

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

**PROGRAM COMMITTEE MEETING**

**Wednesday, May 11, 2016  
2:00 pm – 4:00 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 November 18, 2015 Meeting<br>ACTION ITEM | Kathleen Street | 1 - 2 |
|----|--|-----------------|-------|

**ACTION ITEMS**

- |    |  |                                    |         |
|----|--|------------------------------------|---------|
| 2. | 2016-2017 Budget for Capital Improvements<br>and Program Changes<br>ACTION ITEM  | G. Paul Storey/<br>David Prenovost | 3 - 9   |
| 3. | Dining Services and Bookstore<br>Summer & Fall Hours of Operation<br>ACTION ITEM | G. Paul Storey                     | 10 - 18 |

**DISCUSSION ITEMS**

None

**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. | Dining Services Satisfaction Survey Results           | G. Paul Storey/<br>Aaron Neilson | 19 - 20 |
| 5. | Village Housing Residential Experience Survey Results | G. Paul Storey/<br>Dave Laxamana | 21 - 24 |
| 6. | Bronco Bookstore Satisfaction Survey Results          | G. Paul Storey/<br>Clint Aase    | 25 - 26 |
| 7. | Foundation Summer 4/10 Schedule                       | Dennis Miller                    | 27 - 28 |
| 8. | Executive Director's Report                           | G. Paul Storey                   |         |

**OPEN FORUM**

**CAL POLY POMONA FOUNDATION, INC.**  
**Program Committee Meeting Minutes**  
**November 18, 2015**

Present: Samir Anz, Sarah De La Parra, Frank Ewers, Erica Frusto-via WebEx, John McGuthry, Rosie Pasos and Kathleen Street

Absent: Lowell Overton and Jared Tolbert

Guests: Anne McLoughlin, Dennis Miller, Debra Poe, David Prenovost, Paul Storey and Randy Townsend

Committee Chair Kathleen Street called the meeting to order at 1:00pm and asked everyone to introduce themselves.

**Consensus Action Items**

1. Minutes May 13, 2015

Frank Ewers made a correction to the minutes. His name was not listed as an attendee and the minutes will be revised to show his presence. The May 13, 2015 minutes were approved by the Committee with one correction.

**Action Items**

None

**Discussion Items**

None

**Information Items**

2. 1<sup>st</sup> Quarter Report: Financial & Operating Highlights

David Prenovost summarized the 1<sup>st</sup> Quarter financial and operating Highlights. It was noted the mix of incoming students this fall included more transfer students than expected, accordingly our meal plans are 85.4% or \$26,528 short of prior year and could result in a decrease of approximately \$1.0 million in revenues for the fiscal year ended June 2016. Endowment Investments lost 8.8% or \$8.1 million versus the blended benchmark which lost 6.3% for the first quarter. An annual 6% return is budgeted and the endowment portfolio did earn 5.4% or \$4.4 million in October 2015.

3. PCI-Penetration Testing, v3.1 Plan Update and Gap Assessment

Randy Townsend discussed the transition from Bank of America to Wells Fargo was made to reduce transaction costs and improve credit card processing services. Implementation of Chip & Pin cards will reduce fraud and new card readers were installed to provide full transaction encryption capabilities. Consulting group 403 Labs, performed independent penetration testing, checking for internal and external vulnerabilities and a PCI gap assessment to determine where policies and procedures relating to the new PCI DSSv3.1 standard will be updated.

4. Annual Risk Management/Insurance Report

David Prenovost and Dennis Miller presented the schedule of insurance premiums, coverage, limits and deductibles for the fiscal year 2015-16 along with workers compensation claims and employment practices for the fiscal year 2014-15. The Foundation participates in Auxiliary Organization Risk Management Alliance (AORMA) offered through Alliant Insurance Services, a Committee of the California State University Risk Management Authority (CSURMA), a joint powers authority. The Insurance Reserve was established to pay the deductible amounts greater than \$10,000 and has a current balance of \$100,000.

5. Administrative Fee Survey

David Prenovost presented an annual review of the administrative fees charged to various programs and a recent survey of other CSU auxiliary fees in an effort to determine if the fees are fair and equitable and to provide this Committee and Board with any recommended changes. Foundation Management is

recommending a continuation of the current administrative fees/rates through the fiscal year ending June 30, 2016.

6. Dining Commons Replacement Project

Paul Storey presented the Foundation has been in involved in preliminary discussions regarding the replacement of the Los Olivos Dining Commons. The campus plans to construct a new 680 seat, 35,000 GSF resident dining facility in conjunction with a new residence community consisting of 980 beds. This dining facility is planned to be located adjacent to both the new residence community and the current Suites. Completion of the facility is expected to occur during the summer of 2019.

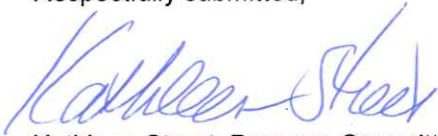
7. Executive Director's Report

1. Dining Services is in the process of conducting a university wide dining survey and we encourage everyone to participate.
2. On 12/10/15 the Foundation Financial and Employment Services will host a focus group meeting from 9:00 to 11:00am at KW Auditorium.
3. Title 9 training for University Village staff has been completed the rest of the Foundation is waiting for the campus to provide guidance.

Open Forum

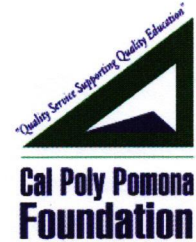
Meeting ended at 2:00pm

Respectfully submitted,



Kathleen Street, Program Committee Chair

# Memorandum



**Date:** May 6, 2016

**To:** Program Committee  
Cal Poly Pomona Foundation, Inc.

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

**Subject:** 2016-17 Capital Improvements and Program Updates

The Cal Poly Pomona Foundation 2016-17 Capital Improvement Program will be part of the budget request for the May Board and Finance Committee meetings. The proposed capital improvement budget for 2016-17 is \$1,747,990. There are also capital funds carried forward from prior years of \$314,750. The Total Proposed Capital Budget with prior year carryover is \$2,062,740.

The proposed capital budget assumes funding of \$1,312,150 from the following reserve:

- \$1,187,400 from the Capital Reserve,
- \$90,000 from the Residential Board Meal Program Surplus Reserve,
- \$20,000 from the Pine Tree Ranch Reserve and
- \$14,750 from the Agriculture Program Reserve.

**WHEREAS**, the Foundation management has reviewed and approved the proposed budgets and forecasts for capital improvements, and

**WHEREAS**, the Program Committee has reviewed and discussed these proposed capital improvements and use of reserve funds, pursuant to Foundation Budget Process Policy No. 118, and

**NOW, THEREFORE**, the Program Committee recommends that the proposed 2016-17 Capital Improvements and use of reserve funds be included in the Proposed Operating and Capital Budgets for fiscal year 2016-17 and be submitted to the Board for review and approval at its next regularly scheduled meeting.

Passed and adopted this 11<sup>th</sup> day of May 2016.

By:

*Kathleen Street*  
Kathleen Street, Chair  
Program Committee

*by D. Maspeak*

# CAL POLY POMONA FOUNDATION

## Budget Presentation 2016-2017

### CAL POLY POMONA FOUNDATION, INC. 2016-2017 PROPOSED CAPITAL BUDGET

RESERVES		Prior Years Remaining	Proposed Detail 2016-17	Proposed Total 2016-17	
220,400	<b>University Village</b>	-	220,400	<b>220,400</b>	Carpet/tile - Various Apts. (\$60,000), Interior painting Bldg 95 & 105 Phase III (\$92,000), Duct cleaning phase II and bldg 95 and 105 (\$38,400), Replace heating and cooling units in 270 (\$20,000), Star Rez web upgrade (\$10,000)
300,000	<b>Bronco Bookstore</b>	30,000	300,000	<b>300,000</b>	Sales floor, POS, and security server updates
	<b>Dining Services</b>				
113,000	Dining	-	137,000		LO replacement consulting (\$10,000), Cognos Tableau project (\$40,000), ECRS-Micros conversion project (\$28,000), Bldg 97 upgrades (\$35,000), Hill Consultant (\$24,000)
-	Brewing Education	-	27,700		Conical fermenters for Tippy Dumps (\$14,000), Tippy Dump secondary heating element (\$1,700), Remote/mobile fermentation sensor/alarm (\$3,000), Counterflow chillers for Tippy Dumps (\$1,500), Misc. lab equip/hardware (\$7.5K)
-	Carl's Jr.	-	23,500		EOL char broiler replacement, plumbing
50,000	Denny's	-	50,000		Den refresh (\$30,000), Furniture, charging stations (20,000)
-	Einstein's	-	29,000		Microwaves (\$4,000), Bagel oven rebuild (\$10,000), Digital menu boards (\$15,000)
-	Starbucks	-	30,000		Mandatory brand refresh plans, sitework
30,000	Los Olivos	-	30,000		Box truck replacement
-	Qdoba	-	7,500		Rethermolizer
62,000	Kellogg West Dining	-	62,000		Portable electric cambros (\$10,000), Main kitchen 3 compartment sink replacement (\$6,000), Wrap KW catering vehicles with KW catering sign (\$10,000), KW portable walls overhaul (\$6,000), Install sundry/snacks/food kiosk @ front desk (\$12,000), Water heater booster installation for sinks and dishwasher (\$15,000), Chef office remodel (\$3,000)
-	Round Table Pizza	-	8,500		Sound/PA system
-	Innovation Brew Works	-	10,500		Hop planting/trellis (\$2,500), Add hose bib to patio (\$3,000), Bottling line (\$5,000)
	<b>Total Dining Services</b>			<b>415,700</b>	
400,000	<b>Kellogg West Conference &amp; Hotel</b>		400,000	<b>400,000</b>	Conference center renovations, A/V upgrades, replacement of 100 conference chairs and replacement of 100 conference center tables, Hillside Exterior renovations including new railing, lighting and painting
	<b>Facilities</b>	-	-	-	No capital budget requested

