

January 2015

# FOUNDATION NEWS

A close-up photograph of three glasses of beer on a wooden bar. The central glass is a tall, elegant tumbler filled with a dark, rich beer. To its left is a shorter, wider glass containing a golden beer. To its right is another tall glass, partially visible, also containing a golden beer. The background is softly blurred, showing the warm tones of the wooden bar and the ambient lighting of a brewery or pub.

Brewing Begins at  
Innovation Brew Works!

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CAL POLY POMONA FOUNDATION, INC.

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**WHAT YOU SPEND ON  
CAMPUS ... STAYS ON  
CAMPUS**

Surplus funds generated by all Cal Poly Pomona Foundation operations go back to the University to provide financial and facility resources to benefit students, faculty, and staff.



**Cal Poly Pomona  
Foundation**

foundation.csupomona.edu

# Welcome, President Soraya M. Coley!

Cal Poly Pomona Foundation would like to give a very warm welcome to President Soraya M. Coley!

The university invites all faculty and staff to greet and welcome Cal Poly Pomona's 6th president on Tuesday, January 6 from noon to 2:00 p.m. at the Bronco Student Center, Ursa Major.

The event will include a brief program, lunch, and meet-and-greet. Lunch will be available from 12:30 to 1:30, following the formal program.

Please consider office coverage and plan to split this time with co-workers, allowing everyone the opportunity to participate.

Live streaming video is available at <http://bit.ly/CPPColeyWelcome2015> (desktop/laptop computers) or <http://video.csupomona.edu/mobile/> (iOS/Android devices).



*President Soraya M. Coley*

# Mark Your Calendars!

## January

- |           |   |
|-----------|---|
| 1/5-1/13  | Blood Drive Sign Ups at BSC                                   |
| 1/6       | Welcome Event for President Soraya Coley at BSC               |
| 1/9       | Men's and Women's Basketball vs. SF State at Kellogg Gym      |
| 1/10      | Men's and Women's Basketball vs. Sonoma State at Kellogg Gym  |
| 1/13-1/15 | Blood Drive at BSC  |
| 1/16      | Men's and Women's Basketball vs. CSUDH at Kellogg Gym         |
| 1/17      | Men's and Women's Basketball vs. CSULA at Kellogg Gym         |
| 1/19      | Martin Luther King, Jr. Day ( <b>Foundation Closed</b> )      |
| 1/23      | Men's and Women's Basketball vs. Humbolt State at Kellogg Gym |
| 1/24      | Men's and Women's Basketball vs. CSUSB at Kellogg Gym         |
| 1/30      | Men's and Women's Basketball vs. CSUMB at Kellogg Gym         |
| 1/31      | Men's and Women's Basketball vs. CSUEB at Kellogg Gym         |



## February

- |           |   |
|-----------|---|
| 2/2       | Groundhog Day   |
| 2/2-2/10  | Blood Drive Sign Ups at BSC                               |
| 2/10-2/12 | Blood Drive at BSC  |
| 2/13      | George Washington's Birthday ( <b>Foundation Closed</b> ) |
| 2/14      | Valentine's Day   |
| 2/17      | Mardi Gras Luncheon at Los Olivos                         |
| 2/19      | Chinese New Year  |
| 2/21      | Cal Poly Pomona's Homecoming                              |

# President Ortiz Says Goodbye to Board of Directors

The last Board of Directors meeting with President Ortiz took place on Monday, December 1 at CTTi in Innovation Village. During the meeting, the Foundation presented President Ortiz with a Resolution of Appreciation upon his retirement as chair of the Foundation Board of Directors.

Once the meeting concluded, the group was invited to celebrate at Innovation Brew Works, where two Cal Poly Pomona (CPP) beers were revealed for the first time: Bronco Brown, and in honor of President Ortiz, Dr. Ortiz's Orange Witbier.

Brewed with barley and oranges from Spadra Ranch at CPP, Dr. Ortiz's Orange Witbier is a light-bodied beer with a gentle

wheat coating and an orange finish. Bronco Brown is a dark, malty foundation with a slight hop finish, and is also brewed with barley from Spadra Ranch.

