

**CAL POLY POMONA FOUNDATION, INC.
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

FINANCE COMMITTEE

**Monday September 08, 2014
11:00 am – 12:00 pm
Building #55 – Executive Conference Room**

AGENDA

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 May 8, 2014
ACTION: Approval | Steven Garcia | 1 - 2 |
|----|---|---------------|-------|

ACTION ITEMS

- | | | | |
|----|---|---------------------------------|---------|
| 2. | Innovation Village Phase V
ACTION: Approval | G. Paul Storey/
Sandra Acton | 3 - 19 |
| 3. | KW Capital Budget Amendment
-Collins College Expansion
ACTION: Approval | G. Paul Storey | 20 - 22 |

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.

- | | | | |
|----|--|-----------------|---------|
| 4. | Financial Highlights 4th Quarter 2013-14 | David Prenovost | 23 - 28 |
| 5. | Wells Fargo PCard Account Review | David Prenovost | 29 - 42 |
| 6. | Kikka Replacement | G. Paul Storey | 43 |
| 7. | Executive Director's Report | G. Paul Storey | |

OPEN FORUM

CAL POLY POMONA FOUNDATION, INC.
Finance Committee Meeting Minutes
May 8, 2014

Present: Marten denBoer, Rachel Dominguez, Doug Freer, Steven Garcia, Christine Hall, Jack Kulp, Darwin Labordo, John McGuthry, David Speak and Michelle Stoddard

Absent: Oliver Santos, and Mickey Segal

Visitors: Clint Aase, Jason DeBellis, Cameron Edmonds, Ken Fisher, Anne McLoughlin, Dennis Miller, Aaron Neilson, Debra Poe, David Prenovost, Karen Sandoval, and Paul Storey

CALL TO ORDER

Dr. Garcia called the meeting to order at 11:00am.

ACTION ITEMS

1. 2014-2015 Budget & Business Plans Budget Summary

Paul Storey presented the Enterprise Units Proposed Operating Budgets which include Dining Services, Bronco Bookstore, University Village and Kellogg West Conference Center. The General Activities proposed operating budgets and forecast include; Administration, Employment Services, Marketing, Accounting, Finance and Investments, Management Information Systems and Real Estate Development and Management.

The proposed budget includes contributing a blended rate of 9.2% to the three pension Plans with CALPERS for a total of approximately \$886,000 and a 3% or approximately \$200,000 wage adjustment for eligible employees ("Eligible employees" are regular benefited employees paid from non-grant funds, who were hired prior to the beginning of this 2013-14 fiscal year and who have not had any pay adjustments due to promotions or job restructures during the 2013-14 fiscal year, and among the other employees includes the two Officers of Foundation); and contribute \$1.0 million to the VEBA Trust and assume 7.5% or \$614,273 as the benefit cost for the postretirement health care plan as per actuarial studies.

Included in the proposed budget are capital expenditures of \$3.3 million and carryover of \$1.0 million for a total of \$4.36 million, principal debt payment of \$820,000 and contribution to reserves of \$2.52 million. The Designated Gift contribution to the University is \$1,777,109 and includes \$895,550 Presidents request, \$690,900 to University Advancement, \$110,000 for Research and Graduate Studies, \$65,000 Administrative Operating Endowment request, and Faculty Staff Café deficit of \$15,659.

A motion was made by Marten denBoer to accept the 2014-2015 proposed budget as reviewed and recommends the resolution be forwarded to the Board of Directors for approval. The motion was seconded by David Speak and approved 10-Ayes, 0-Nays and 0-Abstentions.

2. 457 Plan Employee Contributions

Dennis Miller explained the PARS Vacation/Sick Leave Conversion Program allows the Foundation to provide eligible employees a supplemental retirement plan to the existing retirement program by converting a portion of unused vacation and sick leave balances and contributing those funds directly into the individual employees PARS account on a tax-deferred basis.

The forecast of the expense resulting from sick leave conversions is \$68,000 and \$60,000 for vacation time conversion, totaling \$128,000.

It was noted that when an employee elects to convert unused vacation time there is no cost to Foundation since vacation amounts have already been earned and accrued. Also, when funds are contributed to PARS the Foundation realizes a reduction in payroll taxes of about 9% for vacation and sick leave conversions, and expense reductions in worker's compensation premiums.

A motion was made by David Speak to approve the funding for the PARS Vacation/Sick Leave Conversion Plan to be presented to the Board for review and approval. The motion was seconded by Doug Freer and approved 10-Ayes, 0-Nays and 0-Abstentions.

DISCUSSION ITEMS

None

INFORMATION ITEMS

3. Indirect Cost Recovery Rate Extension with the Dept. of Health & Human Services

David Prenovost explained that the Foundation's indirect cost rates will expire in June 2015 and we are required to submit an Facilities & Administrative Cost Rate Proposal to the Department of Health and Human Services (DHHS), Foundation's cognizant agent by December 2014. Foundation management will be working with Huron Consulting in requesting a four year extension of the existing rates with DHHS beginning in June 2014. Based on a review of the recent grant and contract activity; there has not been growth in the expenditure level for the past five years. In addition, there has not been any significant change in the agencies that have funded our research and no significant research facilities constructed since our last study that would affect the existing rates.

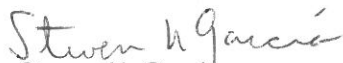
4. Executive Director's Report

1. The Poly Trolley received first place in the National Association of College and University Food Services 2014 Loyal E. Horton Dining Awards.
2. Southern California Wine Tasting & Auction was held last weekend and Kellogg West Conference and Catering Services won the "People's Choice Best in Show" award.
3. CSU Chancellors Office will conduct a Sponsored Program Post Award Audit in June and July 2014.
4. The next Board of Directors meeting is Thursday, May 22, 2014, at 2:00 in the Kellogg West Garden Vista Room.

OPEN FORUM

Meeting was adjourned at 12:20pm

Respectfully submitted,



Dr. Steven N. Garcia
Finance Committee, Chair



MEMORANDUM

Date: August 25, 2014

To: Finance Committee
Cal Poly Pomona Foundation, Inc.

From: G. Paul Storey, Executive Director *G. Paul Storey*

Subject: **Real Property Development Project for Innovation Village Phase V, Commercial Office and Research Facility for Southern California Edison Company**

The Cal Poly Pomona Foundation, Inc. has received approval from the University to enter into a third long-term relationship with the Southern California Edison Company to develop Phase V at Innovation Village pending CSU Board of Trustees approval. The project is a 123,000 square foot commercial office and research building on approximately 7 acres located across Innovation Way and oriented toward Kellogg Drive.

Summary

15 years ago in November 1999, the CSU Board of Trustees approved the concept for a public/private development on 65 acres at California State Polytechnic University, Pomona (Innovation Village). The Innovation Village was conceived as a 960,000 square foot development with multiple projects and was incorporated into the campus master plan at the July 2000 Board of Trustees meeting. The first project in Innovation Village, the 52,000 square foot Center for Training, Technology and Incubation (CTTi) was approved by the Board of Trustees in 2000 and opened in 2001. The CTTi project was financed in partnership with NASA, the Economic Development Administration, the California Technology, Trade and commerce Agency, the College of Extended University, and the Cal Poly Pomona Foundation. In January 2003 the Board of Trustees approved the Development of the second Innovation Village project with the American Red Cross. The Phase II project is a 201,000 square foot blood processing facility for the Southern California Blood Services region and was financed entirely by the American Red Cross and they continue their occupancy of this building. The Trustees approved Innovation Village Phase III, a development partnership with Trammell Crow Company in May 2005. Phase III is a 123,000 square foot class A commercial office and research building entirely financed by Trammell Crow Company and subsequently purchased and occupied by the Southern California Edison Company for their Transmission and Distribution Business Unit. They completed their tenant improvements and occupied the building in early 2010. The Phase IV project was approved by the Board of Trustees in September 2006. It was approved as another 123,000 square foot office and research building entirely financed by Trammell Crow with an anticipated construction commencement upon 50% lease up of the Phase III building. Southern California Edison, in 2009, assumed Trammell Crow's ground lease and built their second building within Innovation Village, thus bringing the project to 50% completion in August 2011.

Background

Innovation Village promotes and supports technology transfer, student and faculty professional advance and employment, and economic development. Significant benefits from the first four phases at Innovation Village include:

- Innovation Village tenant companies have developed collaborative relationships and research partnerships with the Colleges of Science and Engineering
- The economic impact of Innovation Village as of 2011 was estimated to be \$700 million annually to the local economy and is estimated to be \$1.2 billion at full build-out of the project pursuant to an independent analysis by Stanley R. Hoffman Associates.
- The long-term ground sub-leases ensure that Innovation Village is self-supporting and will return economic benefits to the university for many years.
- The infrastructure developed for Innovation Village promotes improved traffic circulation around campus through the extensions of Kellogg Drive and South Campus Drive, and provides improvements to the campus potable water system. They have also improved the walkable environment in this corridor of the campus.

In the Fall of 2013 Southern California Edison engaged the Campus and Trammell Crow Company in discussions to build their 3rd building within the project. The development team has been working to that end since and agreements have been reached to begin their next project within Innovation Village. Southern California Edison is one of the largest electric utility providers in the nation and has been serving the Southern and Central California communities for 125 years. Their commitment to creating safe, reliable and affordable power to its customers is felt within the walls of their two buildings at Innovation Village where their Transmission & Distribution Business Units are engaged in creating the smart grid with engineers and analysts working side by side – many of whom are graduate of Cal Poly Pomona.

Project Description

The project will be entirely financed by Southern California Edison, who will have sole responsibility for the cost of construction and any ancillary costs associated with its development within Innovation Village. No state or Trustees financing will be required and the project will not incur debt of any kind and will not be reflected on the CSU's financial statements. This project is the fifth development within the approved 65 acre site of Innovation Village and consists of a 123,000 square foot commercial office and research building, as well as landscape and site improvements to accommodate 446 parking stall on approximately 6.94 acres. Phase V, located across Innovation Way and oriented toward Kellogg Drive, is on a fast track with Southern California Edison looking to begin construction in early 2015. Trammell Crow will manage the development process on behalf of Southern California Edison under a separate agreement along with their general contractor.

