</u>
TOTAL EXPENSES	<u>2,479,353</u>	<u>2,708,273</u>	<u>2,819,845</u>	<u>111,572</u>
NET INCOME	438,013	680,947	893,046	212,099
	=====	=====	=====	=====

Business Plan Narrative - Divisional(Schedule B)

Overview of Current Fiscal Year:

2012-13 will be remembered as a transitional year for the College of the Extended University (CEU). This is the year that CEU transitioned from a history of interim leadership to permanent leadership through the hiring of a permanent College Dean. Two additional leadership positions were also filled, the Executive Director of Global Initiatives and the Financial Manager, that will support the Dean with the development and implementation of CEU's strategic plans, goals and mission as CEU progresses forward. At the mid-point, CEU has already exceeded the total net income budgeted for the current year. This is largely in part due to the increased revenues generated through the Cal Poly Pomona English Language Institute (CPELI) and the Global Education Programs (GEP) camps and programs offered in the first half of the year. As of Winter 2013, CEU is being impacted by fluctuating enrollments in various non-credit and international training programs. CEU is currently developing new marketing strategies to ramp up enrollment for next fiscal year in both of these program areas to address any declines. While the economy is impacting some of the CEU programs, overall the projections look positive for the remainder of the year for CEU to end the year with a net gain of approximately \$650,000.

Explanation of Proposed Fiscal Year Budget:

For 2013-14, CEU has added 13 additional project numbers to our budget structure so that all revenue and expenses can be tracked more precisely by each area of study and for camps. In prior years, several areas of study were tracked under the same project number, making it difficult to identify the true efficiency for each area. In addition, during 2012-13, CPELI and GEP jointly ran the summer camps with revenue and expenses being recorded into two different project numbers. For 2013-14, all camp revenue and expenses will now be recorded in one project number. CEU feels confident that this new budget structure will provide us the tools needed for progressive growth planning for each unit within CEU. The 2013-14 budget has been planned in most cases to reflect a conservative projection of 10% growth. This projection is reflective of the current economic climate and aligns with CEU's ability to sustain current program levels while exploring and implementing new programs and certificate offerings during the new fiscal year. CEU has also restructured the cost recovery charges to our internal programs to align with standard rate charged to our campus partners based on the support provided by CEU Administration. Marketing will be a key focal point for CEU as we strive to gain market share through branding of programs closely aligned with Cal Poly Pomona's strengths. Effective advertising of the programs and opportunities CEU has to offer to the community, business partners and abroad will be vital to support the growth goals for this fiscal year and beyond. An additional focus will be on automating the registration processes through the purchase and implementation of new web-based software program. The purchase will take place in 2012-13 and the implementation in 2013-14.

Changes in Programs and Services for Proposed Fiscal Year:

The proposed budget reflects the new structure designed to track program revenue and expenses more efficiently to support the programs with planning and budgeting in the new fiscal year. This shift in expenses includes program personnel expenses that were previously recorded in the Administration budget. Expansion of the global education and non-credit programs and certificates are under development with campus partners, agencies, and third party providers to meet the key needs of the community CEU serves. Some exciting new online certificate programs will include Business Construction Management, Project Risk Management, Energy Management and Sustainable Events. A great deal of planning is still in process and it is anticipated that budget adjustments will be required as CEU implements new programs in the future.

Explanation of Proposed Fiscal Year Capital Requests:

The programs of CPELI have out-grown the existing facilities and more growth is projected for 2013-14. To address this need, a capital request for the purchase of a new modular building is included in the budget packet on schedule D. The anticipated total purchase is estimated to run \$310,000. Since this asset will be transferred to the state-side, the purchase and depreciation is not reflected in the attached budget.

Changes in Staffing:

For 2013-14, no additional permanent positions have been included in this budget plan. CEU has budgeted a small amount under recruitment in the Administration budget should any existing position become vacant and need to be re-filled. There has also been a minimal amount budgeted to support an additional student assistant position being filled if needed to address peak demands during part of the year. As profitability permits, additional program developers and managers will be added to accelerate the growth of programs.

Outlook for Next 3 Years and 4 to 10 Years Beyond:

For the next 3 years, the CEU will focus on expansion of existing and development of new programs that closely align with the strengths that CPP is known for. Collaborative planning will be vital in aligning certificate and degree programs that build and enhance student's skill sets to provide optimal training and opportunity for careers in high demand markets. In addition, CEU will seek to research and expand contract training and professional development opportunities with both local and global partners. Global Education and training opportunities will continue to be a priority for CEU as we expand our programs into new territories. CEU's reputation for being a valued provider of quality non-credit and continuing education credit programs will drive our expansion efforts on a continual basis for the foreseeable future.

Mission/Vision Statement

The Mission and Vision of the College of the Extended University directly aligns and supports the Mission of Cal Poly Pomona.

The Mission of Cal Poly Pomona is:

Cal Poly Pomona's mission is to advance learning and knowledge by linking theory and practice in all disciplines, and to prepare students for lifelong learning, leadership and careers in a changing multicultural world.

The Mission of the College of the Extended University is:
Extending Opportunity Through Education and Innovation.

The Vision of the College of the Extended University is to:

- Provide online/distance/on-site educational opportunities
- Offer a menu of valued courses, degrees and certificates
- Present modalities of learning that align with consumer needs
- Offer solutions to real world problems
- Become a leader in global education

Strengths and Challenges

Strengths

The CEU takes great pride in being a self-sustaining organization with full control of our business operations. In addition, CEU has the capability and flexibility to develop quality programs with minimal constraints. As part of the Cal Poly Pomona Campus, CEU's location proves to be an attractive learning destination for both local and international students. The CEU is viewed as a vital part of CPP's future by the University Leadership and through the experience and fresh vision provided by CEU's new leadership team and staff, CEU should be positioned for continued success and growth.

Challenges

CEU considers one of our greatest challenges to be lack of positioning relative to our competition. Therefore, an emphasis will be placed on building CEU's identity with the community, businesses and abroad through effective marketing and branding. Another area for CEU that will need to be a priority will be in the program development of new programs, certificates and professional development including timely response to customer valued content and delivery modes. Fiscal resources and planning will need to be developed to keep CEU positioned to respond and provide in a timely manner.

Employee Survey

F

CEU recently surveyed the staff for input for an internal SWOT analysis. The refined version of the SWOT analysis was derived from the input of the staff. 100% participation has provided CEU with a clear analysis of strengths, weaknesses, opportunity and threats. This tool will help to guide CEU's plans and goals as we continue forward.

Customer Survey

The CPELI unit surveys the students quarterly and all input is reviewed and acted upon in regards to planning of revised curriculum and services to better meet the needs of the students. CEU currently solicits student input through a one page customer survey that is available to students when they come to the campus to register. CEU has yet to formalize this process but will be researching best practices for soliciting student input and feedback to aid in planning and development of programs and services.

Keys to Success

Keys to Success Items	Rank in Importance 10 to 1
Reconstruct the CEU marketing strategy to include social media, calendared ads, and increased outreach.	10
Position of CEU through our programs that align with CPP strengths and branding.	10
Focus on providing quality customer service and soliciting customer input regarding our programs and services.	9
Expansion of CPELI and GEP into new markets.	9
Define and document each CEU administrative and program development process.	9
Continued expansion of CEU as a resource to the Cal Poly Pomona Colleges.	8
Alignment of programs and delivery modes to meet the market needs.	9
Provision of the highest quality programs, services, and instruction.	10

Corporate Culture

Customer/Client Perception	Unit Perception
CEU External Customer's Perception:	CEU's Perception:
CEU provides quality education and valued instruction that is priced competitively but they would appreciate the implementation of proactive communication strategies for notification of upcoming, new or additional course offerings in their area of study as well as automated notification of any course cancellations.	Quality education provider with remarkable opportunities to expand into new markets and design new valued programs. However, recognizing that updated, documented and automated processes will be vital to our continued success. An emphasis of improved marketing and communication strategies needs to be a priority as well developing a better sense of identity and direction.
CPP Internal Customer's Perception:	
CEU has the ability to provide extended course offerings for the colleges.	
The colleges would like to see better defined budgeting processes as well as standardization of processes along with more efficient communication channels.	

Business Controls and Vital Factors

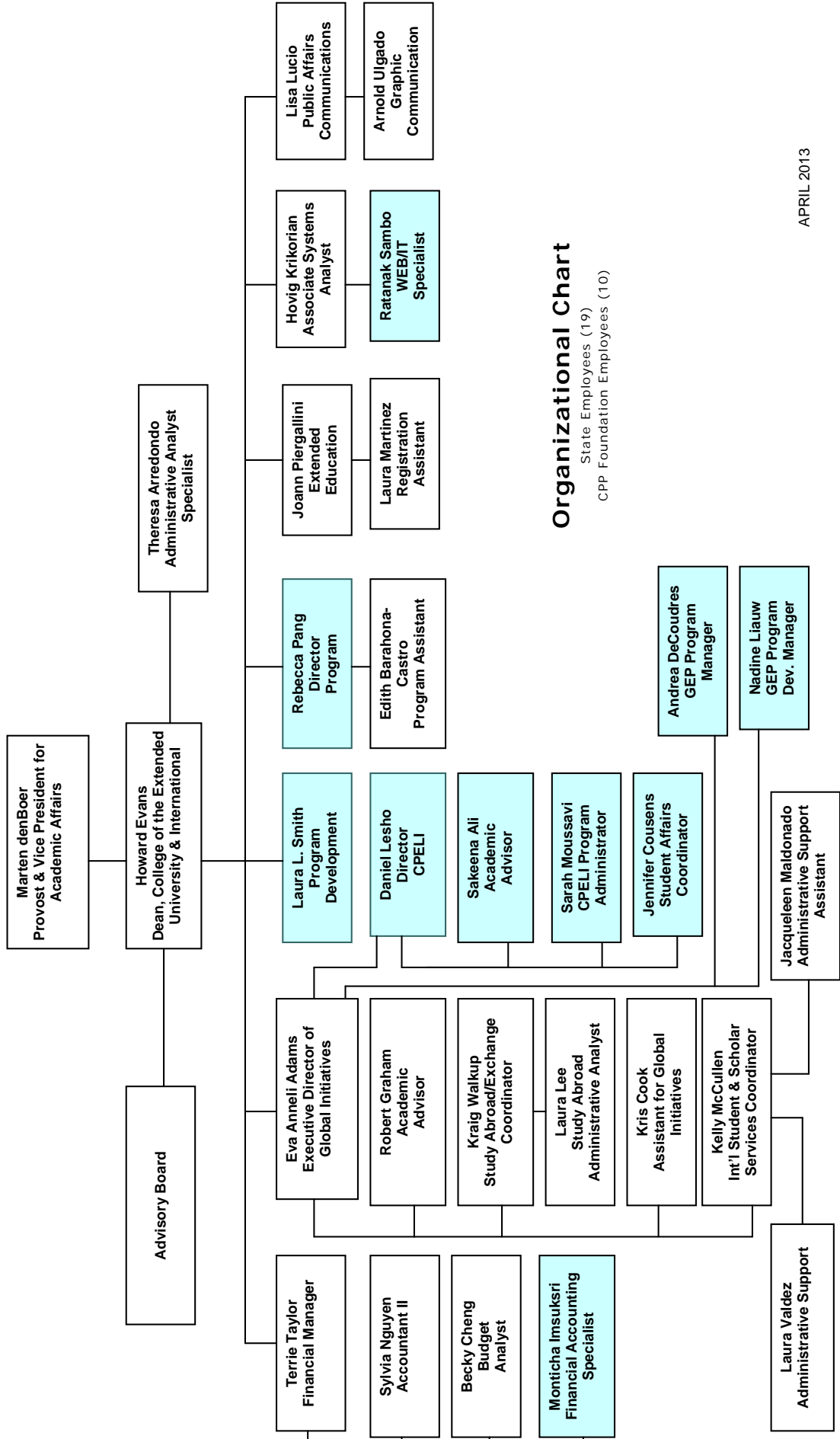
H

The CEU is a complex business enterprise that must operate in both the foundation and state sphere. This requires constant observation of regulations and policy for both sides. The CEU monitors operational accounts on a monthly and quarterly basis. All programs are reviewed to insure compliance with Chancellor Office policies. Any updates from the Chancellor's office are reviewed, distributed and acted upon through the CEU Dean's office. For 2013-14, the new budget structure will provide CEU the ability to track program revenue and expenses more efficiently to assist in program development and planning. All program expenses will now be aligned and reflected in the actual program including program personnel. One key focus for CEU during the year, will be to identify and document the key business processes. A cross-training strategy of personnel will be vital to insuring that all business needs are covered.

Asset Protection/Risk Management

Organization Chart

College of the Extended University & International Center



Organizational Chart

State Employees (19)
CPP Foundation Employees (10)

APRIL 2013

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

College of Engineering - Project Summary

Overview of Current Fiscal Year:

Through Fund 10 activities, in lieu of rent for the use of College of Engineering university facilities, the college collects revenue from its Non-Credit Learning Activities Fund 10 projects for the maintenance and on-going development of college computer systems and laboratory facilities. Funds are transferred into project 381500 (Non-Credit Learning Activities Administration), from other Fund 10 projects and accumulated in order to facilitate making purchases. Any purchased equipment using these funds is placed immediately on the University's property inventory.

During 2012-13, Project 381675 (Civil Engineering Review Course) will offering the review session for February-March and September-October period. We do not know the enrollment at this time and project the same budget from last year.

Explanation of Proposed Fiscal Year Budget:

Project 381675 (Civil Engineering Review Course) is a non-credit review course offered typically each year in the Fall and Spring. Revenue for this project will be collected as registration fees. Enrollment is expected to continue to be the same and proposed budget has been updated accordingly. Since this trend has continued for a couple of years, future sessions have been budgeted at this same level.

Project 381500 is a transfer account for funds collected by engineering programs. The College will charge 5% administration fee from their gross revenue.

Changes in Programs and Services for Proposed Fiscal Year:

The Professional Engineer Examination in Civil Engineering currently has 6 students registered for February-March session. The class is pending until 10 students are enrolled in order to support the budget. Civil Engineering will keep the September-October session open.

Explanation of Proposed Fiscal Year Capital Requests:

None

Changes in Staffing:

None

Outlook for Next 3 Years and 4 to 10 Years Beyond:

Likely the training and other programs will strengthen over the next 4 to 10 years.

AGILENT

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PROJECT SUMMARY FISCAL YEAR 2013-2014

SCHEDULE B

SUMMARY: The Chemistry Department [via foundation ownership] is in the tenth year of the agreement whereby Cal Poly Pomona administers and runs a West Coast training center for courses sponsored by Agilent Technologies. The current selections are software courses in support of Agilent equipment product lines in the chemical analysis area. The client source will be primarily comprised of small to large private companies and public agencies requiring training on newly purchased equipment. Quality course production and on-campus services for clients are essential for success. The current year is slow, no doubt due to the continuing corporate caution on spending. It should be noted that even when business is slow (such as this year when only two courses are planned), we can still generate a profit, since our overhead when we are not teaching courses is extremely low. We have completed the expansion of the training facility in Building 3, which can now accommodate up to 18 client-students. Future plans include the utilization of our software training facility for other (non-Agilent) software courses.

GOALS and OBJECTIVES: Since the contract was finalized [Jan 2000; PSA Revised in 2008] the project has moved forward with the following emphasis: a) develop business around the concept of consistent cash flow, b) training Cal Poly personnel to be certified by Agilent Technologies to teach software and hardware courses, c) exploit higher revenue to expense ratios [r/e] for software courses, d) form constructive relationships with local Agilent sales and service people to assist in marketing and training of Cal Poly personnel, e) form constructive relationships with on-campus units to insure good communication that will support growth and quality, e.g., foundation financial offices and KW lodge/restaurant to host on-campus student clients, and f) create a solid business platform for the long term augmentation of resources and equipment acquisition for the Chemistry department and the College of Science.

SHORTER TERM: Our goal for the coming fiscal year is to concentrate on teaching LC-MS (liquid chromatography-mass spectrometry) software courses. These courses have the largest enrollments as well as generating more revenue than our other (shorter) software courses. We have maintained the currency of our software instructor's training. We are also expanding the use of our own LC-MS so that our instructor maintains hands-on familiarity with the use and trouble-shooting of the LC-MS software interface.

LONGER TERM: In addition to building an income stream to help support equipment needs, we have always envisioned that the Agilent facility would also be available to teach specialized courses for students and faculty from the College of Science. On the financial side there are two major goals: a) marketing to existing owners, especially in the California market, and b) develop contacts with other industrial partners to teach other software courses. Our efforts to work with regional [Agilent] sales directors and service executives to improve marketing strategy are continuing. Agilent markets all courses and related products through their national educational division. Agilent has already given permission for KW to market and contact student-clients listed on class rosters, as information becomes available during the enrollment periods. Additionally, we are seeking to locate other companies that will utilize our software training facility and which will generate revenue when the facility is not being used for Agilent courses.

CAL POLY POMONA FOUNDATION, INC.

OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)

2013-2014

BUSINESS PLAN



**Cal Poly Pomona
Foundation**

APRIL 2013

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Proposed Fiscal Year Budget

A

RESEARCH_OFFICE

CONSOLIDATED BUDGET COMPARISON SUMMARY
FOR PROPOSED BUDGET YEAR 13-14
CURRENT FISCAL YEAR 12-13

ACCT. ACCOUNT TITLE	CURRENT YEAR APPROVED BUDGET	CURRENT YEAR FORECAST	PROPOSED BUDGET	\$ CHANGE FORECAST TO PROPOSED BUDGET
REVENUE				
INDIRECT COST RECOVERIES	1,600,000	1,350,000	1,360,178	10,178
OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	1,600,000	1,350,000	1,360,178	10,178
EXPENDITURES-CONTROLLABLE				
REPAIRS & MAINTENANCE	3,000	3,000	3,000	0
MEALS & REFRESHMENTS	6,100	6,057	6,100	43
POSTAGE & FREIGHT	1,440	824	1,200	376
ADVERTISING	200	404	400	(4)
RENT/COMMISSIONS	39,680	40,099	40,100	1
SERVICES	129,732	144,065	144,732	667
SUPPLIES	10,620	24,145	15,300	(8,845)
TELEPHONE	0	0	0	0
TRAVEL	14,500	9,253	14,500	5,247
OTHER	<u>564,770</u>	<u>413,426</u>	<u>328,398</u>	<u>(85,028)</u>
TOTAL EXPENDITURES-CONTROLLABLE	770,042	641,273	553,730	(87,543)
EXPENDITURES NON-CONTROLLABLE				
ADMINISTRATIVE FEES	607,500	507,000	504,225	(2,775)
INSURANCE	<u>1,300</u>	<u>1,300</u>	<u>1,500</u>	<u>200</u>
TOTAL EXPENDITURES NON-CONTROLLABLE	608,800	508,300	505,725	(2,575)
LABOR COSTS				
SALARIES & WAGES	150,439	126,395	216,140	89,745
EMPLOYEE BENEFITS	<u>25,563</u>	<u>28,430</u>	<u>38,987</u>	<u>10,557</u>
TOTAL LABOR COSTS	<u>176,002</u>	<u>154,825</u>	<u>255,127</u>	<u>100,302</u>
TOTAL EXPENSES	<u>1,554,844</u>	<u>1,304,398</u>	<u>1,314,582</u>	<u>10,184</u>
NET INCOME	45,156	45,602	45,596	(6)
	=====	=====	=====	=====

Business Plan Narrative - Divisional(Schedule B)

Overview of Current Fiscal Year:

The current forecast for 2012-13 indicates we will finish the fiscal year within budget:

- a) The "Strategic Interdisciplinary Research Program" or SIRG has now been fully implemented. Funding was budgeted at \$50,000 per competition and two competitions were run for 2012-13. (This will be reduced for 2013-14.) SIRG provides internal financial support to Faculty members who submit and win proposals for developing external grant/contracts.
- b) A 2nd part-time ORSP student assistant will continue to be employed in 2012-13 and has now completed training as a replacement for the prior student who left after completing her student teaching requirement. Student assistants are critical to ensuring prompt campus routing, tracking and services to faculty and staff for proposal development and processing.
- c) Increases are forecasted in areas that address two important needs: 1. "Software Purchases" increase to cover '@Tune,' a new program to help institutions comply with Animal Care and Human Subjects research regulations (\$10,000 to install+ \$5,000/yr); 2. "Services Consultant" costs increase to provide grantwriting support for three major institutional proposals (e.g., NIH; U.S. Dept. of ED, Title V HSI grant). Overall/total funds should remain within budget.