Once the new brews were revealed, President Ortiz was given a commemorative tap handle with his specially-named beer. The group was able to test the new beverages and take an exclusive tour of the brewery where they had the opportunity to learn about the brewing process and ask questions.

Innovation Brew Works' signature pizzas were also available for guests to enjoy. Each member of the group also took home a gift bag.





*President Ortiz at his last board meeting.*



*Board member Rebecca Keeton, Foundation Executive Director Paul Storey, and President Ortiz share a laugh.*



*Foundation Executive Director Paul Storey presents the new beers and gift to President Ortiz.*



*One of the new CPP beers, Bronco Brown.*



*Guests enjoyed Innovation Brew Works signature pizzas.*



*The group got to go on an exclusive tour of the brewery.*

# Brewing Begins at Innovation Brew Works



After a long delay due to permit issues, Cal Poly Pomona (CPP) beer is finally being brewed at Innovation Brew Works!

While the issues were being resolved in late 2014, a limited supply of Dr. Ortiz's Orange Witbier (a light-bodied brew with wheat coating and orange finish) and Bronco Brown (a dark, malty foundation with a slight hop finish) were brewed off campus and introduced in early December 2014. Both beers received favorable reviews, and are now permanent items on the menu along with three other in-house brews, including Rubottom's Red, Butterfield Blonde, and Palomares Porter, all named after historical figures of Pomona.

All beers contain CPP barley grown at Spadra Ranch, an off-campus plot of land used by the College of Agriculture near Pomona Boulevard and Temple Avenue. The oranges used in the beers are all grown at CPP.

In addition to the five beers available, these CPP beers will be introduced in the coming months:

- WKK Special
- Spadra Rye
- Luther Holt IPA
- 1938 Double IPA
- Voorhis Dubbel
- Brethren Belgian
- Hostetler's Hef
- Storey's Stout
- Billy Billy Billy (Trippel)
- PolyAmber
- PumpkinFest Ale
- CPP Special Witbier

Innovation Brew Works will continue to serve guest beers indefinitely, which includes Dale Bros. Brewery, Claremont Craft Ales, and Ritual Brewing Co.

And don't forget that Innovation Brew Works also serves delicious, made-to-order signature pizzas, sandwiches, salads, and desserts!



For more information, visit [www.iBrewWorks.com](http://www.iBrewWorks.com) or follow them on Facebook at [www.Facebook.com/InnovationBrewWorks](https://www.Facebook.com/InnovationBrewWorks).



# The Foundation had a Successful 2014!

From prestigious awards to grand openings, the Foundation accomplished a lot in 2014. Please take a moment to look at the following pages and recognize the many notable achievements our organization has attained.

Now that 2015 is upon us, each unit has set their goals for another successful year.

Thank you to all Foundation employees for your continued hard work and dedication.

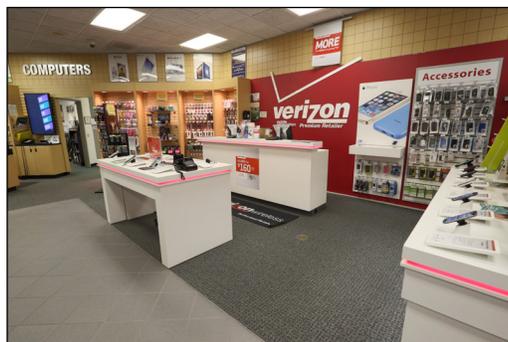
## BRONCO BOOKSTORE

*“None of our successes this year would be possible without the hard work and creativity of the bookstore team. We’ve had a lot of changes this year with new products and layout, and changes in staff assignments; everyone has risen to the challenge. When our director was out with an extended illness during the crucial time period around commencement, the whole staff pitched in to make sure that our new Grad Shop tent was a success and everything went well over the course of graduation weekend. 2015 will undoubtedly bring more change and a new crop of challenges, but we know our team will take them on with style.”*