Summary of Agreement Terms

CSU will enter into a ground lease with the Cal Poly Pomona Foundation, Inc., a recognized auxiliary organization. The Foundation will then sub-lease the land to Southern California Edison Company. Some of the terms of the agreement follow:

- An initial 75 year term, with an option for one 15-year extension.
- Southern California Edison will finance and construct the project on approximately 6.94 acres of land.
- Base rent has been established at \$1.05 per square foot of gross land area (\$317,527/year at full base rent for the initial 5-year period).
- Rent will be phased as follows:
 1. Rent at 50% of base rent after the beginning of the 19th month or first month after issuance of a certificate of occupancy.
 2. Rent at 100% of base rent at beginning of 37th month or upon issuance of certificate of occupancy.
 3. Rent escalation will occur every five years and is tied to the Consumer Price Index (CPI).
 4. Maximum increase of 20% for years 1-30 and 25% for years 31-75. The CPI increase
 5. Can be as low as 0% but cannot result in a reduction of rent from a previous period.
 6. If the 15-year option is exercise, the rental rate will be adjusted according to a new land appraisal and the new market rate will be discounted by 5%.
- Cal Poly Pomona (through the Foundation) will establish a reserve to pay for the demolition or renovation of the project, as necessary.
- All improvements revert to Cal Poly Pomona upon expiration of the ground lease and any exercised option.
- During the term of the ground lease and any extensions thereof, if the improvements are sold or transferred, the Lessee will pay the Foundation a Transfer Fee.

Educational Benefits

This project holds academic benefits for the students and faculty at Cal Poly Pomona. Southern California Edison has historically been supportive of the mission of the university and a partner in education for many years. Through their involvement on campus within the College of Engineering they have provided opportunities for students to intern in addition to hiring graduates from the program. They have also provided financial support to the College, most recently giving \$100,000 to support and encourage women in the field of engineering. Their management team engages with faculty and administration on various levels, including participation with the President and the Dean of the College of Engineering with the goal of improving students' knowledge as they complete their education. Finally, Southern California Edison has engaged with the campus through two grants since January 2010 for a total of \$929,996 for a test battery energy storage system called the Tehachapi Wind Energy Storage project, and the second for upgraded HVAC facilities in the College of Engineering to include an advanced hands-on lab and educational training curriculum to be used to educate engineering students in the design of efficient HVAC systems.

Recommended Action

The Finance Committee of the Cal Poly Pomona Foundation, Inc. recommends approval of the following resolution and forwarding to the full Board of Directors at the next regular meeting on September 23, 2014.

RESOLVED, The Cal Poly Pomona Foundation, Inc. Board of Directors approves the development of the Commercial Office and Research Facility Phase V at California State Polytechnic University, Pomona as described, and confirms the Executive Director's authority to execute the agreements necessary to implement the development plan for this project.

PASSED AND ADOPTED THIS 8th DAY OF SEPTEMBER 2014.

By: Steven N Garcia
Dr. Steven N. Garcia, Chair
Finance Committee

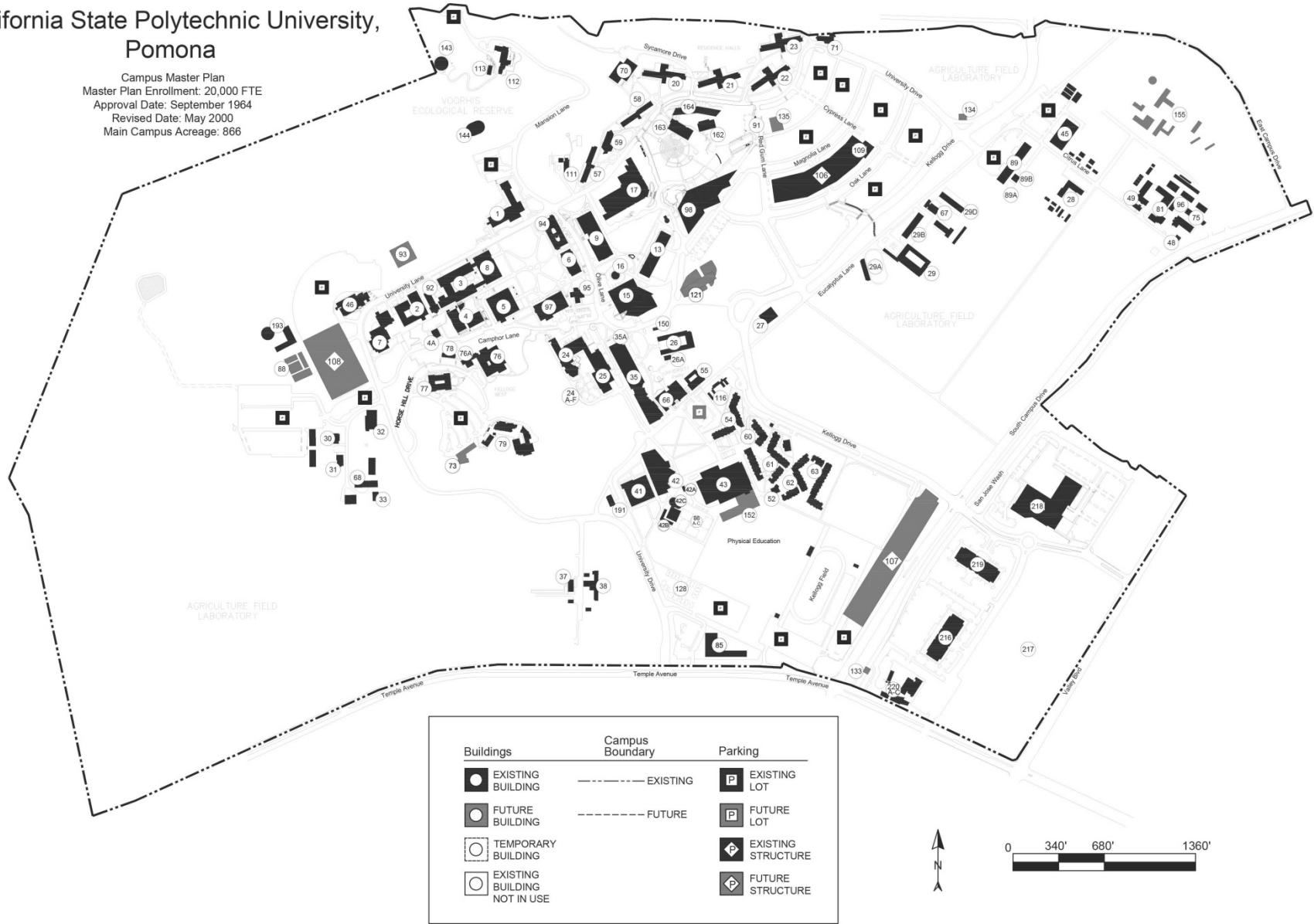


Innovation. It starts here.



California State Polytechnic University, Pomona

Campus Master Plan
 Master Plan Enrollment: 20,000 FTE
 Approval Date: September 1964
 Revised Date: May 2000
 Main Campus Acreage: 866



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Master Plan Enrollment: 20,000 FTE

Master Plan Approved by the Board of Trustees: September 1964

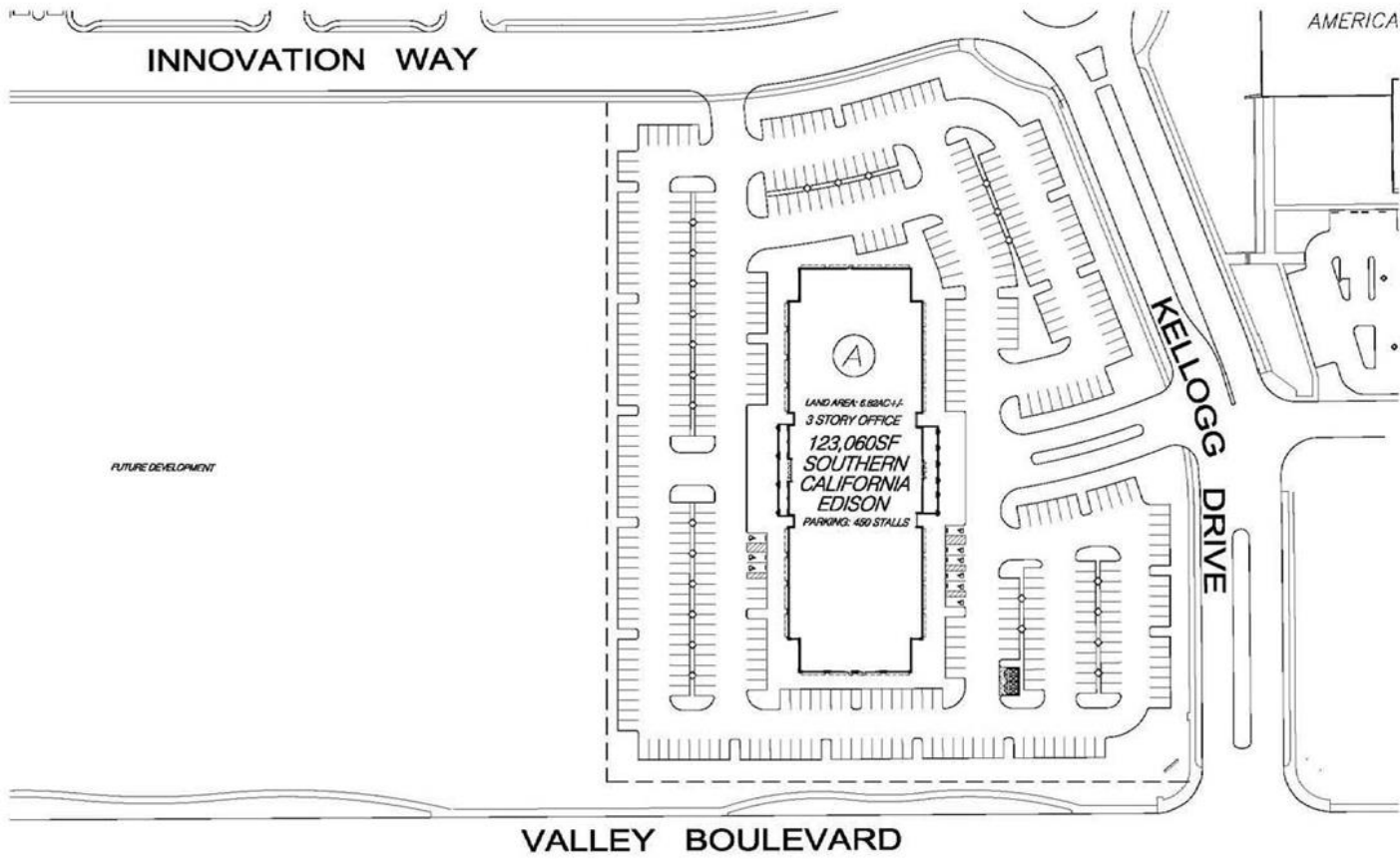
Master Plan Revision Approved by the Board of Trustees: March 1965, October 1967, September 1970, March 1971, May 1972, January 1975, November 1978, September 1979, September 1980, February 1981, May 1982, September 1984, May 1985, November 1985, September 1986, September 1987, May 1989, May 1991, July 2000.