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Explanation of Proposed Fiscal Year Budget:

2013-14 revenues are forecasted to be below last year's due to a slower rate of expenditures on current awards. Revenues were also negatively impacted by a gap in National Institutes of Health (NIH) SCORE grant program opportunities (NIH suspended receipt of proposals during that review period; it has now resumed the program and new CPP proposals are being developed for upcoming 2013 competitions). Costs continue to be impacted by effects of lack of growth in state funding, and increased proposal activity:

- a) Funding is increased to ensure adequate in- and out-of-state travel, webinar and conference costs for the AVP Research, in anticipation of limited state funds for these purposes. An out-of-state trip for the ORSP Director continues to be budgeted; in addition, modest funds are budgeted for the Sponsored Programs Associates to continue essential technical training and updates on regs and sponsored programs.
- b) For discussion purposes only (must be approved by involved Colleges and the Provost before implementation): Salary and fringe benefits costs for a new, temporary "Contracts Paralegal Analyst" are proposed to streamline and reduce time required for legal analysis and execution of complex legal documents that Foundation must sign as CPP's grant/contract awardee. Use of staff-level legal expertise will be more cost effective vs. high external hourly legal rates and will free others for more proposal and budget development/submission-oriented work. (See Schedule C, attached, for additional discussion information/details and full position justification.)
- c) Increases in student employee costs are a result of the 3% increase in rates as stipulated by the Foundation. Also, a 2nd part-time student assistant will continue to be budgeted to assist with ORSP tasks (as explained above). The student assistant provides file processing, proposal routing, database input, budget checking and other vital help. This support is necessary during 2013-14 to meet the demand for proposal development processing/support and to ensure adequate backup for the critical administrative support staff/functions in ORSP and in OR.
- d) Supplies/Office costs are increased by ~\$1,100 or 21% to cover necessary operational supplies that may not be supported by the ORSP State account due to continued tight state funding.
- e) In light of the forecasted drop in total revenues, the SIRG program is budgeted at a reduced total amount of \$75,000 for 2013-14 and only one competition will be held. (In 2012-13, two competitions @\$50,000 each, totalling \$100,000, were held.)
- f) Finally, overall total expenditures are budgeted to decline by 4% vs. the forecasted amount for 2012-13.

Changes in Programs and Services for Proposed Fiscal Year:

Progress is being made by I&IT in migrating ORSP's web-based database to a campus PeopleSoft server for ongoing operations. The database is improving pre-award proposal management, tracking, reporting and compliance. It incorporates numerous features customized to meet ORSP's and the University's and Foundation's needs, such as: tracking of proposal progress, approval signatures, status, and interval issues. More features/reports are planned to meet needs. ORSP's ASA II recently left for another position; due to State budget uncertainties, a temp replacement was hired. It is unclear when the State-funded ASAII position can be permanently refilled. An associate-level staffer was newly hired last year to replace other staff who left CPP and to support growth. She has completed fundamentals training. ORSP needs additional staff support in 2013-2014 for legal analysis on contracts to help expedite completion. These challenges will impact ORSP.

Explanation of Proposed Fiscal Year Capital Requests:

None

Changes in Staffing:

ORSP is continuing to build a strong pre-award Team: For 2013-14, reimbursement to the State of all salary and fringe benefits costs to continue funding one Associate-level position in ORSP ("Sponsored Contract Associate") are included. For discussion purposes only (must be approved by involved Colleges and the Provost before implementation): To continue to strengthen support for the success of University initiatives that generate more external funding, a new "Contracts Paralegal Analyst" position is proposed in 2013-14 (see Schedule C). Costs for all prior positions are increased 3%.

New and recently acquired staff require continuous training in CPP's grants/contracts policies and procedures, in sponsor regulations and in fundamentals of research administration and they also need oversight and experience in this very technical field. In addition, increases in complexity of sponsored programs, legal documents, and revisions in regulations continue to occur. These factors have impacted personnel resources available to the Office, and resulting turnaround time and level of services provided to support Faculty and Staff.

Outlook for Next 3 Years and 4 to 10 Years Beyond:

The outlook for the next three years and beyond is extremely promising if ORSP, Faculty and Staff receive adequate resources and grantseeking support for growth. Grant and contract activity on campus has significant potential. Funding opportunities are plentiful, and campus is in good position to apply for many of them if Faculty/Staff have the time (e.g., assigned time) to develop and write competitive proposals and if ORSP has increased staffing and funds adequate to support them in this endeavor. As one example, the College of Engineering continues an internal program of grants development to increase the number of proposals submitted. However, the current staffing and infrastructure model for ORSP must be adequate to support them; and a challenging state financial situation will continue to make resources too scarce. Continued pursuit of a "growth model" is needed to help develop and submit more and better proposals. Support for ORSP staffing/ infrastructure growth and increased funds for development support (such as external grantwriters) are needed to be successful. Our University's competitive position and ability to win grants/contracts will be impacted by these trends.

Major Projects and Business Goals for Proposed Fiscal Year

D

Action Steps	Person Responsible	Due Date
Manage the provision of professional, courteous and timely services in an era of tight state resources	AVP/Director	Ongoing for FY2013-14
Train (for new staff) and develop the ORSP team to maintain professional pre-award services	AVP/Director	
Increase the competitiveness/quality of proposals in a time of tight resources	AVP/Director	
Continue Faculty and Staff involvement in grant & contract activities to increase the number of submittals:	AVP/Director	
celebrate accomplishments		
Recommend and support activities to help enhance the grants culture and/or infrastructure	AVP/Director	
Help i.d. campus issues (assigned time, space, lab equipment and start-up resources, supportive RTP	AVP/Director	
requirements, quick turnaround of contracts, and so on)		
Maintain compliance in all aspects of proposal development	AVP/Director	
Continue to improve pre-award proposal management, tracking, reporting and compliance through	AVP/Director	
continued development of the web-based "ORSP Database."		

Mission/Vision Statement

Mission/Vision Statement for the components of the Office of Research that are supported in any way by the Foundation funds being requested.

MISSION: The Office of Research advances learning and knowledge by providing leadership and support for Faculty, Staff and students in the pursuit of excellence in scholarly and service activities.

In pursuit of this mission, the following are the goals of the Office of Research:

- Provide leadership and support services to the University to increase grant and contract funding and to enhance Faculty, Staff and student participation in research and scholarly endeavors.
- Facilitate the creation of external funding partnerships that benefit the University and its broader community.
- Help Faculty, Staff and students comply with regulations governing research and sponsored programs, including the use of vertebrate animals and human subjects in research.
- Support research involving animals through the Lab Animal Facility (Building 92).
- Provide courteous, timely and professional service to Faculty, Staff and students.

Strengths and Challenges

Strengths

Strengths: The number of proposals submitted increased; the new AVP for Research continues to bring fresh focus on external funding; the ORSP Staff exhibit exceptional teamwork but are frequently impacted by deadline stress and "rush" proposals; a PI Recognition Reception was held to honor and celebrate PIs and co-PIs; outstanding compliance continued on campus; a P-RSCA and Kellogg FuTURE programs were funded using no state, only Kellogg resources; the Provost Teacher-Scholar program continued to develop research/grants active faculty. Opportunities: the internal "SIRG" program offers strategic, interdisciplinary research support to faculty; major competitions for PUIs, STEM & HSIs continue; ORSP continues to work with I&IT on a web-based pre-award database; for discussion only, use of additional paralegal expertise is proposed; and focused ORSP staffing will help address contract issues to expedite contract/award startups for PIs.

Challenges

Tight state funding continues to have significant, cumulative impacts; ORSP continues to re-build and train the team; lack of raises is unfortunate; "rush" proposals stress ORSP; faculty have less time to write proposals as a result of cuts to AY assigned time and heavier teaching loads; limitations continue on start-up funding, and on travel support for Faculty to attend grants conferences; there is vigorous national competition for external funds; the Lab Animal Facility continues to age. The number of applications for external funding is increasing for now at CPP but has plateaued or declined at other CSUs, and unless strong support continues may be impacted by: less assigned time; past dramatic decreases in the number of newly hired faculty (although resumption of some hiring has now occurred); and continued actual and potential loss of our most competitive employees to other institutions due to salary-related and other issues.

Employee Survey

Do not include the entire survey just the results. List any action steps or projects developed as a result of surveys in the Major Projects and Business Goals section.)

An employee survey was conducted during January of this year (2013); participation was voluntary and anonymous. Questions addressed key aspects including fair treatment, respect and equality, trust, teamwork, support for skill development and communication. Participation was excellent with all regular employees responding. Results were very positive overall and continue to improve compared to the past.

A strength evidenced through the survey is the fact that no factors or aspects of the work received "Totally Disagree"/ negative responses or ratings from any employee surveyed.

The surveys are also useful in suggesting areas to help explore ways to continue growth and improvement in this critical area of employee satisfaction. For example, communications can always be strengthened to ensure there is continuing improvement of teamwork. In addition, it will be important to ensure that employees complete the development workshops and conferences offered to them in the coming year(s), to support their growth in the research administration profession and their satisfaction with the campus/office working environment.

Customer Survey

ORSP conducted a Service Satisfaction Survey in 2012: responses were extremely positive overall, with dramatic improvements when compared to the previous survey. There was a significant gain in strongly positive responses to the survey questions. At the same time, there was a significant decline in strongly negative responses to the questions. Another key result was that 100% of respondents either "strongly agreed" or "agreed" that "ORSP Contributes to the University's success." (Survey results were anonymous.)

The survey was discussed at a subsequent ORSP Staff Meeting, to celebrate the positive results and also to encourage continuous improvement in the future.

Keys to Success

Keys to Success Items	Rank in Importance 10 to 1
10. Staff retention, growth and training/development despite continued stress and uncertain resources	10
9. Faculty and Staff participation in grant/contract proposal submittal activities and scholarly endeavors	9
8. Financial and other support from the campus for increasing competitiveness/quality of proposals	8
7. Campus-wide issues explored, to enhance the infrastructure (assigned time, space, lab equipment, etc.)	7
6. Support from the state and Foundation (for staffing, grant-writing, workshops, competitiveness enhancement)	6
5. Increased funding opportunities from sponsors for which the campus is eligible	5
c:\mydocs/Budgets ORSP 2013-14/Foundation 10/2013 2014 Draft ORSP Businessplan_VS.pdf	
file name: 2013 2014 FINAL FINAL ORSP businessplan_VS.pdf	

Corporate Culture

Customer/Client Perception	Unit Perception
High levels of service satisfaction were maintained	Employee Surveys administered in recent years
in key areas of courtesy and professionalism; during RUSH proposal	and informal feedback provide regular guidance on
periods, timeliness can suffer on contracts; tight state budgets	perceptions and results are being used to help
and lack of raises pose continuing challenges in maintaining improvements.	create a higher-quality working environment
	for the unit.
Faculty and staff have extensive needs for support	Employees face the increasing challenge of meeting
in order to develop, write and submit competitive proposals	Faculty and staff needs with continuing high
during a time when they are also coping with staffing and	levels of service satisfaction, during a time of
resource constraints and increased workloads.	new/changed staffing and resources; demand for services remains high.
Many new Faculty members, in particular, require extensive assistance	Many tasks are still carried out under stress of "Rush" proposal
and support in order to become familiar with processes/requirements	deadlines and with the need to meet complex
to win external funding in the current extremely	compliance requirements with accuracy. No raises have been paid to
competitive grants arena.	staff at CPP for a number of years.
Teamwork is excellent.	Teamwork is excellent.

Business Controls and Vital Factors

Business controls are exercised keeping several vital factors in mind--

- Oversight of resources and budgets continues to be exercised through management and monitoring by the AVP Research, the Director of ORSP and the AVP Research Administrative Budget assistant.
- Compliance is being maintained and wherever possible, strengthened by thorough pre-award proposal review and approval procedures. For example: multiple reviews and levels of approval by separate individuals (such as PI, Department Chair, Dean, Assistant Director /or/ Director of ORSP, AVP Research, Provost, CFO, and Foundation Manager and Executive Director) are incorporated into proposal approval processes.
- Risks are further managed through supplemental approval requirements that vary according to "thresholds" determined by project-specific risk characteristics such as the project's dollar size, matching or other costs/impacts to campus.

Asset Protection/Risk Management

CAL POLY POMONA FOUNDATION, INC.

REAL ESTATE DEVELOPMENT

2013-2014

BUSINESS PLAN



**Cal Poly Pomona
Foundation**

APRIL 2013

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Proposed Fiscal Year Budget

A

REAL ESTATE

CONSOLIDATED BUDGET COMPARISON SUMMARY

ACCT. ACCOUNT TITLE	2012-2013 APPROVED BUDGET	2012-2013 CURRENT YEAR FORECAST	2013-2014 PROPOSED BUDGET	\$ CHANGE FORECAST TO PROPOSED BUDGET
REVENUE				
INTEREST INCOME	74,160	71,380	69,996	-1,384
OTHER	81,371	64,223	72,468	8,245
SALES - see Note 1	2,645,963	2,743,058	2,883,320	140,262
TOTAL REVENUE	2,801,494	2,878,661	3,025,784	147,123
TOTAL COST OF GOODS SOLD	49,980	85,000	49,980	(35,020)
GROSS MARGIN	2,751,514	2,793,661	2,975,804	182,143
EXPENDITURES-CONTROLLABLE				
UTILITIES	296,502	324,530	338,832	14,302
AGR/RE Fees	50,004	30,000	24,996	-5,004
REPAIRS & MAINTENANCE	134,789	152,647	162,484	9,837
MEALS & REFRESHMENTS	200	100	0	-100
POSTAGE & FREIGHT	120	80	120	40
ADVERTISING	6,550	5,318	5,350	32
RENT/COMMISSIONS	9,000	4,500	6,000	1,500
SERVICES	277,982	287,606	283,554	-4,052
SUPPLIES	22,220	20,884	23,420	2,536
TELEPHONE	9,600	8,793	9,600	807
TRAVEL	1,950	1,681	2,050	369
OTHER CONTROLLABLE	95,950	87,419	95,702	8,283
TOTAL CONTROLLABLE	904,867	923,558	952,108	28,550
EXPENDITURES NON-CONTROLLABLE				
ADMINISTRATIVE FEES	140,384	134,529	134,507	(22)
DEPRECIATION	888,123	992,189	1,000,140	7,951
INSURANCE	43,932	49,173	55,188	6,015
INTEREST EXPENSE	174,588	166,184	149,852	(16,332)
OTHER NON-CONTROLLABLE	80,680	73,699	82,700	9,001
TOTAL NON-CONTROLLABLE	1,327,707	1,415,774	1,422,387	6,613
LABOR COSTS				
SALARIES & WAGES	152,112	134,896	146,748	11,852
EMPLOYEE BENEFITS	60,840	48,199	63,348	15,149
TOTAL LABOR COSTS	212,952	183,095	210,096	27,001
TOTAL EXPENSES	2,445,526	2,522,427	2,584,591	62,164
NET INCOME	305,988	271,234	391,213	119,979

Business Plan Narrative - Divisional(Schedule B)

Overview of Current Fiscal Year:

The economic downturn continues to take a toll on Southern California real estate, however, we are seeing signs of stabilization in the residential housing markets. The stabilization is both a blessing and a curse for our faculty/staff housing program due primarily to the tight lending market we face and the fact that our buyers can go outside our program and purchase homes for close to our pricing and obtain FHA financing with low down payments.

In the current fiscal year we continued to shift our affordable housing focus from 100% sale program to approximately 30% of the units being rented under long term leases. As a result, our revenue is projected to be higher than anticipated and our expenses lower as we will have less costs associated with the sale of the assets.

On the commercial real estate side (Innovation Village) the project is progressing right on schedule.

Expenses for the most part are steady with some exception in Innovation Village Common Area maintenance due to unanticipated tree and plant losses due to the infestations and frost during winter not friendly to the native plant materials.

Explanation of Proposed Fiscal Year Budget:

All Real Estate operations are anticipated to operate in 2013-14 at similar levels experienced in 2012-13. We continue to purchase homes in the Fair Oaks Walk project with losses due to the buy-back options, however, we believe the market has reached its bottom and has stabilized. We do not believe there will be any additional erosion to our pricing at Fair Oaks Walk, thus we are anticipating the same level of loss next year on those homes sold back under the buy back program. Some of the home owners will reach their final year of option term in the next year and we are offering one year extensions to those who wish to remain in their homes to avoid forcing sales where homeowners are happy and willing to remain.

We anticipate a similar number of new hires at the University as we experienced last year, which will give us a small pool of new buyers resulting from faculty recruiting. We believe the level of demand will be soft and similar to the level experienced in 2012-13. Interest rates will be another influencing factor, however, and we do anticipate that rates will begin to increase, thus pushing some of our buyers out of the market as their income levels are not what they will need to be to qualify for home loans. In addition, the mortgage industry continues to change and our buyers are now required to come up with 5% down vs. the 2% accepted along with our silent second for the past several years. Finally, many of our buyers carry large debt ratios and have difficulty qualifying for loans in the current lending environment.

Innovation Village is holding steady. Phase 3 rent is scheduled for its first CPI increase this fiscal year, giving a nice boost to the rental income for this property. American Red Cross steadily increases each year with CPI as well. CTTi has seen an increase in occupancy and our occupancy will reach an all time high this year - approaching 90% by year end based on negotiations in the pipeline at this time.

Changes in Programs and Services for Proposed Fiscal Year:

C

We do not anticipate any major changes in programs or services in the real estate department for the coming fiscal year.

Explanation of Proposed Fiscal Year Capital Requests:

Capital requests focus primarily at Innovation Village. The Center for Training, Technology and Incubation is the primary area we expect to spend capital funds. It is likely we will need to add tenant improvements for the last remaining suites available for lease in addition to painting the exterior of the project and making repairs to the exterior decking which it has needed for the last few years.

Changes in Staffing:

With movement of Letty Vasquez to Employment Services, we will be looking for an Assistant Property Manager to support the department beginning with the fiscal year. In addition, one of the two current staff members taking voluntary furlough has come off furlough in order to handle the work load at this time.

Outlook for Next 3 Years and 4 to 10 Years Beyond:

ADMINISTRATION: Real Estate Administration is anticipated to operate consistent with its current operations over the next 3 years and beyond. It is unlikely that any staffing will be changed beyond the proposed Assistant Manager position as it is unlikely that the level of services provided by the Department will change unless there is a demand for an increase in faculty/ staff housing, which is unlikely for many years.

HOUSING: The residential real estate environment will require several more years to reach full stabilization and many economists predict we will not see the levels of increase we experienced in 2004-2007 ever again. As such, affordable housing is much more prevalent in the marketplace today at levels our faculty and staff can now afford. It is possible that the University will desire more work force housing closer to the campus to support the President's climate commitment, however, and we believe there may be room for work force rental housing in the future.

Mission/Vision Statement

E

It is the Real Estate Department's vision to be the premier source of real estate support and information to the Foundation and the University. By providing support to those seeking housing within the family of faculty and staff, as well as services relating to the commercial real estate industry, we hope to be the first place the campus looks for support in real estate. We are doing this by responding to inquiries regarding housing not just within the housing program, but also outside our program. While we cannot offer sales support to everyone looking to purchase a home, we can assist in the information gathering stage and refer to outside resources for both short term and long term housing needs. Where office or lab space is needed, our first resource is Innovation Village. We are working with both campus personnel as well as the private sector to find tenants that complement the research park and support the mission of the University.

Strengths and Challenges

Strengths

- Well trained, knowledgeable, seasoned professional personnel
- Support from Foundation administration and management
- Support from campus administration and management
- Culture of cooperation within the department
- Recognition and reward of staff achievement by management
- Knowledge and experienced beyond the CSU system
- Community involvement in Pomona and surrounding areas

Challenges

- More demands on our time due to an ever changing real estate market and internal administrative/management changes.
- Required to take on new projects (for example donated ranch property) which require additional time and resources
- Real Estate market that is still challenging and a lending environment that continues to create obstacles
- A shrinking market for faculty/staff housing due to reduction of personnel both on campus and throughout the education system.
- Lack of system support in accounting for a reliable data base for real estate department.

Employee Survey



Customer Survey

Keys to Success

<u>Keys to Success Items</u>	<u>Rank in Importance 10 to 1</u>
Supportive campus administration	10
Supportive Foundation administration and management	10
Talented and committed staff with vision and understanding of their field	10
Effective communication between staff and customers	10
Effective progress measurement tools	9
Culture of cooperation within the Department	9
Recognition and reward of staff achievement by management	8
Access to tools to perform efficiently and effectively	8
Education and personal development of staff	7
Experience in performing duties and years of serving campus	5
Contact and knowledge of general marketplace beyond the CSU system	5
Periodic review of workforce and demands on staff to maintain the highest level of service to our customer	5

Corporate Culture

<u>Customer/Client Perception</u>	<u>Unit Perception</u>
Pleased with high level of customer service	A campus Asset
Need to be more flexible with the components of the housing program	Providing the best available in the market today within our capability
Need to be more flexible with existing homeowners who have purchased in the program prior to the market downturn	Providing as much as we can with the resources available today but we have our own constraints and are subject to the market along side them
Institutional and Rigid	Entrepreneurial and service oriented

Business Controls and Vital Factors

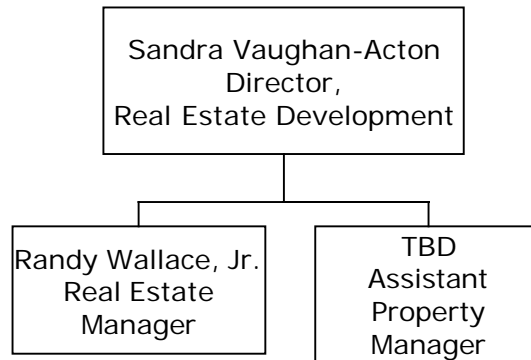
H

- Business Plan
- 30 day goals
- Capital and operating budgets
- Board of Director input
- Monthly P&L reports and management review
- Periodic updates to budget forecast
- Bi-weekly one on one meetings with Executive Director
- Monthly department meetings to go over all activities
- Current market indicators and real estate reports on trends in the market
- Lender data on interest rates and loan programs being offered today
- CAR data on median housing prices, sales trends and inventory
- Various brokerage reports on the commercial trends
- Real Estate Research Council at Cal Poly Pomona - quarterly housing report and meetings
- IREM data on operating costs of commercial product and ongoing training and education
- IREM, NAR and CAR updates on legislation effecting the industry
- Department of Real Estate updates on laws impacting the sale and leasing of real estate and agents handling these transactions
- CAR forms and templates for use in residential transactions
- IREM and AIR forms and templates for use in commercial transactions
- Pomona Chamber of Commerce information on the business climate in the region

Asset Protection/Risk Management

Real Estate Department in the past has solely been focused on for sale housing and ground lease real estate at Innovation Village. As the Department has expanded to include oversight of marketing and managing CTTi, management of buildings 66 and 97, and other ad-hoc assignments, we have begun looking at Asset Protection and Risk Management of these facilities.