— Suzanne Donnelly, Senior Associate Director

### 2014 Accomplishments:

- Verizon Store grand opening
- Record sales in clothing
- Supported the campus’ 75th anniversary celebration
- Successful addition of 2nd Bronco Grad Shop location during 2014 commencement ceremonies
- Installation of digital signage/displays throughout store
- Received the Facebook All-Stars social media award by Connect2One
- Implementation of new faculty requisition system rolled out just before the Winter adoption due date in October



### 2015 Goals:

- Continue to promote course materials affordability options (rental, digital, competitive used books) while maintaining net revenue
- Work with campus stakeholders for bookstore to facilitate 100% ‘inclusive access’ digital course materials model for pilot classes
- Promote new apparel and gift lines with updated Athletics logo
- Improve store security with new camera system and new procedures
- Work with Marketing and other units to promote Foundation’s 50th anniversary



## DINING SERVICES

*"A special thanks goes out to our dining team, opening two new dining operations in fall and refreshing three others. Opening a new operation is no easy task, and our efforts are paying off! As of the end of November, revenues are up \$1,000,000 from prior year. And nearly \$900,000 over budget. Our goal is to continue to gain efficiencies so this additional revenue is realized on the bottom line."*

— Aaron Neilson, Director of Dining Services

### 2014 Achievements

- Won two awards for the Poly Trolley food truck from NACAS and NACUFS
- Opened Innovation Brew Works
- Revitalized Campus Center with Jamba Juice, We Proudly Serve Starbucks, and C-Store renovation
- Added nutritional and allergen information on Los Olivos menus
- Rolled out Cbord GET mobile food ordering and voluntary meal plan enrichment
- Opened robotic convenience store, Shop24, at the University Village
- Implemented cellular/mobile POS across campus for PCI compliance
- We consistently beat our peers in dining satisfaction



### 2015 Goals

- Kellogg West
  - Increase guest satisfaction – NACUFS survey by 2%
  - Increase revenues by 5%
  - Control combined food + labor costs at <70%
  - Maintain YOY profit level
- Retail
  - Increase revenue at Campus Center by 10%
  - Increase profit retail by 5% YOY
  - Overall NACUFS satisfaction +8% vs. Pacific Region
- University Housing Services
  - Increase overall participation by 5%
  - Increase customer perceived value – NACUFS to 3.95
  - Increase overall net by 5%
  - Overall NACUFS satisfaction vs. Pacific Region +8%
  - Denny's Market Variety of Healthy 3.5 and 3.9 respectively



## EMPLOYMENT SERVICES

*“Employment Services staff (Nora, Jennifer, Monticha, and Angelique) has worked exceptionally hard this year with many projects, and without their hard work, we would not be able to continue to provide a high level of customer service to our employees and retirees.”*

*The Central Facilities team, led by Steve Whippie with the indispensable help of Marlene Ponce, has made a visible difference with all of the projects they have completed over the past year, especially with the refurbishments accomplished at University Village over the summer months. They have also completed nearly 3,000 work orders encompassing all Foundation areas.”*

— Dennis Miller, Chief Employment Officer

### 2014 Accomplishments

- Implemented streaming videos for training program from BizLibrary (more than 6,000 videos)
- Implemented short videos for benefits, payroll, and common employment topics through GuideSpark
- Migrated HR/Payroll/Self-Service from version 6.3 to version 7
- Implemented pilot program using mobile licenses for timekeeping purposes

### 2015 Goals

- Roll-out updated website
- Develop and communicate written plan for enhanced employee communications and engagement
- Analyze and optimize payroll and HR processes within Kronos (fine tuning with a focus on “best practices”)
- Update key policies and procedures (for Board approval)
- Implement selected features in Kronos geared toward process improvement (i.e.: “Print Election Option” for W2s; employee and manager alerts, such as overtime alerts and a reminder to approve time at the end of a pay period; performance management; Navigator for employees; and others TBD)