1	ADMINISTRATION	52	COMMONS BUILDING	111	MANOR HOUSE
2	AGRICULTURE CLASSROOMS	54	HOUSING RESID. SUITE PHASE II	112	UNIVERSITY HOUSE
3	SCIENCE	55	KELLOGG FOUNDATION SERVICES	113	KELLOGG GUEST HOUSE
4	BIOTECHNOLOGY			116	CHILD CARE CENTER
4 A	BIOTREK LEARNING CENTER	57	PALMITAS HALL	118	HAZARDOUS WASTE MATERIAL STORAGE
5	LETTERS, ARTS & SOCIAL SCIENCE	58	CEDRITOS HALL	121	<i>Administration Replacement Building</i>
6	BUSINESS ADMINISTRATION	59	LA CIENEGA CENTER	133	<i>Visitor Information</i>
7	ENVIRONMENTAL DESIGN	60	VISTA BONITA	134	<i>Visitor Information</i>
8	SCIENCE	61	VISTA DEL SOL	135	<i>Academic Building</i>
9	ENGINEERING	62	HOUSING RESID. SUITE PHASE II	143	UPPER RESERVOIR
13	ART / ENGINEERING ANNEX	63	HOUSING RESID. SUITE PHASE II	144	LOWER RESERVOIR
13 B-D	LEARNING RESOURCE CENTER	66	BRONCO BOOKSTORE	150	MASA BUILDING
15	LIBRARY	67	EQUINE RESEARCH FACILITY	152	<i>Physical Education Expansion</i>
16	LIBRARY MECHANICAL EQUIPMENT	68	HAY BARN	155	<i>Center for Animal Veterinary Science Education</i>
17	ENGINEERING LABS	70	LOS OLIVOS COMMONS BUILDING	162	COLLEGE OF BUSINESS ADMINISTRATION #B
20	ENCINITAS HALL	71	HOUSING MAINTENANCE BUILDING	163	COLLEGE OF BUSINESS ADMINISTRATION #C
21	MONTECITO HALL	73	<i>Collins College Faculty Offices & Classrooms</i>	164	COLLEGE OF BUSINESS ADMINISTRATION #A
22	ALAMITOS HALL	74	<i>Collins Hotel Suites</i>	191	ELECTRICAL SUBSTATION
23	ALISO HALL	75	PURCHASING AND RECEIVING	193	CENTRAL PLANT-CHILLER
24	MUSIC	76	KELLOGG WEST	200	UNIVERSITY VILLAGE
24 A-F	MODULAR SURGE SPACE	76 A	KELLOGG WEST ADDITION	208	<i>Center for Regenerative Studies Phase II</i>
25	DRAMA/THEATER	77	KELLOGG WEST MAIN LODGE	209	JOHN T. LYLE CENTER FOR REGENERATIVE STUDIES
26	UNIVERSITY PLAZA	78	KELLOGG WEST LODGE ADDITION	210	LANDLAB INFORMATION CENTER
26 A	STUDENT ORIENTATION CENTER	79	THE COLLINS COLLEGE OF HOSPITALITY & MANAGEMENT	211	AGRISCAPES
27	WATER FILTRATION PLANT	81	PHYSICAL PLANT OFFICE	211 A-H	AGRISCAPES GREENHOUSE
28	FRUIT AND CROP/GREENHOUSE	85	I POLY HIGH SCHOOL	212	<i>Resources Evaluation and Research Center</i>
29	ARABIAN HORSE CENTER	86	ENGLISH LANGUAGE INSTITUTE	215	<i>Innovation Village Phase V</i>
29 A	HORSE ARENA	86 A-C	TEMPORARY CLASSROOMS/ FACULTY OFFICES II	216	INNOVATION VILLAGE PHASE IV
29 B	WEANING BARN	88	<i>Facilities Management & Corporation Yard</i>	217	INNOVATION VILLAGE INFRASTRUCTURE
29 C	PADDOCKS	89	INTERIM DESIGN CENTER	218	AMERICAN RED CROSS HEADQUARTERS
29 D	HORSE BARN	89 A	INTERIM DESIGN CENTER ADDITION	219	INNOV. VILLAGE PH. III OFFICE/RESEARCH FACILITY
30	AGRICULTURE UNIT	89 B	INTERIM DESIGN CENTER FACULTY OFFICES	220 A-C	CENTER FOR TECHNOLOGY, TRAINING & INCUBATION
31	POULTRY UNIT	91	TEMP. ADMIN. OFFICES		
32	BEEF UNIT	92	LABORATORY CARE FACILITY		
33	FEED MILL UNIT	93	<i>Environmental Design Center</i>		
35	BRONCO STUDENT CENTER	94	UNIVERSITY OFFICE BUILDING		
35 A	KELLOGG ART GALLERY	95	MULTI-CULTURE CENTER		
37	SWINE UNIT	96	PAINT SHOP		
38	SHEEP UNIT	97	CAMPUS CENTER		
41	DARLENE MAY GYMNASIUM	98	CLASSROOM/LAB/ ADMINISTRATION BUILDING		
42	BRONCO RECREATION & INTRAMURAL COMPLEX	106	PARKING STRUCTURE 1		
42 A	RESTROOM BUILDING	107	<i>Parking Structure 2</i>		
42 B	POOL SUPPORT BUILDING	108	<i>Parking Structure 3</i>		
42 C	POOL	109	PUBLIC SAFETY & PARKING SERVICES		
43	KELLOGG GYMNASIUM				
45	AGRICULTURE ENGINEERING				
46	HEALTH SERVICE				
48	CUSTODIAL SERVICES				
49	BEAVER HOUSE				

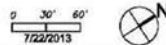
LEGEND:

EXISTING FACILITY / *Proposed Facility*

Note: Building numbers correspond with building numbers in the Space Facility Data Base (SFDDB)



SOUTHERN CALIFORNIA EDISON
 PHASE 5 - 123,060SF OFFICE

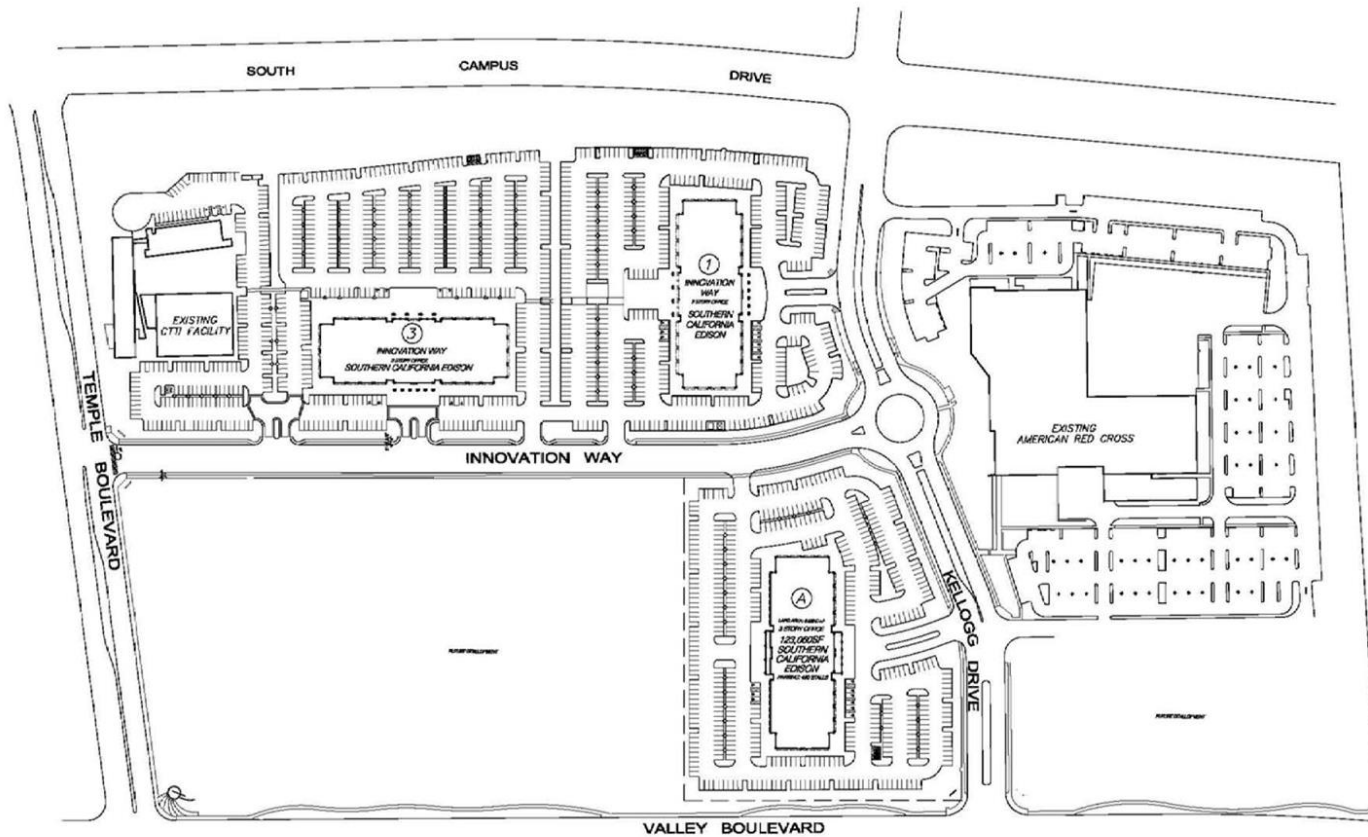


Innovation Village Research Park - Conceptual Master Plan
 Los Angeles County, California