CAL POLY POMONA FOUNDATION, INC. "Quality Service Supporting Quality Education" Real Estate



April 2013

Continued -Outlook for Next 3 Years and 4 to 10 Years Beyond:

INNOVATION VILLAGE: On the commercial real estate side at Innovation Village, we continue to market the remaining acreage for development and discussions continue with various users interested in locating at Innovation Village. It is possible we could land a deal for a build to suit by 4th quarter of the next fiscal year, however, much depends on the competitive market we face. There is still existing product to be absorbed in the Inland Empire, however, some of it is now being taken off the market with transactions. It is likely that Innovation Village will reach 100% occupancy within the projected 10 year period.

Continued -No Continuations

**REAL ESTATE
SURPLUS/(DEFICIT) BUDGET COMPARISON SUMMARY
FOR THE FISCAL YEAR**

DESCRIPTION		Actual YTD	2011-12 Actual	2011-12	2011-12	Actual YTD	2012-13	2012-13	2013-14
		03/31/12		Forecast	Approved Budget	3/31/13	Forecast	Approved Budget	Proposed Budget
REAL ESTATE DEVELOPMENT									
220080	Center for Training Technology & Incubation	(697)	(113,797)	(41,288)	(36,215)	(65,869)	(220,172)	(140,204)	(112,799)
220010	Innovation Village - see Note 1	359,126	433,548	428,332	443,447	384,764	433,079	418,789	454,211
220050	Innovation Village/American Red Cross	(3,586)	(3,461)	-	-	368	-	-	-
220052	Innovation Village/Tramel Crow	(1,910)	(443)	-	-	12	-	-	-
220070	Innovation Village Common Areas	(53,727)	-	-	1	(69,870)	1	6	4
459540	Spadra Solar Farm	-	-	-	-	-	-	-	-
Total Real Estate Development		299,206	315,847	387,044	407,233	249,405	212,908	278,591	341,416
RENTAL Buildings									
200660	Building # 66 - Classrooms & Offices	79,022	109,055	93,630	118,601	61,872	111,384	110,359	108,356
190970	Building # 97 - Offices	90,711	109,579	116,018	112,998	75,994	126,446	113,316	121,002
200220	CTTi Building # 220A - College of ENV Studio	(79,231)	(103,052)	(93,154)	(96,199)	(80,791)	(101,308)	(96,199)	(102,476)
190330	Downtown Pomona Building	(275)	(275)	-	-	-	-	-	-
Total Rental Buildings		90,227	115,307	116,494	135,400	57,075	136,522	127,476	126,882
FACULTY/STAFF HOUSING									
Fund 11	Faculty/Staff Housing	(19,469)	(72,220)	(25,653)	(148,557)	(4,089)	(78,196)	(100,079)	(77,085)
Total Faculty/Staff Housing		(19,469)	(72,220)	(25,653)	(148,557)	(4,089)	(78,196)	(100,079)	(77,085)
GRAND TOTAL REAL ESTATE		369,964	358,934	477,885	394,076	302,391	271,234	305,988	391,213



**CAL POLY POMONA FOUNDATION, INC.
PROPOSED GIFTS BUDGET
FISCAL YEAR 2013-2014**

DESIGNATED GIFTS

	<u>Revised 2012-2013</u>	<u>Forecast 2012-2013</u>	<u>Proposed 2013-2014</u>
Designated Gifts to the University	\$ 1,256,475	\$ 1,114,225	\$1,610,100
Faculty/Staff Café	16,621	13,226	16,564
Designated Gifts	\$ 1,273,096	\$ 1,127,451	\$1,626,664

**President's Public Relations/Designated Gifts
Request for Funding 2013-14**

Public Relations 190060	Object	Amount
Petty Cash	1030	\$200
Advertising	7015	\$25,000
Books and Subscriptions	7025	\$800
Donations (Including \$25,000 to PIQE)	7070	\$30,000
Dues and Memberships	7075	\$750
Employee Development	7090	\$1,200
Equipment Purchases (IT)	7104	\$1,500
Equipment Purchases	7105	\$2,000
Flowers (MH dinners/Holiday), Staff/Student/Donor special events	7117	\$5,000
Furniture Purchases	7125	\$2,000
Maintenance/Grounds: Plants	7172	\$1,200
Meals and Refreshments, including alcoholic beverages (This includes receptions, luncheons and dinners for both internal and external constituencies – excluding Fall Conference and Commencement)	7185/7186	\$55,000
Fall Conference Expenses (Reception is covered by State)	7185	\$2,750
Commencement Expenses (Includes funds for 75th Anniversary)	7185/7186	\$11,500
Postage	7225	\$1,000
Printing/Copying	7230	\$1,500
Supplies and Services (office and kitchen)	7324/26/28	\$16,000
Public Relations: Administrative Fund for Students	7245	\$5,000

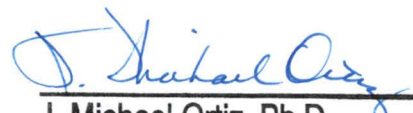
**President's Public Relations/Designated Gifts
Request for Funding 2013-14**

Public Relations 190060	Object	Amount
Public Relations: Fund for the Chancellor	7245	\$15,000
Public Relations: Gifts/gift packs	7245	\$40,000
Public Relations: Rose Float Expenses (game tickets/parking/float gift)	7245	\$5,500
Public Relations: Other University events supported by the President's Office (Academic Senate Retreats/AHIMSA)	7245	\$10,000
Public Relations: Staff Council	7245	\$15,000
Public Relations: Student Outreach	7245	\$5,000
Rental of Rooms	7258	\$1,500
Prizes/Awards	7281	\$500
Advancement Legal Fees	7290	\$50,000
Services, other (carpet cleaning/vector control)	7291	\$8,500
Telephone	7345	\$100
Travel Local (In-State) & Fund for Students	7355	\$5,000
Travel (Out-of-State)	7356	\$12,000
Travel (International)	7357	\$4,500
<i>Subtotal</i>		<i>\$335,000</i>
Additional Designated Gifts Request		
Athletics	19330R	\$55,000
<i>Subtotal</i>		<i>\$55,000</i>
Center for Technology Transfer (to fund position)	460400	\$150,000

**President's Public Relations/Designated Gifts
Request for Funding 2013-14**

Public Relations 190060	Object	Amount
<i>Subtotal</i>		<i>\$150,000</i>
Vice Presidents - Public Relations:		
Provost and Vice President for Academic Affairs	192960	\$70,000
Vice President for Student Affairs	192830	\$20,000
Vice President for Administrative Affairs	192840	\$3,334
Chief Information Officer for I&IT	193000	\$3,333
Vice President for Advancement	192820	\$3,333
<i>Subtotal</i>		<i>\$100,000</i>
Grand Total		\$640,000

Approved:


J. Michael Ortiz, Ph.D. 3/4/13
 President Date



Executive Director
Foundation Services

Memorandum

MAR 12 2013

Cal Poly Pomona
Foundation Inc.

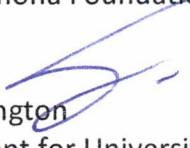
DATE: March 11, 2013

TO: J. Michael Ortiz
President

cc: David Prenovost

Edwin A. Barnes
Vice President for Administrative Affairs

G. Paul Storey
Executive Director
Cal Poly Pomona Foundation

FROM: 
Scott Warrington
Vice President for University Advancement

RE: 2013-14 University Advancement Grant Request

Attached please find the Division of University Advancement's proposal for 2013-14 funding support from the Cal Poly Pomona Foundation, Inc.

This proposal is designed to maintain the university's momentum as we enter the closing phase of the comprehensive campaign. Cal Poly Pomona Foundation has played an integral part in the success of this campaign and together with University Advancement, the partnership formed has brought Cal Poly Pomona to the top ranks in CSU fundraising.

The support will continue to provide the assistance needed to reach our goal of raising more funds than ever before and to celebrate what has been accomplished, while we carry on the momentum and build on the future of our fundraising success.

Thank you for your continued partnership and consideration of this proposal. If you have any questions, please do not hesitate to contact me.

Executive Summary

Cal Poly Pomona is the second most successful fundraiser among the 23 CSU campuses. Over the past three years, the university has brought in an average of \$31.5 million each year. Critical support from the Cal Poly Pomona Foundation made these achievements possible. The Foundation's investment in the Division of University Advancement (UAD) has paid extraordinary dividends, including: keeping the university on track to achieve its \$150 million campaign goal, countless award-winning publications that celebrate our success stories, the ability to connect to prospective donors across the country, and unique events that recognize our best donors while creating new ones in the process.

Slow recovery from the economic downturn has caused increased costs to connect with alumni, friends and potential donors. The 2013-14 grant request includes an increase to ensure that we stay on track to meet the university's goals as well as address pressing needs in closing the campaign. The primary focus of UAD's grant request is:

- **Donor cultivation and outreach.** UAD has made remarkable gains with new potential donors thanks to its ability to travel. Development and communication professionals will be required to get out and engage alumni and friends on short notice. This funding source has given all concerned the flexibility they need to build and strengthen relationships towards major gifts.
 - **Dean's development training.** Many of the university's deans assumed their positions after the launch of the comprehensive campaign. Considering their key role in fundraising for the university, University Advancement would like to provide a training to set the colleges up for continued fundraising success.
 - **Increased legal assistance.** A successful planned giving campaign has necessitated additional legal assistance. We anticipate continued growth in development and planned giving and request an increase in funding for legal fees.
 - **Campaign Closure.** Milestones must be recognized. In the 75th anniversary year, the university will also celebrate the successful close of the \$150 million comprehensive campaign. University Advancement requests support to properly steward the community of individuals who helped the university raise more money than has ever been raised for Cal Poly Pomona.
- **Publications.** Our award-winning publications provide the university an outlet to maintain relationships with our stakeholders, which has played a direct role in securing new gifts. The number of active alumni addresses grows every year, as does the rising cost of postage. In addition, the university's 75th anniversary takes place 2013-14. An expanded Panorama magazine would help the university engage its alumni during a milestone year.
- **Campaign and infrastructure support.** Few issues could derail the success of the campaign and the university's ongoing development and communication efforts quicker than ineffective and inaccurate data. It is the lifeblood of the organization and must be maintained constantly. The division must direct resources to support stronger donor and alumni data. Lead cultivation efforts by the President, UAD leadership and key volunteers will build the foundation of lead gifts.

- **New multistate filing requirements.** New legislation now requires all 501(c)(3) nonprofits to register with the state's Department of Charitable Solicitations before soliciting the state's residents for contributions. As a result, Cal Poly Pomona Foundation, as the financial institution of the university's donations, is required to register in 39 states and provide identifying information along with varied levels of registration fees. The new line item "Multi-state Filing Project" represents the fee for the organization identified to prepare all of the required registration forms and the actual fees payable to the various states. In addition, section 13 of the Foundation's 990 form also requires that a list of registered states be included.

Conclusion:

Cal Poly Pomona is on track for a banner 75th anniversary year. We are prepared to close out the campaign and continue our efforts to increase support for the university. This proposal reflects those goals. We appreciate the commitment that the Cal Poly Pomona Foundation has historically provided; a partnership that has paid tremendous dividends for our faculty, staff and students.

UNIVERSITY ADVANCEMENT GIFT REQUEST TO THE CAL POLY POMONA FOUNDATION, INC.		Proposed	
		2012/13	2013/14
Outreach, Cultivation, Development and Stewardship			
Prospective donor cultivation/solicitation, donor relations and donor stewardship (Note: includes funding for Vice President, AVP, Dir Planned Giving, 3 Major Gift Officers, 6 Development Directors)		100,000	100,000
Comprehensive Campaign Wrap Up		0	165,000
Comprehensive Campaign Campus Community		0	37,000
Alumni development support		15,500	15,500
On campus in-reach events (Professor for a Day, Distinguished Alumni)		11,000	11,000
Legislative staff outreach and information on university priorities		5,000	5,000
Donor recognition items, plaques, awards		10,000	10,000
Consultant Fees (planned giving, foundations, general development)		40,000	75,000
Student Annual Fund caller wages		10,000	10,000
Multi-state solicitation filing project		0	4,000
Subtotal		191,500	432,500
Internal and External Communications			
PolyTrends (2 issues annual) publication and mailing		54,875	55,300
Panorama (2 issues annual to alumni and donor database) publication/ mailing		94,000	104,000
Electronic Newsletters: poly@lumni (emailed 9X/year to alumni) and polyfriends (emailed 4X/year to parents)		4,000	4,000
President's Annual Report and Donor Honor Roll, publication and mailing		12,600	12,800
Travel for story interviews for various publications		2,000	2,000
Editorial Support		9,000	9,000
Publication award application fees		2,500	2,500
Subtotal		178,975	189,600
Advancement Infrastructure and Capacity-Building			
Divisional retreat, quarterly meetings for strategic planning of goals and objectives		5,000	5,000
Dean's Development Training (on-campus)		0	20,000
Data Research and/Marketing Pieces to cultivate non-donor alumni		20,000	20,000
Subtotal		25,000	45,000
University-Wide Events			
Participation in on-campus events/programs		11,000	11,000
Subtotal		11,000	11,000
TOTAL		406,475	678,100
Historical Summary of Foundation Support Grants to University Advancement:			
2012-13 Grant Support	\$406,475		
2011-12 Grant Support	\$353,000		
2010-11 Grant Support	\$343,000		
*2009-10 Grant Support	\$363,000		
*2008-09 Grant Support	\$464,500		
*2007-08 Grant Support	\$382,500		
*2006-07 Grant Support	\$358,500		
*2005-06 Grant Support	\$306,000		
*2004-05 Grant Support	\$295,500		
*2003-04 Grant Support	\$332,820		
*2002-03 Grant Support	\$304,900		



MAR 28 2013

Associate Vice President for Research

Cal Poly Pomona
Foundation Inc.

March 12, 2013

To: G. Paul Storey, Executive Director, Cal Poly Pomona Foundation, Inc.

Via: J. Michael Ortiz, President, California State Polytechnic University, Pomona

Via: Marten denBoer, Provost, California State Polytechnic University, Pomona

From: Frank W. Ewers, Associate Vice President for Research

Subject: 2013-2014 CPP Foundation Designated Gift Request

This is a proposal from the Office of Research for continuation of a previously-funded program designed to increase grant and contract activity, and strengthen the training of teacher-scholars. **The Provost's Teacher Scholar program** provides summer stipends to support professional development of junior tenure-track faculty and takes a realistic, long-term view of attitudes and behaviors that are required to establish and maintain a scholarly career. This is a program that has been meeting all of the objectives and targets set by Donald Hoyt in his original proposal in 2006 (attached).

The cost would be \$110,000 for the 2013-14 fiscal year.

The program will provide summer stipends to up to ten (10) faculty members per year who agree to develop a Career Development Plan that includes a commitment to work for two months during two consecutive summers on the development of their scholarship. By supporting the development of scholarship during the summer, the program will encourage the faculty to focus on their teaching during the academic year. Selected faculty will tailor their activities to their specific needs, but it is anticipated that these will include: setting up a program of scholarship; developing good writing habits; publishing the results of previous scholarship; collecting pilot data in support of an application for external funding; and writing a proposal for external funding. Participants will receive regular review and mentoring by experienced colleagues and the support of the Office of Research and Sponsored Programs and the Faculty Center for Professional Development. While the program will not be formally connected to the RTP process, it is intended to help the recipients meet departmental expectations for tenure and promotion.

Since the program began in 2006-07, a total of 77 Cal Poly faculty have participated in the program. Three subsequently left so a total of 74 current faculty have been in the program with the following being a summary of their distribution:

Summary of the number of past participants:

Cohort	women	men	Total
1	11	11	22
2	3	8	11
3	5	7	12
4	7	4	11
5	6	5	11
6	4	6	10
Total	36	41	77

The following table shows the distribution of participants by College and Faculty Rank:

College	Assoc.	Asst.	Grand Total
Agriculture		1	1
BUS	1	2	3
CEIS	1	6	7
CLASS	2	22	24
Collins		3	3
Engineering	6	4	10
ENV	1	2	3
Science	6	20	26
Total	17	60	77

The ten members of the sixth cohort will be joined by ten more who will be selected to comprise the seventh cohort. The new applicants will start working on their CDAs in Spring of 2013. The stipends that will be provided to the sixth and seventh cohorts for the summer of 2013 will be funded by the Designated Gift approved by the Foundation last year.

The funds requested for the 2013-14 fiscal year (\$110,000) will be used to provide the 10 members of the eighth cohort with stipends of \$5,000 and the 10 continuing members of the seventh cohort with stipends of \$6,000 during the summer of 2013. We are able to do this because the funds will be paid as stipends in late June, 2014, just before the end of the fiscal year.

The following is a brief summary of the grants submitted and funded by participants in the first four cohorts:

First Cohort: Of the 22 original participants, 20 are still at CPP, fourteen submitted a total of 48 applications for a total of \$13.5M in funding. These applications led to nine faculty having 11 funded projects for \$3.04M during the three year time period following the initial award.

Second Cohort: Of the 11 original participants, 10 are still at CPP, seven submitted a total of 18 applications for a total \$5.5M. Three people had a total of three projects funded for \$289,000 during the three year time period following the initial award.

Third Cohort: Of the 12 participants, six people submitted 16 projects for \$3.7M and three of these twelve had a total of six projects funded for \$261,848. Two of the projects are still pending.

Fourth Cohort: Of the 11 participants, five people submitted a total of seven projects for \$2,109,497. Four were not funded and we anticipate they will resubmit. One project was funded from the National Institutes of Health for \$511,716. An additional project was funded by the Agricultural Research Initiative for \$75,000. Thus the total was \$586,716, with a grant still pending and other proposals in preparation.

Fifth Cohort: Of the 11 participants, four people have so far submitted a total of 13 projects for \$1,860,037. Nine of them are still pending, three were not funded, and one was funded for \$55,620 for one year. The two projects that were not funded will be resubmitted within the next year.

Sixth Cohort: Of the 10 participants, four people has so far submitted a total of 7 projects for \$1,218,407. Two of the projects were not funded, and two are still pending. Three of the projects were funded for a total of \$805,509.

Overall: 74 of 77 original participants are still here (only the 74 still at CPP are included in the following summary):

34 people submitted no applications for external funding.

40 people have submitted a total of 109 applications for \$27.9 M yielding 33 awards to 21 people for \$5.04 M

The program has cost \$770,000 thus far (including funds provided by the previous Designated Gifts plus the Provost, Deans and ADVANCE grant) there has been over a six-fold return on investment (see attached financial summary). This is higher than the five-fold ROI estimated in Dr. Hoyt's original proposal for a designated gift that was submitted in March 2006. This does not include the full effects of successful career launches brought on by the program, since many faculty continue to submit successful proposals for years after they have completed their Provost's Teacher Scholar participation.

The original proposal (2006 from Dr. Donald Hoyt) is attached. A more detailed summary of applications for external funding from the three most recent cohorts can be found in the attached summary.