# CAL POLY POMONA FOUNDATION

## Budget Presentation 2016-2017

### CAL POLY POMONA FOUNDATION, INC. 2016-2017 PROPOSED CAPITAL BUDGET

(CONTINUED)

RESERVES		Prior Years Remaining	Proposed Detail 2016-17	Proposed Total 2016-17	
	<b>Real Estate Activities</b>				
40,000	Bldg 66	-	40,000		Atrium paint (\$20,000), Restroom walls (\$20,000)
62,000	CTTi Buildings	-	62,000		Retube boiler bldg #C (\$12,000), Water heater replacement bldg #C (\$5,000), Restroom stall replacement CTTi (\$20,000), Fire Suppression System - Data Closets Bldg A (\$25,000)
	<b>Total Real Estate Activities</b>			<b>102,000</b>	
-	<b>Research &amp; Sponsored Prog</b>	-	15,900	<b>15,900</b>	Subscription to Evisions for Cayuse module 424
	<b>College of Agriculture</b>				
	Spadra/Westwind Ranch	165,000	-		Paint building #28 (\$90,000 Fruit & Crops Unit), Replacement of irrigation mainlines with Yellow-mine PVC pipe at Westwind and Spadra Ranches (\$75k)
20,000	Pine Tree Ranch	20,000	-		Replant 5 acres of avocado (\$20,000)
14,750	Swine Unit	14,750	-		Purchase of Kawasaki quad
	<b>Total College of Agriculture</b>			-	
	<b>College of Science</b>				
	Chemistry Agilent Project	10,000	-	-	Computer Equipment
-	<b>College of Extended University</b>	-	90,000	<b>90,000</b>	Reconfigure 105A to workstations/reception area (\$45,000), Purchase electric vehicle for transporting staff to CEU (\$45,000)
	<b>Administration</b>				
	Human Resources	-	46,000		Kronos Talent Management
	Marketing	-	6,990		OkiDate printer
	Admin	-	55,000		Renovation/Refresh for Bldg 55
	Admin		12,000		HVAC for 55 Executive conference room
	Management Info Systems	25,000	-		Tableau and Consulting Services - To provide business intelligence report and analytics to Enterprise operations
	Management Info Systems	15,000	-		Windows 10/desktop updates - Rollout of new operating system to enterprise units through VDI. Some hardware refreshes to improve speed, automation, and security, including continued SSD disk upgrades where needed.



# CAL POLY POMONA FOUNDATION

## Budget Presentation 2016-2017

### CAL POLY POMONA FOUNDATION, INC. 2016-2017 PROPOSED CAPITAL BUDGET

(CONTINUED)

<b>RESERVES</b>		<b>Prior Years Remaining</b>	<b>Proposed Detail 2016-17</b>	<b>Proposed Total 2016-17</b>	
	Management Info Systems	-	4,000		Security log monitoring software - To improve risk response in security logging and monitoring software and to keep pace with growing security compliances
	Management Info Systems	5,000	-		Data Encryption Enhancements - To improve security on hard disks by adding encryption at the disk level, both on local drives and cloud based
	Management Info Systems	5,000	15,000		PCI 3.2 updates - Follow-up penetration testing, consulting on Gap mitigation, PCI training, and quarterly external scanning.
	Management Info Systems	15,000	-		Hybrid Cloud Service Expansion - For development of disaster recovery alternate processing service, and enterprise application infrastructure in conjunction with other AOA's using the common Microsoft Azure cloud services
	Management Info Systems	5,000	15,000		Financial System Improvements - The addition of three new workflow forms to speed processing and initial Cognos report development to enhance Enterprise reports with Business Intelligence improvements.
	Management Info Systems	5,000	-		POS Private Network Buildout - SDSL hardware updates to begin building an isolated POS network for Foundation retail services to improve PCI compliance mandates.
	Management Info Systems		50,000		POS VM Infrastructure update - Hardware and VM software updates to provide a next generation virtual server platform dedicated to isolated POS systems across the Foundation retail services.
	<b>Total Administration</b>			<b>203,990</b>	
<b>Prior Years and Proposed Capital Budget</b>		<b>314,750</b>		<b>1,747,990</b>	
<b>Total Prior Years and Proposed Capital Budget</b>				<b>2,062,740</b>	
<b>1,312,150 Capital Funding from Reserves</b>				<b>(1,312,150)</b>	
<b>Capital Funding from Operations</b>				<b>750,590</b>	

**Note** - The proposed capital budget assumes funding of 1,187,400 from the Capital Reserve, \$90,000 from the Residential Board Meal Program Surplus Reserve, and \$20,000 from the Pine Tree Ranch Reserve, and \$14,750 from the Agriculture Program Reserve.

**The Foundation's Reserves and OPEB are comprised of the following:**

	<u>Contributions</u>	<u>Requests</u>	<u>Balance @ June 2017</u>
* <b><u>Policy No. 103</u></b>			
Indirect Cost (Disallowance) Reserve	-	-	346,406
* <b><u>Policy No. 170</u></b>			
Agriculture Program Reserve	-	14,750	60,250
Pine Tree Ranch Reserve	-	20,000	120,886
* <b><u>Policy No. 171</u></b>			
Res Board Meal Program Surplus Reserve	400,599	90,000	2,375,748
Cafeteria Equipment Replacement Reserve	-	-	182,062
* <b><u>Policy No. 172</u></b>			
Operating Reserve	-	-	7,498,474
Capital Equipment Reserve	2,389,138	1,187,400	8,054,314
Venture Capital/Real Estate Reserve	508,079	500,000	1,852,992
* <b><u>Policy No. 173</u></b>			
Funded portion of Retiree Medical Benefits	1,000,000	392,879	1,214,242
* <b><u>Policy No. 174</u></b>			
Insurance Reserve	36,670	-	129,297
* <b><u>Policy No. 175</u></b>			
Research & Sponsored Programs Reserve	20,000	-	159,270
Innovation Village Demo Reserve	11,547	-	84,516
* <b><u>Policy No. 134</u></b>			
Emergency Reserve	-	-	120,152



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

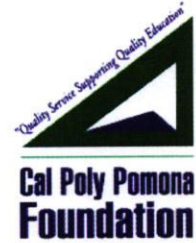
	Balance as of 6/30/2015	Forecast Fiscal 15/16	Proposed Budgeted 16/17	Net End of 6/30/2017	Goal
<b>Sources of Funds:</b>					
Fund Balance (Unrestricted)	34,977,935	1,386,172	3,362,699	39,726,806	
Current & Long term debt					
University Village Series 2013 and 2014	22,155,000	(625,000)	(660,000)	20,870,000	
CTTI Bonds Series 2007	2,590,000	(205,000)	(215,000)	2,170,000	
Excess Accts Payable over Accts Receivable	12,764,847			12,764,847	
Post Retiree Medical Benefits - Note 1	(291,658)	785,008	731,761	1,225,111	1,225,111
<b>Total Available</b>	<b>72,196,124</b>	<b>1,341,180</b>	<b>3,219,460</b>	<b>76,756,764</b>	
<b>Uses of Funds</b>					
Investment in fixed assets	98,478,351	2,835,528	2,062,740	103,376,619	
Depreciation	(49,457,413)	(3,992,716)	(4,078,026)	(57,528,155)	
Inventory	1,915,135			1,915,135	
<b>Reserves :</b>					
Board Designated Reserves					
Agriculture Program Reserve	53,705	21,295	(14,750)	60,250	75,000
Cafeteria State Share Reserve	182,062			182,062	
Capital Reserve	6,000,000	852,576	1,201,738	8,054,314	6,000,000
Emergency Reserve	120,152			120,152	
Indirect Cost Disallowance Reserve	346,406			346,406	346,406
Innovation Village Demo Reserve	63,906	9,063	11,547	84,516	
Insurance Reserve	37,253	55,374	36,670	129,297	
Pine Tree Ranch Reserve	140,886		(20,000)	120,886	75,000
Auxiliaries Multiple Employer VEBA Trust - Note 1		607,121	607,121	1,214,242	
Research & Sponsored Programs	119,270	20,000	20,000	159,270	
Residential Board Meal Program Surplus Res	2,119,278	(54,129)	310,599	2,375,748	
Venture Capital/Real Estate Reserve	1,875,181	(30,268)	8,079	1,852,992	6,000,000
Other	4,773			4,773	
<b>Total Uses</b>	<b>61,998,945</b>	<b>323,844</b>	<b>145,718</b>	<b>62,468,507</b>	
<b>Available for Working Capital</b>	<b>10,197,179</b>	<b>1,017,336</b>	<b>3,073,742</b>	<b>14,288,257</b>	
<b>Net Working Capital - Note 2</b>	<b>10,197,179</b>	<b>11,214,515</b>	<b>14,288,257</b>	<b>14,288,257</b>	
<b>Minimum Two Months Working Capital Reserve Required</b>	<b>7,278,504</b>	<b>6,627,421</b>	<b>7,624,024</b>	<b>7,624,024</b>	