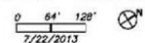
Trammell Crow Company
 Architects • Planning • Interiors

DATE: 8/13/13
 © 2013 TRAMMELL CROW COMPANY. ALL RIGHTS RESERVED. CONCEPTUAL MASTER PLAN. 7/22/2013





SOUTHERN CALIFORNIA EDISON
 PHASE 5 - 123,060SF OFFICE & OVERALL CAMPUS



Innovation Village Research Park - Conceptual Master Plan
 Los Angeles County, California

Trammell Crow Company 

July 22, 2013
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Cal Poly Pomona Foundation
3801 W. Temple Avenue Building #55
Pomona California 91768
(909) 869-2950

Innovation Village Research Park - Phase 5 Conceptual Design
Los Angeles County, California

TCC070.10
06.16.2014

TrammellCrowCompany

3501 JAMBOREE RD. #230
NEWPORT BEACH, CA 92660

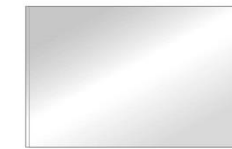




A. BUILDING LIGHT
• WALL COLOR RANGE



B. BUILDING MEDIUM
• WALL COLOR RANGE



C. CLEAR ANOD. ALUM. FINISH
• MULLION & ACCENT METAL



D. AQUA GLAZING
• MEDIUM REFLECTIVE

Cal Poly Pomona Foundation
3801 W. Temple Avenue Building #55
Pomona California 91768
(909) 869 - 2950

Innovation Village Research - Phase 5 Material Color Board
Los Angeles County, California

TCC070.10
06.16.2014

Trammell Crow Company

3501 JAMBOREE RD. #230
NEWPORT BEACH, CA 92660





In keeping with the Trammell Crow Company desire to implement environmentally friendly design elements into their projects, numerous sustainable design features have been implemented into this project. Implementation of these features have resulted in the building exceeding State required design standards, Title 24 standards by more than 20% above industry and code required standards and resulted in a net water reduction over competitive similar projects. Sustainable design elements

included in this project are:

Site

- Drought resistant planting consisting of oak trees, sycamore trees, pepper trees and ornamental grasses creating an informal planting and naturalized landscape planting theme.
- Generous landscape planting areas to aid in reducing solar heat islands.
- Large and numerous site people places encouraging people to spend time outdoors.
- Utilization of reclaimed irrigation water.
- Use of low flow water emitters in the site irrigation system.
- Installation of two large below grade infiltration pits to control storm water runoff and recharge the ground water.
- Installation of recyclable trash storage areas.
- Installation of infiltration swales along the site perimeter to collect and control storm water runoff and recharge the ground water.
- Installation of pervious paving materials in the parking areas instead of hard paving surfaces again allowing water percolation into the ground and reduced solar heat islands.
- Inclusion of bicycle racks to encourage alternative transportation.
- Close proximity to campus and mass transit bus stops thus encouraging alternative transportation.

Building

- Integration of a dual glazed, insulated glazing system with a low "E" glass coating for reduced solar heat gain.
- Installation of sunshades over the first floor windows, at the building entrances and cornices around the building perimeter to assist in reducing solar heat gain.
- Installation of window blinds in all exterior windows to reduce solar heat gain.
- Incorporation of interior building materials utilizing low VOC emitting adhesives, etc.
- Installation of high efficiency cooling units.
- Installation of Variable Frequency Drives (VFD's) on the building mechanical equipment allowing for variation in fan speed and reduced electrical demand during low tenant usage.
- Incorporation of a variable flow pumping system on the building heating hot water mechanical system thus reducing building electrical demand.
- Installation of the latest climate control system to assist in efficient management of the building mechanical system.
- Incorporation of an air side economizer on the building mechanical units thus reducing the amount of energy usage during cooler months while increasing outside air qualities and improving indoor air quality.
- Installation of auto flush valves and low flow restroom fixtures to aid in water conservation.

Building

- Roof drainage that drains to the site and thus recharges the local ground water.
- Inclusion of large floor to ceiling exterior windows thus allowing as much light as possible to penetrate to the interior of the building thus reducing electrical lighting demands.
- Inclusion of a large expansive two story main entrance lobby allowing exterior lighting to penetrate to the building interior thus reducing building electrical demands.
- Installation of high efficiency light fixtures to reduce building electrical demands.
- Installation of high efficiency parking lot lighting to reduce the amount of ambient light that is transferred to the surrounding area.

Lease Terms

Phase	V
Project Description	SCE BTS by Trammell Crow
BOT status	11/15/2014
Occupancy status	pending
Type of Development	Owner-occupant
Land Area	6.82 acres (approx)
Option Area	n/a
F.A.R.	38% (approx)
Building Size	123,000
Initial Term	75 years
Options	One 15-year option
Maximum Term	90 years
Early Termination Rights	None
Initial Annual Base Rent per Land sq. ft.	\$1.05
Annual Base Rent as of July 1, 2014	\$1.050
Annual Base Rent (total dollars)	\$311,933.16 (approx)
Rent Commencement	50% base rent after beginning of 19th month or first month after issuance of certificate of occupancy. 100% base rent at beginning of 37th month or upon issuance of certificate of occupancy
Rent Escalation	Every 5 years based upon CPI; limited to 20% per period for 1st 30 years and 25% thereafter
Re-appraisal	At start of option period at 95% of then Fair Market Rent
Deposits Not Applicable to Future Rents	\$75,000
Brokerage Fee	None

Educational Benefits

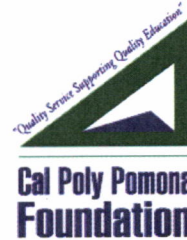
This project holds academic benefits for the students and faculty at Cal Poly Pomona. The Southern California Edison Company has continued its long-standing support of the campus and its College of Engineering in several ways, including donations to the campus to support women in Engineering, donation of equipment used by the College, hiring of students and graduates for both internships as well as permanent employment, and involvement by their management team at the campus on various boards and committees.

CEQA

Mitigation Measures	Time Frame / Monitoring Milestone	Responsible Monitoring Party
<p>Traffic/Circulation</p> <ol style="list-style-type: none"> 1. <i>South Campus Drive & Temple Avenue:</i> Convert the existing southbound shared through/left-turn lane into a shared through/left-turn/right-turn lane. This can be implemented by restriping the center shared through/left-turn lane for a shared through/left-turn/right-turn operation. After the mitigation, the southbound approach would provide one left-turn lane, one shared through/left-turn/right-turn lane, and one right-turn lane. This improvement can be accommodated within the existing right-of-way. 2. <i>Valley Boulevard & Temple Avenue:</i> Convert one of the existing southbound through lanes into a shared through/right-turn lane. This can be implemented by restriping the through lane for a shared through/right-turn operation. After the mitigation, the southbound approach would provide one left-turn lane, one through lane, one shared through/right-turn lane, and one right-turn lane. This improvement can be accommodated within the existing right-of-way. 	Prior to operation	California State Polytechnic University, Pomona
	Prior to operation	California State Polytechnic University, Pomona
<p>Solid Waste</p> <ol style="list-style-type: none"> 1. Space will be provided for recycling facilities (e.g. bins). 2. The facility will provide adequate storage area for collection and removal of recyclable materials. 	Throughout operation	California State Polytechnic University, Pomona

Project Schedule

Receive Approval to Start Project from CPPF	April 2014
Release CEQA Consultant for MND	April 2014
Issue Review Consultant Agreements	June 2014
Review 25% SD Plans (2 weeks)	July 2014
Review 50% SD Plans (2 weeks)	August 2014
Land Development Review Committee meeting	August 27, 2014
Review 95% SD Plans & Specs (2 weeks)	September 2014
Final MND submittal to CPDC for Nov. Board meeting	September 2, 2014
Submit SD package to CPDC	September 9, 2014
Submit Final SD Documents to CPDC for BOT	September 16, 2014
BOT approval for Major Master Plan Amendment	November 12 & 13, 2014
BOT approval of SD Submittal	November 12 & 13, 2014
BOT approval of the development of Innovation Village Phase V (Committee on Finance)	November 12 & 13, 2014
Working drawings and final design development	October – December 2014
Plan review and approval	December 2014 to January 2015
Construction (14 months)	February 2015 to March 2016
Furniture Fit-Out (2 months)	April to May 2016
SCE Move-in	June 2016



MEMORANDUM

Date: August 25, 2014
To: Finance Committee
Cal Poly Pomona Foundation, Inc.
From: *G. Paul Storey*
G. Paul Storey, Executive Director
Subject: **Capital Budget Request – Kellogg West Conference Center**

The Foundation is asking for a 2014-15 FY Capital Budget request for \$150,000 to assist Kellogg West Conference Center and Hotel (KW) with mitigation issues related to the Collins College (CC) Expansion Project. KW is faced with a severe loss of parking spaces as a result of the construction project. Prior to construction the KW Parking lot had 325 spaces as part of the property identified in the Kellogg West ground lease. A reduction of 135 spaces, related to the construction, now allows only 209 spaces (9 are Disabled and Medical) for KW guests. All funding for the parking lot is generated solely by event revenues from KW guests.

KW has currently identified many dates during the Fall Quarter that parking needs may exceed the available space. The dates do not take into consideration the 54 spaces that have been allocated in the past for KW and CC staff, plus additional spaces needed for the lunch only guests at KW and the CC Ranch Restaurant.

The \$150,000 will be used to expand the current on-site lot by taking some of the South West landscaped area adjacent to the parking lot and converting it into temporary parking with lighting. This will add approximately 30-50 spaces. At the end of the construction project this area will be redesigned and developed into permanent parking spaces and joined with the main parking lot. Funds will also be used to during the construction period to provide for expenses related to the relocation of guest parking to lot M via shuttle service, signage and lot attendants for guest assistance. The Foundation is also currently reviewing options for a daily conference/hotel parking permit system to allow for tighter control and restrictions on space use.

