

## *Financial and Employment Services Focus Group Meeting*

**WHEN:** Tuesday, July 7, 2009 8:30 am to 10:30 am

**WHERE:** Kellogg West Auditorium

This meeting is for individuals responsible for Foundation accounts and will be held twice annually, in the fall and spring/summer. The emphasis will be on improving communications and account holders' understanding of policies and procedures as well as providing a forum to exchange ideas.

Following will be an open forum for any questions, comments and suggestions.

Light refreshments will be served. We hope you have the opportunity to participate as we plan to discuss numerous ideas.

## **Kellogg West Network Modernization Project**

Over the past several weeks a new state-of-the-art network infrastructure has been emerging from within the walls of the Kellogg West Lodge and Conference Center. This network modernization is part of a larger project to improve the efficiency and reliability of Foundation operations throughout the campus. The Foundation Information Technology group working in partnership with the University will soon be moving to the next phase of the project which includes installing new high-speed switches and new servers that will significantly improve communications throughout the business offices and conference rooms of the lodge. Some of the exciting new features will include:

1. A new co-location area for telecommunications systems that will provide a central environment for housing network equipment, computers and a new Sirius Satellite music system for the lodge. This configuration will reduce costs while increasing reliability and security.
2. New high-speed data and voice jacks for all front and back office work areas to provide staff with exceptional network speed and reliability for daily operations.

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## Foundation Financial Services 08/09 Year-End Closing Schedule Commercial Operations

Tue Jul 7	Payment Requests, IDT's, cash receipts, requests for invoice journal entries, spreadsheets and adjustments <b>due at Foundation by 5 PM.</b>
Mon Jul 13	Financial Services will have all entries posted by 5 PM
Tue Jul 14	Complete recurring JE, run and distribute <b>first preliminary</b> financial reports by 3 PM.
Wed Jul 15	Assist Managers and Directors with questions, adjustments and accrual due by 5 PM.
Thur Jul 16	Run and distribute <b>second preliminary</b> financial reports by 3 PM.
Mon Jul 20	Make final adjustments to accounts by 5 PM.
Tue Jul 21	Run P&L packet and distribute <b>final</b> financial statements by 12 noon.
Wed Jul 22	P & L Meeting, send final financial statements to VLS.
Mon Aug 3	VLS annual audit begins.

Please note that the above schedule is subject to change. You will be notified if there are any changes. Should you have any questions, please contact Michael Au-Yeung at ext. 2908.



### 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.

For more information visit our website at [www.Foundation.CSUPomona.edu](http://www.Foundation.CSUPomona.edu)



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## Kellogg West Modernization Project

3. Expanded wireless coverage for guests inside existing conference rooms and lounge areas.
4. Network jacks conveniently installed in public spaces to provide electronic signage capability for guest information and marketing opportunities via flat screen monitors.
5. New ceiling-mounted wireless high-definition projectors installed in major conference rooms with the ability to allow cable-free laptop presentations, wireless USB thumb drive presentations, and full Gigabyte network connections for live video training and/or conferencing (either local or remote). In addition all conference rooms will be outfitted with high speed network jacks and new wall phones to improve the conference guest experience.

This major project will wrap up before the fall conferences begin allowing the new services to become available as soon as possible for Foundation, University, and community guests. It will truly be worth a visit. To book a conference room, contact Shelley Walsh at x2264 or via e-mail at [swalsh@csupomona.edu](mailto:swalsh@csupomona.edu).

## Financial Services Contact List

Please visit Foundation Financial Services website at <http://www.foundation.csupomona.edu/financial/> for financial forms, practices/procedures and give us your feedback as how to serve you better. In addition, please see below updated Financial Services Contact list.

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