WITH U • FOR U
DFA Employee Newsletter

A message from
Chief Financial Officer and
Vice Chancellor Ronald S. Cortez

Managers/Supervisors: Please share this email with DFA campus temporary and contract employees. For those who do not have regular access to emails/laptops/PCs, please print and share this email accordingly.

Dear DFA employees,

This week, we begin a new academic year in a very different way. We have about 7,000 students living on campus (half who moved on to campus over the last couple of weeks) and many people in our division continue to telecommute. No matter our environment, we remain firm in our commitment to serving our campus community while emulating the true essence of our tagline— **With U • For U**. In this new environment, things change rather quickly, sometimes on the hour. Thank you for your flexibility, positive attitude, and resilience.

UCI Forward is our commitment to the well-being of our community as we ramp up campus operations. Working together, each of us doing our part, we can move UCI Forward. Please make sure you visit the website for more information. As announced in the Chancellor's monthly message, the following is a summary of general rules for students, faculty, staff, and frequent visitors:

- Wear appropriate face covering and practice appropriate social distancing
- Participate in UCI's Daily Symptom Check (even if you are telecommuting)
- Complete "Return to Campus" training (even if you are telecommuting)
- Adhere to gathering protocols that limit in-person events or meetings
- Abide by travel and invited guests/visitors directives

Most recently, Associate Chancellor Ramona Agrela announced the mandatory flu vaccine program. Please click here for more information.

We will also hold a virtual DFA town hall on October 21 from 9 – 10:30 a.m. Please take the opportunity to submit questions in advance and nominate your colleagues for DFA's employee

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Employee Profiles

DFA Events

Ongoing:
DFA Women's Lean In Network Series

September 28 – October 2:
Welcome Week 2020

September 29 – October 1:
Virtual Anteater Involvement Fair

October 21 | 9 – 10:30 a.m.:
DFA Town Hall

UCI Working Well™ Remotely Webinar Series
(No registration required)

recognition program in the categories of CARE, IDEA, SAFE, and TEAM.

Lastly, I want to make sure everyone is aware that UCI is transitioning to Career Tracks, which is a systemwide new job classification framework that aligns similar non-represented jobs and creates career pathways for staff. Eligible staff should have received their letter from their manager/supervisor as the new program goes in effect in October.

As always, feel free to share your comments and suggestions by sending an email to WithUForU@uci.edu.

With appreciation,

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance and Administration

- Mental Resiliency: Sept. 29 | 11 – 11:50 a.m.
- Remote Work While Caring for Older Generations: Oct. 6 | 11 – 11:50 a.m.
- Adjusting to Adult Children Back at Home: Oct. 13 | 11 – 11:50 a.m.
- Remote Work While Living Along: Oct. 20 | 12 – 12:50 p.m.
- Managing Remote Workers: Oct. 27 | 11 – 11:50 a.m.

UCI Today

UCI Virtual Events

With U • For U Mobile App

DFA Balanced Scorecard Strategy

*The Division of Finance and Administration (DFA) serves all UCI students, faculty, staff, and visitors. We are **With U • For U**—working alongside you, in support of you—as planning partners, problem solvers, and solution providers who maintain a safe and attractive physical environment and offer professional services and support.*

MISSION
Advance UCI's Brilliant Future

VISION
World-Class Campus Partners

VALUES
Health & Safety
Integrity
Teamwork
Change & Innovation

Learning & Growth 2020: New Professional Development Resources

The full content from NCCI's 2020 Annual Conference is now available online in the Conference Library to all those who registered. **You can still register to access all session recordings and slides through July 6, 2021.**

New resources for the professional development of women are available on the DFA learning website and on the DFA Lean In Network's SharePoint site. The DFA Lean In Series consist of virtual monthly sessions which provide opportunities for skills development and networking to all women within DFA. Please view the flyer for monthly session details and registration information.

Some of you are aware that UCI has required the completion of UC's Managing Implicit Bias training before participating on any hiring committees. However, all employees are eligible and encouraged to complete the training course. Click here for more info.

Don't forget that we offer Lean Six Sigma and DocuSign trainings.

Email WithUForU@uci.edu for any questions or assistance.

