Modified Dining Hours

**Vista Market**
Monday-Friday
8:00 AM - 5:00 PM
Saturday-Sunday
10:00 AM - 4:00 PM

**Innovation Brew Works**
Monday-Sunday
11:00 AM - 7:00 PM

**Centerpointe Dining Commons**
Monday-Friday
8:00 AM - 5:30 PM
Saturday-Sunday
11:00 AM - 6:00 PM

*These hours supersede any other posted hours. If venue is not listed, it is closed: Foundation Dining Services will continue to provide updates via email, the Dining Services website and @cppdining on Instagram.*

Foundation Social Lunch Hour

*Coming soon!*

Just because we're not in the office, doesn't mean we still can't have fun together! Join Foundation marketing on Zoom as we host an hour of games during lunch hour.

Keep an eye out for a calendar invite in the coming weeks with more details!
Mark Your Calendars!

APRIL

4/3   Spring Instruction Break Ends
4/22  Earth Day

MAY

5/5   Cinco de Mayo
5/10  Mother's Day
5/15  End of Spring Semester
5/25  Memorial Day (Campus/Foundation Closed)
March 23, 2020

Dear CPP Foundation Family,

The past couple of weeks have been challenging amid the constantly evolving COVID-19 pandemic. The University and CSU system have been actively providing guidance to ensure the safety and health of the entire CPP Community. I sincerely appreciate your patience and continued commitment to the students, faculty, staff, and community we serve.

The following are actions the Foundation is taking in light of recent developments:

• Directors and managers have been initiating remote work plans for their team members to the maximum extent reasonably possible. This includes both full and partial remote schedules. Yet as a largely customer-facing organization performing core functions, many roles may not be eligible for telecommuting.

• Onsite critical functions are being identified with significant attention given to proper social distancing and hygiene practices. This may involve some reallocation of responsibilities between departments and divisions. Your flexibility is appreciated.

• Those that prefer not to work at this time should coordinate with their supervisor to utilize any combination of available sick, vacation, or personal holiday time. If leave balances become exhausted, Human Resources (909-869-2953) can provide guidance about Paid Family Leave and other potentially available options for those eligible.

• The management team is placing considerable effort behind the goal of creating opportunities for those that want to continue working. This will likely involve assignments that differ from your daily routine. Your resilience and commitment to our mission will help us successfully emerge from these difficult circumstances.

This situation we are experiencing is ever-changing. The management team and I will do our best to keep you up-to-date. I encourage you to reach out to me, your supervisor, your director, or Foundation Human Resources (909-869-2953) should you have any questions or concerns.

Thank you,

Jared Ceja

Jared G. Ceja, MBA
Executive Director
Cal Poly Pomona Foundation, Inc.
909-869-4844
Tips for Effective Remote Work

An abridged guide from Microsoft Teams

**Set up your workspace**
Find a space in your home where you can concentrate. If you’re somewhere with background distractions, use background blur in Microsoft Teams to keep teammates focused.

**Communicate, communicate, communicate**
Your rhythm with online work from home might look different than it does in the office. For example, you may be balancing work and childcare at the same time. Communicate your schedule to your coworkers so that they know when to reach out to you.

**Maintain healthy boundaries**
Without the normal workday signals, like a commute, it can be harder to unplug. Make sure to take breaks, stay hydrated, and give yourself opportunities to “clock out” from remote work at the end of the day.

**Embrace online meetings**
Make sure all meetings include an online “join” option so that team members can join from wherever they are working. Turn video on so your team can interact face to face and feel more connected.

**Be mindful and inclusive**
A crowded conference call can make it difficult for people to share their opinions. Pause frequently to allow time for questions and remind attendees that they can use the chat window to share their thoughts.

**Record your meetings**
When you start a meeting, hit “record.” Team members who aren’t able to join can watch later or search the automatically generated transcript for important information. That way, people can easily review anything they missed or need repeated.

**Make up for missing hallway talk**
The quick chat at the water cooler is what many people miss the most when working remotely. Instead, be deliberate about and connecting with your coworkers. Think about chat messages as your virtual watercooler and set yourself a reminder to check in with people regularly.

**Bring the team together**
Working remotely can feel a bit isolating. It’s important to create opportunities for the whole team to virtually get together, whether it’s large brainstorm with the Microsoft Whiteboard app or daily check-ins over a virtual coffee.