## REAL ESTATE

*"I want to thank my staff, Randy and Yvonne, for their 'can do' approach and their willingness to always go the extra mile for me and for others at the Foundation. I am thanked and complimented by others who are appreciative of their efforts and wiliness to lend a hand. I know my staff gives where they don't have to. They are the epitome of employees who **own** their place in the Foundation and its mission, and are not known to pass the buck. They make a difference in our workplace over and over again, and for that, I am proud to work with them."*

— Sandra Vaughan-Acton, Director of Real Estate

### 2014 Accomplishments

- Signing of ground lease for the 5th Phase at Innovation Village
- CTTI 100% occupancy
- Economic impact of Innovation Village to the local community—\$700 million per year and growing
- Continued service to faculty and staff with the sale of homes in our affordable housing program at Fair Oaks Walk and the Kellogg Tract
- Assisted the campus Development Staff in the transfer of gifted real property assets to the Foundation valued at a total of \$2,823,000



### 2015 Goals

- Continue to sell homes in our affordable housing program to faculty new-hires and to staff
- Oversee the development of Phase V at Innovation Village—123,000 sq. ft. office building for SCE
- Continue to market Innovation Village to potential build to suit tenants with our marketing team and development partner
- Work with the campus on the CEQA process for Spadra farm land on Pomona Blvd.
- Work with the campus on final acquisition and transition plan for Lanterman
- Continue to work with campus fundraisers in acceptance and disposition of gift real estate
- Continue to support the campus and Foundation with any real estate related needs and concerns



## MIS

*"I want to thank the IT team for their extraordinary customer service and professionalism in making technology such a success story for the Foundation in 2014. I look forward to even greater achievements in 2015."*

— Randall Townsend, Director of Information Technology

### 2014 Accomplishments:

- Redesigned the Grants and Contracts Website
- Completed the CSU Chancellor's Office Post Award audit with only one minor finding.
- Implemented Accounting Software Upgrade to One Solution, database encryption
- Vendor Webform/workflows/SSN data removal
- PCI – Micros P2PE Installation, Credit Card Data Storage Policy, Bookstore Private Switch Integration Into Server Rack, SAQD Update
- Dining – Jamba, BrewWorks, BroncoBowl POS Installs, Convenience store ECRS Update v5.3, Micros Server Upgrades to v5.2
- Business Continuity – Cloud Backup, VMware Upgrade to v5.5, System Center install, Windows 2003 Server End Of Life Migration Plan
- Virtual Desktop Infrastructure-Hardware/software installation
- Kellogg West – E-parking system install
- HR-Kronos Upgrade to v7.0, Biometric clock installations
- Sustainability – Ricoh DocumentMall and Multi-Function Printer fleet upgrade
- Village – Consolidation of servers to Data Center
- University – Data Center Re-Certification and ATI Audit completion, VOIP phone installs



### 2015 Goals:

- Complete the development of the new F&A rate for the Department of Health and Human Services for grant and contract projects.
- Promote Web Forms through implementation and training
- PCI – Private POS Network Evaluation, Bookstore P2PE/Tokenization, migrate POS servers to private VM hosts, penetration testing, Review PCI DSS v3.0 for upgrade
- University – Domain migration to FDN.CPP.EDU, Office365 e-mail migration
- Dining – Coffee e-cart POS/install, Panda concept POS installation, business analytics system
- Sustainability – E-cart purchase and recharge station
- Kellogg West – Upgrade of RDP/P2PE Software
- OneSolution Pre-awards Grants Module evaluation
- Business Continuity – Office 2013 Deployment, Alternate Processing Facility Plan, Windows 8 pilot testing

## FINANCE

*"To all accounting staff , Accounts Payable, Account Receivable, Grants, General Financial, and Financial Systems: thank you for your continued hard work!"*