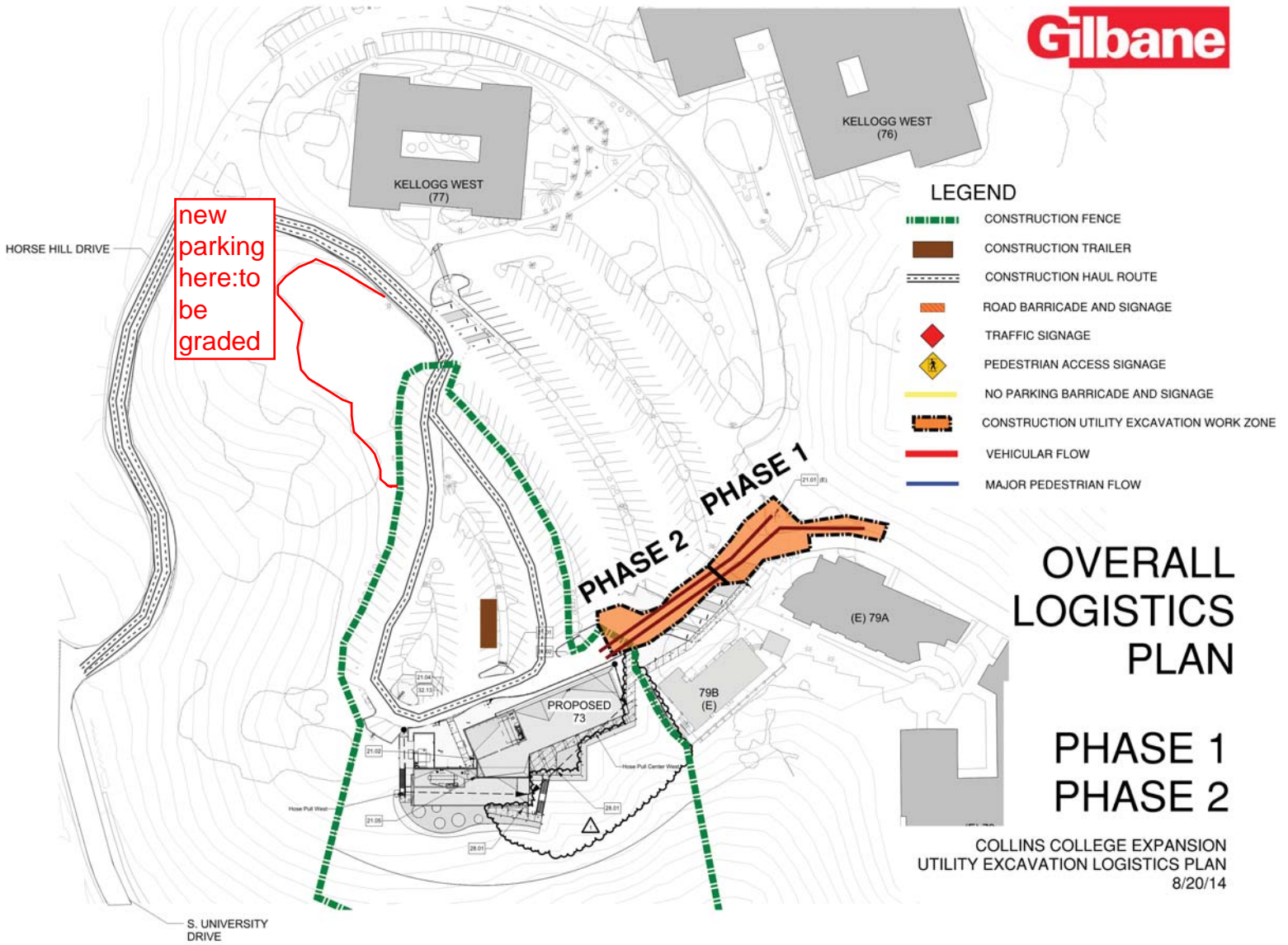
If approved, the capital improvement budget for 2014-15 will be amended to include the \$150,000.

NOW, THEREFORE, the Finance Committee Board of Directors recommends that the capital budget request for \$150,000 to aid with parking mitigation related to the Collins College Expansion Project to be submitted to the Board for review and approval at its next regularly scheduled meeting.

RESOLVED, the Finance Committee approves a capital budget request of \$150,000 for parking mitigation support for the Kellogg West Conference Center and Hotel during the Collins College Expansion Project.

PASSED AND ADOPTED THIS 8th DAY OF SEPTEMBER 2014.

By: *Steven N Garcia*
Dr. Steven N. Garcia, Chair
Finance Committee





Parking Lot L

Memorandum



Date: August 25, 2014

To: Finance Committee
Cal Poly Pomona Foundation, Inc.

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

Subject: FINANCIAL HIGHLIGHTS – FOR THE YEAR ENDED JUNE 2013-14

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

	Budget	Forecast	Actual
Administration	\$ (1,055,114)	\$ (773,550)	\$ (875,482)
Real Estate	391,213	317,944	401,191
Investments	453,381	1,765,311	2,388,690
Bookstore	312,216	297,678	422,971
Dining Services	406,217	626,492	1,217,544
Kellogg West Conference Center	4,098	(41,258)	(36,586)
University Village	1,412,915	998,709	1,149,823
Designated Gifts	(1,566,051)	(1,632,677)	(1,396,068)
Research Office	45,596	45,602	45,153
Agriculture	71,048	140,934	24,551
Continuing Education	913,760	463,592	1,348,332
Foundation Programs/Scholarships	-	-	1,061,065
Foundation Total	\$ 1,389,279	\$ 2,208,777	\$ 5,751,184

For the fiscal year ended June 30, 2014 revenues of \$57.2 million were 8.9% or \$4.7 million greater than budget and 5.6% or \$3.0 million greater than forecast due to Investments, Dining Services and Continuing Education. Expenditures of \$51.4 million were 59 basis point or \$301,480 greater than budgeted and 98.9% or \$572,829 short of forecast, see attached for further details.

The audited surplus for the fiscal year ended of \$5.8 million generates a debt coverage ratio of 5.65 before the Designated Gift and 5.0 after the Designated Gift, see attached for further

details. In addition, all reserves were funded in all material respects to the forecasted amount except for the Agricultural Program Reserve and Pine Tree Ranch Reserve which we decided would not be funded due to their year-end negative cash balance, see attached for further details.



CAL POLY POMONA FOUNDATION, INC.