**Have fun**
Use Teams to encourage fun activities and challenges to maintain morale. Holding a photo contest or praising employees for creative ideas are great ways to help the team stay positive, engaged and energized.
Stay Connected Using Microsoft Teams

Working from home might create a feeling of isolation, but in reality, we are still in this together! The campus hub gives us free access to Microsoft Office suite, including Microsoft Teams. Teams allows you to chat, meet, call, and collaborate all in one place, whether you’re online, on your desktop or even your phone!

Marketing has been using Teams ever since our remote transition and we have found it extremely useful. Below are a few features in teams that has brought us closer than ever.

**CHATS**
Unlike email, the chat gives you space similar to text messaging to conduct both casual and professional interactions. Think of this as the quickest way to contact your colleagues. Each team has a general channel and can set up secondary channels to isolate specific subject matters, projects and teams within your department. Remember to add in a dash of fun and greeting each other good morning/goodbye, share moments of your day, and joke around a little as you would in the office.

**PHONE AND VIDEO MEETINGS**
Teams connects to your outlook calendar and also can host virtual meetings within itself. Use the calendar to schedule an event, invite attendees, and even share in the chat. Video meetings through teams can record, share screens, add new participants, show live captions and blur the background. For these feature to work best, make sure everyone is using the Teams online or by desktop/mobile. We enjoy holding meetings on Teams since we can start a meeting with each other in seconds.

**PRESENCE**
Presence is part of your profile in Teams that indicates your current availability and status to others. By default, anyone in your organization using Teams can see (in nearly real-time) if other users are available online. This feature draws from your outlook calendar, however, you also have the option to change the status manually by clicking into the circle icon and selecting an option from the drop-down menu. We find that this makes it much easier for to get a hold of each other at the right times since we no longer can take these cues by passing by someone’s office.

Discover how Microsoft Teams can work for you! To learn more about Teams, visit [https://docs.microsoft.com/en-us/microsoftteams/teams-overview](https://docs.microsoft.com/en-us/microsoftteams/teams-overview).

Please contact Foundation IT to set up your department on Teams.
Remote Learning Opportunities

While some of our usual responsibilities may be suspended due to COVID-19, there is always time to grow through online learning. Cal Poly Pomona and others online offer a variety of free and low-cost options to keep us moving forward so that we can come out of this stronger than ever. Listed below are a few online learning resources available to you:

**LINKEDIN LEARNING**
PURPOSE: Learn professional skills
PRICE: Free to CPP and Foundation employees
HOW TO LOGIN: Use your CPP single sign-on credentials at [https://my.cpp.edu/](https://my.cpp.edu/), and scroll to LinkedIn Learning.

LinkedIn Learning will provide you with a certificate of completion after each course. Some courses can be used toward professional certifications such as CBAP and CCBA. Subjects include business, creative and technology areas, plus a section of CPP recommended courses. Class examples include Excel training, project management, graphic design, Adobe PDF, computer programing, and thousands more.

**TARGET SOLUTIONS**
PURPOSE: Complete required Foundation training
PRICE: Free for Foundation employees
HOW TO LOGIN: Enter your email, password and follow the instructions on the Employment Services page. (Does not use CPP single sign-on credentials).

**PROFESSIONAL ASSOCIATIONS**
PURPOSE: Learning from other professionals in your area of expertise
PRICE: Varies

Benefits include access to:
- upcoming professional events
- free or low-cost webinars
- a library of past events

- [NACAS (National Association of College Auxiliary Services)](https://nacas.org)
- [AOA (Auxiliary Organizations Association)](https://www.auxorg.org)
- [NACUFS (The National Association of College & University Food Services)](https://www.nacufs.org)
- [ACUHO-I (Association of College and University Housing Officers – International)](https://www.acuhoi.org)

If you have any further questions, please contact Employment Services or speak with your supervisor.
Hello Foundation Staff,

With the transition of most of our staff working from home, password resets become more involved and may result in your inability to work for a small period of time. If you are getting the notification that your password will expire soon, please change your password before it expires. Once it expires, it’s not as simple to reset as if you were working physically at your computer. Password resets after expiration are not allowed over remote sessions by design.

To change your password from a remote session, you will need to use the keys Ctrl + Alt + End to find the “Change a Password” option.

If you are still physically at your computer, you can change your password with Ctrl + Alt + Delete and then click “Change a Password.”

Thanks,
Juan Robles

University Village Accommodates Residents Virtually

While the University Village has worked to assist most of its residents move out for the semester, some residents are simply unable to return home at this time. The community development team has worked to make the best of this time for its residents with virtual programs for all current residents with the chance to win prizes such as Air Pods, Rent Credit, Gift Certificates and much more!