Note 1 - Forecast and Proposed Budget includes funding of \$1.0 million and withdraws of \$392,879 each year; the Post Retirement Med Benefit.

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

**CAL POLY POMONA FOUNDATION, INC.**  
**2016-17 PROPOSED BUDGET**  
**SUMMARY OF SOURCES AND USES OF FUNDS**

	Revised 2015-2016 <u>PROPOSED BUDGET</u>	2015-2016 <u>FORECAST</u>	2016-2017 <u>PROPOSED BUDGET</u>
<b>SOURCES OF CASH</b>			
SURPLUS (DEFICIT)			
Administration	(1,011,889)	115,411	23,654
Real Estate	20,719	293,201	332,331
Investments	1,084,583	(1,213,025)	831,084
Bookstores	317,399	279,045	292,798
Dining Services	1,027,162	582,990	771,018
Kellogg West Conference Center	12,349	8,668	16,952
University Village	1,331,210	1,887,163	2,335,736
Supplementary Programs	334,085	739,948	317,810
TOTAL OPERATING SURPLUS (DEFICIT)	<u>3,115,618</u>	<u>2,693,401</u>	<u>4,921,383</u>
Designated Gifts	<u>(1,355,338)</u>	<u>(1,307,229)</u>	<u>(1,558,684)</u>
NET OPERATING SURPLUS (DEFICIT)	<u>1,760,280</u>	<u>1,386,172</u>	<u>3,362,699</u>
NON-CASH TRANSACTIONS:			
Depreciation and Amortization	4,621,610	3,992,716	4,078,026
Post Retiree Medical Benefits - See Note 1	548,209	785,008	731,761
TOTAL CASH GENERATED BY OPERATIONS	<u>6,930,099</u>	<u>6,163,896</u>	<u>8,172,486</u>
FINANCING			
TOTAL SOURCES OF FINANCING	-	-	-
RESERVES			
Capital Reserve	1,230,969	1,469,455	1,187,400
Residential Board Meal Program Surplus Reserve	175,000	122,410	90,000
Venture Capital/Real Estate Reserve	800,000	500,000	500,000
Insurance Reserve		7,373	
Pine Tree Ranch Reserve			20,000
Agriculture Program Reserve			14,750
Withdraw of funds from Post Retiree Medical Benefit Trust	372,834	392,879	392,879
TOTAL SOURCES FROM RESERVES	<u>2,578,803</u>	<u>2,492,117</u>	<u>2,205,029</u>
<b>TOTAL SOURCES OF CASH</b>	<b><u>9,508,902</u></b>	<b><u>8,656,013</u></b>	<b><u>10,377,515</u></b>
<b>USES OF CASH</b>			
CAPITAL EXPENDITURES			
University Village	229,000	208,860	220,400
Bookstore	25,000	95,000	300,000
Dining Services	595,500	557,109	415,700
Kellogg West	1,045,000	1,450,920	400,000
Real Estate	708,800	180,000	102,000
Research & Sponsored Programs			15,900
Agricultural Units	166,750	150,000	
Continuing Education	10,000	25,000	90,000
Administration	237,000	168,639	203,990
Prior Year Carryover	1,046,673		314,750
TOTAL CAPITAL EXPENDITURES	<u>4,063,723</u>	<u>2,835,528</u>	<u>2,062,740</u>
FINANCING			
University Village Bond payment - 2013 and 2014 series	625,000	625,000	660,000
CTTi Bond payment - 2007 series	205,000	205,000	215,000
TOTAL USES OF FINANCING	<u>830,000</u>	<u>830,000</u>	<u>875,000</u>
RESERVES			
Agriculture Program Reserve @ 55% net Annual Surplus		21,295	
Cafeteria State Share Reserve			
Capital Reserve @ 1.75% of Gross Auxiliary Revenues	864,302	2,322,031	2,389,138
Emergency Reserve			
Indirect Cost Disallowance Reserve			
Innovation Village Demo Reserve	8,740	9,063	11,547
Insurance Reserve	62,747	62,747	36,670
Pine Tree Ranch Reserve @ 50% net Annual Surplus			
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%	365,004	68,281	400,599
Venture Capital/Real Estate Reserve @ 1.0% of Gross Rev.	493,887	469,732	508,079
TOTAL RESERVE CONTRIBUTIONS	<u>2,814,680</u>	<u>3,973,149</u>	<u>4,366,033</u>
<b>TOTAL USES OF CASH</b>	<b><u>7,708,403</u></b>	<b><u>7,638,677</u></b>	<b><u>7,303,773</u></b>
<b>NET SOURCES &amp; (USES) OF CASH</b>	<b><u>1,800,499</u></b>	<b><u>1,017,336</u></b>	<b><u>3,073,742</u></b>
<b>BEGINNING OF THE YEAR WORKING CAPITAL LESS CONTINGENCY</b>		<b><u>10,197,179</u></b>	<b><u>11,214,515</u></b>
<b>NET WORKING CAPITAL AVAILABLE END OF YEAR - Note 2</b>		<b><u>11,214,515</u></b>	<b><u>14,288,257</u></b>
<b>Minimum Two Months Working Capital Reserve Required</b>		<b><u>6,627,421</u></b>	<b><u>7,624,024</u></b>



**Date:** May 6, 2016

**To:** Program Committee  
Cal Poly Pomona Foundation, Inc.

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

A. Neilson  
C. Aase

**RE: DINING SERVICES' PROPOSED 2016 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 2016 summer break, summer quarter, fall break 1<sup>st</sup> week, fall break 2<sup>nd</sup> week, fall break opening week, and fall quarter for the dates indicated below:

- ↓ Summer Quarter Break - June 13 - 19
- ↓ Summer Quarter - June 20 - September 4
- ↓ Fall Break - September 5 - 18
- ↓ Fall Quarter Opening Week - September 19 - 25
- ↓ Fall Quarter - September 26 - December 11

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 overall objective the Foundation is to provide the best selection of services in a fiscally responsible manner.

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

**RECOMMENDED ACTION:**

**NOW, THEREFORE IT BE RESOLVED** that the Program Committee has reviewed and accepted the hours of operation proposed by Foundation Management for the above-noted time periods for 2016.

Passed and adopted this 11<sup>th</sup> day of May 2016.