**Provost's Teacher Scholar Award
Program
Financial summary
as of March 2013**

cohort	applications			funded		
	people	appls	\$ mill	people	appls	\$ mil
1	14	48	13.5	9	11	3.0
2	7	18	5.5	3	3	0.3
3	6	16	3.7	3	12	0.3
4	5	7	2.1	2	2	0.6
5	4	13	1.9	1	1	0.1
6	4	7	1.2	3	4	0.8
	40	109	27.888	21	33	\$5.039

Total cost of program: \$ 0.770 million
 Grant funding garnered: \$5.039 million
Return on investment: 6.54 X

Recent Provost Teacher Scholar Proposal Submissions

Cohort of 2012 - #6

Proposal Submissions July 2012-March 2013

Last Name	First Name	College	Date Submitted	Title	Sponsor	Amount Requested	Status
Chen	Kun	CLASS					
Hu	Jing	BUS					
Ocampo	Anthony	CLASS					
Osborn	Stephen	SCI	3/14/2012	SRN: Routes to Sustainability for Natural Gas Development & Water and Air Resources in the Rocky Mountain Region	University of Colorado, Boulder	\$ 750,000	Awarded
			1/17/2012	Acquisition of a Water Isotope Analyzer	National Science Foundation (NSF)	\$ 143,053	Not Funded
			2/15/2013	Acquisition of a Picarro 2130-I Isotopic (Oxygen and Hydrogen) for Analyzer for Hydrogeological and Biological Research	National Science Foundation (NSF)	\$ 150,369	Pending
Questad	Erin	SCI	2/1/2012	Community and Ecosystem Responses to Elevated Nitrogen in Managed Grassland Ecosystems	The Regents of the University of California, Office of the President, MESA	\$ 10,000	Awarded
Salik	Ertan	SCI	1/30/2012	Real-Time Foodborne Pathogen Detection with Tapered Fiber Optic Biosensors	Agricultural Research Initiative	\$ 45,509	Awarded
Seong	Jaehoon	EGR					
Valdes	Angel	SCI	1/23/2012	Biogeography, Cryptic Diversity and Molecular Evolution of Pleurobranchidae Sea Slug (Opisthobranchia: Notaspidea)	PADI Foundation	\$ 9,855	Not Funded
			7/30/2012	RUI: Discovering Cryptic Diversity of Benthic Opisthobranch Sea Slugs in the Tropical Western Atlantic Ocean	National Science Foundation (NSF)	\$ 109,621	Pending
Von Glahn	Nicholas R.	CLASS					
Tamar Van	Rachel	CLASS					

Cohort of 2011 - #5

Proposal Submissions July 1, 2011 - March 2013

PI Name	PI Name	College	Date Submitted	Title	Sponsor	Amount Requested	Status
Bobich	Edward	SCI	10/5/2011	Physiological and Phenological Research for the Desert Dry Wash Woodland Monitoring and Reporting Plan	Ironwood Consulting, Inc.	\$ 40,622	Awarded
Cheng	Wen	EGR	10/5/2011	FY 2012 National Summer Transportation Institute Program	U.S. Department of Transportation	\$ 55,620	Not Funded
			10/24/2011	Development of Safety Performance Functions for California	California Department of Transportation	\$ 144,412	Not Funded
			3/29/2012	Empirical Bayes-Estimated OTS Collision Rankings for Different Cities and Counties	California Office of Traffic Safety	\$ 100,000	Pending
			4/17/2012	Integration of Gas Emission Congestion Relief and Safety Through Traffic Simulation and Transportation Planning	UC Berkeley	\$ 150,000	Not Funded
			11/28/2012	National Summer Transportation Institute Program (Fiscal Year 2013)	U. S. Department of Transportation (DOT)	\$ 35,000	Pending
			1/7/2013	Investigation on Casual Factors for Different Types of Motorcyclist-Involved Collisions in CA	California Office of Traffic Safety	\$ 100,000	Pending
Haghi	Mehrdad	EGR					
Hargis	Jill	CLASS					
Lappin	Kristopher	SCI					
Lawrence	Emille	SCI					
Myers	Jun	BUS					
Palomo	Monica	EGR	12/6/2011	Assessment of Public Awareness and Perception and Water Education	Metropolitan Water Distract of Southern CA	\$ 10,000	Pending
			5/22/2012	Are You Water Smart? Enhancing the Undergraduate Life Long Learning Experience Through the Development of a Water Wise Community on Campus	National Science Foundation (NSF)	\$ 198,189	Pending
			11/26/2012	Fate and Transport, and Dynamics of Microbial Quality of Irrigation Water During Storage and Delivery to Agricultural Fields	U.S. Department of Agriculture (USDA)	\$ 576,198	Pending
			2/1/2013	Bridging Environmental Engineering and Agricultural Sciences Undergraduate Education: Food Safety and Microbiological Quality of Irrigation Water	U.S. Department of Agriculture (USDA)	\$ 249,996	Pending
Small	Alex	SCI	11/2/2011	Superresolution Imaging for Tracking Antifungal Nanoparticles in Live Fungal Cells	Research Corporation	\$ 100,000	Pending
			1/11/2013	Superresolution Imaging for Tracking Antifungal Nanoparticles in Live Fungal Cells	Research Corporation	\$ 100,000	Pending
Tucker	Ericka	CLASS					
Zhang	Jian	COLLINS					

Cohort of 2010 - #4

Proposal Submissions July 1, 2010 - March 2013

Last Name	First Name	College	Date Submitted	Title	Sponsor	Amount Requested	Status
Gilli-Elewy	Hend	CEIS					
Hoang	Thienhuong	CEIS					
Jung	Jae Min	BUS					
Kang	Hyun Gu	CLASS	5/19/2011	Distractions, Falls, and Stochastic Delay Differential Models of Postural Control	National Institutes of Health	\$ 435,000	Not Funded
			2/28/2013	Modeling and Validation of Postural Mechanisms in Fall Risk	National Institutes of Health	\$ 422,853	Pending
Kim	James J.	CLASS					
Li	Weimin	ENV	9/15/2010	A Proposal for NSF International Planning Visit/Workshop	National Science Foundation	\$ 19,965	Not Funded
Mickey	Georgia	CLASS					
Sadaghiani	Homeyra	SCI	1/7/2011	Increasing the Number and Quality of High School Physics Teachers Graduating from Cal Poly Pomona	Physics Teacher Education Coalition	\$ 298,261	Not Funded
			2/29/2012	Science Model Academy for Reflective Teaching - SMART	National Science Foundation	\$ 346,702	Not Funded
Singh	Neha	COLLINS					
Voss	Andrew	SCI	5/18/2011	Mechanism and Function of a Novel Purinergic Signaling Cascade in Skeletal Muscle	National Institutes of Health	\$ 511,716	Awarded
Zhao	Yuanxiang	SCI	12/22/2010	Pesticides Toxicity with Human Adult Stem Cells	Agricultural Research Initiative	\$ 75,000	Awarded

FACULTY_STAFF_CAFE

CONSOLIDATED BUDGET COMPARISON SUMMARY
 FOR PROPOSED BUDGET YEAR 13-14
 CURRENT FISCAL YEAR 12-13

ACCT. ACCOUNT TITLE	CURRENT YEAR		PROPOSED BUDGET	\$ CHANGE FORECAST TO PROPOSED BUDGET
	APPROVED BUDGET	CURRENT YEAR FORECAST		
=====				
EXPENDITURES-CONTROLLABLE				
SUPPLIES	1,480	1,450	1,480	30
OTHER	<u>624</u>	<u>625</u>	<u>624</u>	<u>(1)</u>
TOTAL EXPENDITURES-CONTROLLABLE	2,104	2,075	2,104	29
EXPENDITURES NON-CONTROLLABLE				
BANK CARD FEES	0	0	0	0
OTHER	<u>250</u>	<u>250</u>	<u>250</u>	<u>0</u>
TOTAL EXPENDITURES NON-CONTROLLABLE	250	250	250	0
LABOR COSTS				
SALARIES & WAGES	13,225	9,815	13,017	3,202
EMPLOYEE BENEFITS	<u>1,042</u>	<u>1,086</u>	<u>1,197</u>	<u>111</u>
TOTAL LABOR COSTS	<u>14,267</u>	<u>10,901</u>	<u>14,214</u>	<u>3,313</u>
TOTAL EXPENSES	<u>16,621</u>	<u>13,226</u>	<u>16,568</u>	<u>3,342</u>
NET INCOME	(16,621)	(13,226)	(16,568)	(3,342)
	=====	=====	=====	=====

CAL POLY POMONA FOUNDATION, INC.

Memorandum



Date: February 16, 2013

To: J. Michael Ortiz
President

From: G. Paul Storey
Executive Director

Subject: 2013-2014 Designated Gift Request

The Foundation is requesting a designated gift of \$82,000 for the fee to administer the operating endowment accounts from the W. K. Kellogg Foundation. As you may recall, the W.K. Kellogg Foundation awarded a \$42 million Grant named the "Kellogg Legacy Project Endowment", a \$40 million endowment and an operating endowment of \$2 million. The W.K. Kellogg Foundation has promised to pay the endowment over a five year period. To date, \$24 million has been received for the endowment and \$2 million for operating accounts. The Grant provides Cal Poly Pomona Presidents flexibility to apply annual endowment earnings to the most timely and pressing institutional needs each year.

The goals and objectives of the W.K. Kellogg Legacy Project Endowment include:

Engage the geographic region and beyond by serving the local region as a center for scholarly activity and research.

Enhance the University's commitment to a population that reflects the diversity of California by preparing the students for success in diverse global communities.

Maintain existing and developing new facilities which will enable the University to be a leader in environmental stewardship.

Partner with political leaders to increase state support, develop a comprehensive campaign to increase philanthropic giving, and support applied research to increase grant funding.

Per the terms and conditions of the Kellogg Foundation Grant agreement, the administrative fee will be the lower of the two methods: (1) not to exceed \$50,000 per year (inflation adjusted based on the trailing "CPI" Consumer Price Index) or (2) 0.75 percent (75 basis points) of the "endowment value." In addition, these administrative fees can never be deducted from the principle balance of the endowment.

At the time the Grant was accepted, it was understood that the administrative fees would be earned by the Foundation for the administration of the endowment and therefore netted from the endowment earnings before the earnings are distributed to operating endowments.

Due to the requirements of this Grant, Foundation management decided the Foundation would administer the operating endowments in the Grants and Contracts Department. Currently the Foundation charges an administrative fee of 4.5 percent on all funds administered in grant and contract accounts at the time the funds are expended.

The Foundation is requesting a designated gift for the fee to administer the operating endowments. Based on the estimated spending of the distributed endowment earnings for FYE 2013/2014 of approximately \$1.8 million, the Foundation requests a designated gift for the administrative fee of \$82,000 for FYE June 30, 2014.

CAL POLY POMONA FOUNDATION, INC.
 Schedule of Grants
 July 1, 2012 through December 31, 2012

Period of Award	Due Date	Account Number	Account Name	Awarding Agency	Previous Award Amount	New Awards 12-13	Total Award Amount	School	Project Director	Total Expenditures 7/01/12-12/31/12	Total Expenditures Thru 12/31/12
2/11-6/13	CLOSED	060010	Phenotypic and Molecular Characterization of Clostridium Specie	W.K. Kellogg Foundation	12,000		12,000	AG	Shelton Murinda	-	12,000.00
2/11-6/12	CLOSED	060020	Tools for Biology at the Mesoscale: DNA Claws That Can Bind	W.K. Kellogg Foundation	7,000		7,000	SCI	Phillip Lukeman	-	6,411.37
7/10-6/13	CLOSED	060030	Investigation of Histone Ubiquitination/Deubiquitination in Cank	W.K. Kellogg Foundation	12,000		12,000	SCI	Junjun Liu	-	12,000.00
7/10-6/13	CLOSED	060040	Proximate Analysis and Identification of Native Oil Rich Algal St	W.K. Kellogg Foundation	5,000		5,000	SCI	Marcia Murry-Ewers	1,344.02	5,000.00
7/10-6/13	CLOSED	060050	Breaking Barriers: How do Sea Slugs Cross the Pacific Ocean	W.K. Kellogg Foundation	12,000		12,000	SCI	Angel Valdes	-	12,000.00
7/10-6/13	06/30/13	060060	School Robotics Initiative	W.K. Kellogg Foundation	2,700		2,700	CLASS	Jill Nemiro	957.54	2,762.73
7/10-6/13	06/30/13	060070	Structure-Function Analysis of a Bacterial Virulence Factor	W.K. Kellogg Foundation	5,000		5,000	SCI	Christos Stathopoulos	-	4,980.66
7/10-6/13	CLOSED	060080	Effect of Taper Thickness on the Sensitivity of Tapered Fiber Opt	W.K. Kellogg Foundation	7,000		7,000	SCI	Ertan Salik	-	7,000.00
7/10-6/13	06/30/13	060090	Removal of Contaminants from Surface Water: A Natural Treatm	W.K. Kellogg Foundation	12,000		12,000	ENG	Monica Palomo	-	11,982.62
7/10-6/13	CLOSED	060100	Paleoseismology and Megathrust Earthquake Hazards of the Nicc	W.K. Kellogg Foundation	12,000		12,000	SCI	Jeffrey Marshall	-	12,000.00
7/10-6/13	CLOSED	060110	A Decadal View of Turtle Abundance and Consumption Patterns	W.K. Kellogg Foundation	5,779		5,779	CLASS	Kristen Conway-Gomez	-	5,779.00
7/10-6/12	CLOSED	060120	Nature of Employee Boredom: A Meta-Analytic and Theoretical R	W.K. Kellogg Foundation	12,000		12,000	BA	David Walker	-	-
7/10-6/13	06/30/13	060130	Graduation Initiative	W.K. Kellogg Foundation	108,000	48,000	156,000	ACCAFF	Claudia Pinter-Lucke	15,686.40	59,788.80
7/10-6/13	06/30/13	060140	Synthesis of Photoconductive Liquid Crystals for Organic Solar C	W.K. Kellogg Foundation	12,000		12,000	SCI	James Rego	7,831.44	11,479.87
7/10-6/13	CLOSED	060150	Parent Institute for Quality Education (PIQE)	W.K. Kellogg Foundation	50,000	25,000	75,000	PRES	J. Michael Ortiz	-	50,000.00
7/10-6/13	CLOSED	060160	Measuring Acceptability of Urban Agriculture and Local Food Pr	W.K. Kellogg Foundation	5,000		5,000	ENV	Susan Mulley	5,000.00	5,000.00
7/10-6/13	06/30/13	060170	Student Success Dashboard	W.K. Kellogg Foundation	62,000		62,000	I&IT	Kathleen Street	-	60,743.00
7/11-6/13	06/30/13	060180	Minorities Study Group Project	W.K. Kellogg Foundation	60,000	20,000	80,000	EDU	Sandra Dixon	30,517.99	54,745.14
7/11-6/13	06/30/13	060190	Bronco Activity Record-Promoting, Measuring, and Enhancing Si	W.K. Kellogg Foundation	100,000	30,000	130,000	STUAF	Rebecca Gutierrez-Keeto	9,640.53	95,784.90
7/11-6/13	06/30/13	060210	Enhancement of Difficult Courses to Increase Successful Student	W.K. Kellogg Foundation	40,000	60,000	100,000	ACCAFF	Claudia Pinter-Lucke	1,370.97	39,278.77
7/11-6/13	06/30/13	060220	Enrollment Communication Plan	W.K. Kellogg Foundation	50,000	30,000	80,000	STUAF	Kathleen Street	3,364.34	14,767.96
7/11-6/13	06/30/13	060230	Foster Supportive Learning Environment For Diverse Students in	W.K. Kellogg Foundation	50,000	30,000	80,000	ENG	Winnie Dong	953.13	25,666.56
7/11-6/13	06/30/13	060240	First Year Experience Program Review	W.K. Kellogg Foundation	35,000		35,000	ACCAFF	Claudia Pinter-Lucke	-	-
7/11-6/13	06/30/13	060250	Kellogg Distinguished Public Lecture Series	W.K. Kellogg Foundation	70,000	70,000	140,000	SCI	Sepehr Eskandari	19,187.21	60,153.66
7/11-6/13	06/30/13	060260	Introduction of Learning Communities at Cal Poly Pomona	W.K. Kellogg Foundation	50,000	30,000	80,000	ACCAFF	Claudia Pinter-Lucke/Vic	8,687.70	13,423.70
7/11-6/13	06/30/13	060270	University Library Hispanic Serving Institutional Match	W.K. Kellogg Foundation	110,000	-	110,000	LIB	Ray Wang	-	110,000.00
7/11-6/13	06/30/13	060280	Expansion of the Maximizing Engineering Program (MEP) Stude	W.K. Kellogg Foundation	60,000	37,500	97,500	ENG	Milton Randle	1,934.45	61,867.72
7/11-6/13	CLOSED	060290	Provost's Awards	W.K. Kellogg Foundation	8,000	11,000	19,000	ACCAFF	Marten denBoer	-	8,000.00
7/11-6/13	06/30/13	060291	Provost's Awards--Elise Wirschafter	W.K. Kellogg Foundation	3,000	-	3,000	CLASS	Elise Wirschafter	-	3,000.00
7/11-6/13	06/30/13	060292	Provost's Awards--Kristine Hartney	W.K. Kellogg Foundation	5,000		5,000	SCI	Kristine Hartney	-	4,020.59
7/11-6/13	06/30/13	060293	Provost's Awards--Barbara Burke	W.K. Kellogg Foundation	3,000		3,000	SCI	Barbara Burke	-	2,652.49
7/11-6/13	06/30/13	060294	Provost's Awards--Jill Adler Moore	W.K. Kellogg Foundation	3,000		3,000	SCI	Jill Adler-Moore	678.68	2,629.74
7/11-6/13	06/30/13	060300	Reading to Improve Writing	W.K. Kellogg Foundation	40,000		40,000	ACCAFF	Allison Douglas-Chicoye	2,918.47	12,390.45
7/11-6/13	06/30/13	060310	Renaissance Scholars	W.K. Kellogg Foundation	100,000	100,000	200,000	STUAF	Monique Allard	16,793.20	99,757.20
7/11-6/13	06/30/13	060320	SEES Research and Mentoring Program (S-RaMP)	W.K. Kellogg Foundation	60,000		60,000	SCI	Barbara Burke	1,465.32	38,141.48
7/11-6/13	06/30/13	060330	Student Scholarship Administration	W.K. Kellogg Foundation	25,000	5,000	30,000	STUAF	Diana Minor	2,691.10	26,762.80
7/11-6/13	06/30/13	060340	Summer Bridge	W.K. Kellogg Foundation	60,000		60,000	STUAF	Monique Allard	55,442.92	59,999.11
7/11-6/13	06/30/13	060350	Transformative Undergraduate Research Engagement (Kellogg Fu	W.K. Kellogg Foundation	60,000	40,000	100,000	SCI	Jeffrey Marshall	15,935.18	58,067.48
7/11-6/13	06/30/13	060360	Boots to Broncos-Student Veteran Transition Support	W.K. Kellogg Foundation	55,000	20,000	75,000	STUAF	Kathleen Street	25,226.62	42,063.71
7/11-6/13	06/30/13	060370	Web of Science Subscription and Purchase	W.K. Kellogg Foundation	100,000	65,000	165,000	LIB	Ann Morgan	-	100,000.00
7/11-6/13	06/30/13	060380	WestEd Collaborative with LAUSD High School #16	W.K. Kellogg Foundation	50,000	30,000	80,000	EDU	Ron Leon	4,569.16	16,592.36
7/11-6/13	OPEN	060390	Kellogg Foundation General Expenditure Account	W.K. Kellogg Foundation	2,435	5,000	7,435	PRES	J. Michael Ortiz	5,000.00	7,435.00
7/11-6/13	06/30/13	060400	Genetic and Ecological Investigations into the Mating System of I	W.K. Kellogg Foundation	5,000		5,000	SCI	Paul Beardsley	2,467.39	2,467.39
7/11-6/13	06/30/13	060410	Regenerative Strategies Reference Guide: A Resource for Sustain	W.K. Kellogg Foundation	5,000		5,000	ENV	Kyle Brown	1,132.21	4,715.57
7/11-6/13	06/30/13	060420	Elucidating the Active Component of the Garlic Water Extract	W.K. Kellogg Foundation	2,433		2,433	SCI	Nancy Buckley	-	2,385.38
7/11-6/13	06/30/13	060430	Parents, Diversity, and Voice	W.K. Kellogg Foundation	2,565		2,565	EDU	Myriam Casimir	1,144.06	1,741.06
7/11-6/13	CLOSED	060440	Smoking On Human Oral Bacteria	W.K. Kellogg Foundation	5,000		5,000	SCI	John Chan	-	5,000.00
7/11-6/13	06/30/13	060450	#Temporality: Mashup of the Analog and Digital Realm	W.K. Kellogg Foundation	3,000		3,000	ENV	Melissa Flicker	-	694.86
7/11-6/13	06/30/13	060460	Letterpress Typography	W.K. Kellogg Foundation	1,445		1,445	ENV	Alyssa Lang	565.00	565.00
7/11-6/13	CLOSED	060470	Comparison of the Pollen Deposition Abilities of Honey Bees	W.K. Kellogg Foundation	4,736		4,736	SCI	Joan Leong	-	4,736.00
7/11-6/13	06/30/13	060480	Engineering Properties of Plant-Derived Biopolymers	W.K. Kellogg Foundation	2,433		2,433	AG	Olive Yao Li	-	1,303.00
7/11-6/13	CLOSED	060490	Environmental and Energy Simulation of Haiti Housing Project	W.K. Kellogg Foundation	5,000		5,000	ENV	Juintow Lin	-	5,000.00
7/11-6/13	06/30/13	060500	The Occupy Movement and the Future of American Politics	W.K. Kellogg Foundation	5,000		5,000	CLASS	Denmis Loo	1,174.95	1,174.95
7/11-6/13	06/30/13	060510	Biomechanics in Ataxic Horses	W.K. Kellogg Foundation	5,000		5,000	AG	Yvette Nout	1,943.27	3,373.88
7/11-6/13	06/30/13	060520	Determining Dietary and Behavioral Influences on Growth Perfor	W.K. Kellogg Foundation	5,000		5,000	AG	L. Allen Pettey	2,918.38	3,260.95
7/11-6/13	CLOSED	060530	Time Delayed Control of Structural Systems Using Multiple Actua	W.K. Kellogg Foundation	4,736		4,736	SCI	Hubertus F. von Bremen	-	4,736.00
7/11-6/13	06/30/13	060540	Endowment Effect Experiment Design Refinement	W.K. Kellogg Foundation	4,180		4,180	CLASS	Greg Hunter	-	-
7/11-6/13	CLOSED	060550	Outdoor Unmanned Ground Vehicle Navigation for Robots	W.K. Kellogg Foundation	4,736		4,736	SCI	Fang Tang	-	4,736.00
7/11-6/13	06/30/13	060560	RSCA Summer Stipends for Research Fellows	W.K. Kellogg Foundation	54,736	39,162	93,898	RES	Frank Ewers	-	54,736.00
7/12-6/13	06/30/13	060570	Effectiveness of Resource Discovery On University Library Mobi	W.K. Kellogg Foundation		7,155	7,155	LIB	Suzanna Conrad	-	-
7/12-6/13	06/30/13	060580	Evaluation of Usefulness Lactate Concentrations in Equine	W.K. Kellogg Foundation		4,500	4,500	AG	Yvette S. Nout	-	-
7/12-6/13	06/30/13	060590	Is Earnings Management More Likely to Happen for Firms with	W.K. Kellogg Foundation		4,736	4,736	BA	Nancy M. Fan	-	-
7/12-6/13	06/30/13	060600	From the Strategic to the Sacred: A Landscape Approach to	W.K. Kellogg Foundation		4,900	4,900	CLASS	Claudia Garcia-Des	-	-
7/12-6/13	06/30/13	060610	Grammatical Features in Academic Writing: Comparison Among	W.K. Kellogg Foundation		4,736	4,736	CLASS	Olga Griswold	-	-
7/12-6/13	06/30/13	060620	Success Breeding Success Through Discounted Wages: The	W.K. Kellogg Foundation		4,000	4,000	CLASS	Craig Kerr	-	-
7/12-6/13	06/30/13	060630	Recording and Release of a CD featuring World Premiere	W.K. Kellogg Foundation		5,000	5,000	CLASS	Nadia Shpachenko-	-	-
7/12-6/13	06/30/13	060640	Electrospun Membranes for Membrane Distillation	W.K. Kellogg Foundation		4,500	4,500	ENG	Keith Forward	-	-
7/12-6/13	06/30/13	060650	Electrospinning Composite Nanofibers for Thermoelectric	W.K. Kellogg Foundation		7,200	7,200	ENG	Yong Xue Gan	-	-
7/12-6/13	06/30/13	060660	Investigation of Plug-in Electric Vehicle Travel and Charging	W.K. Kellogg Foundation		9,695	9,695	ENG	Xinkai Wu	-	-
7/12-6/13	06/30/13	060680	Music and Movement for Cognitive and Motor Deficits	W.K. Kellogg Foundation		9,916	9,916	SCI	Hyun Gu Kang	-	-
7/12-6/13	06/30/13	060690	A Microseismicity Study of the Sierra Madre- Cucamonga Fault	W.K. Kellogg Foundation		10,000	10,000	SCI	Jascha Polet	-	-
7/12-6/13	06/30/13	060710	Influence of Obesity on Respiratory Muscle	W.K. Kellogg Foundation		4,500	4,500	SCI	Robert Talmadge	-	-
					1,660,914	776,500	2,437,414			248,541.63	1,336,754.91