Statement of Activities

For period ending June 30,2014 and 2013

Description	REVENUES			EXPENSES			SURPLUS/(DEFICIT)			SURPLUS/(DEFICIT)			
	FY 12-13	FY 13-14 YTD		FY 12-13	FY 13-14 YTD		FY 12-13	FY 13-14 YTD		FY 13-14	FY 13-14	Forecast	YTD Budget
	YTD Actual	Budget	Actual	YTD Actual	Budget	Actual	YTD Actual	Budget	Actual	Forecast	Budget	(Not) Realized	(Not) Realized
General Activities:													
Administration	3,868,179	4,049,695	4,311,047	4,738,268	5,104,809	5,186,529	(870,089)	(1,055,114)	(875,482)	(773,550)	(918,069)	(101,932)	42,587
Real Estate	2,165,389	2,246,084	2,129,996	1,989,827	1,981,753	1,865,372	175,562	264,331	264,624	191,932	264,331	72,692	293
Investments	1,089,862	502,900	2,451,134	39,948	49,519	62,444	1,049,914	453,381	2,388,690	1,765,311	453,381	623,379	1,935,309
Building Rentals	764,999	779,700	780,261	610,170	652,818	643,694	154,829	126,882	136,567	126,012	126,882	10,555	9,685
TOTAL GENERAL	7,888,429	7,578,379	9,672,438	7,378,213	7,788,899	7,758,039	510,216	(210,520)	1,914,399	1,309,705	(73,475)	604,694	1,987,874
Enterprises:													
Bookstores	10,272,415	10,395,560	9,947,280	9,992,755	10,083,344	9,524,309	279,660	312,216	422,971	297,678	312,216	125,293	110,755
Carl's/ Salad Bar/Taco Bell	802,195	811,698	844,785	679,835	702,449	734,546	122,360	109,249	110,239	124,241	125,817	(14,002)	(15,578)
Panda Express	121,963	127,700	119,980	8,423	13,008	9,177	113,540	114,692	110,803	102,912	114,692	7,891	(3,889)
C-Store's <small>(incl. Starbucks, sco. Einstein, cba, poly troll)</small>	3,676,492	3,960,580	4,252,483	3,185,956	3,486,032	3,763,398	490,536	474,548	489,085	420,308	474,548	68,777	14,537
Vending & Carts	88,834	298,220	110,692	63,556	250,593	93,880	25,278	47,627	16,812	28,589	47,627	(11,777)	(30,815)
Los Olivos	4,600,825	4,831,575	5,099,050	3,994,629	4,382,712	4,298,250	606,196	448,863	800,800	769,202	448,863	31,598	351,937
Vista Café	1,427,955	1,268,483	1,404,936	1,318,996	1,237,586	1,314,264	108,959	30,897	90,672	66,267	30,897	24,405	59,775
Vista Diner-Denny's	810,748	821,835	888,904	853,494	823,842	943,680	(42,746)	(2,007)	(54,776)	(37,496)	(2,007)	(17,280)	(52,769)
Geneva Café	0	0	0	1,987	0	0	(1,987)	0	0	0	0	0	0
Bronco Student Center	2,031,700	2,100,531	2,244,989	1,710,694	1,775,301	1,886,274	321,006	325,230	358,715	323,904	325,230	34,811	33,485
FS Mgt/Overhead	46,249	0	139	962,489	999,122	860,380	(916,240)	(999,122)	(860,241)	(1,040,758)	(999,122)	180,517	138,881
<i>Total Dining Services</i>	<i>13,606,961</i>	<i>14,220,622</i>	<i>14,965,958</i>	<i>12,780,059</i>	<i>13,670,645</i>	<i>13,903,849</i>	<i>826,902</i>	<i>549,977</i>	<i>1,062,109</i>	<i>757,169</i>	<i>566,545</i>	<i>304,940</i>	<i>495,564</i>
Catering/Conference Foods	1,663,936	1,762,355	2,214,039	1,793,847	1,857,803	2,001,236	(129,911)	(95,448)	212,803	(81,255)	(95,448)	294,058	308,251
K.W Conference Cntr.	1,315,977	1,547,482	1,394,272	1,354,687	1,543,384	1,430,858	(38,710)	4,098	(36,586)	(41,258)	4,098	4,672	(40,684)
University Village	8,344,009	8,599,252	8,338,860	7,297,431	7,186,337	7,189,037	1,046,578	1,412,915	1,149,823	998,709	1,412,915	151,114	(263,092)
TOTAL ENTERPRISE	35,203,298	36,525,271	36,860,409	33,218,779	34,341,513	34,049,289	1,984,519	2,183,758	2,811,120	1,931,043	2,200,326	880,077	610,794
TOTAL GEN & ENTERPRISE	43,091,727	44,103,650	46,532,847	40,596,992	42,130,412	41,807,328	2,494,735	1,973,238	4,725,519	3,240,748	2,126,851	1,484,771	2,598,668
Uses of Designated Funds:													
Development	0	0	500	54,588	72,000	53,346	(54,588)	(72,000)	(52,846)				
Alumni Affairs	2,135	0	300	62,596	64,500	64,646	(60,461)	(64,500)	(64,346)				
Public Relations	3,787	0	8,660	347,935	629,000	335,198	(344,148)	(629,000)	(326,538)				
Publications	446	0	778	164,544	185,600	165,357	(164,098)	(185,600)	(164,579)				
Athletics	0	0	0	55,000	55,000	55,000	(55,000)	(55,000)	(55,000)				
Other	16,504	0	25,421	491,544	559,951	758,180	(475,040)	(559,951)	(732,759)				
TOTAL DESIGNATED USES	22,872	0	35,659	1,176,207	1,566,051	1,431,727	(1,153,335)	(1,566,051)	(1,396,068)	(1,632,677)	1,626,664	236,609	(3,022,732)
Other Activities:													
Research Office	1,288,608	1,360,178	1,152,946	1,243,456	1,314,582	1,107,793	45,152	45,596	45,153	45,602	45,596	(449)	(443)
Agriculture	3,084,371	3,276,681	3,173,181	3,068,051	3,205,633	3,148,630	16,320	71,048	24,551	140,934	75,548	(116,383)	(50,997)
Continuing Education	3,904,899	3,767,358	4,679,405	2,872,799	2,853,598	3,331,073	1,032,100	913,760	1,348,332	463,592	913,760	884,740	434,572
Fdn. Program-Unrestricted	635,892	-	1,606,270	723,903	-	545,205	(88,011)	-	1,061,065	0	-	1,061,065	1,061,065
TOTAL OTHER	8,913,770	8,404,217	10,611,802	7,908,209	7,373,813	8,132,701	1,005,561	1,030,404	2,479,101	650,128	1,034,904	1,828,973	1,444,197
TOTAL SURPLUS (DEFICIT)	52,028,369	52,507,867	57,180,308	49,681,408	51,070,276	51,371,756	2,346,961	1,437,591	5,808,552	2,258,199	4,788,419	3,550,353	1,020,133
LO Surplus 1%							(60,288)	(48,312)	(57,368)	(49,422)	(48,312)	(7,946)	0
TOTAL FOUNDATION Net	52,028,369	52,507,867	57,180,308	49,681,408	51,070,276	51,371,756	2,286,673	1,389,279	5,751,184	2,208,777	4,740,107	3,542,407	1,020,133

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

Description	Revised Budget 2013-14	Forecast 2013-14	Actual 2013-14
Change in unrestricted net assets	\$ 1,353,252	\$ 2,208,777	\$ 5,751,184
Add Back:			
University Designated Expenses	1,667,190	1,632,677	1,396,068
Surplus (Deficit) before Designated Expenses - see Note	\$ 3,020,442	\$ 3,841,454	\$ 7,147,252
Add Back:			
Depreciation and amortization	3,996,802	4,184,366	3,867,508
Interest (see detail below)	1,353,452	1,309,240	1,198,712
Available for Debt Service	\$ 8,370,696	\$ 9,335,060	\$ 12,213,472
Maximum Annual Debt Service *			
2005/2013 Series Bonds	1,829,625	1,829,625	1,829,625
2007 Series Bonds	332,750	332,750	332,750
Total Debt Service	\$ 2,162,375	\$ 2,162,375	\$ 2,162,375
Total Debt Service before Designated Expenses - see Note	3.87	4.32	5.65
Total Debt Service after Designated Expenses	3.10	3.56	5.00
Note: Bond covenants require the Foundation to not incur a deficit in any two consecutive years after adding back the designated 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 (portion advance refunded 2013)	1,227,600	1,183,390	1,080,528
2007 Series Bonds - Interest	125,852	125,850	118,184
Total Interest Expense	\$ 1,353,452	\$ 1,309,240	\$ 1,198,712

CAL POLY POMONA FOUNDATION, INC.
Analysis of Reserves

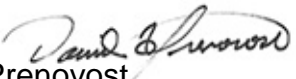
	Balance Jun-13 (1)	Revised Budget Activity Fiscal 13/14 (2)	Forecast Activity Fiscal 13/14 (3)	Actual Activity Fiscal 13/14 (4)	Balance Jun-14 (1+4)=5	Budget Activity Fiscal 14/15 (6)	Projected Balance Jun-15 (7)	Goal (8)
Board Designated Reserves								
Agriculture Program Reserve	31,967	31,545	60,752	21,738	53,705	33,098	168,850	75,000
Cafeteria State Share Reserve	182,062			-	182,062		182,062	
Capital Reserve	3,792,023	(537,186)	(522,061)	1,785,685	5,577,708	(542,052)	2,727,910	6,000,000
Emergency Reserve	120,152			-	120,152		120,152	
Indirect Cost Dissallowance Reserve	346,406			-	346,406		346,406	492,195
Innovation Village Demo Reserve	46,487	8,130	7,376	8,042	54,529	8,221	62,084	
Insurance Reserve	(8,356)	109,109	60,934	106,734	98,378	39,796	261,940	
Pine Tree Ranch Reserve	140,886	9,607	16,752	-	140,886	998	158,636	75,000
Auxiliaries Multiple Employer VEBA Trust		1,000,000	1,000,000	1,000,000		1,000,000		
Research & Sponsored Programs	94,521	20,000	20,000	17,737	112,258	20,000	130,369	
Residential Board Meal Program Surplus Res	1,354,002	(118,347)	194,247	194,174	1,548,176	38,288	1,586,537	
Venture Capital/Real Estate Reserve	921,074	441,037	449,679	448,963	1,370,037	465,113	1,835,866	6,000,000
Total	7,021,224	963,895	1,287,679	3,583,073	9,604,297	1,063,462	7,580,812	12,642,195

Memorandum



Date: August 25, 2014

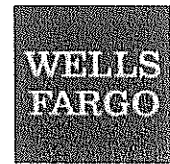
To: Finance Committee
Cal Poly Pomona Foundation, Inc.

From: 
David F. Prenovost,
Senior Managing Director/Chief Financial Officer

Subject: **Analysis of 2013-14 Wells Fargo Commercial Card**

The following presentation was prepared by Wells Fargo and represents an Account Review of our Commercial Card Program.

The account review includes analyses on the card usage, monthly statistical information, our top expense categories, the cost breakdown for our travel and entertainment expenses, and our top 50 merchants by purchase volume from August 2009 (inception) through May 2014.



Account Review

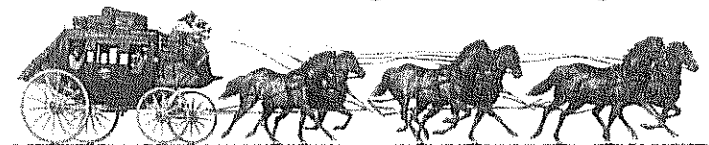
January – May 2014

Cal Poly Pomona Foundation, Inc.

Tracy Perras

June 2014

Together we'll go far



Your Program's Performance

Your program at a glance

Program Established: Aug, 2009	2010	2011	2012	2013	YTD 2014 [as of May]	Estimated 2014 [as of May]	% Change Based on Estimated 2014
Purchase Volume	\$1,966,001	\$2,328,063	\$2,804,880	\$3,091,428	\$1,449,489	\$3,478,774	12.53%
Average Monthly Purchases	\$163,833	\$194,005	\$233,740	\$257,619	\$289,898	\$289,898	12.53%
Number of Transactions	9,862	12,453	16,060	19,983	8,125	19,500	-2.42%
Average Monthly Number of Transactions	822	1,038	1,338	1,665	1,625	1,625	-2.42%
Average Transaction Size	\$215	\$209	\$205	\$188	\$224	\$224	19.00%
Highest Historical Card Count	254	269	278	287	304	304	5.92%
Revenue Share	\$7,864	\$9,312	\$11,220	\$12,366		N/A	N/A

\$500,000.00 commercial card line of credit

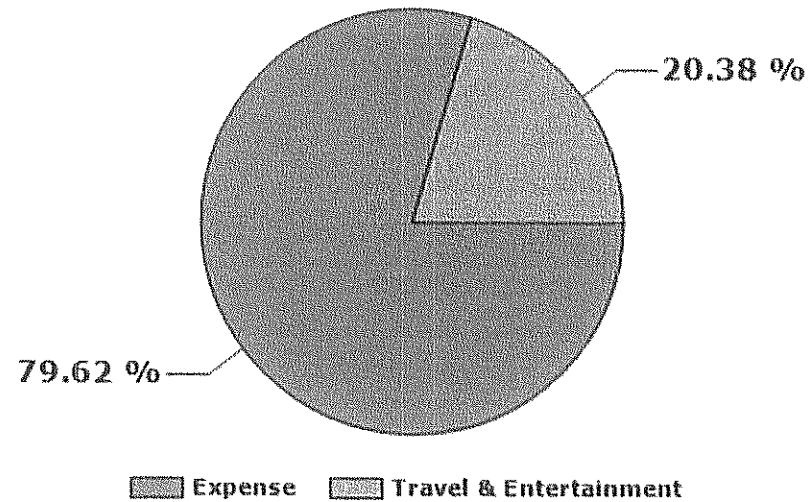
*The above-referenced numbers are based on customer's YTD net purchase volume and average transaction size through YTD. Customer's ability to earn a revenue share payment to be paid in 2014 is based solely on customer's total year-end net purchase volume and average transaction size as set forth in the revenue share calculation in customer's commercial card agreement. Wells Fargo Bank, N.A. does not make any representations or warranties concerning customer's ability to: (i) meet its year-end net purchase volume, (ii) maintain its average transaction size, and/or (iii) earn a revenue share payment based upon the numbers set forth above.