Article provided by Office of the CFO and Vice Chancellor

UCI Aces National Science Foundation Audit and Site Visit

The Contracts & Grants Accounting Team recently completed a successful National Science Foundation (NSF) desk review and site visit. The audit—which was particularly important because the NSF is a major funder of research at UCI—began in September 2019 with a detailed review of UCI's processes and practices. It concluded following a three-day virtual visit from NSF auditors in July.

The NSF auditors found no issues or concerns that would require follow-up, and they recognized UCI's outstanding work managing awards and our well-organized and timely material submission. The auditors also reported that UCI's overall results were significantly better than the majority of research universities.

All activities were led by Contracts & Grants Accounting, in collaboration with Sponsored Projects and Institute for Genomics & Bioinformatics, and included help and participation from Accounts Payable, Procurement Services, and the Payroll Office.

Article provided by Accounting & Fiscal Services

Keep Working: UCI TechPrep Hub

Check out the UCI TechPrep hub for remote working resources, discover the different tools to collaborate with colleagues, and learn more about privacy and security.

DFA Wellness Ambassadors

Your DFA Wellness Ambassadors would like to learn about your interest in wellness. Please take a few minutes to complete this survey. Your responses will be used in planning wellness activities/programs for DFA and your department in partnership with UCI HR Wellness.

For any questions about the survey or the Wellness Ambassador program, please email maggie.bowman@uci.edu.

Portfolio Dashboard — DFA IT Projects - Methodology and Sites — Service Management — Information Security

DFA IT Services

DFA IT starts FY21 with a strong track record of successful project implementation as well as establishing key processes for project and portfolio management at DFA.

IT projects directly managed by the DFA IT team such as FDX upgrade, PD Kronos time keeping, D&CS CForms upgrade, and Police Body and Car Camera installations have showcased the positive impact of professional project management practices, and allowed us to develop and pilot a limited but effective toolkit of key project management tools and templates.

Led by Director Pejman Khoshkhoo, DFA IT will continue to collaborate with DFA departments to identify their highest priority IT projects that align with DFA values of change, innovation, and internal process improvement. Building on project intake processes already established through a coded memo, DFA IT is now working across the division to establish a strategic IT Plan and formalize additional project prioritization and governance steps and tools. Please stay tuned for exciting new announcements in this space.

Article provided by DFA IT Services

Building Services Team - Versatility Plus!

Campus movers do so much more than move furniture and equipment for departments and labs! They

pitch in with other departments to do the heavy lifting and the Science Library 2nd floor project was one of their largest summer projects. This FM team of six have been wearing a few more hats recently:

- Delivering PPE and refilling hand sanitizer stations.
- Power washing and blowing plazas, staircases, benches, and recycle bins as they help prepare for students and staff returning to campus.

Because of their efforts, the campus is shining brighter!

Article provided by Facilities Management

UCI Ranked 10th Greenest Fleet

UCI was recognized as having the 10th greenest fleet in the nation during the Green Fleet Awards — 100 Best Fleets organization webinar. In addition, UCI was singled out for special recognition for its reduction in fuel consumption and use of electrified student transportation. This year, we are the highest ranked university on the list. Last year, UCI was ranked 22nd nationally.

The Top 100 list will be published in the National Association of Fleet Administrators - Fleet Solutions magazine.

The green fleet award evaluates several factors, including fleet composition, fuel and emissions, policy and planning, fleet utilization, education, executive and employee involvement, and support programming.

Article provided by Transportation & Distribution Services

UCI Annual Sustainability

Update Your Personal Info

Highlights (2019 – 2020)

UCI has earned the No. 1 overall spot in Sierra magazine's 2020 "Cool Schools" sustainability ranking, marking the fourth time in the last seven years UCI has topped the widely acclaimed list. Enjoy learning about the collective sustainability highlights and achievements of our campus departments from the past year.

on UCPath Online

If you haven't already done so, log on to UCPath Online to enter or update your personal home and email addresses to receive important updates if you're away from work, and for system access as a former employee if you leave UCI. From the homepage, select Employee Actions on the left side, then select "Personal Information" and click through the options to make changes.

DFA Employee Recognition Program

Every day is an opportunity for colleagues and managers/supervisors to recognize the great work of our people in the following categories:

- **CARE** (Customer Appreciation Repeatedly Expressed)
- **IDEA** (Innovate Discover Encourage Achieve)
- **SAFE** (Safety Award For Excellence)
- **TEAM** (Together Everyone Achieves More)

Submit your online nomination! Click here to view a list of past nominees.