CAL POLY POMONA FOUNDATION, INC.
Schedule of Grants
July 1, 2012 through December 31, 2012

Expenditure Activity-Year 1		52,507.25	
Expenditure Activity-Year 2		1,035,706.03	
Expenditure Activity-Year 3		248,541.63	C
		<u>1,336,754.91</u>	B
TOTAL SOURCES OF INCOME:			
Initial Funds Awarded by Kellogg Foundation		2,000,000.00	
RSCA Accounts Closed Due to Faculty Leaving University			
060020		588.63	
060120		12,000.00	
Funds Deposited to Account In Error		1,000.00	
Interest Income Earned on Funds		16,726.26	
IDT215601 1/25/11 RSCA Awards (Reimbursing For Amount Awarded Over \$120,000 Limit For Year 1 per ORSP)		1,479.00	
UET Earning Distribution for 10-11 Fiscal Year		477,108.64	
UET Earning Distribution for 11-12 Fiscal Year		119,816.00	
Total Sources of Income:		<u><u>2,628,718.53</u></u>	A
DESIGNATED GIFT CALCULATIONS:			
Total Sources of Income:		2,628,718.53	A
Total Expended Since Inception Through December 2012		1,336,754.91	B
Estimated Expenditures for January-June 2013		250,000.00	C
Total Estimated Expenditures:		<u>1,586,754.91</u>	
Net Available to Spend		<u><u>1,041,963.62</u></u>	D
Total Endowment Value: February 2013	24,000,000.00		
Total Endowment Earnings: February 2013	<u>3,775,430.49</u>		
	<u><u>27,775,430.49</u></u>		
Total Estimated Distribution 13-14 (5 Percent)		<u>1,388,772.00</u>	E
Total Funds Available to Award:		<u><u>2,430,735.62</u></u>	D+E
Estimated Expenditures in 13-14 (75 Percent of Funds Available to Award)		1,823,052.00	
Total Admin Fee for 13-14 (4.5% of Available Balance)		<u>82,037.34</u>	
Total Designated Gift		<u><u>82,000.00</u></u>	




Memorandum

DATE: March 11, 2013

TO: J. Michael Ortiz
President

J. Paul Storey
Executive Director
Cal Poly Pomona Foundation, Inc.

FROM: Scott Warrington 
Vice President, University Advancement
Chair, 75th Anniversary Committee

RE: Support for the 75th Anniversary Celebration

As chair of the 75th Anniversary Committee, I am honored to be participating in the plans for the celebration of the longevity of our campus. The committee is comprised of representatives from all across campus including academic departments, student organizations, and administration. Activities are being planned in each of these areas and include distinguished speaker series, student competitions, a theatre presentation, video projects, open houses and other events to showcase the university.

Since the inception of our campus in 1938 with an all-male enrollment of 110 students we have grown to a prestigious institution of higher education with over 22,000 students and boasting the 4th highest ranked campus in the 15 state western region for diversity. We have much to celebrate as we enter our 75th year of academic excellence.

The theme for the 75h Anniversary Celebration is "Honor the Past. Celebrate the Present. Build the Future." I have attached a complete listing of the many activities planned that encourage the participation of students, faculty, staff, alumni, donor and the surrounding community and are geared to build on the university's mission and core values and sense of pride, as well as highlight all that the university has accomplished.

To implement and coordinate these activities the Cal Poly Pomona Foundation is asked to sponsor \$100,000 in support for the 75th Anniversary Celebration. These funds will be allocated to the various departments for the activities planned and all events are requested to complete an outcomes report. State funding will also be matched by this amount.

Thank you for your consideration of this request and for the continued support Cal Poly Pomona Foundation provides to the university.

75th Anniversary Planned Events*Stories of Successful Learning - Academic Affairs**PolyTeach - Academic Affairs**Civic Engagement - Center for Community Engagement**Student Research Competition - Office of Research and Sponsored Programs**Honors College 10th Anniversary - Kellogg Honors College**Agriculture Ox Fam Dinner**College of Bus Distinguished Speaker**CEIS Open House**CEIS Speaker Series**CLASS Theatre Presentation**CLASS Poly Post Project**Engineering Distinguished Speaker**Engineering Hall of Fame**Engineering Symposium/Showcase**ENV Design Exposition**ENV Design Week**I&IT 75th Anniversary Video**I&IT Augmented Reality**Science Imagineering Contest**Science Oral Legacy Project**Collins 75th Anniversary Dinner**Student Affairs Multi-Events*

INVESTMENTS

CONSOLIDATED BUDGET COMPARISON SUMMARY
 FOR PROPOSED BUDGET YEAR 13-14
 CURRENT FISCAL YEAR 12-13

ACCT. ACCOUNT TITLE	CURRENT YEAR APPROVED BUDGET	CURRENT YEAR FORECAST	PROPOSED BUDGET	\$ CHANGE FORECAST TO PROPOSED BUDGET
REVENUE				
INTEREST INCOME	632,828	1,198,189	502,900	(695,289)
SALES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	632,828	1,198,189	502,900	(695,289)
EXPENDITURES NON-CONTROLLABLE				
OTHER	<u>22,289</u>	<u>18,166</u>	<u>49,519</u>	<u>31,353</u>
TOTAL EXPENDITURES NON-CONTROLLABLE	<u>22,289</u>	<u>18,166</u>	<u>49,519</u>	<u>31,353</u>
TOTAL EXPENSES	<u>22,289</u>	<u>18,166</u>	<u>49,519</u>	<u>31,353</u>
NET INCOME	610,539	1,180,023	453,381	(726,642)
	=====	=====	=====	=====

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

GENERAL INVESTMENT PORTFOLIO

Overview of Current Fiscal Year:

For the first nine months of this fiscal year 2012-13, the fixed income portion of this portfolio was managed by Bondlogistix and the last three months by Graystone Consulting, a division of Morgan Stanley Smith Barney. We are forecasting the general investment portfolio to generate a net surplus of \$1,180,023. The equity portion of the portfolio is invested in the Common Fund Multi Strategy Portfolio. We have forecasted the equity investments to generate a surplus of \$1,069,165 with no additional investments using a modest 1.25% return for the remaining five months the portfolio's value will be \$7.0 million. In addition there will be capital calls to the private equity portfolios and returns on those investments that are not budgeted. The fixed income portfolio is forecasted to generate a net surplus \$110,858 and increasing the yield from approximately 75 basis points to 3.19% by extending the yield curve (duration) from 1.75 to 2.62 and lowering the average investment grade rating of the securities from AA to AA- ending the year at a value of \$24.4 million. Net interest earnings are forecasted to be \$204,439 from the ENV Studio Loan, Innovation Village Infrastructure investment, fixed income portfolio, LAIF and Sweep account. Quarterly interest distributions to the scholarship and program accounts are forecasted to be \$279,717. Year to date realized losses of \$75,415 are forecasted through the remainder of the year.

Explanation of Proposed Fiscal Year Budget:

The proposed budget for investments will generating a surplus of \$453,381. The equity portfolio is budgeted to generate a surplus of \$286,908 using an annualized return of 4% with no additional investments the portfolio's value will be \$7.3 million by June 2014. The fixed income portfolio is budgeted to generate a net surplus \$166,472 assuming a yield of approximately 3.19% with a yield curve (duration) of 2.62 and an average investment grade rating of AA- ending the year at a value of \$25.2 million. Net interest earnings are forecasted to be \$215,991 from the ENV Studio Loan, Innovation Village Infrastructure investment, fixed income portfolio, LAIF and Sweep account. Quarterly interest distributions to the scholarship and program accounts are forecasted to be \$667,802.

Changes in Programs and Services for Proposed Fiscal Year:

We will continue to monitor the short, mid and long term stratification of the campus program accounts on a to be determined basis to adjust the target asset allocation of the portfolio

Explanation of Proposed Fiscal Year Capital Requests:

None

Changes in Staffing:

None

Outlook for Next 3 Years and 4 to 10 Years Beyond:

We anticipate the equity markets to improve and interest rates to increase as the economy continues to recover from the recession and we will position the portfolio accordingly to take advantage of these opportunities within the target asset allocation of the investment policy.

ENDOWMENTS

CONSOLIDATED BUDGET COMPARISON SUMMARY
FOR PROPOSED BUDGET YEAR 13-14
CURRENT FISCAL YEAR 12-13

ACCT. ACCOUNT TITLE =====	CURRENT YEAR APPROVED BUDGET	CURRENT YEAR FORECAST	PROPOSED BUDGET	\$ CHANGE FORECAST TO PROPOSED BUDGET
=====	=====	=====	=====	=====
REVENUE				
ADMINISTRATIVE FEES	-	-	-	-
INTEREST INCOME	3,982,982	8,683,348	5,087,569	(3,595,779)
OTHER	1,060,000	8,751,437	8,660,000	(91,437)
TOTAL REVENUE	5,042,982	17,434,785	13,747,569	(3,687,216)
EXPENDITURES-CONTROLLABLE				
SERVICES	-	-	-	-
OTHER	2,932,236	1,904,107	3,534,499	1,630,392
TOTAL EXPENDITURES-CONTROLLABLE	2,932,236	1,904,107	3,534,499	1,630,392
EXPENDITURES NON-CONTROLLABLE				
ADMINISTRATIVE FEES	425,071	267,001	431,430	164,429
OTHER	236,923	153,208	296,988	143,780
TOTAL EXPENDITURES NON-CONTROLLABLE	661,994	420,209	728,418	308,209
TOTAL EXPENSES	3,594,230	2,324,316	4,262,917	1,938,601
NET INCOME	1,448,752	15,110,469	9,484,652	(5,625,817)

CAL POLY POMONA FOUNDATION, INC.
Proposed Fiscal Year - Project Summary - Schedule B

Endowment Activities

Overview of Current Fiscal Year:

The forecast is projected to generate a surplus of \$15.1 million mainly due to the equity earnings and donations. The endowment portfolio's value is forecasted to be \$70.7 million as of June 2013. Working with our investment advisor at Graystone Consulting a division of Morgan Stanley Smith Barney, we have forecasted an annual return of 4% excluding dividends and interest. Dividends and interest are forecasted to return 2.4% and 3.2% respectively. Total investment fees are forecasted to be 0.38 basis points (10 basis points to Graystone Consulting and the balance to third party account managers). There are two internal fees charged per Policy # 133, a 5% fee on all donations and 0.75% fee for administration. Donations are forecasted to be \$8.7 million per Scott Warrington, Vice President Division of Advancement and includes the \$8.0 million from the Kellogg Foundation's pledge payment. We have included the 5% or \$1.9 million endowment earnings distribution from October 2012.

Explanation of Proposed Fiscal Year Budget:

The proposed budget generates a surplus of \$9.4 million mainly due to the equity earnings and donations. The endowment portfolio's value is projected to be \$80.2 million as of June 2014. Working with our investment advisor at Graystone Consulting a division of Morgan Stanley Smith Barney, we have proposed an annual return of 4% excluding dividends and interest. Dividends and interest are forecasted to return 2.4% and 3.2% respectively. Total investment fees are forecasted to be 0.38 basis points (10 basis points to Graystone Consulting and the balance to third party account managers). There are two internal fees charged per Policy # 133, a 5% fee on all donations and 0.75% fee for administration. Donations are projected to be \$8.6 million per Scott Warrington, Vice President Division of Advancement and includes the \$8.0 million from the Kellogg Foundation's pledge payment. We anticipate a 5% or \$3.5 million endowment earnings distribution in October 2013.

Changes in Programs and Services for Proposed Fiscal Year:

No changes are anticipated

Explanation of Proposed Fiscal Year Capital Requests:

No capital budget requested

Changes in Staffing:

No changes are anticipated

Outlook for Next 3 Years and 4 to 10 Years Beyond:


It is anticipated that \$1.0 million each year will be received in donations to the endowment based on past trends and existing pledges for the next 3 years and the 4 to 10 years beyond. Recorded and known pledges at this time are predominately all planned gifts including bequests which makes it difficult to predict at what point in time they will be received by the Foundation. There are no known long range items expected at this time.

Memorandum



Date: April 25, 2013

To: Finance Committee
Cal Poly Pomona Foundation, Inc.

From: 
Dennis Miller
Director, Employment Services

Subject: PARS Vacation/Sick Leave Conversion Program

The PARS Vacation/Sick Leave Conversion Program allows the Foundation to provide eligible employees a supplemental retirement plan to their existing retirement program (CalPERS) by converting a portion of their unused Vacation and Sick Leave balances to cash, and then contributing those funds directly into the employees PARS account on a tax-deferred basis. The percentage of participation is fully elective by the eligible employees and the option to convert occurs on an annual basis.

Historically, the request to pay benefits under this program was presented to the Personnel Committee during its meetings in September. At that time, the Personnel Committee would review the overall financial performance of Foundation and based on the Foundation meeting certain financial objectives would either approve or reject the request for sick leave conversions. However, the process for reporting the financial performance of Foundation as well as the budgeting process has improved over time thereby allowing the review, analysis, and decision to convert sick and vacation time to be made during the May meeting.

The Foundation will generate an unrestricted forecasted surplus of \$3.5 million (excluding the Designated Gifts to the University of \$1.1 million), funded its reserves by \$2.5 million and met its debt service coverage requirements for the fiscal year ended June 2013. See attached for further details.

As of June 30, 2013, there will be 56 employees eligible to convert sick leave. If all 56 converted their maximum amount of sick time the amount would be \$111,476. However, a conservative forecast for the actual amount of money that will be converted is \$61,710. The amount included in the 2013-2014 budget for sick leave conversions is \$108,842.

There are 69 employees eligible to convert a portion of their allowable vacation. If all 69 employees convert 100% of their allowable hours the amount would be \$149,194. However, a conservative forecast for vacation conversions is \$82,165.

It is notable that when employees elect to convert unused vacation time there is no cost for Foundation since vacation amounts have already been earned and accrued.

Also, when funds are contributed to the PARS accounts the Foundation realizes a reduction in payroll taxes of about 9% for vacation and sick leave conversions, and additional expense reductions in worker's compensation premiums.

Finally, there are savings to Foundation with respect to funding PERS retirement benefits since fewer hours of sick time are available to convert for CalPERS service credit.

Eligible employees will be invited to a training session in June 2013 on the advantages and disadvantages of converting vacation and sick leave time into the supplemental retirement program, and subsequently invested with John Hancock USA, who will also be in attendance.

Proposed Action:

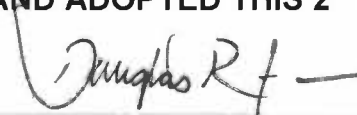
WHEREAS, the Foundation management is requesting the Finance Committee's action to approve allowing eligible employees to elect to convert a portion of their vacation and sick leave to the deferred compensation supplement retirement plan of Cal Poly Pomona Foundation, Inc. effective June 30, 2013.

NOW, THEREFORE, BE IT RESOLVED, the Finance Committee has reviewed the surplus, reserves and debt service coverage and approves the funding for the PARS Vacation/Sick Leave Conversion Plan of Cal Poly Pomona Foundation, Inc. effective July 1, 2013.

PASSED AND ADOPTED THIS 2nd DAY OF MAY 2013.

By: _____

for


Dr. Edwin A. Barnes, Chair
Finance Committee
Cal Poly Pomona Foundation, Inc.

Fiscal Year	Number of Employees Eligible for Vacation Conversion	Number of Employees Electing Vacation Conversion	Percentage Electing Vacation Conversion	\$ Amount Vacation Employees Eligible	\$ Amount Vacation Employees Converted
2001-2002	36	17	47%	\$65,240	\$28,851
2002-2003	32	13	41%	\$57,528	\$27,717
2003-2004	39	20	51%	\$64,810	\$40,256
2004-2005	40	25	63%	\$68,972	\$45,068
2005-2006	40	26	65%	\$73,817	\$38,901
2006-2007	46	27	59%	\$88,019	\$54,480
2007-2008	43	18	42%	\$79,480	\$31,657
2008-2009	42	23	55%	\$85,640	\$48,705
2009-2010	49	25	51%	\$99,177	\$47,224
2010-2011	53	43	81%	\$112,511	\$68,885
2011-2012	56	28	50%	\$105,500	\$61,041
2012-2013	69	38	55%	\$149,194	\$82,165

Estimate

Fiscal Year	Number of Employees Eligible for Sick Conversion	Number of Employees Electing Sick Conversion	Percentage Electing Sick Conversion	\$ Amount Sick Employees Eligible	\$ Amount Sick Employees Converted
2001-2002	56	20	36%	\$51,695	\$27,286
2002-2003	62	25	40%	\$51,757	\$35,817
2003-2004	71	32	45%	\$61,847	\$48,370
2004-2005	68	45	66%	\$68,198	\$54,924
2005-2006	72	40	56%	\$72,390	\$41,978
2006-2007	68	36	53%	\$66,608	\$48,487
2007-2008	62	27	44%	\$70,525	\$44,540
2008-2009	60	34	57%	\$65,926	\$40,347
2009-2010	74	41	55%	\$84,160	\$54,387
2010-2011	41	29	71%	\$96,045	\$74,142
2011-2012	45	30	67%	\$91,947	\$68,879
2012-2013	56	31	55%	\$111,476	\$61,710

Estimate

Fiscal Year - Combined Total	
2001-2002	\$56,137
2002-2003	\$63,534
2003-2004	\$88,626
2004-2005	\$99,993
2005-2006	\$80,879
2006-2007	\$102,967
2007-2008	\$76,197
2008-2009	\$89,052
2009-2010	\$101,611
2010-2011	\$143,027
2011-2012	\$129,920
2012-2013	\$143,875

Estimate

**Debt Service Coverage
(Fiscal Year Ended June 30)**

Description	Revised 2012-13	Forecast 2012-13	Proposed Budget 2013-14
Change in unrestricted net assets	\$ 1,377,434	\$ 2,440,748	\$ 1,486,778
Add Back:			
University Designated Expenses	1,273,096	1,127,451	1,626,664
Surplus (Deficit) before Designated Expenses - see Note	\$ 2,650,530	\$ 3,568,199	\$ 3,113,442
Add Back:			
Depreciation and amortization	3,786,795	3,788,607	3,996,802
Interest (see detail below)	1,365,955	1,365,955	1,317,876
Available for Debt Service	\$ 7,803,280	\$ 8,722,761	\$ 8,428,120
Maximum Annual Debt Service *			
2005 Series Bonds	1,830,625	1,830,625	1,830,625
2007 Series Bonds	332,750	332,750	332,750
Total Debt Service	\$ 2,163,375	\$ 2,163,375	\$ 2,163,375
Total Debt Service before Designated Expenses - see Note	3.61	4.03	3.90
Total Debt Service after Designated Expenses	3.02	3.51	3.14
Note: Bond covenants require the Foundation to not incur a deficit in any two consecutive years after adding back the designate gifts and a debt coverage ratio of at least 1.25.			
* Maximum annual debt service is reported as the total amount of scheduled debt service during the year in which the debt service is scheduled to be highest during the life of the Bonds			
Interest Detail			
2005 Series Bonds - Interest	1,218,855	1,218,855	1,192,024
2007 Series Bonds - Interest	147,100	147,100	125,852
Total Interest Expense	\$ 1,365,955	\$ 1,365,955	\$ 1,317,876