By: *[Signature]*  
Kathleen Street, Chair  
Program Committee *by DMSPEAK*

<b>DINING HOURS*</b>		<b>QUARTER:</b>		<b>Pre Summer Break 2016</b>		<b>PERIOD:</b>		<b>Monday, June 13 - Sunday, June 19, 2016</b>	
<b>BLDG #</b>		<b>MON-THUR</b>	<b>FRIDAY</b>	<b>SAT</b>	<b>SUN</b>	<b>NOTES</b>			
<b>52</b>	<b>BRONCO COMMONS</b>	Holidays See Weekend Hours							
	The Den	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Vista Market	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
<b>35</b>	<b>BRONCO STUDENT CENTER</b>								
	Subway	7:30 am - 2:00 pm	CLOSED	CLOSED	CLOSED	CLOSED			
	Poly Fresh Market	7:30 am - 3:00 pm	CLOSED	CLOSED	CLOSED	CLOSED			
	Peets / Freshens	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Round Table Pizza	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Hibachi San	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Qdoba	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
<b>42</b>	<b>BRIC</b>								
	Jamba Juice	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
<b>97</b>	<b>CAMPUS CENTER MARKETPLACE</b>	Holidays See Weekend Hours							
	Carl's Jr.	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Fresh Escape	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Pony Express	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Jamba Juice Express	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	International Grounds	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Panda Express	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Faculty/Staff Café	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Taco Bell Express	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
<b>97</b>	<b>CAMPUS CENTER MARKETPLACE</b>	Holidays See Weekend Hours							
	Bronco Bucks Office	9:00am - 5:00pm	CLOSED	CLOSED	CLOSED	CLOSED			Please call 909-869-3195 for Appointment
<b>98</b>	<b>CLA - BLDG 98</b>	Holidays See Weekend Hours							
	Pony Express	7:30 am - 5:00 pm	CLOSED	CLOSED	CLOSED	CLOSED			
<b>7</b>	<b>ENV CAFÉ</b>	Holidays See Weekend Hours							
	ENV Café	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
<b>80</b>	<b>COLLINS - BLDG 80</b>	Holidays See Weekend Hours							
	H-CAFÉ	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	<b>KELLOGG RANCH</b>								
	Farm Store	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm			
<b>76</b>	<b>KELLOGG WEST - BLDG 76</b>								
	Breakfast	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm			
	Continental Breakfast	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm			
	Lunch	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm			
	Dinner	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm			
<b>15</b>	<b>LIBRARY - BLDG 15</b>								
	Starbucks	7:00 am - 3:00 pm	CLOSED	CLOSED	CLOSED	CLOSED			
<b>70</b>	<b>LOS OLIVOS - BLDG 70</b>	Hours vary due to summer conference groups.							
	Dining Hours	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			Please call ext 3200
<b>164</b>	<b>COLLEGE OF BUSINESS ADMIN 164</b>								
	Einstein's Bagel Shop	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
	Pony Express	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			
<b>220A</b>	<b>INNOVATION BREW WORKS 220A</b>								
	<b>IBW</b>	<b>Mon-Wed</b>	<b>Thur-Fri</b>						
	IBW, Pizzeria & Market	6:30am - 9:00pm	6:30am - 10:00pm	1:00pm - 10:00pm	1:00pm - 6:00pm				
<b>Poly Trolley-Food Truck</b>						For location and hours follow us on <a href="http://www.twitter.com/polytrolley">www.twitter.com/polytrolley</a>			
	For location and hours follow us on <a href="http://www.twitter.com/polytrolley">www.twitter.com/polytrolley</a>			CLOSED	CLOSED				

\*ALL HOURS ARE SUBJECT TO CHANGE

<b>DINING HOURS*</b>		<b>SUMMER QTR 2016</b>		<b>PERIOD:</b>		<b>June 20- September 4, 2016</b>	
<b>BLDG #</b>	<b>MON-THUR</b>	<b>FRIDAY</b>	<b>SAT</b>	<b>SUN</b>	<b>NOTES</b>		
<b>52 BRONCO COMMONS</b>							
	Denny's	CLOSED	CLOSED	CLOSED	CLOSED		
	Vista Market	TBD	TBD	TBD	TBD		
<b>35 BRONCO STUDENT CENTER</b>							
	Subway	7:30 am - 5:00 pm	CLOSED	CLOSED	CLOSED		
	Poly Fresh Market	7:30 am - 6:00 pm	CLOSED	CLOSED	CLOSED		
	Peets / Freshens	7:30 am - 2:00 pm	CLOSED	CLOSED	CLOSED		
	Round Table Pizza	10:00 am - 5:00 pm	CLOSED	CLOSED	CLOSED		
	Qdoba	10:00 am - 2:00 pm	CLOSED	CLOSED	CLOSED		
<b>42 BRIC</b>							
	Jamba Juice	9:00 am - 5:00 pm	CLOSED	CLOSED	CLOSED		
<b>97 CAMPUS CENTER MARKETPLACE</b>							
	Carl's Jr.	CLOSED	CLOSED	CLOSED	CLOSED		
	Fresh Escape	CLOSED	CLOSED	CLOSED	CLOSED		
	Jamba Juice Express	CLOSED	CLOSED	CLOSED	CLOSED		
	Pony Express	CLOSED	CLOSED	CLOSED	CLOSED		
	International Grounds	CLOSED	CLOSED	CLOSED	CLOSED		
	Panda Express	CLOSED	CLOSED	CLOSED	CLOSED		
	Faculty/Staff Café	CLOSED	CLOSED	CLOSED	CLOSED		
	Taco Bell Express	CLOSED	CLOSED	CLOSED	CLOSED		
<b>98 CLA - BLDG 98</b>							
	Pony Express	7:00 am - 3:00 pm	CLOSED	CLOSED	CLOSED		
<b>7 ENV CAFÉ</b>							
	ENV Café	CLOSED	CLOSED	CLOSED	CLOSED		
<b>80 COLLINS - BLDG 80</b>							
	H-CAFÉ	CLOSED	CLOSED	CLOSED	CLOSED		Holidays See Weekend Hours
<b>KELLOGG RANCH</b>							
	Farm Store	10:00 am - 6:00 pm	10:00 am - 6:00 pm	*10:00 am - 6:00 pm	10:00 am - 6:00 pm		*closed 4th of July
<b>76 KELLOGG WEST - BLDG 76</b>							
	Breakfast	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250		
	Continental Breakfast	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250		
	Lunch	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250		
	Dinner	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250		
<b>15 LIBRARY - BLDG 15</b>							
	Starbucks	7:00 am - 4:00 pm	CLOSED	CLOSED	CLOSED		
<b>70 LOS OLIVOS - BLDG 70</b>							
	All Meal times subject to change based on Summer Conference needs call x3200						TBD July 4 (Independence Day)
	Breakfast	7:00 am - 8:30 am	7:00 am - 9:00 am	SEE BRUNCH	SEE BRUNCH		
	Brunch	SEE LUNCH	SEE LUNCH	11:00 am - 1:00 pm	11:00 am - 1:00 pm		
	Lunch	11:00 am - 1:00 pm	11:00 am - 1:00 pm	SEE BRUNCH	SEE BRUNCH		
	Dinner	5:00 pm - 7:00 pm	5:00 pm - 7:00 pm	5:00 pm - 7:00 pm	5:00 pm - 7:00 pm		
<b>164 COLLEGE OF BUSINESS ADMIN 164</b>							
	Einstein's Bagel Shop	CLOSED	CLOSED	CLOSED	CLOSED		
	Pony Express	CLOSED	CLOSED	CLOSED	CLOSED		
<b>220A INNOVATION BREW WORKS 220A</b>							
	<b>IBW</b>	<b>Mon-Wed</b>	<b>Thur-Fri</b>				
	IBW, Pizzeria & Market	6:30am - 9:00pm	6:30am - 10:00pm	1:00pm - 10:00pm	1:00pm - 6:00pm		
<b>Poly Trolley-Food Truck</b>							
	For location and hours follow us on <a href="http://www.twitter.com/polytrolley">www.twitter.com/polytrolley</a>						
	* 10:00 am - 2:30 pm	CLOSED	CLOSED	CLOSED	CLOSED	* Locations may Vary - CLOSED JULY 4 - Sept 18st	