— David Prenovost, CFO, and Sue Chiazza, Senior Accountant

### 2014 Accomplishments:

- Web forms for reimbursements, interdepartmental transfers, and vendor payments successfully tested and implemented
- Revised Stipends and Fellowship procedures and form for students
- Received Board approval for the following policies: Guidelines for Accepting Closely Held Securities, specifically S Corporation Stock
- Development-review and update naming and recognition agreement, endowment, pledge and bequest agreements accordingly
- Changed accounting for OPEB obligation and created Recurring Journal Entry
- Removed SSNs from all Financial Services forms
- Assisted with Control Agreement and Note Payable for Bargain Purchase Sale Donation
- Assisted with the following audits:
  - Financial Audit
  - A-133 Single Audit
  - Child Care Audit
  - Post Award Audit
  - Executive Travel Audit
  - ATI Audit
- University Village Advance Refunding Bond Issuance 2014A
- Student Accounting Internship
- Internal Audit – fall class presentation and discussions
- Reviewed and updated all Forms and Procedures on Financial Services website



## UNIVERSITY VILLAGE

*“Congratulations to the University Village staff for a successful year! Thank you for your leadership, professionalism, and dedication to serving our residents and community!”*

- Ken Fisher, Director of Foundation Housing Services

### 2014 Accomplishments

- Village Occupancy
- Village upgrades including:
  - Security camera system and gate arm
  - For Phase I & II, new bathroom vanity cabinets, vanity counter tops with sinks, all new hardware for sink
  - On the bathroom cabinets, we received a \$6,000 rebate from the manufacturer.
  - Installed new water-saving toilets in Phase I & II and will be receiving a \$40,000 rebate for the toilets
  - All Phase I apartments interiors were re-painted.
  - Phase III inside walkways were re-painted.
  - Most decks were resurfaced, and a couple of decks in Phase III were rebuilt.
  - All the buildings and gutters were power washed.
  - Finished the new conference room
  - New 3D TV purchased for the Recreation Center
- We’re participating in the national benchmarking survey: ACUHO-I/EBI Apartment Assessment (student/resident quality of life/satisfaction survey)
- CSU CHO recognition for our mobile assisted computer operations model
- Sustainability Initiatives
  - Recovering/restoring furniture
  - Energy saving lighting
  - Water-saving toilets
  - New water heaters
  - Water-saving laundry facilities
  - Community garden
  - Replacement of irrigation control unit with water-saving option
- Events:
  - Biggest Haunted House ever with approximately 400 attendees
  - Kick-Off Classic for Move-in day
  - Village Town Hall meeting



### 2015 Goals

- Refurbish Phase III
- Upgrade to steel doors in Phase I & II
- Expand Living Learning Communities
- Install new bike racks

## MARKETING

*"Thank you to my wonderful staff for all your hard work in 2014. Let's continue to exercise our creative minds and achieve outstanding results!"*

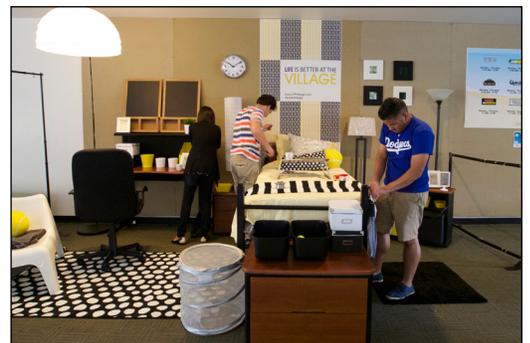
- Edwin Santiago, Director of Marketing

### 2014 Accomplishments:

- Helped win the NACUFS Loyal E. Horton Award and the NACAS Innovative Use of Technology Award for the Poly Trolley
- Created a short documentary of the Poly Trolley which has nearly 1,000 views (<http://bit.ly/1sy0rxC>)
- Organized the pirate-themed Hot Dog Caper with 16,750 hot dogs/veggie dogs served
- Helped launch Innovation Brew Works through social media campaigns, signage, public relations, and created new website ([www.iBrewWorks.com](http://www.iBrewWorks.com))
- Managed a successful freshmen orientation booth throughout the summer which helped drive traffic to [www.BroncoChannel.com](http://www.BroncoChannel.com).
- Social media marketing efforts helped Bronco Bookstore receive the Facebook All-Star Award by California Association of College Stores
- Received an American In-house Design award by Graphic Design USA
- Redesigned Kellogg House website ([www.KelloggHousePomona.com](http://www.KelloggHousePomona.com))
- Designed Bronco Bowl in the Bronco Student Center
- Set up a mock-bedroom display in the bookstore atrium to market the University Village throughout the summer
- Helped launch Shop24 grand opening celebration
- Organized a Jamba Juice launch party at the BRIC
- Redesigned the campus map
- Redesigned graphics on both Foundation vans
- Revised numerous marketing materials, including brochures, folders, banners, etc. for Kellogg House, Kellogg West, Dining Services, etc.