Your account statistics

Cal Poly Pomona Foundation, Inc.					
	Net Purchase Volume	Transactions (Debits + Credits)	Net Transactions (Debits - Credits)	Average Transaction Size	Total Cards
Jan, 2013	\$208,353	1,166	1,024	\$203	277
Feb, 2013	\$265,468	1,711	1,481	\$179	277
Mar, 2013	\$262,449	1,683	1,439	\$182	278
Apr, 2013	\$231,665	1,315	1,185	\$195	283
May, 2013	\$255,849	1,801	1,531	\$167	281
Jun, 2013	\$299,753	1,868	1,546	\$194	285
Jul, 2013	\$259,622	1,383	1,163	\$223	287
Aug, 2013	\$258,521	1,796	1,384	\$187	285
Sep, 2013	\$280,187	1,755	1,389	\$202	287
Oct, 2013	\$280,821	1,861	1,545	\$182	287
Nov, 2013	\$281,493	2,293	1,733	\$162	287
Dec, 2013	\$207,247	1,351	993	\$209	286
Grand Total: 2013	\$3,091,428	19,983	16,413	\$188	

Cal Poly Pomona Foundation, Inc.					
	Net Purchase Volume	Transactions (Debits + Credits)	Net Transactions (Debits - Credits)	Average Transaction Size	Total Cards
Jan, 2014	\$249,380	1,291	1,099	\$227	288
Feb, 2014	\$295,595	1,899	1,371	\$216	292
Mar, 2014	\$288,721	1,718	1,388	\$208	299
Apr, 2014	\$272,990	1,260	1,150	\$237	296
May, 2014	\$342,803	1,957	1,459	\$235	304
Grand Total: 2014	\$1,449,489	8,125	6,467	\$224	

How are you leveraging the WellsOne card strategy?



As of May, 2014	Amount	Transactions	Average Transaction
Expense:	79.62%	85.77%	\$166
Travel & Entertainment:	20.38%	14.23%	\$256
Total Card Volume:	\$1,449,489	8,125	
Data should be used for trending purposes only. Amounts may not match billing statement due to adjustments/chargebacks.			

Your Top Expense Categories

Top Expense Spending Categories and the Top 3 MCCs for each Category				
As of May, 2014				
Percent to Total EXPENSE Spend		Amount	Transactions	Average Transaction
31.48%	MISCELLANEOUS STORES	\$363,305	2,934	\$124
	BOOK STORES [5942]	\$108,893	1,545	\$70
	OFFICE SCHOOL SUPPLY/ AND STATIONERY STORES [5943]	\$69,154	380	\$182
	DIRECT MARKETING - OTHER DIRECT MARKETERS [5969]	\$59,139	344	\$172
25.92%	WHOLESALE DISTRIBUTORS AND MANUFACTURERS	\$299,148	1,331	\$225
	DENTAL/LABORATORY/MEDICAL/OPHTHALMIC [5047]	\$108,348	219	\$495
	BOOKS PERIODICALS AND NEWSPAPERS [5192]	\$24,503	617	\$40
	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED [5046]	\$22,756	51	\$446
11.52%	PROFESSIONAL SERVICES/ MEMBERSHIP ORGANIZATIONS	\$132,969	356	\$374
	ORGANIZATIONS MEMBERSHIP [8699]	\$39,276	99	\$397
	PROFESSIONAL SERVICES NOT ELSEWHERE CLASSIFIED [8999]	\$27,709	41	\$676
	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICE [8398]	\$21,870	60	\$365
11.24%	BUSINESS SERVICES	\$129,768	843	\$154
	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED [7399]	\$100,677	715	\$141
	COMPUTER PROGRAMMING DATA PROCESSING [7372]	\$7,740	37	\$209
	ADVERTISING SERVICES [7311]	\$7,461	30	\$249
10.20%	RETAIL STORES	\$117,758	973	\$121
	GROCERY STORES SUPERMARKETS [5411]	\$30,801	486	\$63
	MISCELLANEOUS GENERAL MERCHANDISE [5399]	\$19,118	59	\$324
	HOME SUPPLY WAREHOUSE [5200]	\$16,969	193	\$88
Data should be used for trending purposes only. Amounts may not match billing statement due to adjustments/chargebacks.				

Your Travel and Entertainment Breakdown (continued)

Top Airline, Car Rental, Hotel and Meal Merchants			
As of May, 2014	Amount	Transactions	Average Transaction
AIRLINES			
UNITED AIRLINES [3000]	\$23,386	54	\$433
AMERICAN AIRLINES [3001]	\$23,075	66	\$350
SOUTHWEST AIRLINES [3066]	\$12,513	60	\$209
DELTA [3058]	\$9,015	20	\$451
U.S. AIR [3063]	\$7,607	21	\$362
HOTELS			
SHERATON HOTELS [3503]	\$26,004	20	\$1,300
LODGING HOTELS MOTELS/ RESORTS [7011]	\$17,526	43	\$408
HYATT HOTELS [3640]	\$14,188	20	\$709
HILTON HOTELS [3504]	\$9,087	19	\$478
HOLIDAY INNS [3501]	\$4,159	12	\$347
MEALS			
EATING PLACES RESTAURANTS [5812]	\$21,951	215	\$102
CATERERS [5811]	\$16,326	5	\$3,265
QUICK PAYMENT SERVICE FAST-FOOD RESTAURANTS [5814]	\$16,018	266	\$60
BARS/COCKTAIL LOUNGES/DISCOTHEQUES [5813]	\$105	1	\$105
CAR RENTAL			
ENTERPRISE RENT-A-CAR [3405]	\$5,779	34	\$170
TRUCK/ UTILITY TRAILER RENTAL [7513]	\$1,023	6	\$170
AVIS RENT A CAR [3389]	\$792	2	\$396
HERTZ CORPORATION [3357]	\$246	1	\$246
NATIONAL CAR RENTAL [3393]	\$219	2	\$110
Data should be used for trending purposes only. Amounts may not match billing statement due to adjustments/chargebacks.			

What program changes do you expect in 2014 and 2015?

Your top 50 merchants by purchase volume June 2013 – May 2014

Purchase Volume	Txns	Average Txn Size	Merchant Name	MCC	MCC Description
\$209,187	3,910	\$54	AMAZON MKTPLACE PMTS	5942	BOOK STORES
\$158,144	1,914	\$83	EBAYS HALF.COM	7399	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED
\$53,610	1,599	\$34	ABEBOOKS.COM	5192	BOOKS PERIODICALS AND NEWSPAPERS
\$45,561	198	\$230	SOUTHWEST AIRLINES	3066	SOUTHWEST AIRLINES
\$37,138	105	\$354	UNITED AIRLINES	3000	UNITED AIRLINES
\$35,802	272	\$132	Home Depot	5200	HOME SUPPLY WAREHOUSE
\$35,408	129	\$274	TFS FISHERSCI ECOM CHI	5047	DENTAL/LABORATORY/MEDICAL/OPHTHALMIC
\$30,883	252	\$123	AMAZON.COM	5942	BOOK STORES
\$29,960	86	\$348	VWR INTERNATIONAL INC	5047	DENTAL/LABORATORY/MEDICAL/OPHTHALMIC
\$29,804	509	\$59	ALIBRIS BOOKS	5969	DIRECT MARKETING - OTHER DIRECT MARKETERS
\$27,902	80	\$349	AMERICAN AIRLINES	3001	AMERICAN AIRLINES
\$27,584	24	\$1,149	SHERATON HOTELS	3503	SHERATON HOTELS
\$24,300	53	\$458	HILTON HOTELS	3504	HILTON HOTELS
\$23,936	23	\$1,041	C.A.T. SPECIALTIES INC.	7399	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED
\$22,715	6	\$3,786	GROUP TICKETING - D	7996	AMUSEMENT PARKS - CARNIVALS ETC.
\$19,949	36	\$554	HYATT HOTELS	3640	HYATT HOTELS
\$19,108	143	\$134	SHOES FOR CREWS LLC	5139	COMMERCIAL FOOTWEAR
\$18,069	57	\$317	DELTA	3058	DELTA
\$17,745	24	\$739	BIOEXPRESS LLC	5169	CHEMICALS AND ALLIED PRODUCTS
\$17,172	99	\$173	FISHER SCI CHI	5047	DENTAL/LABORATORY/MEDICAL/OPHTHALMIC
\$16,403	19	\$863	MWI VETERINARY SUPPLY CO	742	VETERINARY SERVICES
\$16,173	61	\$265	U.S. AIR	3063	U.S. AIR
\$15,169	249	\$61	CPPF CAMPUS MARKETPLACE	5814	QUICK PAYMENT SERVICE FAST-FOOD RESTAURANTS
\$15,072	87	\$173	ENTERPRISE RENT-A-CAR	3405	ENTERPRISE RENT-A-CAR
\$14,916	2	\$7,458	WATERVIEWCATER15193568	5811	CATERERS
\$14,683	15	\$979	TFS FISHER SCI ATL	5047	DENTAL/LABORATORY/MEDICAL/OPHTHALMIC
\$14,489	16	\$906	SHARPDOTS COM	2741	MISCELLANEOUS PUBLISHING AND PRINTING
\$13,633	24	\$568	ASL,INC-CAL POLY POMONA	8699	ORGANIZATIONS MEMBERSHIP
\$13,508	85	\$159	CPPF BRONCO BOOKSTORE	5942	BOOK STORES
\$13,313	135	\$99	STAPLES 00113167	5943	OFFICE SCHOOL SUPPLY/ AND STATIONERY STORES
\$13,063	107	\$122	SMARTFINAL30810603082	5411	GROCERY STORES SUPERMARKETS
\$12,765	9	\$1,418	H AND B SALES INC	5046	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED
\$12,709	1	\$12,709	AARON BROTHERS12	5970	ARTIST SUPPLY STORES/CRAFT SHOPS
\$12,471	21	\$594	B & H PHOTO-VIDEO.COM	5969	DIRECT MARKETING - OTHER DIRECT MARKETERS
\$11,819	46	\$257	SIGMA ALDRICH US	5969	DIRECT MARKETING - OTHER DIRECT MARKETERS
\$11,805	31	\$381	EMBASSY SUITES	3695	EMBASSY SUITES
\$11,442	31	\$369	COSTCO DELIVERY 569	5300	WHOLESALE CLUBS
\$11,284	17	\$664	4IMPRINT	5969	DIRECT MARKETING - OTHER DIRECT MARKETERS
\$11,095	244	\$45	STATERSBROS168	5411	GROCERY STORES SUPERMARKETS
\$10,605	14	\$757	STOTZ EQUIPMENT	5599	AUTOMOTIVE/AIRCRAFT/FARM EQUIP
\$10,264	71	\$145	AMAZON.COM	4816	COMPUTER NETWORK/INFORMATION SERVICES
\$10,170	17	\$598	CASE - MAIN	8299	SCHOOLS AND EDUCATIONAL SERVICES
\$10,000	1	\$10,000	CEB WATERVIEW CONF.	8999	PROFESSIONAL SERVICES NOT ELSEWHERE CLASSIFIED
\$9,780	37	\$264	INT HOSPITALITY 101, INC.	7372	COMPUTER PROGRAMMING DATA PROCESSING
\$9,751	8	\$1,219	KLOSTER COMPANY	5499	MISCELLANEOUS FOOD STORES
\$9,700	35	\$277	USPS POSTAGE (INTERNET)	9402	POSTAGE STAMPS - GOVERNMENT ONLY
\$9,646	17	\$567	WWW.NEWEGG.COM	5732	ELECTRONICS SALES
\$9,588	10	\$959	IRG PLOTTERS & PRINTERS	5111	STATIONERY OFFICE SUPPLIES/ PRINTING
\$9,161	15	\$611	DOUBLETREE HOTELS	3692	DOUBLETREE HOTELS
\$9,000	3	\$3,000	BEN BOLLINGER PRODUCTI	5812	EATING PLACES RESTAURANTS