\*CLOSED 7/4 -9/18

\*ALL HOURS ARE SUBJECT TO CHANGE

DINING HOURS*		QUARTER:	SUMMER	PERIOD:	Monday, Sept. 5 - Sunday, Sept. 18, 2016	
BLDG #		MON-THUR	FRIDAY	SAT	SUN	NOTES
<b>52</b>	<b>BRONCO COMMONS</b>					
	Denny's	CLOSED	CLOSED	CLOSED	*Opens 9/16/16	*Dennys open Sun 9/18 9am- 5pm
	Vista Market	TBA	TBA	TBA	*closed/open 9/20	* Vista open 9/18 7:00am - 1:00am
<b>35</b>	<b>BRONCO STUDENT CENTER</b>					
	Subway	*7:30 am - 2:00 pm	7:30 am - 2:00 pm	CLOSED	CLOSED	*Closed Labor Day 9/5/16
	Poly Fresh Market	*7:30 am - 3:00 pm	7:30 am - 3:00 pm	CLOSED	CLOSED	*Closed Labor Day 9/5/16
	Peets / Freshens	CLOSED	CLOSED	CLOSED	CLOSED	
	Round Table Pizza	CLOSED	CLOSED	CLOSED	CLOSED	
	Hibachi San	CLOSED	CLOSED	CLOSED	CLOSED	
	Qdoba 9/5/16-9/11/16	*CLOSED	*CLOSED	CLOSED	CLOSED	opening week of 9/12 - 9/16
	Qdoba9/12/16-9/16/16	*10am-2pm	*10-2pm			
<b>42</b>	<b>BRIC</b>					
	Jamba Juice	CLOSED	CLOSED	CLOSED	CLOSED	
<b>97</b>	<b>CAMPUS CENTER MARKETPLACE</b>					
	Carl's Jr.	CLOSED	CLOSED	CLOSED	CLOSED	
	Fresh Escape	CLOSED	CLOSED	CLOSED	CLOSED	
	Jamba Juice Express	CLOSED	CLOSED	CLOSED	CLOSED	
	Pony Express	CLOSED	CLOSED	CLOSED	CLOSED	
	International Grounds	CLOSED	CLOSED	CLOSED	CLOSED	
	Panda Express	CLOSED	CLOSED	CLOSED	CLOSED	
	Faculty/Staff Café	CLOSED	CLOSED	CLOSED	CLOSED	
	Taco Bell Express	CLOSED	CLOSED	CLOSED	CLOSED	
<b>97</b>	<b>CAMPUS CENTER MARKETPLACE</b>					
	Bronco Bucks Office	10:00 am - 3:00 pm	CLOSED	CLOSED	CLOSED	Please call 909-869-3195 for Appointment
<b>98</b>	<b>CLA - BLDG 98</b>					
	Pony Express	*7:30 am - 3:00 pm	7:30 am - 3:00 pm	CLOSED	CLOSED	*Closed Labor Day 9/5/16
<b>7</b>	<b>ENV CAFE</b>					
	ENV Café	CLOSED	CLOSED	CLOSED	CLOSED	
<b>80</b>	<b>COLLINS - BLDG 80</b>		Holidays See Weekend Hours			Holidays See Weekend Hours
	H-CAFÉ	CLOSED	CLOSED	CLOSED	CLOSED	
	<b>KELLOGG RANCH</b>					
	Farm Store	10:00 am - 6:00 pm	10:00 am - 6:00 pm	*10:00 am - 6:00 pm	10:00 am - 6:00 pm	*Closed Labor Day 9/5/16
<b>76</b>	<b>KELLOGG WEST - BLDG 76</b>					
	Breakfast	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	
	Continental Breakfast	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	
	Lunch	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	
	Dinner	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	
<b>15</b>	<b>LIBRARY - BLDG 15</b>					
	Starbucks	7:00 am - 3:00 pm	CLOSED	CLOSED	CLOSED	*Closed Labor Day 9/5/16
<b>70</b>	<b>LOS OLIVOS - BLDG 70</b>	All Meal times subject to change based on Summer Conference needs call x3200				
	Breakfast	CLOSED	CLOSED	CLOSED	CLOSED	Limited Menu For Housing Training - Lobby Closed
	Brunch	See Lunch	See Lunch	11:30am - 1pm	11:30am - 1pm	Limited Menu For Housing Training - Lobby Closed
	Lunch	11:30am - 1pm	11:30am - 1pm	11:30am - 1pm	11:30am - 1pm	Limited Menu For Housing Training - Lobby Closed
	Dinner	5pm - 6:30pm	5pm - 6:30pm	5pm - 6:30pm	5pm - 6:30pm	Limited Menu For Housing Training - Lobby Closed
<b>164</b>	<b>COLLEGE OF BUSINESS ADMIN 164</b>					
	Einstein's Bagel Shop	CLOSED	CLOSED	CLOSED	CLOSED	
	Pony Express	CLOSED	CLOSED	CLOSED	CLOSED	
<b>220A</b>	<b>INNOVATION BREW WORKS 220A</b>					
	<b>IBW</b>	Mon-Wed	Thur-Fri			
	IBW, Pizzeria & Market	*6:30am - 9:00pm	6:30am - 10:00pm	1:00pm - 10:00pm	1:00pm - 6:00pm	*Closed Labor Day 9/5/16
	<b>Poly Trolley-Food Truck</b>	For location and hours follow us on <a href="http://www.twitter.com/polytrolley">www.twitter.com/polytrolley</a>				
		CLOSED	CLOSED	CLOSED	CLOSED	* Locations may Vary -

\*ALL HOURS ARE SUBJECT TO CHANGE

<b>DINING HOURS*</b>	<b>QUARTER:</b>	<b>Opening Week</b>	<b>PERIOD:</b>	<b>Monday, Sept. 19 - Sunday September 25, 2016</b>			
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BLDG #		MON-TUES	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	NOTES
<b>52</b>	<b>BRONCO COMMONS</b>							
	Denny's	9:00am -5:00pm	9:00am-12:00am	9:00am-12:00am	9:00am-10:00am	10:00am-10:00am	10:00am-12:00am	
	Vista Market	closed	closed	7:00am -1:00 am	7:00am-10:00pm	10:00am - 10:00pm	10:00 - 1:00 am	
<b>35</b>	<b>BRONCO STUDENT CENTER</b>							
	Subway	7:30am - 2:00pm	7:30am - 2:00pm	7:30am- 6:30pm	7:30am- 2:00pm	CLOSED	CLOSED	
	Poly Fresh Market	7:30 m - 3:00pm	7:30 am -3:00pm	7:30 am -8:00pm	7:30am -3:00pm	CLOSED	CLOSED	
	Peets / Freshens	7:30am - 2:30pm	7:30am - 2:30pm	7:30am - 6:00pm	7:30am -3:00pm	CLOSED	CLOSED	
	Round Table Pizza	10:30am- 2:30pm	10:30am - 2:30pm	10:30am-9:00pm	10:30am-3:00pm	CLOSED	CLOSED	
	Hibachi San	10:00am-3:00pm	10:00am-3:00pm	10:00am to 7:00pm	10:00am-3:00pm	CLOSED	CLOSED	
	Qdoba	10:30am- 2:00pm	10:30am- 2:00pm	10:30am- 7:00pm	10:30am- 2:00pm	CLOSED	CLOSED	
<b>42</b>	<b>BRIC</b>							
	Jamba Juice	Closed	9:00 am - 3:00 pm	9:00 am - 8:00 pm	9:00 am - 12:00 am	12:00pm -5:00 pm	12:00pm -5:00 pm	
<b>97</b>	<b>CAMPUS CENTER MARKETPLACE</b>							
	Carl's Jr.	7:30am - 2:00pm	7:30am - 2:00 pm	7:30-7:00 pm	7:30am - 2:00 pm	CLOSED	CLOSED	
	Fresh Escape	CLOSED	CLOSED	10:00am- 5:00pm	CLOSED	CLOSED	CLOSED	
	Pony Express	7:30am - 3:00pm	7:30am - 3:00pm	7:30 am - 8:00 pm	7:30am - 3:00pm	CLOSED	CLOSED	
	International Grounds	7:30am - 12:00pm	7:30 am - 12:00 pm	7:30 am - 7:00 pm	7:30am - 12:00pm	CLOSED	CLOSED	
	Panda Express	CLOSED	10:00am - 8:00pm	10:00am - 8:00pm	10:00am - 3:00pm	CLOSED	CLOSED	
	Faculty/Staff Café	CLOSED	CLOSED	11:30-1:30 pm	CLOSED	CLOSED	CLOSED	
	Taco Bell Express	10:00am- 2:00pm	10:00am - 2:00pm	10:00am-6:00pm	10:00am - 2:00pm	CLOSED	CLOSED	
	Jamba Juice Express	10:00am - 2:00pm	10:00am - 2:00pm	10:00am - 5:00pm	9:00am - 2:00pm	CLOSED	CLOSED	
<b>97</b>	<b>CAMPUS CENTER MARKETPLACE</b>							
	Bronco Bucks Office	10:00am - 3:00pm	10:00am - 3:00pm	9:00am-5:00pm	Please call 909-869-3195 for Appointment			
<b>98</b>	<b>CLA - BLDG 98</b>							
	Pony Express	7:30am - 3:00pm	7:30am - 3:00pm	7:30am - 6:00pm	7:30am - 5:00pm	CLOSED	CLOSED	
<b>7</b>	<b>ENV CAFÉ</b>							
	ENV Café	CLOSED	CLOSED	7:30am -2:00 pm	CLOSED	CLOSED	CLOSED	
<b>80</b>	<b>COLLINS - BLDG 80</b>	Holidays See Weekend Hours				Holidays See Weekend Hours		
	H-CAFÉ	CLOSED	CLOSED	7:30am - 6:00pm	CLOSED			
	<b>KELLOGG RANCH</b>	<b>Open Thur 9/22</b>						
	Farm Store	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	
<b>76</b>	<b>KELLOGG WEST - BLDG 76</b>							
	Breakfast	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	
	Continental Breakfast	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	
	Lunch	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	
	Dinner	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	CALL EXT. 2250	
<b>15</b>	<b>LIBRARY - BLDG 15</b>							
	Starbucks	7:00am - 3:00pm	7:00am -3:00 pm	7:00am -10:00 pm	7:00am -5:00 pm	10:00am - 6:00pm	12:00pm - 9:00pm	
<b>70</b>	<b>LOS OLIVOS - BLDG 70</b>	All Meal times subject to change based on Summer Conference needs call x3200						
	Breakfast	CLOSED	CLOSED	7:00 am - 10:00 am	7:00 am - 9:00 am	SEE BRUNCH	SEE BRUNCH	
	Continental Breakfast			10:00 - 11:00 am	10:00 - 11:00 am			
	Brunch	CLOSED	CLOSED	CLOSED	CLOSED	11:00 am - 1:00 pm	11:00 am - 1:00 pm	
	Lunch	CLOSED	CLOSED	11:00 am - 1:00 pm	11:00 am - 1:00 pm	SEE BRUNCH	SEE BRUNCH	
	Quick Meals			1:30PM - 5:00PM	1:30PM - 5:00PM			
	Dinner	CLOSED	5:00 pm - 8:00 pm	5:00 pm - 8:00 pm	5:00 pm - 7:30 pm	5:00 pm - 7:30 pm	5:00 pm - 7:30 pm	
	Late Night	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	9:00 pm - 1:00 am	LOBBY EXCHANGES - 8:00 pm - 1:00 am
<b>164</b>	<b>COLLEGE OF BUSINESS ADMIN 164</b>							
	Einstein's Bagel Shop	7:00am - 4:00pm	7:00 am - 4:00pm	7:00 am - 7:00 pm	7:00 am - 4:00 pm	CLOSED	CLOSED	
	Pony Express	7:00am - 5:00pm	7:00 am - 5:00pm	7:00 am - 10:00 pm	7:00 am - 5:00pm	CLOSED	CLOSED	
<b>220A</b>	<b>INNOVATION BREW WORKS 220A</b>							
	<b>IBW</b>	<b>Mon-Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Friday</b>	<b>Sat</b>	<b>Sun</b>	
	IBW, Pizzeria & Market	6:30am - 9:00pm	6:30am - 9:00pm	6:30am - 10:00pm	6:30am - 10:00pm	1:00pm - 10:00pm	1:00pm - 6:00pm	
	<b>Poly Trolley-Food Truck</b>	For location and hours follow us on <a href="http://www.twitter.com/polytrolley">www.twitter.com/polytrolley</a>						
		For location and hours follow us on <a href="http://www.twitter.com/polytrolley">www.twitter.com/polytrolley</a>						