Notably, the Village hosted its first virtual "Mindfulness Monday," an online program centering around mindfulness and meditation. Not only did over 200 people watch their first video, but many more exchanged tips, playlists and resources in their discussion board! This is an exciting step in the right direction as the community development team works to restructure their events through the end of the semester.

Although the Village faces new challenges at this time, our staff remains committed to our nurturing our residents' success, mental health and wellbeing while having some fun! For more updates, visit cppvillage.com and follow University Village on social media.

Stay strong, Broncos!
The University Village recently wrapped up our five-month-long student staff selection process, which began back at the end of October with the development of a superhero-themed marketing campaign in conjunction with Foundation Marketing to advertise for the staff selection process. Village staff worked to turn each of our student staff positions into a superhero version that reflects the responsibilities of the role in a fun way and made costumes for each position. Darren Isomoto from Marketing then helped in shooting the photos and designing the advertisements in a way that made them looked like all of the Marvel movie posters.

Through a combination of the inventive and creative marketing campaign and numerous on-campus tabling sessions (where Village staff talked with residents one-on-one about employment opportunities during U-Hour), we received the most applications we have ever received! We ultimately processed approximately 250 applications for about 40 staff positions. Our Residential Education team then had the responsibility of going through every application to decide who would move forward in the process.

After the application review, approximately 130 candidates were invited to the next step in our process. Prior to interviews, all candidates for our student leader roles go through a three-week leadership training workshop series where our team is able to get to know the candidates better while also providing useful training and experience for candidates. Regardless of the outcome of their candidacy, students will have received six hours of leadership training, which will help make them stand out in whatever their next steps are (internships, grad school, etc.).

This year’s workshops focused on three different themes that were ultimately interconnected. In our first workshop, our candidates focused on values (understanding their values, the values of others, and how those values show up in how we interact with others). In our second workshop, our candidates focused on conflict (their conflict styles, a best-practice model in responding to conflict, and how conflict often stems from a disconnect in values). Finally, in our last workshop, candidates focused on self-advocacy (learning about self-awareness and setting boundaries). Workshops were designed for all personality types, learning styles, and energy styles to shine and included plenty of large group discussions, small group discussions, and solo reflection.
After the workshops concluded, the feedback we received from our candidates was overwhelmingly positive!

"I felt heard in these workshops and that is something I find invaluable."

"Thank you for all your efforts, these sessions have shown how much you guys care about the students and employees, not just about getting a job done. I really loved the vibe and the spirit of the sessions and the teamwork and camaraderie between the employees and everyone there."

"I feel that the content in each of these workshops is something that I will carry with me for the rest of my life. It's not every day that one gets to reflect and connect with others on a more personal level. I firmly believe that a leader should lead by example and a leader should be conscious of what others are feeling. I think these workshops really drilled that in me."

After workshops concluded, our candidates interviewed for the student staff positions that interested them. After interviews concluded, our Residential Education team met to select our new student staff members. It was a tough choice since we had so many strong candidates! Decision letters were sent out to candidates in early March.

Typically, we schedule an ice cream social to give all of our new student leaders a chance to begin developing bonds. With the current health concerns, we, unfortunately, won't be able to host the ice cream social. However, we are exploring new ways to utilize a virtual meet and greet to bring our team of heroes together soon!
IBW is Open for Takeout

Innovation Brew Works (IBW) is open for to-go orders Monday through Friday from 11:00 AM to 7:00 PM. Pick up your favorite IBW bottle, order a new growler fill or order a pizza on the go! Our beer selection ranges from our award-winning Brethren Belgian to our Collins Cream Ale, and so much more. For a list of our food and drink inventory and to place an order, we kindly ask that you call ahead at (909) 979-6197.

Innovation Brew Works is also offering free delivery to the Cal Poly Pomona campus available ONLY via Campus Grubhub. Credit card payment and proof of ID are required for pick up. Take care of yourself and those around you. We look forward to opening our dining room to you all again soon.

Thank you for your continued support!

Take Our Meal Kit Survey

Make healthy meals one less thing to worry about. Dining Services is currently working on a meal takeout service menu for those remaining on campus and we want to hear from you.

Give us your input at https://www.surveymonkey.com/r/XPYHN8V

Centerpointe $5 Meal Deal

Centerpointe Dining Commons is offering a $5 Meal Deal for takeout and pick-up via Grubhub.

The offer is valid for breakfast, lunch and dinner every day for a limited time and includes a drink.