CAL POLY POMONA FOUNDATION, INC.
2012-13 PROPOSED BUDGET
SUMMARY OF SOURCES AND USES OF FUNDS

	Revised 2012-2013 BUDGET	2012-2013 FORECAST	2013-2014 PROPOSED BUDGET
SOURCES OF CASH			
SURPLUS (DEFICIT)			
Administration	(820,335)	(1,117,819)	(918,065)
Real Estate	305,988	271,234	391,213
Investments	610,539	1,180,023	453,381
Bookstores	307,034	302,914	312,216
Dining Services	472,640	350,715	422,780
Kellogg West Conference Center	25,366	40,549	4,098
University Village	1,148,434	1,744,591	1,412,915
Supplementary Programs	600,864	795,992	1,034,904
TOTAL OPERATING SURPLUS (DEFICIT)	<u>2,650,530</u>	<u>3,568,199</u>	<u>3,113,442</u>
Designated Gifts	(1,273,096)	(1,127,451)	(1,626,664)
NET OPERATING SURPLUS (DEFICIT)	<u>1,377,434</u>	<u>2,440,748</u>	<u>1,486,778</u>
NON-CASH TRANSACTIONS:			
Depreciation and Amortization	3,786,795	3,788,607	3,996,802
Post Retiree Medical Benefits - See Note 1	1,096,882	899,363	1,025,290
TOTAL CASH GENERATED BY OPERATIONS	<u>6,261,111</u>	<u>7,128,718</u>	<u>6,508,870</u>
FINANCING			
Repayment of principal loan to ENV for Model Studio	26,570	26,570	27,964
Alternative Investments - Innovation Village Infrastructure Ph I	300,000	300,000	300,000
TOTAL SOURCES OF FINANCING	<u>326,570</u>	<u>326,570</u>	<u>327,964</u>
RESERVES			
Pine Tree Ranch Reserve	77,700		
Insurance Reserve		180,000	
Capital Reserve			1,309,000
Residential Board Meal Program Surplus Reserve	85,000	93,337	229,000
TOTAL SOURCES FROM RESERVES	<u>162,700</u>	<u>273,337</u>	<u>1,538,000</u>
TOTAL SOURCES OF CASH	<u>6,750,381</u>	<u>7,728,625</u>	<u>8,374,834</u>
USES OF CASH			
CAPITAL EXPENDITURES			
University Village	553,000	304,189	696,000
Bookstore	25,000		40,000
Dining Services	1,081,000	1,139,000	717,500
Kellogg West	212,000	212,000	1,000,000
Real Estate	192,500	27,000	325,000
Agricultural Units	125,000	100,000	504,000
Continuing Education	10,000		310,000
Administration	270,000	227,800	232,000
Prior Year Carryover	332,300		488,503
TOTAL CAPITAL EXPENDITURES	<u>2,800,800</u>	<u>2,009,989</u>	<u>4,313,003</u>
INVESTING			
University Village Bond payment - 2005A & B	570,000	570,000	595,000
CTTi Bond payment - 2007	180,000	180,000	185,000
TOTAL USES OF FINANCING	<u>750,000</u>	<u>750,000</u>	<u>780,000</u>
RESERVES			
Agriculture Program Reserve @ 55% net Annual Surplus	54,181	24,855	31,545
Cafeteria State Share Reserve			
Capital Reserve @ 1.75% of Gross Auxiliary Revenues	868,803	753,135	771,814
Emergency Reserve			
Indirect Cost Disallowance Reserve			
Innovation Village Demo Reserve	82,693	46,487	8,130
Insurance Reserve	60,950	60,950	109,109
Pine Tree Ranch Reserve @ 50% net Annual Surplus	3,037	8,386	9,607
Post Retiree Medical Benefits Trust - see Note 1	1,000,000	1,000,000	1,000,000
Research & Sponsored Programs	20,000	20,000	20,000
Residential Board Meal Program Surplus Reserve excess 7%	62,398	219,500	110,653
Venture Capital/Real Estate Reserve @ 1.0% of Gross Rev.	21,451	430,363	441,037
TOTAL RESERVE CONTRIBUTIONS	<u>2,173,513</u>	<u>2,563,676</u>	<u>2,501,895</u>
TOTAL USES OF CASH	<u>5,724,313</u>	<u>5,323,665</u>	<u>7,594,898</u>
NET SOURCES & (USES) OF CASH	<u>1,026,068</u>	<u>2,404,960</u>	<u>779,936</u>
BEGINNING OF THE YEAR WORKING CAPITAL LESS CONTINGENCY		<u>6,871,276</u>	<u>9,276,236</u>
NET WORKING CAPITAL AVAILABLE END OF YEAR - Note 2		<u>9,276,236</u>	<u>10,056,172</u>
Minimal Two Months Working Capital Reserve Required		<u>5,622,351</u>	<u>5,829,713</u>

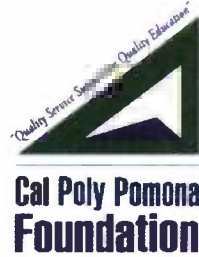
**CAL POLY POMONA FOUNDATION, INC.
SOURCES/(USES) AND WORKING CAPITAL**

	Balance as of 6/30/2012	Forecast Fiscal 12/13	Proposed Budgeted 13/14	Net End of 6/30/2014	Goal
Sources of Funds:					
Fund Balance (Unrestricted)	27,782,505	2,440,748	1,486,778	31,710,031	
Restatement of Fund Balance due to OPEB GASB	10,251,600			10,251,600	
Current & Long term debt					
University Village Series 2005	25,555,000	(570,000)	(595,000)	24,390,000	
CTTI Bonds Series 2007	3,150,000	(180,000)	(185,000)	2,785,000	
Excess of Accounts Receivable over Accounts Payable	2,826,838			2,826,838	
Post Retiree Medical Benefits - Note 1	1,847,759	899,363	1,025,290	3,772,412	3,772,412
Total Available	71,413,702	2,590,111	1,732,068	75,735,881	
Uses of Funds					
Investment in fixed assets	94,798,749	2,009,989	4,313,003	101,121,741	
Depreciation	(38,953,067)	(3,788,607)	(3,996,802)	(46,738,476)	
Inventory	2,669,900			2,669,900	
Reserves :					
Board Designated Reserves					
Agriculture Program Reserve	75,000	24,855	31,545	131,400	75,000
Cafeteria State Share Reserve	182,062			182,062	
Capital Reserve	3,014,905	753,135	(537,186)	3,230,854	6,000,000
Emergency Reserve	120,152			120,152	
Indirect Cost Dissallowance Reserve	404,656			404,656	492,195
Innovation Village Demo Reserve		46,487	8,130	54,617	
Insurance Reserve	137,448	(119,050)	109,109	127,507	
Pine Tree Ranch Reserve	140,886	8,386	9,607	158,879	75,000
Auxiliaries Multiple Employer VEBA Trust - Note 1		1,000,000	1,000,000	2,000,000	
Research & Sponsored Programs	74,521	20,000	20,000	114,521	
Residential Board Meal Program Surplus Res	1,159,764	126,163	(118,347)	1,167,580	
Venture Capital/Real Estate Reserve	477,007	430,363	441,037	1,348,407	6,000,000
Other	22,461			22,461	
LOANS:					
Loan to College of ENV for modular building shop	217,982	(26,570)	(27,964)	163,448	
Alternative Investments - Innovation Village Infrastructure Ph I		(300,000)	(300,000)	(600,000)	
Total Uses	64,542,426	185,151	952,132	65,679,709	
Available for Working Capital	6,871,276	2,404,960	779,936	10,056,172	
Net Working Capital - Note 2	6,871,276	9,276,236	10,056,172	10,056,172	
Minimal Two Months Working Capital Reserve Required	4,903,281	5,622,351	5,829,713	5,829,713	

Note 1 - Forecast and Proposed Budget includes funding of \$1.0 million each year; the Post Retirement Med Benefit is not considered a Use of Cash

Note 2 - Net Working Capital does not include cash advances for Sponsored Programs per policy # 172

Memorandum



Date: April 25, 2013

To: Finance Committee
Cal Poly Pomona Foundation, Inc.

From: 
David F. Prenovost,
Chief Financial Officer

Subject: **FOUNDATION Purchasing and Capitalization Policy 157**

Foundation management is requesting the Finance Committee's consideration and review of the suggested changes to the Foundation's Purchasing and Capitalization Policy.

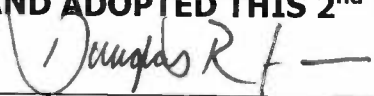
Policy 157 – Foundation Purchasing and Capitalization Policy

Recommended Action: The members of the Finance Committee approve the suggested changes to the Foundation Purchasing and Capitalization Policy #157 and request the following resolution be presented at the next regularly scheduled Boards of Directors meeting.

Now therefore be it resolved that the Board of Directors approve the suggested changes to the Foundation Purchasing and Capitalization Policy # 157.

PASSED AND ADOPTED THIS 2nd DAY OF MAY 2013.

By:


for Dr. Edwin A. Barnes, Chair
Finance Committee
Cal Poly Pomona Foundation, Inc.

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDURES

Subject:	Purchasing and Capitalization	Policy No.	157
Reference:	256-II-B, 284-II-B, 301-II-D, 344-III-I	Old No.	1994-1
		Date:	4/22/94
		Revision	11/21/97, 02/27/01, 09/28/10, Xx/xx/13

POLICY

- A. This policy applies to purchase of materials, equipment, supplies, and services paid from Foundation administered funding sources. All project purchases must be in compliance with the Foundation's purchasing policy. The Foundation has implemented purchasing procedures which meet project purchasing needs and which satisfy the requirements of federal, state and independent auditors. Travel and the retention of artists, entertainers, lecturers, catering and speakers for services are not subject to the provisions of this policy.

POLICY REGULATIONS AND GUIDELINES

All purchase orders must be approved by the Foundation prior to order commitment, accordingly; a *Purchase Order Request Form* must be submitted to the Foundation prior to making purchases within the guidelines of this policy and procedure.

A. Policy Provisions

1. Purchases shall be made in a manner that supports and facilitates the competitive bidding process and at the lowest cost consistent with quality, specifications, service and product availability.
2. Purchases shall follow what is customary in the market place for a particular commodity or product and be consummated in such a manner so as to constitute a reasonably prudent documented business transaction.
3. Fitness and quality being equal, recycled products shall be considered for procurement in place of non-recycled products whenever such products are available at no more than the total cost of their non-recycled counterparts.
4. Grant and Contract account purchases must also comply with the requirements set forth in the agency agreement and/or compliance requirements. Purchases of equipment shall have prior written authorization or approval from the funding sponsor, if required by the agency compliance guidelines.

5. Volume or pool purchases, annual purchase agreements and State-purchasing contracts shall be utilized when deemed to be advantageous to the Foundation.
6. Purchases from Foundation employees, CSU staff or faculty of items for resale shall be certified as to their competitive value by the appropriate department head and be approved by the appropriate dean or Foundation management.
7. Sole source purchases on a non-competitive basis will require written justification and approval. The sole source written justification should include:
 - (a) Unique performance factors of the products specified,
 - (b) Why these factors are required,
 - (c) What other products have been evaluated and rejected, and why.
 - (d) Special circumstances requiring immediate action.
8. No Foundation Board member, employee, or CSU employee by virtue of their position, will personally derive any benefit, gain or receive preferential treatment from the purchase of materials, equipment, supplies or services.
9. Authorized signers failing to follow the Foundation's purchasing policy and procedures may incur personal liability or financial obligation with the vendor.

B. Regulations & guidelines for purchase of materials, equipment and supplies:

1. **Purchases under \$10,000** - Foundation does not require a Purchase Order. If a vendor requires a purchase order, the Foundation will prepare a purchase order based on the purchase order request and price quotation obtained in writing from the vendor.
2. **Purchases of \$10,000 to \$25,000** – Authorized signer is required to submit a purchase order and a price quotation must be attached from the vendor.
3. **Purchases over \$25,000 to \$50,000 for Materials, Equipment, and Supplies:** Authorized signer is required to submit a purchase order request with a minimum of three price quotations attached from the vendor.
4. **Purchases over \$50,000 for Materials, Equipment, and Supplies:** Authorized signer is required to submit a request for a purchase order and attach a minimum of three formal bids from providers based on written specifications, which recognize competitive pricing, responsiveness to specifications and reputation of vendors.
5. Volume purchase and annual purchase agreements that will result in an advantage to the Foundation will be utilized whenever possible. The Foundation will utilize State Purchasing contracts whenever possible to the Foundation's advantage.

C. Regulations & guidelines for purchase of services:

1. Purchases over \$50,000 for services:

Authorized signer is required to submit a request for purchase order and attach a minimum of three formal bids from providers based on written specifications, which recognize competitive pricing, responsiveness to specifications and reputation of vendors.

INSURANCE REQUIREMENTS

For insurance coverage, limits and endorsements, refer to the Foundation's Risk Management Policy and Procedure. (Policy No. 190)

EXCEPTIONS TO BIDDING REQUIREMENTS AND PURCHASE ORDERS:

- A. Food stuffs and seasonal commodities. The purchase of food stuffs and seasonal commodities shall be made upon the basis of quotations from several reliable and convenient sources of supply. Awards shall be made on terms most advantageous to the Foundation based on quality, price, service, and delivery.
- B. Bookstore supplies and textbooks. The purchase of textbooks, certain technical material and resale merchandise shall be made upon the basis of several reliable and convenient sources of supply. Awards shall be on terms most advantageous to the Foundation based on quality, price, reliability, and delivery.
- C. Agricultural feed, supplies, livestock. Purchases shall be made on the basis of quotations from several reliable sources and awards made on the basis of price, quality, reliability, and delivery.
- D. Grant/Contract purchases governed by the terms and conditions of the executed agreement or agency compliance requirements.
- E. Retention of service contractors on an hourly time and material basis. Authorized signer's approval must be obtained prior to retention of service contractors.

PURCHASES FROM BOARD APPROVED BUDGETS:

- A. All purchases from Foundation Board approved budgets must be approved by the authorized signer having approval authority for the accounts charged. Quotation and bid requirements as outlined above should be followed. Purchases with a value greater than \$10,000 require the additional approval of Foundation's Chief Financial Officer or his/her designee.
 - 1. Purchase of food stuffs and commodities, Bookstore merchandise, Agriculture and Sponsored Programs shall be approved by the authorized signer within the parameters of their respective operating guideline budgets.

2. Standing purchase orders may be used for routine, repetitive purchases from the same vendor. Standing purchase orders may not be used to purchase equipment or to circumvent this policy statement.
3. The purchase of "services" from faculty or staff shall be conducted in a manner that constitutes "an arm's length transaction."

CAPITAL PURCHASES NOT FROM BOARD APPROVED BUDGETS:

- A. This applies to Foundation's unrestricted funds including Fund 1 (General Fund), Fund 3 (Designated Fund), Fund 4 (Auxiliary Fund), Fund 5 (Agriculture Fund) and Fund 10 (Foundation Program Funds). **Capital purchases not approved by the Foundation's Board must be indicated as such on the purchase order request.**

All purchases not previously approved by the Foundation Board are subject to the availability of funding within the applicable account and the following approvals:

Purchases \$25,000 or less - The authorized signers have approval authority for the charged account and Foundation's Chief Financial Officer or his/her designee must approve.

Purchases over \$25,000 - Require the approval of the administrator having authority for the charged account, Foundation's Chief Financial Officer or his/her designee and the Executive Director of the Foundation or his/her designee.

The Executive Director of the Foundation is authorized to expend beyond the budget an accumulated total of \$2550,000 per quarter. If the purchase exceeds \$2550,000, Executive Director will request the purchase be approved by the Board.

Quotation and bid requirements as outlined above should be followed for all purchases.

PURCHASES FROM SPONSORED PROGRAMS, GRANTS OR CONTRACTS

- A. Purchases made from Grants or Contracts funds may be made only during the term of the grant or contract or during an approved extension or renewal. The authorized signer should anticipate purchase requirements far enough in advance so that the purchasing process can be completed, the service rendered, and goods received prior to expiration of the award. Purchase Orders are generally issued within three working days.

CAPITALIZATION:

- A. Capital purchases with a cost greater than \$5,000 and a normal useful life of at least one year will be capitalized and depreciated over the economic life of the asset for all accounts except Grants and Contracts. . A capital purchase is defined as a tangible piece of property with an acquisition cost greater than \$5,000 and a useful life of one year or greater.

Memorandum



Date: April 18, 2013

To: Finance Committee
Cal Poly Pomona Foundation, Inc.

From: *David F. Prenovost*
David F. Prenovost,
Senior Managing Director/CFO

Subject: UNRESTRICTED FINANCIAL HIGHLIGHTS – MARCH 2013

Following are the year-to-date financial statement Surplus/(Deficit) amounts:

	YTD Budget	YTD Actual	Y/E Forecast
General Activities	\$ (132,306)	\$ 735,089	\$ 452,488
Bookstore	319,822	10,504	302,914
Dining	124,777	6,775	303,546
Kellogg West Conference	(32,349)	6,671	40,549
University Village	733,049	765,330	1,744,591
Designated Gifts	(897,344)	(535,314)	(1,266,501)
Other Activities	604,589	935,392	795,992
Foundation Total	<u>\$ 720,238</u>	<u>\$ 1,924,447</u>	<u>\$ 2,373,579</u>

For the fiscal quarter ended March 2013 unrestricted revenues of \$37.5 million are in line with budget mainly due to investment equity gains, continuing education offset by bookstore, agriculture and research activities. Expenditures of \$35.6 million are 96% or \$1.3 short of budget generating a surplus in excess of budgeted surplus. The variance is explained in the following analysis of each activity.

GENERAL ACTIVITIES

	Budget	Actual	Variance
Administration	\$ (837,488)	\$ (1,005,310)	\$ (167,822)
Real Estate Development	179,897	260,721	80,824
Investments	430,277	1,422,603	992,326
Building Rental	95,008	57,075	(37,933)
Total General Fund	\$ (132,306)	\$ 735,089	\$ 867,395

General activities surplus exceeded budget mainly due to unrealized gains in equities and an increase in faculty/staff rental income due to a lack of mortgage financing sources that have been secured offset by the settlement of two employment practice lawsuits and Bldg. # 66 maintenance in rental activities, see detail analysis of real estate activities for further information.

ENTERPRISES ACTIVITIES

	Budget	Actual	Variance
Surplus/(Deficit)	\$ 1,145,299	\$ 789,280	\$ (356,019)

Enterprise revenues of \$24.4 million are 95.4% or \$1.2 short of budget and expenditures of \$23.6 million are 96.6% or \$818,858 short of budget resulting in a surplus less than budgeted. Following is the summary of each Enterprise Activities:

BOOKSTORES

	Budget	Actual	Variance
Surplus/(Deficit)	\$ 319,822	\$ 10,504	\$ (309,318)

Bookstore revenues are 29.2% of Enterprise Activities and are 84.4% or \$1.3 million short of budget mainly due to textbook sales, textbook rentals and software and hardware sales. Textbook sales and rental books are 80.4% or \$1.1 million short of budget and 76.3% or \$1.4 short of prior year due to the Spring quarter rush incorrectly budgeted for the last week of March. The expanded textbook rental program includes approximately 375 editions or 10,000 textbooks in core classes. The Computer Store sales were 90% or \$136,130 short of budget and 86.1% or \$208,917 short of prior year again due to the Spring quarter rush incorrectly budgeted for the last week of March. Cost of goods is 76.6% versus 74.0%; expenditures are 23.2% versus 22.2% of budget generating a surplus of 0.15% versus a surplus of 3.79% of budget again due to the Spring quarter rush incorrectly budgeted for the last week of March. We continue to focus on used and rental books as well as digital textbook options to reduce the increasing costs for textbooks. The Presidential Order also continues to support the sales in the bookstore.

DINING SERVICES

	Budget	Actual	Variance
Surplus/(Deficit)	\$ 124,777	\$ 6,775	\$ (118,002)

Dining Service revenues are 42.2% of Enterprise Activities and exceed budget by 1.2% or \$122,617, cost of goods is 36.4% versus 35.8% of budget and payroll and expenditures are 63.5% versus 62.9% of budget.

Retail Operations - This reporting unit includes the retail units at Campus Center Marketplace and Bronco Student Center, convenient stores, vending, Kellogg West Catering/Conference Foods and commission vending. Retail revenues slightly exceed budget 0.01% or \$58,359 and 21.4% or \$991,258 greater than prior year with a market penetration of approximately 54% as a result of opening Einstein Café and convenience store and Qdoba. Cost of goods is 38% versus 36% of budget and payroll and expenditures are in line with budget at 66% generating a deficit of \$259,598 versus a budgeted deficit of \$114,926.