\*ALL HOURS ARE SUBJECT TO CHANGE

DINING HOURS*		QUARTER: Fall Quarter 2016		PERIOD: Monday, September 26 - Sunday, December 11, 2016		
BLDG #	MON-THUR	FRIDAY	SAT	SUN	NOTES	
<b>52</b>	<b>BRONCO COMMONS</b>				Holidays See Weekend Hours	
	The Den	9:00 am - 12:00 am	9:00 am - 10:00 pm	*10:00 am - 10:00 pm	*10:00 am - 12:00 am	* Dec 10,11 TBA
	Vista Market	7:00 am - 1:00 am	7:00 am - 10:00 pm	*10:00 am - 10:00 pm	*10:00 am - 1:00 am	* Dec 10,11 TBA
<b>35</b>	<b>BRONCO STUDENT CENTER</b>					
	Subway	7:30 am - 6:30 pm	7:30 am - 2:00 pm	CLOSED	CLOSED	
	Poly Fresh Market	7:30 am - 8:00 pm	7:30 am - 3:00 pm	CLOSED	CLOSED	
	Peets / Freshens	7:30 am - 6:00 pm	7:30 am - 3:00 pm	CLOSED	CLOSED	
	Round Table Pizza	10:30 am - 9:00 pm	10:30 am - 3:00 pm	CLOSED	CLOSED	
	Hibachi San	10:00am-7:00pm	10:00am-3:00pm	CLOSED	CLOSED	
	Qdoba	10:30 am - 7:00 pm	10:30 am - 2:00 pm	CLOSED	CLOSED	
<b>42</b>	<b>BRIC</b>					
	Jamba Juice	9:00 am - 8:00 pm	9:00 am - 6:00 pm	12:00 pm - 5:00 pm	12:00 pm - 5:00 pm	
<b>97</b>	<b>CAMPUS CENTER MARKETPLACE</b>				Holidays See Weekend Hours	
	Carl's Jr.	7:30 am - 7:00 pm	7:30 am - 2:00 pm	CLOSED	CLOSED	
	Fresh Escape	10:00 am - 5:00 pm	10:00am- 2:00pm	CLOSED	CLOSED	
	Pony Express	7:30 am - 8:00 pm	7:30 am - 3:00 pm	CLOSED	CLOSED	
	Jamba Juice Express	10:00 am - 5:00 pm	10:00am- 2:00pm	CLOSED	CLOSED	
	International Grounds	7:30 am - 7:00 pm	7:30 am - 2:00 pm	CLOSED	CLOSED	
	Panda Express	10:00 am - 8:00 pm	10:00 am - 3:00 pm	CLOSED	CLOSED	
	Faculty/Staff Café	11:30 am - 1:30 pm	CLOSED	CLOSED	CLOSED	
	Taco Bell Express	10:00 am - 6:00 pm	10:00 am - 2:00 pm	CLOSED	CLOSED	
<b>97</b>	<b>CAMPUS CENTER MARKETPLACE</b>				Holidays See Weekend Hours	
	Bronco Bucks Office	7:30 am - 5:00 pm	7:30 am - 3:00 pm	CLOSED	CLOSED	Please call 909-869-3195 for Appointment
<b>98</b>	<b>CLA - BLDG 98</b>				Holidays See Weekend Hours	
	Pony Express	7:30 am - 6:00 pm	7:30 am - 5:00 pm	CLOSED	CLOSED	
<b>7</b>	<b>ENV CAFÉ</b>				Holidays See Weekend Hours	
	ENV Café	7:30 am - 2:00 pm	CLOSED	CLOSED	CLOSED	
<b>80</b>	<b>COLLINS - BLDG 80</b>				Holidays See Weekend Hours	
	H-CAFÉ	7:30AM - 6:00PM	CLOSED	CLOSED	CLOSED	
	<b>KELLOGG RANCH</b>					
	Farm Store	10:00 am - 6:00 pm*	10:00 am - 6:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm	*CLOSED Thanksgiving Day
<b>76</b>	<b>KELLOGG WEST - BLDG 76</b>					
	Breakfast	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	
	Continental Breakfast	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	
	Lunch	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	
	Dinner	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	CALL x2250 M-F 8-5pm	
<b>15</b>	<b>LIBRARY - BLDG 15</b>				*CLOSED Thanksgiving Day	
	Starbucks	7:00 am - 10:00* pm	7:00 am - 5:00 pm	10:00 am - 6:00 pm	12:00 pm - 9:00 pm	*Based on curent Library Hours



DINING HOURS*	QUARTER:	Fall Quarter 2016	PERIOD:	Monday, September 26 - Sunday, December 11, 2016		
<b>70 LOS OLIVOS - BLDG 70</b>	<b>CLOSED Thanksgiving Day</b>			Holidays See Brunch & Dinner Hours		
Breakfast	7:00 am - 10:00 am	7:00 am - 10:00 am			Los Olivos will be Closed on Saturday 12/10/16 and Sunday 12/11/16	
Continental Breakfast	10:00am-11:00am	10:00am-11:00am			(Closed Through 1/2/2017 Reopen 1/3/17)	
Lunch	11:00 am -1:30 pm	11:00 am -1:30 pm				
Quick Meals	1:30pm - 5:00pm	1:30pm - 5:00pm	1:00 pm - 5:00 pm			
Dinner	5:00 pm - 8:00 pm	5:00 pm - 7:30 pm	5:00pm - 7:30pm Closed 12/10/16	5:00pm - 7:30pm Closed 12/11/16		
Brunch	-----	-----	11:00 am - 1:00 pm	11:00 am - 1:00 pm Closed 12/11/2016		
Late Night	9:00pm-1:00am	CLOSED	CLOSED	9 pm - 1:00 am Closed 12/11/2016	Lobby Exchanges - 8pm - 1am	
<b>164 COLLEGE OF BUSINESS ADMIN 164</b>						
Einstein's Bagel Shop	*7:00 am - 7:00 pm	7:00 am - 4:00 pm	CLOSED	CLOSED	* Wednesday 11/23/16 7:00am -4:00pm	
Pony Express	*7:00 am - 10:00 pm	7:00 am - 5:00 pm	CLOSED	CLOSED	* Wednesday 11/23/16 7:00am - 4:00pm	
<b>220A INNOVATION BREW WORKS 220A</b>						
	Mon-Wed	Thur-Fri	**10/24 open 11:30	**10/25 open 11:30		
Brewery/Café	6:30am - 9:00pm	* 6:30am - 10:00pm	**1:00pm - 10:00pm	**1:00pm - 6:00pm	*CLOSED Thanksgiving 11/26/15 THROUGH 11/29/15	
<b>M MOBILE FOOD OPERATIONS</b>						For location and hours follow us on <a href="http://www.twitter.com/polytrolley">www.twitter.com/polytrolley</a>
Poly Trolley	10:00am-6:00pm	9:00am-2:00pm	CLOSED	CLOSED		
Cart	TBD	TBD	TBD	TBD	* Based on customer demand	

