

WITH U • FOR U

DFA Employee Newsletter



A message from
Chief Financial Officer &
Vice Chancellor, Mary Lou D. Ortiz

**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 colleagues,

There are just under four weeks left of the academic year and it is important to take a moment to reflect on the work that each of you have contributed to in supporting the academic missions of our faculty and students. I wanted to take a moment to update you on some of the exciting things that have been happening at UCI.

UCI's [seventh annual giving day](#) raised over \$2 million in a 24-hour period on April 18. In addition, nine fields of advanced study placed in the nation's top 20 among public universities in *U.S. News & World Report's 2023-24 graduate school rankings*, and major construction projects such as the [Health Sciences Parking Structure](#), [UCI Medical Center Irvine](#) (first phase), and the [Joe C. Wen & Family Center for Advanced Care](#) are all underway to be completed by the end of this year. UCI Basic Needs (formally FRESH Hub) celebrated the opening of their new location last month. UCI Basic Needs offers a variety of services to our students such as food, financial consultations, and other short-term help such as transportation support. Check out their [website](#) to see how you can get involved.

Updates for our division include the following:

- **Budget:** The Provost and Budget Office met with every campus unit to discuss their respective financial stability plans, including innovative strategies to achieve savings, realize efficiencies, and identify new sources of revenue. Governor Newsom also released a [May Revision](#) to the proposed state budget for California, which continues to include positive news consistent with the [UC compact](#). State revenues will remain uncertain through the extended tax deadline in October. While I don't have any significant new developments to report at this time, we are committed to maintaining a proactive approach to improving financial performance within the division. We will also be actively involved in campus efforts to continue to identify areas where we can enhance operational efficiencies. I will provide further updates as the budgets for next year are finalized.

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Featured Events

Now through June 30, 2023
[Backpack Give Back](#)

2023 Offerings
[Lean Six Sigma: White Belt Training](#)

[Project Management Fundamentals Training](#)



- **Organizational Assessment:** The project team is on track with the timeline for the organizational assessment, and I plan to share final recommendations before the end of June.
- **Teambuilding Event:** We are still planning an in-person summer celebration and teambuilding event for July which signifies the close out of the fiscal year and graduation class of students. We will share detailed information for the event next month.



Thank you for your continued hard work and dedication as we work towards achieving our goals and supporting the university. Please remember to take a moment to recognize and [nominate](#) your coworkers under [DFA's Employee Recognition program](#)—anyone can nominate employees in the following categories: CARE, IDEA, SAFE, and TEAM. Deadline for this cycle is June 30.

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

Sincerely,

Mary Lou D. Ortiz
 Chief Financial Officer
 Vice Chancellor, Finance and Administration

[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. We maintain a safe and attractive physical environment, offer professional services and support, and are committed to diversity and inclusive excellence.*

MISSION
 Advance UCI's
 Brilliant Future

VISION
 World-Class
 Campus Partners

VALUES
 Health & Safety •
 Diversity & Inclusion •
 Integrity • Teamwork •
 Change & Innovation



Evacuation Stair Chair Training Available

Stryker Evacuation Chairs have been installed in 26 buildings throughout campus. These chairs help to evacuate disabled or injured people in multilevel facilities and is an important component of UCI's emergency response plan.

[UCI Emergency Management](#) launched an [Evacuation Stair Chair training](#) which is available on [UCLC](#). The training consists of two parts: 1) 10-minute video presentation with a short quiz, and 2) an optional hands-on 30-minute training, scheduled upon completion part one.

For more information about this project or the training, please email Shane O'Brien, Emergency Management's training and exercise coordinator, at sobrien1@uci.edu

Article provided by UCI Emergency Management and the Office of the CFO & Vice Chancellor



DFA Human Resources Spotlight

DFA Human Resources works closely with campus HR and the Employee Experience Center serving as an HR central contact point for DFA and provides strategic partnership, operational consultation, support, and services on a variety of people-related matters such as:

- Implementing HR initiatives
- Interpreting and applying HR policies and practices

- Assisting with talent acquisition, position requests and strategic staffing
- Providing guidance with compensation: job offer analysis, equity reviews, classification reviews, salary adjustments
- Consulting and administering employee leave
- Assisting with employee and labor relations
- Onboarding and off-boarding support
- Supporting employee engagement and development
- Providing consultation on organizational and team effectiveness

For assistance regarding your HR needs, contact the DFA HR team at DFA-HR@uci.edu.