Check out the daily menu on the campus Grubhub. Hours are Monday through Friday 8:00 AM to 5:30 PM, and 11:00 AM to 7:30 PM on the weekends.
Innovation Brew Works in Beer Paper LA

PROFILE

CAL Poly Pomona’s Innovation Brew Works: The Science Lab You Wish Your School Had
by Nicholas Herdrich

View the full article here in Beer Paper LA.

Congratulations, Eric and IBW team!

Stay Connected: Ideas for Fun After Work

There are plenty of ways to have fun and stay connected with your family and friends while staying home. Here are a few suggestions for things you can do to help the time pass quicker!

- Play Words with Friends 2 (available on the App Store and Google Play)
- Play Uno (available on the App Store and Google Play)
- Online events from Eventbrite

These resources are shared as hubs for recreational activities. The Foundation does not endorse the organizations sponsoring linked websites or the events hosted on Eventbrite.com.

Remember: stay home, stay safe!
**Bronco Bookstore Remains Open**

The Bronco Bookstore will remain open via the downstairs pick-up window Monday through Friday from 10:00 AM to 3:00 PM daily until further notice. The bookstore is expanding its online presence of merchandise daily, offering both shipping and pick-up options.

Our associates are ready at the window to assist customers in picking up their items ordered online via broncobookstore.com.

We also offer limited counter service with items currently in stock, including snacks available for 50% off fan favorites from FRITO-LAY, KELLOGG, HILLSHIRE BRANDS and more! The bookstore is available to answer all questions via social media, email and phone. Follow us on social media for current service and offer updates.

*Stay safe, Broncos!*

**Bronco Bookstore Spring Break Challenge**

Although spring break was a little different this year, the Bronco Bookstore challenged our students to make the best of each day with a Spring Break Photo Challenge hosted on the bookstore Instagram.

Some days challenged students to reach out to friends and share their favorite memories, while others brought out their creative sides by drawing, baking and posing their animal friends. Two winners were selected each day and were sent a virtual Grubhub gift card that can be used on campus to help with food costs in this uncertain time.

We were happy to see our campus community come together and share in some friendly competition while we’re apart!
Betsy De La Hoya

Major: Public Relations

Graduating Year: 2020

Job Title: Residential Marketing Assistant for Dining Services

Length of Employment: 1 year and 7 months, since September 2018

How have you adjusted to change in work and school?

Although I have the option to come in and work with Foundation Marketing, I decided to quarantine myself and focus on school from home. It is a bit hard because the everyday structure is what helped me get things done, but I have a home routine that helps me stay active and productive. Spending all this time at home also helps me come up with creative ways to organize around the house - which, to me, is super fun! Thanks, Amazon Prime!

What are some words of inspiration you have for the campus and Foundation?

I had never felt as connected to Cal Poly Pomona as I was when I watched #CPPtogether. Seeing my own advisors, friends, and professors on that video showed me we are truly not alone. To me, Cal Poly Pomona is my home away from home.

What I miss most is my job. I love my job and the people I work with every day. It is never a dull day at Centerpointe/Foundation. I just hope this all ends soon so we could all go back to our daily lives and keep making Cal Poly Pomona great! I hope everyone is staying safe and spending quality time with their loved ones. We can only come out stronger after this!
Noelle joined the Kellogg West team in January 2018. Since then, she has become an asset to our operations at the Kellogg House and Kellogg West, catering events with excellence.

Noelle received this award last year; however, we can't help but acknowledge her again for all her hard work and expertise she brings to our team each day.

Her stellar work ethic moved her coworkers to nominate her once again for this prestigious Kellogg West award.

Kellogg West is happy to select Noelle Brooks as our February Employee of the Month.
As the largest employer of students on campus, the Foundation offers valuable work experience and hands-on training to approximately 1,500 Cal Poly Pomona students each year. The Foundation offers positions in various fields; whether it is in the area of technology, science, retail, culinary arts, hospitality management, leadership or research grants, these student employees participate in Cal Poly Pomona’s learn-by-doing philosophy and acquire practical skills in their designated field of study.

The Foundation also contributes operating support to nearly 1,100 Foundation and scholarship programs every year, including Bronco Athletics and the Norman J. Priest Scholarship. In addition, the Foundation administers grants and contracts, contributes to campus security, and supports several university publications. The Foundation contributes over $1 million annually to Cal Poly Pomona.

Because of your support, the Foundation is able to provide these beneficial services every year. Thank you for making your purchases on campus and contributing to the success of Cal Poly Pomona students and the university community.