\*ALL HOURS ARE SUBJECT TO CHANGE BASED ON CAMPUS NEEDS, HOLIDAY BREAKS, AND ACADEMIC TERM BREAKS

**Bronco Bookstore Hours Summer 2016**

Classes start 6/20/2016

**Quarter Break**

Dates	Days	Open	Close
6/13-6/16/16	M-TH	9:00 AM	4:00 PM

**Summer 2016 Quarter Opening Extended Hours**

Dates	Days	Open	Close
6/20-6/23/16	M-Th	8:00 AM	6:30 PM

**Summer 2016 Regular Hours - July-August**

Dates	Days	Open	Close
6/27-08/25/16	M-Th	9:00 AM	5:00 PM
8/24-8/28/15	M-F	8:30 AM	5:00 PM

**Summer 2016 Regular Hours -September**

Dates	Days	Open	Close
8/29-9/2/16	M-F	8:30 AM	5:00 PM

**September Break**

9/6-9/9/16	T-F	9:00 AM	5:00 PM
9/12-9/16/16	M-F	9:00 AM	5:00 PM

**Holiday Closures**

7/4/16 Independence Day  
 9/5/16 Labor Day

**Other Dates**

Last day to return  
textbooksw/receipt:

**10-week session**

Thursday 6/23/16

**1st 5 weeks**

Thursday 6/23/16

**2nd 5 weeks\***

Tuesday 8/2/16

*\* 2nd 5 weeks students must show proof of registration*

Rentals due

Thursday 9/1/2016

Tuesday 7/26/2016

Thursday 9/1/2016

## **Bronco Bookstore Hours Fall 2016**

Classes start 9/22/2016

### **September Break**

Dates	Days	Open	Close
Week 1 9/6-9/9/16	T-F	9:00AM	5:00PM
9/15-9/16/16	M-F	9:00AM	5:00PM

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### **Fall 2016 Quarter Opening Extended Hours**

Dates	Days	Open	Close
9/17/2016	Sun	10:00AM	4:00PM
9/19-9/23/16	M-F	7:45AM	7:30PM
9/24-9/25/16	Sat-Sun	10:00AM	4:00PM
9/26-9/30/16	M-F	7:45AM	7:30PM

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### **Fall 2016 Regular Hours**

Dates	Days	Open	Close
10/3-12/9/16	M-Th	8:00AM	6:30PM
	all Fridays	9:00PM	4:30PM

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### **December Break Hours**

Dates	Days	Open	Close
Break week 1 12/12-12/16/16	M-F	9:00AM	4:00PM
Break week 2 12/19-12/23/16*	M-F*	9:00AM	3:00PM

### **Closures**

Textbook inventory (2nd floor closed)	10/28/2016
closed Veterans Day	11/11/2016
closed Thanksgiving	11/24-11/25/16
<b>Closed holiday break</b>	<b>12/24/16-1/1/17</b>

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### **Other Dates**

Last day to return w/receipt	9/28/2016
Last day to return texbooks w/receipt & proof of drop	10/5/2016
Rentals due	12/9/2016

# Memorandum



Date: April 29, 2016

To: G. Paul Storey  
Executive Director

From: Aaron Neilson  
Director, Dining Services

Subject: **Foundation Dining Services Fall 2015 Satisfaction Survey Results**

In Fall of 2015, Dining Services conducted our annual NACUFS Customer Satisfaction Survey for the Cal Poly Pomona campus community. We had over 1,799 responses, a record turnout!

## **Year-Over-Year Analysis:**

**Scores Improved:** Our focus on customer service this year paid off with increases in our year-over-year scores in Speed of Service, Service Overall and Helpfulness and Friendliness of Staff. Improvement in Cleanliness of Service Areas and Overall Cleanliness was also noted.

**Scores :** Though we scored significantly better than other institutions in virtually every category, we noted a decrease in Value, Healthy, Vegetarian Variety, and Freshness. Our retail operations focused on eliminating unhealthy “bundled” offerings (i.e., “Cheetos and a Pepsi”) opting for more healthful bundling opportunities (i.e., protein bar with bottled water). Availability of seating continues to be an issue with our customers, though improvement in this area was seen in the Bronco Student Center operations with the implementation of the Solaris Study Lounge in the area previously occupied by the Fitness Center.

## **Peer Comparison Report:**

Overall, Foundation Dining exceeded the satisfaction of our peers in the Pacific Region by 9% in Overall Satisfaction. We continue to be far superior in Taste and Variety as well, beating the region in both areas by over 12%. In the categories of Freshness and Eye Appeal, we again beat our peers by over 10%. We are also strong in the areas of Operating Hours, Variety of Healthy and Vegetarian Items, and Nutritional Content beating our peers by 7-8% in each of these areas.

**Los Olivos:** Hours of operation slightly above the average presumably driven by Late Night operations. Location is significantly below, and layout is below the national average. Both to be addressed with LO Replacement project. Availability of seating is significantly above, and comfort of seating is somewhat below the national average. Service, speed, and freshness are above the national average. Overall, we scored 3.66 vs. the region's average 3.51.

**Retail:** In order to increase our already remarkable overall satisfaction score (4.21 vs. the region's 3.98), our focus will be on delivering a fresh, healthy product in a manner that is perceived as creating value. Though we did significantly exceed our peers substantially in all of these areas, these are the areas that the survey shows are most important to our current customers.

**New Report Available:** This year, we had the opportunity to request a customized peer report in which we were able to select up to six other universities to compare our results against. We selected six four-year public institutions, about our size for comparison. These included Stony Brook University, Forty-Niner Shops, INC CSULB, University of Oklahoma, Washington State University, University at Buffalo, and Ball State University.

In summary, this report shows our dining services exceed the aggregated total of these peer universities by over 13% (4.15 vs. 3.67).

### **Areas for Improvement**

Our survey shows the need to continue to improve the availability of fresh, healthy, and vegetarian offerings in a manner that provides perceived value. In August of this year, during our Dining Services annual leadership development and goal setting retreat, we will develop unit-specific action plans to address these opportunities.

The entire NACUFS survey can be accessed by the public online here:


[https://www.foundation.cpp.edu/content/d/Meeting%20Packets/Dining\\_Services\\_NACUFS\\_Survey\\_2015-16.pdf](https://www.foundation.cpp.edu/content/d/Meeting%20Packets/Dining_Services_NACUFS_Survey_2015-16.pdf)

# Memorandum



Date: May 1, 2016

To: Program Committee  
Cal Poly Pomona Foundation, Inc.

From: G. Paul Storey   
Executive Director

**Subject: Residential Experience Survey Analysis**

The information in this presentation will cover the data analysis results of the 2015-2016 University Village Residential Experience Survey, as well as comparison data from the previous quality of life surveys.

The Residential Experience Survey is a yearly perception study implemented by the Residential Education Department of the Foundation Housing Service. Information is used to better gain information about the resident's view point regarding satisfaction with the services offered at the University Village. With the information collected from the survey the University Village can better meet the continually changing needs of the students.

The entire Survey can be accessed online here:

[https://www.foundation.cpp.edu/content/d/Meeting%20Packets/Village\\_Res\\_Experience\\_2016\\_Survey.pdf](https://www.foundation.cpp.edu/content/d/Meeting%20Packets/Village_Res_Experience_2016_Survey.pdf)

# University Village

## Residential Experience Survey 2015/2016

### Summary

The 2015/2016 Residential Experience Survey was presented to University Village residents via email link. Participation in the survey was encouraged through social media, advertising, and during various programming events. The same vendor was utilized from last year, Skyfactor (formerly Educational Benchmarking, Inc.) The survey included national benchmarking questions as well as institution specific questions. 737 responses were received, an increase from 730 the previous year.