### 2015 Goals

- Promote the Foundation's 50th anniversary
- Redesign Foundation, University Village, and Dining Services websites
- Help win more awards
- Organize another successful Hot Dog Caper
- Launch and promote the new Panda venue at BSC
- Implement a Facebook Content Creator program to delegate limited social media administrative authority to specific dining managers.
- Create and remake videos to promote units (Bookstore's FAQ video series, Innovation Brew Works, Meal Points, BroncoGear)
- Develop more campaigns for BroncoGear to increase apparel/merchandise sales
- Develop a stronger brand recognition for Bronco Channel and come up with a more enticing campaign to attract new and transfer students during orientation
- Increase followers on Innovation Brew Works Facebook and Instagram, and generate more reviews through Yelp ads
- Launch GET Food
- Increase website hits
- Increase email open rates



## KELLOGG WEST CONFERENCE CENTER AND HOTEL

### 2014 Accomplishments

- Revenues and profits up significantly over previous year
- Capital project to update and enhance the exterior of the Conference Center completed to include:
  - new front entrance lighting
  - sail shades
  - new front entrance sliding door
  - new exterior painting of Conference Center buildings
  - additional seating area located right outside the Garden Vista meeting room
  - refurbishment/wood cladding on loading dock gate
  - new deck coating of Conference Center front entrance
  - new large pots and plants
  - complete refurbishment of conference center courtyard
  - new exterior patio table and chairs



### 2015 Goals

- Finishing up 2014 capital with new dining room balcony lighting, balcony railing, deck coating of all balcony walkways, and space heaters
- 2015 Capital – Refurbishment/remodel of all hotel guestrooms.



# Chaffey College Visits Cal Poly Pomona Foundation

Jared Ceja, Director of Auxiliary Services for Chaffey College, brought his executive team to Kellogg West Conference Center and Hotel on Friday, December 5 for a mini-retreat and to tour some of the Cal Poly Pomona Foundation's operations.

Their day began with a brief history of Cal Poly Pomona by Foundation Executive Director, Paul Storey. Paul introduced his executive team and gave them an overview of the Foundation organization, net profits of the various units, and major recent accomplishments, such as opening Innovation Brew Works and signing the ground lease for Phase V of Innovation Village.

Mr. Ceja gave his own year-end review presentation for the Chaffey team. After the presentations, the group ate lunch at Los Olivos.

Following lunch, they took a brief walking tour of the campus that included Pony Express, the award-winning c-store at the College of Business Administration, and Einstein Bros Bagels next door.

The group then spent a good deal of time touring the Bronco Bookstore as that is a major component of Chaffey College's auxiliary operations; they have three bookstore locations.

The Farm Store was their final tour stop, and they returned to Kellogg West Conference Center and Hotel for their wrap-up, which lasted until 4:00 p.m.



*Director of Auxiliary Services for Chaffey College, Jared Ceja, discussed events that occur in his organization.*



*Foundation Executive Director Paul Storey gave an overview of Foundation services.*

## Holiday Photo Booth at Campus Center



The holiday spirit was whirling around Campus Center on Tuesday, December 2 with a festive photo booth near Carl's Jr.

Although the weather was gloomy and rainy that day, people were full of smiles when they got to pose in a giant gift box and use decorative props for extra flair. Within two hours, about 250 photos were taken.

To view all the holiday photo booth pictures, visit [www.Facebook.com/CPPDining](http://www.Facebook.com/CPPDining).