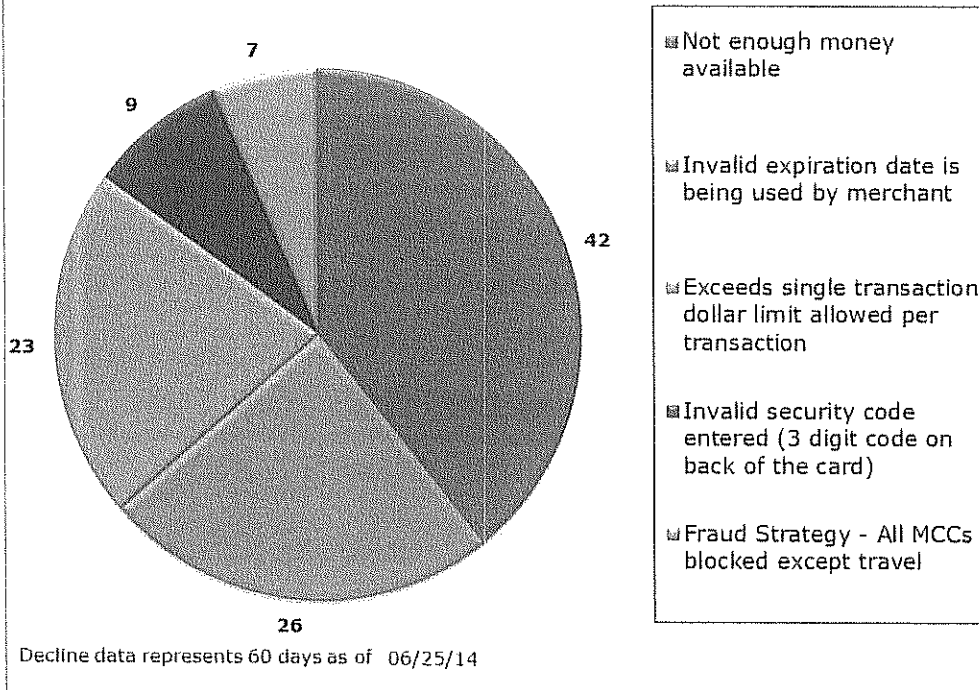
Data should be used for trending purposes only. Amounts may not match billing statement due to adjustments/chargebacks.

"A significantly larger percent of BP organizations report that their card-accepting suppliers have increased their share of business with the organization compared to suppliers who do not accept purchasing cards (52% versus 33%)."

2012 Purchasing Card Benchmark Survey RPMG

Enhancing your cardholder experience

Top 5 Declines



- 125 total declines in a 60 day period
- 2,609 transactions in a 60 day period (average)
- 4.8% estimated decline rate

Decline Code	Decline Reason	Decline Occurrences	Total Dollars
48	Not enough money available	42	\$ 63,370
207	Invalid expiration date is being used by merchant	26	\$ 15,001
805	Exceeds single transaction dollar limit allowed per transaction	23	\$ 103,483
124	Invalid security code entered (3 digit code on back of the card)	9	\$ 4,563
871	Fraud Strategy - All MCCs blocked except travel	7	\$ 4,428
2	Fraud Strategy	6	\$ 2,185
16	Account Closed	5	\$ 498
5	Card reported lost/stolen	4	\$ 1,609
823	Restricted/Blocked Merchant Category Code	2	\$ 2,925
6	Lost card-pending transfer	1	\$ -

Higher Ed Consortium

\$200 Average Ticket Size Revenue Share Grid

National Higher Education Card Consortium

\$200 Average Ticket Size,

Individual Volume

		\$2,500,000	\$5,000,000	\$7,500,000	\$10,000,000	\$15,000,000	\$20,000,000	\$30,000,000	\$40,000,000	\$50,000,000	\$60,000,000	\$70,000,000	\$80,000,000	\$90,000,000	\$100,000,000
Aggregate Volume*	bps	92	102	112	118	124	126	128	130	132	133	134	135	136	137
\$25,000,000	5	97	107	117	123	129	131								
\$50,000,000	10	102	112	122	128	134	136	138	140	142					
\$75,000,000	15	107	117	127	133	139	141	143	145	147	148	149			
\$100,000,000	20	112	122	132	138	144	146	148	150	152	153	154	155	156	157
\$150,000,000	21	113	123	133	139	145	147	149	151	153	154	155	156	157	158
\$200,000,000	22	114	124	134	140	146	148	150	152	154	155	156	157	158	159
\$300,000,000	23	115	125	135	141	147	149	151	153	155	156	157	158	159	160
\$400,000,000	24	116	126	136	142	148	150	152	154	156	157	158	159	160	161
\$500,000,000	25	117	127	137	143	149	151	153	155	157	158	159	160	161	162
\$600,000,000	26	118	128	138	144	150	152	154	156	158	159	160	161	162	163
\$700,000,000	27	119	129	139	145	151	153	155	157	159	160	161	162	163	164
\$800,000,000	28	120	130	140	146	152	154	156	158	160	161	162	163	164	165
\$900,000,000	29	121	131	141	147	153	155	157	159	161	162	163	164	165	166
\$1,000,000,000	30	122	132	142	148	154	156	158	160	162	163	164	165	166	167

*Aggregate Volume does not include Large Ticket Spend
Large Ticket = 60 bps

Current Revenue Share Schedule

- \$1,000,000 @ 40 bps
- \$4,000,000 @ 65 bps
- \$6,000,000 @ 75 bps
- \$8,000,000 @ 85 bps
- \$10,000,000 @ 95 bps
- \$12,000,000 and above 105 bps

Cal Poly Considerations

- Performance is based on Cal Poly individual contribution and Consortium contribution
- Must have a minimum avg. transaction size of \$200 to participate
- Must have minimum volume of \$2.5MM to participate
- No contract revisions
- Large Ticket will be enforced at 60 bps

Memorandum



Date: September 3, 2014

To: Finance Committee
Cal Poly Pomona Foundation, Inc.

From: 
G. Paul Storey
Executive Director

Subject: Kikka Replacement

In June the Foundation decided to end our 12-year business agreement with Kikka Sushi in the Bronco Student Center. The choice was made due to growing concerns with the health and food safety of the operations.

Dining Services explored several dining options, looking for venue that would fit well with the Cal Poly Pomona community and meet the Dining Service Master Plan requirements. In late June of this year, Panda Express management suggested that a Panda brand under development might be appropriate for the vacant Kikka space. We have had a wonderful relationship with Panda, and it seemed a good fit for the location. It includes sushi, Asian wraps, and a very nice tea bar. A tour was arranged for ASI Management to view and sample the different elements of this concept in Panda's Innovation Kitchen in Pasadena, Panda's test kitchen.

Dining Services has been in discussions with Brian Jarvis, Business Development Manager for Panda Restaurant Group, who in turn has been discussing the implementation of an in-line version of this concept with Andrew Cherng, Founder and co-CEO, of Panda Restaurant Group, who supports this program and is excited to get it launched at Cal Poly Pomona first. Unfortunately, the in-line version of this concept will not be available until February 2015.

Based on ASI concerns about having a BSC food operation closed during the fall, Dining Services has created an in-house Asian-inspired brand to keep this space operational. A variety of noodle bowls, rice bowls, teriyaki, and katsu will be served. Additionally, a variety of Asian inspired confections will be served. Sushi will be sold as grab-n-go item out of Poly Fresh concurrently.

Our current schedule:

- Drawing Production Begins: 9/2/14
- Drawing Production Complete: 10/10/14
- Apply for Permits : 10/13/14
- Permits Ready: 12/5/14
- Construction Begins: 12/8/14
- Construction Complete: 1/30/15
- Open for Business: 2/2/15