### Demographics

Gender: 51.1% Female, 48.8% Male

Sexual Orientation: 90.1% Heterosexual, 7.1% Lesbian/Gay/Bisexual/Questioning

International Student: 88.3% No, 11.7% Yes

Transfer Student: 91.2% No, 8.8% Yes

Veteran: 98.5% No, 1.5% Yes

### Race/Ethnicity:

Asian/Pacific Islander: 34.5%

Latino/Hispanic: 27.8%

White: 25.8%

Bi-racial/Multi-racial: 5.6%

African American/Black: 5.6%

Native American/Alaska Native: 0.3%

### Age:

20 years old or younger: 49.7%

21 to 25 years old: 48.5%

26 to 30 years old: 1.2%

31 years old or older: 0.5%

### Academic Standing:

Senior: 38.6%

Junior: 33.4%

Sophomore: 22.2%

Graduate/Professional student: 2.2%

First-year/Freshman: 2.2%

## **Results**

1. Overall experience at the Village: **93.9%** Satisfactory/Very Satisfactory
2. Sense of community: **86.1%** Slightly/Moderately/Very/Extremely Strong
3. How safe residents feel in their apartment: **87.3%** Slightly/Moderately/Very Satisfied
4. Upkeep of grounds: **98.9%** Slightly/Moderately/Very Satisfied
5. Residents said they chose to live at the Village because of:
  - a. **Cost:** 94.6%
  - b. **Proximity to Campus:** 93.5%
  - c. **Safety/Security Features:** 92.4%
  - d. **Transportation to Campus:** 88.7%
6. Interactions with:
  - a. Student Leaders: **94.5%** Satisfactory/Very Satisfactory
  - b. Maintenance/Facilities Staff: **93.5%** Satisfactory/Very Satisfactory
  - c. IT Staff: **95.1%** Satisfactory/Very Satisfactory
  - d. Front Office Staff: **93.1%** Satisfactory/Very Satisfactory
  - e. Mailroom Staff: **96.3%** Satisfactory/Very Satisfactory



7. Experience with:
  - a. Check-in: **96%** Satisfied/Very Satisfied
  - b. Assignment Process: **36.8%** Slightly/Moderately/Very Satisfied;  
**35.6%** Neutral
  - c. Condition of Apartment: **89.3%** Satisfied/Very Satisfied
  - d. Monthly Cleaning: **93.5%** Satisfied/Very Satisfied
  - e. Laundry Room: **80.4%** Slightly/Moderately/Very Satisfied
  - f. Wi-Fi: **67.4%** Satisfied/Very Satisfied
  - g. Computer Lab: **94.5%** Satisfied/Very Satisfied
  - h. Study Areas: **91.2%** Satisfied/Very Satisfied
8. Overall value (comparing cost to quality of living experience): **87.6%**  
Fair/Good/Very Good/Excellent/Exceptional

### **What improvements would you like to see at the University Village?**

Open-ended question. 317 total responses. Themes:


- Lower/freeze rent (58)
- More events: social, weekend, food (35)
- None, N/A, nothing (34)
- Improve Wi-Fi (31)
- Improve/update furnishings/appliances (17)
- Improve licensing/roommate selection process (13)

# Memorandum



Date: May 1, 2016

To: Program Committee  
Cal Poly Pomona Foundation, Inc.

From: G. Paul Storey   
Executive Director

**Subject: Bronco Bookstore Satisfaction Survey Analysis**

The information in this presentation will cover the data analysis results of the 2015-2016 Bronco Bookstore Satisfaction Surveys – Customer and Faculty.

The Bronco Bookstore Satisfaction Surveys are a yearly perception study implemented by OnCampus Research. Information is used to better gain information about the customer and faculty purchasing experience regarding satisfaction with the services offered at the Bronco Bookstore. With the information collected from the survey the Bronco Bookstore can better meet the continually changing needs of the students and faculty.

The entire Survey can be accessed online here:

[https://www.foundation.cpp.edu/content/d/Meeting%20Packets/Bronco\\_Bookstore\\_Cust\\_Exp\\_Final\\_Report\\_2016.pdf](https://www.foundation.cpp.edu/content/d/Meeting%20Packets/Bronco_Bookstore_Cust_Exp_Final_Report_2016.pdf)

## **Bronco Bookstore Program updates for 2016-17**

1. "Inclusive/Instant Access" course materials fee pilot program, target implementation Fall 2016. Course materials for select courses participating in this program will be provided to students digitally as part of registration for the course. Students will have free access for the first 2 weeks of class with the ability to opt out at the end of that period. and purchase or procure their materials elsewhere. Students who remain opted in will be billed for the materials at that point by the university, and in turn the bookstore will bill the university for the net cost of the opted in students' books, and will handle paying the publishers.
2. AB798 OER textbook pilot incentive program. The bookstore, as part of the Affordable Learning Initiative committee, will assist the committee in identifying courses that would be appropriate for participating in the grant proposal for OER adoption. Once courses and materials are identified the bookstore will help inform students about the OER materials by including information in the course adoption system and posting it on the textbook e-commerce site. We will also provide print copies for students who still wish to purchase physical books.

### **Bookstore Survey results from 2015-16:**

The bookstore's annual Customer and Faculty Satisfaction Surveys were administered by the On Campus Research service of indiCo, a subsidiary of the National Association of College Stores (NACS). This survey service includes benchmarking data from the entire college retail industry. Both surveys were both offered online in January-February 2016

#### **Student/Customer Survey:**

The overall ranking in the Customer Survey was 4.0(on a scale of 1 (lowest) - 5 (highest) up from 3.92 in 2015, and higher than the industry average of 3.93. Satisfaction on nearly all individual indicators was up from the previous year. As has been common the past several years satisfaction was highest on indicators related to the store's appearance, efficiency and service but lower on those related to textbook pricing and buyback. Since the store puts significant effort into textbook affordability, this continues a need for the store to raise student awareness regarding affordable options.

#### **Faculty Survey:**

The ranking from the Faculty Survey was 3.96, up from 3.9 last year and compared to an industry average 3.94. Store staff rate as very knowledgeable and friendly and the store as responsive and easy to work with. The majority of faculty see the store as a valuable partner in helping to deliver high quality education to students. They also believe that the cost of course materials has an impact on student learning, so we need to continue educating faculty about the variety of course material options at different prices points we offer, and reach out to them regarding non-traditional and Open Educational Resource options from the store. Troublingly, 45% of faculty indicate they refer students to purchase or rent from Amazon, and 18% refer students directly to publisher sites. Focusing on faculty outreach will continue to be a key goal for the textbook staff this year.

#### **Independent College Store Report:**


In addition to the NACS satisfaction surveys, the store participated in the 2015 Independent College Store Report (ICSR) benchmarking survey which compares financial and operational performance across participating stores. Bronco Bookstore overall compares well to stores with similar sales volume, in our sales cohort we ranked 8th for net income results, and in spite of having lower gross margin dollars had higher efficiency.

# Memorandum



Date: May 3, 2016

To: Program Committee  
Cal Poly Pomona Foundation, Inc.

From:   
Dennis Miller  
Chief Employment Officer

**Subject: Summer Schedule for 2016**

As in prior years, certain Foundation units will work a 4-10 work schedule during the summer period.

The attached calendar shows the 2016 dates for this 4-10 schedule.

A distinction this year is that while the campus will work two normal five day work weeks during the week of June 27<sup>th</sup> and August 1<sup>st</sup>, Foundation will continue with its 4-10 schedule on those two weeks. Still, selected food venues from Foundation dining services will remain available during those two weeks all 5 business days to ensure the campus community has access to those services.

Foundation plans to cease its 4-10 schedule September 16<sup>th</sup>. However, those Foundation departments working a 4-10 schedule during the summer will ensure their services are available for 5 days per week starting the week of August 29, 2016.

## 2016 SUMMER 4/10 WORK SCHEDULE FOR FOUNDATION

School Ends June 10<sup>th</sup> and Starts September 22<sup>th</sup>

	Week of:	Monday	Tuesday	Wednesday	Thursday	Friday
<b>June</b>	13 - 17	10	10	10	10	Off
	20 - 24	10	10	10	10	Off
Campus 8hr days	27 - 7/1	10	10	10	10	Off
<b>July</b>	4 - 8	Holiday	10	10	10	Off
	11 - 15	10	10	10	10	Off
	18 - 22	10	10	10	10	Off
	25 - 29	10	10	10	10	Off
<b>August</b> <span style="color: #6600FF;">Campus 8hr days</span>	1 - 5	10	10	10	10	Off
	8 - 12	10	10	10	10	Off
	15 - 19	10	10	10	10	Off
	22 - 26	10	10	10	10	Off
<b>August</b> <span style="color: #6600FF;">Campus 8hr days</span>	29 - 9/2	10	10	10	10	10
<b>September</b>	5 - 9	Holiday	8	8	8	8
<b>September</b> See (F) below.	12 - 16	10	10	10	10	10

### Notes

- A. The normal work day is 7:00 a.m. until 6:00PM. The normal one hour meal period (a 30 minute meal period is the minimum time) is from noon until 1:00PM. However, an enterprise unit may have different work hours to support their operational commitments, as determined by the respective unit Director, and with prior approval from the Executive Director.
- B. Working beyond the 10 hour shift ***requires a second meal period*** of at least 30 minutes for nonexempt employees.
- C. When sick or vacation time is used it will be paid on an hour-for-hour basis for nonexempt employees. For example, when a nonexempt employee takes a paid vacation day they will be paid 10 hours of vacation time (assuming they have at least 10 hours of accrued time).
- D. New hires are subject to this alternative work week schedule provided they are part of a department that adopted the summer work schedule.
- E. Foundation will make a reasonable effort to find a work schedule that does not exceed eight hours in a day for employees who are unable to work the 4/10 summer schedule.
- F. Employees will work only 4 ten hour days during this week however, department coverage is needed for all 5 days from 8 - 5. To accommodate the coverage levels, some employees will be off on Friday and others will be off on Monday, and this will be determined at the unit level.
- G. For questions about the above schedule please contact Dennis Miller at extension 2958.