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## New Items at Campus Center

Looking to spice up your ordinary salad? Fresh Escape has added new spicy salad toppings to their menu, including jalapeño coins, fresh pico de gallo, and pepperoncini. They have also introduced a new Chinese salad and Mediterranean salad.

If you're looking for a more meaty meal instead, Carl's Jr. has introduced the new BBQ beef brisket sandwich and the new all-natural burger.

Carl's Jr. is the first major fast food restaurant to offer an all-natural burger. Specifically, the 100% all-natural beef patty contains no antibiotics, no added hormones, and no steroids, and it comes from grass-fed, free-range cattle. The product also features natural cheddar cheese and vine-ripened tomatoes.



*Carl's Jr.'s All-Natural Burger*

Stop by Campus Center and try out their new items!

# Winners Announced for the Dining Services Survey

As part of Cal Poly Pomona Foundation's ongoing efforts to ensure that our Dining Services venues are exceeding your expectations, Dining Services conducted their annual online customer satisfaction survey in November 2014. Dining Services exceeded their goal of one thousand entries.

There was a drawing for those who participated in the survey, and the results are in! Participants had the chance to win a \$100 Cal Poly Pomona gift card, Los Olivos lunch passes, or the grand prize of a new iPad Air 2. Robert Au was the lucky grand prize winner.

Visit [www.Facebook.com/CPPDining](http://www.Facebook.com/CPPDining) to check out the rest of the winners.



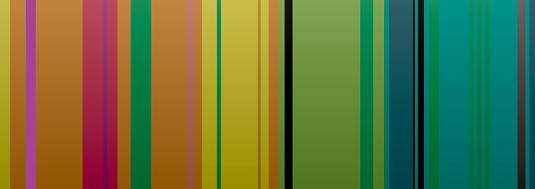
Gift card winner Dora Lee



iPad winner Robert Au



Gift card winner Brian Gray



## Employee Profile

# Debra Poe

**Title:** Executive Administrative Assistant

**Job Description:** I assist Paul (Foundation Executive Director) and David (Senior Managing Director and Chief Financial Officer) with whatever they need.

**Length of Employment:** 17 years.

**What I like about my job:** I like my co-workers.

**Career goal:** To retire.

**Length of commute:** Seven miles.

**I have a talent for ...** talking and laughing.

**My biggest challenge:** Raising my two daughters.

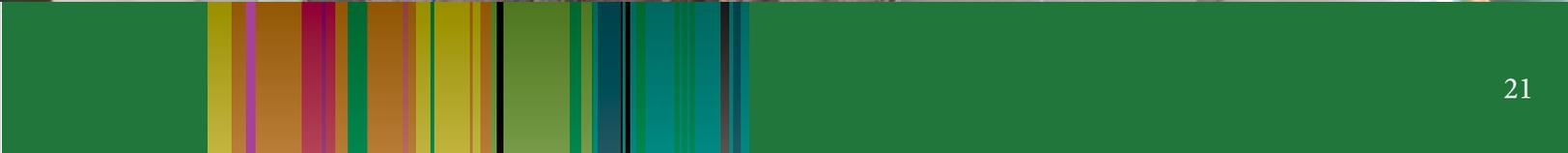
**My biggest achievement:** Having two successful daughters.

**Favorite childhood memory:** Going to the beach with my family.

**Favorite food on campus:** Round Table Pizza's hot turkey sandwich.

**No one would ever guess:** My husband and I used to go camping in the desert and go ATV riding.

**On weekends, I love to ...** go shopping and movie hopping with my girls. Shhh, don't tell anyone....



# Building 55 Celebrates the Holidays

*Foundation employees enjoyed the holiday spirit on Tuesday, December 16, 2014 ...*





# A Note of Gratitude ...

Dear Foundation,

The Board of Education has formally accepted your donation valued at \$510.08 to the Pomona Unified School District. The donated copy paper will be used by students and teachers at Kellogg Polytechnic School.

On behalf of the members of the Board of Education, I would like to express appreciation for your donation; I would also like to add my personal thanks. We are all grateful for your continued support of our schools.

Sincerely,

Richard Martinez  
Superintendent of Schools