EMPLOYEE PROFILES

Maria Guadalupe Campos
Custodian, Facilities Management

I've worked and been in my current position for over 9 years now. I am a custodian for the facilities management department. I am responsible for cleaning for the university to provide a clean campus for our students.

What has surprised you most about working in your department or UCI? What surprises me the most in UCI is how all staff and students are extremely polite.

What aspect of your job do you enjoy the most? I enjoy detailing my area when cleaning. This helps

the university be clean and presentable.

What are some upcoming trends or challenges that you see in your field? Learning how to use a computer and keeping up with the new technology.

Favorite travel spot? Las Vegas, NV

If you were stuck on an island what three things would you bring? Food, music, and clothes.

People would be surprised if they knew: That I love to work and enjoy what I do.

Adrian Haymond
Principal Finance Analyst, Budget Office

I have been in my position and worked at UCI for 15 years. I serve as portfolio analyst for the Claire Trevor School of the Arts, the School of Biological Sciences, the Paul Merage School of Business, the School of Humanities, UCI Libraries, and Academic Affairs. I also maintain the file of Provost commitments for academic and academic support units, and I update the Indirect Cost Recovery distribution file.

What are some upcoming trends or challenges that you see in your field? The challenges that I see coming to the Budget Office are making our efforts more transparent while adapting to changes in not only the campus working environment, but also the management of resources from various areas, including state general funds, tuition and other student fees, gift and endowment income, and extramural funding.

What do you like most about UCI/department? I treasure being able to handle the challenges that are part of working in the campus Budget Office; resolving the issues gives me a view of how the various units on campus are adapting to rapidly changing circumstances regarding finances, teaching/research environments, and societal issues that impact the campus. Being considered as part of a team of excellent, savvy professionals is something that I can speak with pride to other colleagues both on campus and within the UC system.

What piece of advice would you give to a new employee? My advice would be to welcome new challenges and consider them as opportunities for growth and career development. Be flexible in your approach to resolving issues, and remember that you are a valued member of an excellent team of individuals who both espouse and practice effective support of one another.

Favorite travel spot? I'm not a world traveler, but my favorite travel spot is actually a tie between the Big Island of Hawaii (I love the congruence of volcanoes, tropics, grasslands and desert climates within miles of each other) and Martinique in the Caribbean (for its lush vegetation and the historical significance of a volcano that erupted relatively recently and its effect on the island).

If you were stuck on an island, what three things would you bring? 1. Enough books to keep me occupied for the time that I was trapped on the island. 2. Mind games that would keep my mind stimulated (logic problems, Sudoku, etc.) 3. My wife – I can't leave her, right?

People would be surprised if they knew: I think most people that I interact with do not know that I have received a doctorate in theological studies and have written and published several books (with a few more pending).

Tom Porrino
Payroll Coordinator, DFA Support Services

I have worked at UCI for nearly 19 years including working in the Library, Human Resources in the Department of Psychiatry & Human Behavior, as well as payroll coordinator for Facilities Management, Environmental Health & Safety, and now DFA Support Services. My current position as Payroll Coordinator is to ensure the accurate payment of the staff within the Division of Finance and Administration, analyze and implement solutions to payroll problems and partner with other groups on campus on various projects relating to implementation or maintenance of HRIS systems.

What do you like most about your Department? How varied it is - we have skilled tradesmen, construction project managers, financial analysts, custodians, and police officers (just to name a few) all within one division.

After a long day at work, what do you look forward to the most? I enjoy working on various home renovation projects.

What is the weirdest thing you've ever eaten? My mother's meatloaf (well technically, I couldn't eat it. No one could.)

Before your time at UCI, what was your most interesting or oddest job? A temp worker at a Visiting Nurses Association.

Favorite travel spot? I typically prefer to vacation at National Parks, which also includes long over-night drives (as long as my wife falls asleep before she can insist on stopping for the night).

UCI Division of Finance and Administration | With U • For U

Division of Finance and Administration
Office of the Chief Financial Officer and Vice Chancellor
455 Aldrich Hall
Irvine, CA 92697-1025
(949) 824-9832