Board Operations - This reporting unit includes the Board Operations at Los Olivos, Denny's Diner and Vista Cafe. Revenues exceed budget by 1.4% or \$64,257, food costs are 34.4% versus 35.6% of budget, payroll and expenditures are 59.8% versus 58.9% of budget generating a surplus of \$271,605 versus \$251,124 budgeted.

KELLOGG WEST

	Budget	Actual	Variance
Surplus/(Deficit)	\$ (32,349)	\$ 6,671	\$ 39,020

Kellogg West Conference Center & Lodge Kellogg West includes room and conference center activities and revenues are 4.1% of Enterprise Activities and exceed budget by 1.6% or \$16,193; payroll and expenditures are 99.1% versus 103.2% of budget generating a surplus versus a budgeted deficit. This can be attributed to the continued stabilization of costs over the prior three years.

UNIVERSITY VILLAGE

	Budget	Actual	Variance
Surplus/(Deficit)	\$ 733,049	\$ 765,330	\$ 32,281

University Village - Revenues are 24.5% of Enterprise Activities and slightly exceed budget by 0.08% or \$4,877 due to occupancy at 45% versus 30% budgeted over the summer as a result of the "special" reduced "summer rate" for students living in single bedroom apartments and 100% versus 95% occupancy during the fall quarter. As we began the academic year had approximately 200 students on the waiting list at the Shilo Inn that were moved into the Village by the beginning of the Winter quarter. We continue to increase our outreach to area colleges and universities as well. Payroll and expenditures are 87.2% versus 87.7% budgeted resulting in a surplus greater than budgeted.

DESIGNATED FUND

	Budget	Actual	Variance
Surplus/(Deficit)	\$ (897,344)	\$ (535,314)	\$ 362,030

Designated fund expenditures include development, alumni affairs, public relations, publications, athletics and other and generated a deficit less than budgeted.

OTHER ACTIVITIES

	Budget	Actual	Variance
Sponsored Research	33,867	18,864	(15,003)
Agriculture-Aid-to-Instruction	127,551	(107,684)	(235,235)
Continuing Education	443,171	995,522	552,351
Campus Programs-Unrestricted	-	28,690	28,690
Total Other Activities	\$ 604,589	\$ 935,392	\$ 330,803

Sponsored Research indirect revenues are less than budget due to direct grant expenditures were under budget by 10.08% or \$927,690 offset by an effective rate of 12.11% versus the budgeted rate of 10%.

Agriculture-Aid-to-Instruction revenues are 90.57% or \$228,299 short of budget, cost of goods is 22.29% versus 23.5% of budget and payroll and expenditures are 82.61% versus 71.2% of budget generating a deficit versus a budgeted surplus due to the activities in Agronomy Farm, Arabian Horse Unit, Farmstore and Fruit Industries offset by the surplus in the Pine Tree Ranch due to a sales of avocados and lemons.

Continuing Education includes nine programs from the College of the Extended University, College of Engineering and College of Science. Revenues for the fiscal year 2012-13 exceed budget by 32.3% or \$784,062; payroll and expenditures are 69% versus 82% of budget generating a surplus in excess of budgeted due to the Certification Programs and English Language Institute.

Foundation Programs-Unrestricted includes the activities that are not third party donor imposed stipulations. Revenues for the fiscal year 2012-13 are 85% or \$109,727 short of budget and expenditures (excluding Transfers to the University # 7344) are 82% or \$138,417 short of budget generating a surplus versus a zero budget. Overall Foundation Programs (unrestricted and restricted) revenues exceed prior year by 9.8% or \$815,278 and expenditures (excluding Transfers to the University # 7344) are 93% or \$412,109 short of prior year generating a surplus of \$3.2 million versus prior year surplus of \$2.0 million.



CAL POLY POMONA FOUNDATION, INC.

STATEMENTS OF FINANCIAL POSITION

for period ended March 31, 2013

	Unrestricted					Restricted				Current Year Total	June 30, 2012 Total
	General Fund	Designated Fund	Foundation Programs Fund	Auxiliary Activities Fund	Total Unrestricted	Sponsored Programs Fund	Foundation Programs Fund	Endowment Fund	Total Restricted		
CURRENT ASSETS:											
Cash:											
On hand and in commercial accounts	(480,661)	1,400	1,400	72,160	(405,701)	0	8,150	0	8,150	(397,551)	(610,722)
Due to/(from)	(68,896,766)	17,438,678	2,239,456	20,383,920	(28,834,712)	2,502,151	26,267,073	65,488	28,834,712	0	0
Investments	6,931,496	182,062	0	0	7,113,558	0	521,279	3,240,961	3,762,240	10,875,798	33,394,992
Marketable securities	31,770,157	0	0	0	31,770,157	0	1,439,653	66,788,838	68,228,491	99,998,648	59,644,127
Total cash and cash equivalent	(30,675,774)	17,622,140	2,240,856	20,456,080	9,643,302	2,502,151	28,236,155	70,095,287	100,833,593	110,476,895	92,428,397
Receivables:											
Accounts and notes receivable	1,842,674	2,940	161,844	2,570,452	4,577,910	578,136	7,621,801	6,312	8,206,249	12,784,159	13,677,319
Interfund loans (net)	2,862,245	0	0	0	2,862,245	0	52,500	0	52,500	2,914,745	3,260,178
Less-Allowance for doubtful accounts	4,704,919	2,940	161,844	2,570,452	7,440,155	578,136	7,674,301	6,312	8,258,749	15,698,904	16,937,497
	0	0	0	(180,776)	(180,776)	0	(60,190)	0	(60,190)	(240,966)	(208,217)
Total receivables	4,704,919	2,940	161,844	2,389,676	7,259,379	578,136	7,614,111	6,312	8,198,559	15,457,938	16,729,280
Inventories	776,833	0	0	3,146,926	3,923,759	0	21,375	0	21,375	3,945,134	2,669,900
Prepaid expenses and deferred charges	150,721	3,182	0	76,812	230,715	500	0	0	500	231,215	154,743
Total current assets	(25,043,301)	17,628,262	2,402,700	26,069,494	21,057,155	3,080,787	35,871,641	70,101,599	109,054,027	130,111,182	111,982,320
FIXED ASSETS											
Land	14,532,912	1,700	0	212,000	14,746,612	0	325,383	0	325,383	15,071,995	14,724,759
Buildings and improvements	17,075,771	0	532,412	51,018,667	68,626,850	0	274,447	0	274,447	68,901,297	66,996,834
Equipment, furniture and fixtures	1,820,668	0	27,408	10,718,445	12,566,521	0	397,362	0	397,362	12,963,883	12,520,830
Orchards	0	0	0	131,863	131,863	0	0	0	0	131,863	131,863
Construction in progress	212,120	0	0	1,016,397	1,228,517	0	2,122,649	0	2,122,649	3,351,166	2,844,944
Less-Accumulated depreciation	33,641,471	1,700	559,820	63,097,372	97,300,363	0	3,119,841	0	3,119,841	100,420,204	97,219,230
	(9,267,834)	0	(270,320)	(31,785,000)	(41,323,154)	0	(536,059)	0	(536,059)	(41,859,213)	(39,480,350)
Total fixed assets	24,373,637	1,700	289,500	31,312,372	55,977,209	0	2,583,782	0	2,583,782	58,560,991	57,738,880
Restricted - Grant Funds	0	0	0	0	0	194,179	0	0	194,179	194,179	215,133
Total assets	(669,664)	17,629,962	2,692,200	57,381,866	77,034,364	3,274,966	38,455,423	70,101,599	111,831,988	188,866,352	169,936,333



CAL POLY POMONA FOUNDATION, INC.

STATEMENTS OF FINANCIAL POSITION

for period ended March 31, 2013

	Unrestricted					Restricted				Current Year Total	June 30, 2012 Total
	General Fund	Designated Fund	Foundation Programs Fund	Auxiliary Activities Fund	Total Unrestricted	Sponsored Programs Fund	Foundation Programs Fund	Endowment Fund	Total Restricted		
LIABILITIES:											
Accounts payable	195,598	234,329	8,105	628,673	1,066,705	89,364	302,253	0	391,617	1,458,322	2,085,881
Accrued liabilities	1,930,952	847,759	1,717	441,729	3,222,157	116,778	19,535	75,794	212,107	3,434,264	3,327,850
Receipts in excess of expenditures on specific sponsored programs	0	0	0	0	0	3,068,824	0	0	3,068,824	3,068,824	1,624,760
Deferred income	719,346	0	0	1,052,650	1,771,996	0	5,444	0	5,444	1,777,440	1,089,905
Deposits held in custody for others	0	0	0	0	0	0	549,980	0	549,980	549,980	527,660
Inter-fund loans	2,670,832	0	0	0	2,670,832	0	243,912	0	243,912	2,914,744	3,260,178
Total current liabilities	5,516,728	1,082,088	9,822	2,123,052	8,731,690	3,274,966	1,121,124	75,794	4,471,884	13,203,574	11,916,234
Long-term liabilities:											
Notes and contracts payable	0	0	0	0	0	0	0	0	0	0	0
Unitrust liability	0	0	0	0	0	0	876,721	0	876,721	876,721	874,354
Lease obligations	3,135,311	0	0	25,826,912	28,962,223	0	0	0	0	28,962,223	29,754,982
Total long-term liabilities	3,135,311	0	0	25,826,912	28,962,223	0	876,721	0	876,721	29,838,944	30,629,336
Total liabilities	8,652,039	1,082,088	9,822	27,949,964	37,693,913	3,274,966	1,997,845	75,794	5,348,605	43,042,518	42,545,570
Net Assets Beginning	(9,013,536)	16,060,463	2,686,842	28,300,336	38,034,105	0	34,229,095	55,127,563	89,356,658	127,390,763	125,589,796
<i>change in net Assets</i>	(308,168)	487,412	(4,465)	1,131,566	1,306,345	0	2,228,484	14,898,241	17,126,725	18,433,070	1,800,966
Total liabilities and Net Assets	(669,665)	17,629,963	2,692,199	57,381,866	77,034,363	3,274,966	38,455,424	70,101,598	111,831,988	188,866,351	169,936,332



CAL POLY POMONA FOUNDATION, INC.
Statement of Activities
 For period ending March 31, 2013 and 2012

Description	REVENUES			EXPENSES			SURPLUS/(DEFICIT)			SURPLUS/(DEFICIT)				
	FY 11-12	FY 12-13 YTD		FY 11-12	FY 12-13 YTD		FY 11-12	FY 12-13 YTD		FY 12-13	FY 11-12	FY 12-13	YTD Budget	
	YTD Actual	Budget	Actual	YTD Actual	Budget	Actual	YTD Actual	Budget	Actual	Forecast	Actual	Budget	Not Realized	
General Activities:														
Administration	2,881,082	2,838,366	2,660,951	3,492,050	3,675,854	3,666,261	(610,968)	(837,488)	(1,005,310)	(998,769)	(784,409)	(818,402)	186,908	
Real Estate	1,582,253	1,559,166	1,624,734	1,306,107	1,379,269	1,364,013	276,146	179,897	260,721	134,712	243,687	178,512	(82,209)	
Investments	207,033	446,778	1,445,427	17,230	16,501	22,824	189,803	430,277	1,422,603	1,180,023	(29,058)	610,539	(812,064)	
Building Rentals	560,207	573,804	508,978	469,980	478,796	451,903	90,227	95,008	57,075	136,522	115,307	127,476	70,401	
TOTAL GENERAL	5,230,575	5,418,114	6,240,090	5,285,367	5,550,420	5,505,001	(54,792)	(132,306)	735,089	452,488	(454,473)	98,125	(636,964)	
Enterprises:														
Bookstores	8,805,475	8,434,894	7,116,330	8,397,826	8,115,072	7,105,826	407,649	319,822	10,504	302,914	429,146	307,034	296,530	
Carl's/ Salad Bar/Taco Bell	607,611	602,132	541,063	511,691	499,209	480,092	95,920	102,923	60,971	138,499	134,306	159,773	98,802	
Panda Express	84,765	88,600	82,145	6,327	8,761	5,742	78,438	79,839	76,403	113,720	114,702	115,472	39,069	
C-Store's <small>incl. Starbucks, cca, Einstein, cba, poly brotts</small>	1,516,955	2,367,679	2,399,252	1,373,709	2,165,079	2,154,334	143,246	202,600	244,918	335,573	235,389	357,674	112,756	
Vending & Carts	102,220	93,800	69,024	63,406	78,024	45,573	38,814	15,776	23,451	(7,920)	46,932	21,986	(1,465)	
Los Olivos	3,851,973	3,173,963	3,231,317	3,258,032	2,937,729	2,916,408	593,941	236,234	314,909	502,512	861,002	327,748	12,839	
Vista Café	852,316	819,650	902,817	834,448	822,799	881,748	17,868	(3,149)	21,069	25,606	30,654	22,933	1,864	
Vista Diner-Denny's	657,630	618,588	542,324	703,852	600,549	606,696	(46,222)	18,039	(64,372)	(52,841)	(38,244)	47,099	111,471	
Geneva Café	49,171	0	0	57,604	0	5,266	(8,433)	0	(5,266)	0	(12,348)	0	5,266	
Bronco Student Center	1,118,868	1,201,118	1,413,033	928,101	998,800	1,225,233	190,767	202,318	187,800	376,687	284,388	313,853	126,053	
FS Mgt/Overhead	3,143	0	(1,615)	611,321	652,666	675,629	(608,178)	(652,666)	(677,244)	(921,661)	(883,784)	(860,984)	(183,740)	
Total Dining Services	8,844,652	8,965,530	9,179,360	8,348,491	8,763,616	8,996,721	496,161	201,914	182,639	510,175	772,997	505,554	322,915	
Catering/Conference Foods	1,138,109	1,200,413	1,109,200	1,350,005	1,277,550	1,285,064	(211,896)	(77,137)	(175,864)	(159,460)	(179,101)	(34,845)	141,019	
K.W Conference Cntr.	1,000,660	976,190	992,383	982,342	1,008,539	985,712	18,318	(32,349)	6,671	40,549	22,146	25,366	18,695	
University Village	5,898,509	5,965,278	5,970,155	4,978,536	5,232,229	5,204,825	919,973	733,049	765,330	1,744,591	1,253,129	1,148,434	383,104	
TOTAL ENTERPRISE	25,687,405	25,542,305	24,367,428	24,057,200	24,397,006	23,578,148	1,630,205	1,145,299	789,280	2,438,769	2,298,317	1,951,543	1,162,263	
TOTAL GEN & ENTERPRISE	30,917,980	30,960,419	30,607,518	29,342,567	29,947,426	29,083,149	1,575,413	1,012,993	1,524,369	2,891,257	1,843,844	2,049,668	525,299	
Uses of Designated Funds:														
Development	41	0	0	26,689	43,124	37,654	(26,648)	(43,124)	(37,654)		(48,488)		37,654	
Alumni Affairs	0	0	2,135	27,948	45,374	34,545	(27,948)	(45,374)	(32,410)		(59,000)		32,410	
Public Relations	5,240	0	(876)	290,563	467,431	233,186	(285,323)	(467,431)	(234,062)		(375,438)		234,062	
Publications	0	0	446	58,240	131,231	65,162	(58,240)	(131,231)	(64,716)		(151,367)		64,716	
Athletics	0	0	0	55,000	41,248	55,000	(55,000)	(41,248)	(55,000)		(55,000)		55,000	
Other	16,111	0	14,321	134,888	168,936	125,793	(118,777)	(168,936)	(111,472)		(780,771)		111,472	
TOTAL DESIGNATED USES	21,392	0	16,026	593,328	897,344	551,340	(571,936)	(897,344)	(535,314)	(1,266,501)	(1,470,064)	(1,273,096)	535,314	
Other Activities:														
Research Office	1,001,987	1,068,042	879,195	983,123	1,034,175	860,331	18,864	33,867	18,864	45,602	45,152	45,156	26,292	
Agriculture	2,406,697	2,421,908	2,193,609	2,114,901	2,294,357	2,301,293	291,796	127,551	(107,684)	60,438	198,225	104,032	211,716	
Continuing Education	2,503,378	2,428,505	3,212,567	1,718,074	1,985,334	2,217,045	785,304	443,171	995,522	689,952	865,302	451,676	(543,846)	
Fdn. Program-Unrestricted	695,372	763,272	653,545	508,964	763,272	624,855	186,408	-	28,690	0	(139,547)		(28,690)	
TOTAL OTHER	6,607,434	6,681,727	6,938,916	5,325,062	6,077,138	6,003,524	1,282,372	604,589	935,392	795,992	969,132	600,864	(334,528)	
TOTAL SURPLUS/(DEFICIT)	37,546,806	37,642,146	37,562,460	35,260,957	36,921,908	35,638,013	2,285,849	720,238	1,924,447	2,420,748	1,342,912	1,377,436	726,085	
LO Surplus 1%										0	(47,169)	(54,252)	(48,375)	0
TOTAL FOUNDATION Net	14,192,499	37,642,146	37,562,460	35,260,957	36,921,908	35,638,013	2,285,849	720,238	1,924,447	2,373,579	1,288,660	1,329,061	726,085	

Restricted:													
Endowments/Investments	3,131,283	2,996,309	16,730,390	3,082,977	3,266,274	2,156,824	48,306	(269,965)	14,573,566	(2,107,014)	438,752	(14,134,814)	
Foundation Programs	9,023,553	0	9,496,861	6,562,044	0	5,999,893	2,461,509	0	3,496,968	6,059,187	0	(3,496,968)	
TOTAL RESTRICTED	12,154,836	2,996,309	26,227,251	9,645,021	3,266,274	8,156,717	2,509,815	(269,965)	18,070,534	0	3,952,173	438,752	(17,631,782)
Grants and Contracts	9,370,898	8,704,034	8,278,176	9,370,898	8,704,034	8,278,176	0	0	0	0	0	0	
Transfers to the University	0	0	0	1,493,247	0	1,561,910	(1,493,247)	0	(1,561,910)	3,930,872	0	0	
TOTAL FOUNDATION NET	35,718,233	49,342,489	72,067,887 #	55,770,123	48,892,215	53,634,816	3,302,417	450,273	18,433,071	2,373,579	9,171,705	1,767,813	(16,905,697)



Date: April 26, 2013
To: Finance Committee
Cal Poly Pomona Foundation, Inc.
From: G. Paul Storey *G. Paul Storey*
Foundation Executive Director

A. Neilson
C. Aase

**RE: DINING SERVICES' PROPOSED 2013 SUMMER BREAK,
SUMMER QUARTER, FALL BREAK, & FALL QUARTER
OPERATING HOURS & BRONCO BOOKSTORE HOURS**

Attached for the committee's information are outlines of Dining Services' proposed hours of operation for 2012 summer break, summer quarter, fall break 1st week, fall break 2nd week, fall break opening week, and fall quarter for the dates indicated below:

- ✚ Summer Quarter Break - June 17 - 21
- ✚ Summer Quarter - June 22 – September 8
- ✚ Fall Break, 1st Week - September 9 - 15
- ✚ Fall Break, 2nd Week - September 16 - 22
- ✚ Fall Quarter Opening Week - September 23 - 25
- ✚ Fall Quarter - September 26 - December 13

Also included as an information item are the Bronco Bookstore hours of operation.

These hours will also be provided to the Academic Senate for their information.

The objective of Dining Services and the Foundation overall is to provide the best selection of food services in a fiscally responsible manner.

The Finance Committee is asked to review the attached planned hours of operation for the time periods indicated. The Program Committee will also be given the chance to approve these hours. These operating hours will be provided to the Board of Directors as an information item.

Student Services



PRE-SUMMER QUARTER BREAK WEEK

June 17-21, 2013

Hours Subject To Change

Campus Center Marketplace – Building 97 **CLOSED**

Carl's Jr.

CLOSED

Fresh Escape/Subway Express

CLOSED

Pony Express

CLOSED

International Grounds- Brewing Seattle's Best Coffee

CLOSED

Panda Express

CLOSED

Faculty-Staff Dining Room

CLOSED

Taco Bell

CLOSED

Bronco Student Center – Building 35

Kikka Sushi:

CLOSED

Round Table Pizza

CLOSED

Subway:

Monday – Thursday 7:30 a.m.–6:00 p.m.

Friday-Sunday **CLOSED**

Qdoba:

Monday – Thursday 10:00a.m – 2:00 p.m.

Friday-Sunday **CLOSED**

Poly Fresh Market

Monday – Thursday 7:30 a.m.–3:00 p.m.

Friday-Sunday **CLOSED**

Peets Coffee/Freshens Smoothies:

Monday – Thursday 7:30 a.m. – 10 a.m.

Friday-Sunday **CLOSED**

CLA – Building 98 P 2-5

Pony Express @ CLA-“We Proudly Brew” Starbucks

Monday – Thursday 7:30 a.m.–3:00 p.m.

Friday-Sunday **CLOSED**

ENV. Café – Building 7-“We Proudly Brew” Starbucks

CLOSED

Vending – Throughout Campus Same Hours as Building

Library – Building 15

Starbucks Store

Monday – Thursday 7:00 a.m. – 3:00 p.m.

Friday - Sunday **CLOSED**

Los Olivos Commons – Building 70

HOURS VARY DUE TO SUMMER CONFERENCE

GROUPS. PLEASE CALL EXT. 3200.

Denny's/Vista – Building 52

Vista Market

CLOSED

Denny's – Building 52

CLOSED

CBA - Building 164

Pony Express

CLOSED

Einstein

CLOSED

CTTI – Innovation Way

Monday – Friday

7:30 a.m. – 3:00 p.m.

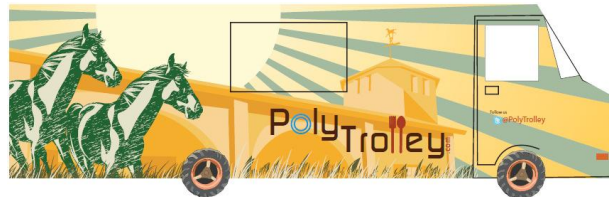
Polly Trolley Food Truck – (Locations On Twitter)

Monday – Thursday Hours: *Find Out On Twitter @PollyTrolley*

Friday – Sunday

CLOSED

*Available For Special Events



Kellogg West Restaurant – Building 76

Call x2250 for reservation

Availability subject to Conferences

The Farm Store – Building 211

Monday – Sunday 10:00 a.m. - 6:00 p.m.

Lobby Shop @ SCE – Innovation Village

Monday – Friday 7:00 a.m. - 2:00 p.m.

Bronco Bucks Office – Building 97

Monday – Thursday 10:00 a.m. – 3:00 p.m.

PLEASE CALL 909-869-3195 FOR APPOINTMENT

Open a Bronco Bucks Account with your Bronco Access Card

The Bronco Access Card is Cal Poly Pomona I.D. The magnetic strip is compatible with card readers at most campus dining service and convenience store locations, the Bronco Bookstore, University Village laundry facilities and select vending machines. Open a Bronco Bucks Account by depositing money into the account. The Bronco Bucks Account is the declining balance account used like a debit card. Deposit money into the account and these funds can be spent using the Bronco Access Card at the locations listed. This allows fast convenient cash-less transactions on campus.

Student Services



SUMMER 6/21 – 9/2/13

Monday, September 9 – Sunday, September 15

Hours Subject To Change

Campus Center Marketplace – Building 97 **CLOSED**

Carl's Jr.

CLOSED

Fresh Escape/Subway Express

CLOSED

Pony Express

CLOSED

International Grounds- Brewing Seattle's Best Coffee

CLOSED

Panda Express

CLOSED

Faculty-Staff Dining Room

CLOSED

Taco Bell

CLOSED

Bronco Student Center – Building 35

Kikka Sushi:

CLOSED

Round Table Pizza

CLOSED

Subway:

Monday – Thursday 10:30 a.m.–2:30 pm p.m.

Friday-Sunday **CLOSED**

Qdoba:

Monday – Thursday 10:00a.m – 2:00 p.m.

Friday-Sunday **CLOSED**

Poly Fresh Market

Monday – Thursday 7:30 a.m.–5:00 p.m.

Friday-Sunday **CLOSED**

Peets Coffee/Freshens Smoothies:

Monday – Thursday 7:30 a.m. – 2:00 p.m.

Friday-Sunday **CLOSED**

CLA – Building 98 P 2-5

Pony Express @ CLA-“We Proudly Brew” Starbucks

Monday – Thursday 7:30 a.m.–3:00 p.m.

Friday-Sunday **CLOSED**

ENV. Café – Building 7-“We Proudly Brew” Starbucks

CLOSED

Vending – Throughout Campus Same Hours as Building

Library – Building 15

Starbucks Store

Monday – Thursday 7:00 a.m. – 3:00 p.m.

Friday - Sunday **CLOSED**

Los Olivos Commons – Building 70

HOURS VARY DUE TO SUMMER CONFERENCE GROUPS. PLEASE CALL EXT. 3200.

Denny's/Vista – Building 52

Vista Market

CLOSED

Denny's – Building 52

CLOSED

CBA - Building 164

Pony Express

CLOSED

Einstein's

CLOSED

CTTI – Innovation Way

Monday – Friday

7:30 a.m. – 3:00 p.m.

Polly Trolley Food Truck – (Locations On Twitter)

Monday – Thursday Hours: *Find Out On Twitter @PollyTrolley*

Friday – Sunday

CLOSED

**Available For Special Events*



Kellogg West Restaurant – Building 76

Call x2250 for reservation

Availability subject to Conferences

The Farm Store – Building 211

Monday – Sunday 10:00 a.m. - 6:00 p.m.

Lobby Shop @ SCE – Innovation Village

Monday – Friday 7:00 a.m. - 2:00 p.m.

Bronco Bucks Office – Building 97

Monday – Thursday 10:00 a.m. – 3:00 p.m.

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****The following Dining Services operations will be open on the following Fridays:**

8/2/13, 8/30, 9/6

Pony @ CLA: 7:30 a.m. – 3:00 a.m.

Subway: 7:30 a.m. – 2:00 p.m.

Starbucks: 7:00 a.m. – 3:00 p.m.

Poly Fresh 7:00a.m. – 5:00 p.m.

Student Services



FALL BREAK WEEK 1

Monday, September 9 – Sunday, September 15

Hours Subject To Change

Campus Center Marketplace – Building 97 **CLOSED**

Carl's Jr.

Fresh Escape/Subway Express **CLOSED**

Pony Express **CLOSED**

International Grounds- **CLOSED**

Panda Express **CLOSED**

Faculty-Staff Dining Room **CLOSED**

Taco Bell **CLOSED**

Bronco Student Center – Building 35

Kikka Sushi: **TBA**

Round Table Pizza **CLOSED**

Subway:

Monday – Friday 10:30 a.m.–2:30 pm

Weekend **CLOSED**

Qdoba:

Monday – Thursday 10:00a.m – 2:00 p.m.

Friday-Sunday **CLOSED**

Poly Fresh Market

Monday – Thursday 7:30 a.m.–3:00 p.m.

Friday 7:30 a.m.–2:00 p.m.

Weekends **CLOSED**

Peets Coffee/Freshens Smoothies:

Monday – Thursday 7:30 a.m. – 2:00 p.m.

Friday-Sunday **CLOSED**

CLA – Building 98 P 2-5

Pony Express @ CLA-“We Proudly Brew” Starbucks

Monday – Friday 7:30 a.m.–3:00 p.m.

Saturday-Sunday **CLOSED**

ENV. Café – Building 7-“We Proudly Brew” Starbucks

CLOSED

Vending – Throughout Campus Same Hours as Building

Library – Building 15

Starbucks Store

Monday – Friday 7:00 a.m. – 3:00 p.m.

Saturday - Sunday **CLOSED**

Los Olivos Commons – Building 70

CLOSED FOR RENOVATIONS

Denny's/Vista – Building 52

Vista Market **CLOSED**

Denny's – Building 52 **CLOSED**

CBA - Building 164

Pony Express **CLOSED**

Einstein **CLOSED**

CTTI – Innovation Way

Monday – Friday 7:30 a.m. – 3:00 p.m.

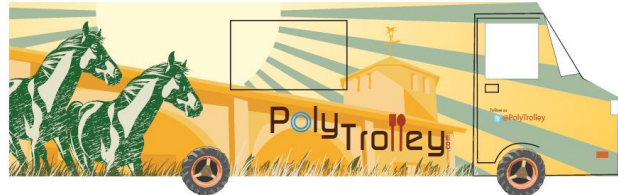
Polly Trolley Food Truck – (Locations On Twitter)

Monday – Thursday Hours: *Find Out On Twitter @PollyTrolley*

Saturday – Sunday

CLOSED

**Available For Special Events*



Kellogg West Restaurant – Building 76

Call x2250 for reservation

Availability subject to Conferences

The Farm Store – Building 211

Monday – Sunday 10:00 a.m. - 6:00 p.m.

Lobby Shop @ SCE – Innovation Village

Monday – Friday 7:00 a.m. - 2:00 p.m.

Bronco Bucks Office – Building 97

Monday – Thursday 10:00 a.m. – 3:00 p.m.

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Student Services



FALL BREAK WEEK 2

Monday, September 16 – Sunday, September 22

Hours Subject To Change

Campus Center Marketplace – Building 97 **CLOSED**

Carl's Jr.

Fresh Escape/Subway Express **CLOSED**

Pony Express **CLOSED**

International Grounds- **CLOSED**

Panda Express **CLOSED**

Faculty-Staff Dining Room **CLOSED**

Taco Bell **CLOSED**

Bronco Student Center – Building 35

Kikka Sushi: **TBA**

Round Table Pizza **CLOSED**

Subway:

Monday – Friday 10:30 a.m.–2:30 pm

Weekend **CLOSED**

Qdoba:

Monday – Thursday 10:00a.m – 2:00 p.m.

Friday-Sunday **CLOSED**

Poly Fresh Market

Monday – Thursday 7:30 a.m.–3:00 p.m.

Friday 7:30 a.m.–2:00 p.m.

Weekends **CLOSED**

Peets Coffee/Freshēns Smoothies:

Monday – Thursday 7:30 a.m. – 2:00 p.m.

Friday-Sunday **CLOSED**

CLA – Building 98 P 2-5

Pony Express @ CLA-“We Proudly Brew” Starbucks

Monday – Friday 7:30 a.m.–3:00 p.m.

Saturday-Sunday **CLOSED**

ENV. Café – Building 7-“We Proudly Brew” Starbucks **CLOSED**

Vending – Throughout Campus Same Hours as Building

Library – Building 15

Starbucks Store

Monday – Friday 7:00 a.m. – 3:00 p.m.

OPEN SUNDAY, 9/22 7:30 a.m. – 3:00 p.m.

Los Olivos Commons – Building 70

Limited Service for Welcome Week Staff and UHS Training.

Denny's/Vista – Building 52

Vista Market OPEN SUNDAY, 9/22 HOURS TBA

Denny's OPEN SUNDAY, 9/22 HOURS TBA

CBA - Building 164

Pony Express OPEN SUNDAY, 9/22 8 a.m. – 3 p.m.

Einstein OPEN SUNDAY, 9/22 8 a.m. – 3 p.m

CTTI – Innovation Way

Monday – Friday 7:30 a.m. – 3:00 p.m.

Polly Trolley Food Truck – (Locations On Twitter)

Monday – Thursday Hours: *Find Out On Twitter @PollyTrolley*

Saturday – Sunday

CLOSED

*Available For Special Events



Kellogg West Restaurant – Building 76

Call x2250 for reservation

Availability subject to Conferences

The Farm Store – Building 211

Monday – Sunday 10:00 a.m. - 6:00 p.m.

Lobby Shop @ SCE – Innovation Village

Monday – Friday 7:00 a.m. - 2:00 p.m.

Bronco Bucks Office – Building 97

Monday – Thursday 10:00 a.m. – 3:00 p.m.

PLEASE CALL 909-869-3195 FOR APPOINTMENT

Open a Bronco Bucks Account with your Bronco Access Card

The Bronco Access Card is Cal Poly Pomona I.D. The magnetic strip is compatible with card readers at most campus dining service and convenience store locations, the Bronco Bookstore, University Village laundry facilities and select vending machines. Open a Bronco Bucks Account by depositing money into the account. The Bronco Bucks Account is the declining balance account used like a debit card. Deposit money into the account and these funds can be spent using the Bronco Access Card at the locations listed. This allows fast convenient cash-less transactions on campus.

Student Services



WELCOME WEEK 2013

Monday, September 23 – Wednesday, September 25

Hours Subject To Change

Campus Center Marketplace – Building 97

Carl's Jr.	7:30 am – 2 pm
Fresh Escape/Subway Express	10:30 am – 1:30 pm
Pony Express	7:30 am – 6:00 pm
International Grounds-	7:30 am – 2 pm
Panda Express	10 am – 3 pm
Faculty-Staff Dining Room	CLOSED
Taco Bell	10:30 am – 2 pm

Bronco Student Center – Building 35

Kikka Sushi:	10 am – 2:30 pm
Round Table Pizza	10:30 am – 2:30 pm
Subway:	10:30 a.m.–2:30 pm
Qdoba:	10:30 am – 2:30 pm
Poly Fresh Market:	7:30 am – 3 pm
Peets Coffee/Freshens Smoothies:	7:30 am – 2:30 pm

CLA – Building 98 P 2-5

Pony Express @ CLA-“We Proudly Brew” Starbucks
7:30 am – 3 pm

ENV. Café – Building 7-“We Proudly Brew” Starbucks
CLOSED

Vending – Throughout Campus Same Hours as Building

Library – Building 15

Starbucks Store: 7 am – 3 pm

Los Olivos Commons – Building 70

HOURS VARY DUE TO SUMMER CONFERENCE GROUPS. PLEASE CALL EXT. 3200.

Denny's/Vista – Building 52

Vista Market	(Mon-Tue)	11 am – 5 pm
	(Wed)	10 am – 1 am
Denny's	(Mon-Tue)	11 am – 5 pm
	(Wed)	10 am – 12 am

CBA - Building 164

Einstein's	(Mon-Tue)	7 am – 4 pm
	(Wed)	7 am – 7 pm
Pony Express	(Mon-Tue)	7 am – 5 pm
	(Wed)	7 am – 10 pm

CTTI – Innovation Way

Monday – Friday

7:30 a.m. – 3:00 p.m.

Polly Trolley Food Truck – (Locations On Twitter)

Monday – Thursday Hours: *Find Out On Twitter @PollyTrolley*

Saturday – Sunday

CLOSED

*Available For Special Events



Kellogg West Restaurant – Building 76

Call x2250 for reservation

Availability subject to Conferences

The Farm Store – Building 211

10:00 a.m. - 6:00 p.m.

Lobby Shop @ SCE – Innovation Village

7:00 a.m. - 2:00 p.m.

Bronco Bucks Office – Building 97

Monday – Thursday 10:00 a.m. – 3:00 p.m.

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Student Services



FALL 2013 9/26 – 12/13

Hours Subject To Change

Campus Center Marketplace – Building 97

Carl's Jr.		
Monday – Thursday		7:30 a.m.-6:30 p.m.
Friday		CLOSED
Fresh Escape/Subway Express		
Monday – Thursday		10:30 a.m.-2:00 p.m.
Friday		CLOSED
Pony Express		
Monday – Thursday		7:30 a.m.– 8:00 p.m.
Friday		CLOSED
International Grounds-“We Proudly Brew” Starbucks		
Monday – Thursday		7:30 a.m.– 7:00 p.m.
Friday		CLOSED
Panda Express		
Monday – Thursday		10:00 a.m.-8:00 p.m.
Friday		10:00 a.m.-3:00 p.m.
Faculty-Staff Dining Room		
Monday – Thursday		11:30 a.m.-1:30 p.m.
Friday		CLOSED
Taco Bell		
Monday – Thursday		10:00 a.m.-6:00 p.m.
Friday		CLOSED

Bronco Student Center – Building 35

Kikka Sushi:		
Monday – Thursday		9:30 a.m.–6:00 p.m.
Friday		9:30 a.m.–2:00 p.m.
Round Table Pizza		
Monday – Thursday		10:30 a.m.10:00 p.m.
Friday		10:30 a.m.–2:00 p.m.
Subway:		
Monday – Thursday		7:30 a.m.–6:30 p.m.
Friday		7:30 a.m.–2:00 p.m.
Qdoba:		
Monday – Thursday		11:00 a.m.–6:30 p.m.
Friday		11:00 a.m.-3:00 p.m.
Poly Fresh Market		
Monday – Thursday		7:30 a.m.–8:00 p.m.
Friday		7:30 a.m.–3:00 p.m.
Freshens Smoothies:		
Monday – Thursday		7:30 a.m.–6:00 p.m.
Friday		7:30 a.m.–3:00 p.m.
Peet's Coffee:		
Monday – Thursday		7:30 a.m.–6:00 p.m.
Friday		7:30 a.m.–3:00 p.m.

CLA – Building 98 P 2-5

Pony Express @ CLA-“We Proudly Brew” Starbucks		
Monday – Thursday		7:30 a.m.–6:00 p.m.
Friday		7:30 a.m. –5:00 p.m.
<u>ENV. Café – Building 7-“We Proudly Brew” Starbucks</u>		
Monday – Thursday		7:30 a.m.–2:00 p.m.
Friday		CLOSED
<u>Vending – Throughout Campus Same Hours as Building</u>		

Library – Building 15

Starbucks Store		
Monday – Thursday		7:00 a.m.–10:00 p.m.
Friday		7:00 a.m.– 5:00 p.m.
Saturday		10:00 a.m. – 6:00 p.m.
Sunday		12:00 p.m. – 9:00 p.m.

Polly Trolley Food Truck – (Locations On Twitter)

Monday – Thursday Hours: *Find Out On Twitter @PollyTrolley*

Friday – Sunday

CLOSED

**Available For Special Events*



Los Olivos Commons – Building 70

Monday – Thursday		7:00 a.m.– 8:00 p.m.
Friday		7:00 a.m. – 7:30 p.m.
Saturday & Sunday		11:00 a.m. – 7:30 p.m.

Denny's/Vista – Building 52

Vista Market

Monday – Thursday		7:00 a.m. – 1:00 a.m.
Friday		7:00 a.m. - 10:00 p.m.
Saturday		10:00 a.m. – 10:00 p.m.
Sunday		10:00 a.m. - 1:00 a.m.

Denny's Diner

Monday – Thursday		9:00 a.m. – 12:00 a.m.
Friday		9:00 a.m. – 10:00 p.m.
Saturday		10:00 a.m. –10:00 p.m..
Sunday		10:00 a.m. - 12:00a.m.

College of Business Administration

Einstein's Bagel Shop

Monday – Thursday		7:00 a.m. - 7:00 p.m.
Friday		7:00 a.m. - 4:00 p.m.

Pony Express @ CBA

Monday – Thursday		7:00 a.m. – 10:00 p.m.
Friday		7:00 a.m. – 5:00 p.m.

Saturday & Sunday

CLOSED

Kellogg West Restaurant – Building 76

Call x2250 for reservation

Availability subject to Conferences

The Farm Store – Building 211

Monday – Sunday		10:00 a.m. - 6:00 p.m.
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Lobby Shop @ SCE – Innovation village

Monday – Friday		7:00 a.m. – 2:00 p.m.
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CTTi Café & Market

Monday – Friday		7:00 a.m. – 3:00 p.m.
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Bronco Bucks Office – Building 97

Monday – Thursday		9 a.m. – 5 p.m.
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Bronco Bookstore Hours Summer 2013

Classes start 6/24/2013

Quarter Break

Dates	Days	Open	Close	Notes
6/17-6/20	M-TH	9:00 AM	4:00 PM	4/10 schedule starts this week

Summer 2013 Opening Hours

Dates	Days	Open	Close	Notes
6/24-6/27	M-Th	7:45 AM	5:00:00 PM	*May remain open later for Parent Orientation groups, TBA

Summer 2013 Regular Hours - July-August

Dates	Days	Open	Close	Notes
7/1-8/1/13	M-Th	9:00 AM	5:00PM*	*May remain open later for Parent Orientation groups, TBA
8/5-8/29/13	M-Th	9:00 AM	3:00 PM	

Summer 2013 Regular Hours -September

Dates	Days	Open	Close	Notes
9/3-9/6	T-F	9:00 AM	5:00 PM	Summer Finals/Buyback - *May remain open later for Parent Orientation groups, TBA

September Break

9/9-9/13	M-F	9:00AM	3:00 PM	4/10 schedule ends (?)
9/16-9/20	M-F	9:00AM	5:00PM	

Holiday Closures

- 7/4/13 Independence Day
- 9/2/13 Labor Day

Other Dates	10-week session	1st 5 weeks	2nd 5 weeks*
Last day to return	Thursday 6/27/13	Thursday 6/27/13	Tuesday 8/6/13
			* 2nd 5 Weeks students must show schedule
Rentals due	Friday 9/6/2013	Tuesday 7/30/2013	Friday 9/6/2013



Bronco Bookstore Hours Fall 2013

Classes start 9/26/2013

Fall 2013

September Break

Week 1 9/9-9/13/13	M-F	9:00AM	3:00PM
Week 2 9/16-9/20/13	M-F	9:00AM	5:00PM

Fall Quarter Opening 9/22/13-10/5/13

9/21-9/22/2013	Sat-Sun	10:00AM	4:00PM
9/23-9/27/13	M-F	7:45AM	7:30PM
9/28-9/29/13	Sat-Sun	10:00AM	4:00PM
9/30-10/3/13	M-TH	7:45AM	7:30PM
10/4/2013	Fri	7:45AM	5:00PM
10/5/2013	Sat	10:00AM	4:00PM

Fall Regular

M-Th	8:00AM	6:30PM
all Fridays	9:00PM	2:00PM

Closures

Textbook inventory (2nd floor closed)	10/25/2013
closed Veterans Day	11/11/2013
closed Thanksgiving	11/28-11/29/13

December Break 12/16-12/23/13

Break week 1 12/16-12/23/13	M*-Th	9:00AM	3:00PM	12/23 and 12/24 subject to change, may be late-added holiday)
	Fri	9:00AM	2:00PM	

Closed holiday break 12/25/13-1/1/14

Other Dates

Last day to return w/receipt	10/2/2013
Last day to return texbooks w/receipt & proof of drop	10/9/2013
Rentals due	12/13/2013