Article provided by the DFA Human Resources



UCnetwork — the systemwide newsletter about working at UC

Each monthly issue contains:

- Tips for maximizing UC's generous benefits — including those you may not be aware of!
- Resources to support your professional development and career goals.
- Stories and profiles of UC's remarkable staff.
- Ways to stay healthy, on and off the job.

UCnetwork is sent the second week of each month. If you are not already receiving it and would like to, subscribe [here](#).



The UCI Life Resources Program

The UCI Life Resources Program is a free, voluntary, completely confidential employee assistance program available 24/7 in multiple formats to support all UCI and UCI Health employees, retirees, and their dependents provided by ComPsych GuidanceResources.

View the [flyer](#) or learn more at liferesources.uci.edu or by calling [844-824-3273](tel:844-824-3273).



Night Markets are a Thing!

No place is the popularity of Night Markets more evident than here at UCI! During the past few months, Ring Mall has seen around ten Night Market events that has attracted hundreds of attendees. EHS has supported these events by ensuring that the food served to the public are safe and complies with campus and county health department standards. Food vendors must submit a [Temporary Food Permit application](#) which is then reviewed and approved by the EHS registered environmental health specialist (REHS). Before submitting an application, a “booth” member must complete and pass a food safety training. The permit application asks for information on what is being served, how the food is being handled, plus, each booth is inspected on the night of the event. Keep your eyes peeled for events coming up in the next couple of months.

Article provided by the UCI Environmental Health & Safety



UCIPD Resources

The UCI Police Department (UCIPD) is one of several resources available to keep the campus community safe.

Uniformed police officers in marked police cars, on foot, or on bicycles regularly patrol the UCI campus.

Public Safety Responders (PSRs) and Community Safety Ambassadors (CSAs) provide [safety escorts](#) when needed Which can be a safe alternative to walking along at night.

[Community outreach](#) and educational efforts are conducted by UCIPD to include safety assessments of workspaces and [active shooter response presentations](#).

[zotALERT](#) is an emergency alert system that uses cell phone text messaging to provide timely notifications to students, faculty, and staff in case of emergencies or other critical incidents on campus.

Remember to stay aware of your surroundings. Lock your car doors, keep valuables out of sight, and never leave your backpack or belongings where you cannot see them. Do not make it easy for you to be a victim—help stop crimes of opportunity.

You are encouraged to contact UCIPD (police@uci.edu; [949-824-5223](tel:949-824-5223)) if you see something unusual or a possible crime. Reporting suspicious activity or behavior can help prevent potential threats and keep the community safe. If you believe you see a safety issue, do not wait, call immediately.

Article provided by UCI Police Department



Be Smart About Safety (BSAS) Funding

[UCI Risk Services](#) is committed to reducing the “Cost of Risk” through funding loss prevention programs each year. These programs are targeted at reducing the frequency and severity of insurance claims impacting UC’s self-insurance programs. In conjunction with UCOP, a special BSAS loss control fund was established 14 years ago to support this effort.

The self-insurance programs targeted by this program are:

- **Auto Liability/Physical Damage:** Loss and damage resulting from vehicle accidents.
- **Employment Practices Liability:** Claims arising out of employment related exposures, such as wrongful termination, sexual harassment, and illegal discrimination.
- **General Liability:** Injuries or property damage to non-employees caused by the negligent acts or omissions of the university, e.g., trip and fall accidents, safety related injuries.
- **Property Damage:** Damage to university property and equipment.

On a monthly basis, Risk Services reviews campus claims data and new incidents and then collaborates directly with all DFA departments who support campus operations, along with student housing, facilities managers, athletics, OEOD, campus HR, academic personnel, etc. which produces vital up to date dialog on emerging issues our partners are facing that can interrupt their operations and can lead to costly insurance claims.

Risk Services is very grateful for our partnership with every DFA department to alert us of new issues and we encourage all DFA managers and supervisors to contact either [Chris Richmond](#), campus risk manager, or [Chris Taylor](#), senior loss control analyst/BSAS coordinator, in the coming weeks with new issues that can be considered in BSAS’s fiscal year 2023-24 budget.

Article provided by UCI Risk Services



**Sustainability Corner:
UCI Insights on Climate Change Survey**

[UCI Campus Planning & Sustainability \(CP&S\)](#) is conducting a survey to gain insight from our diverse campus community into the concerns, needs, and priorities of climate change impacts. Participants will contribute to climate resilience planning at UCI and be entered for the chance to win a \$20 gift card to Mendocino Farms. Click [here](#) to take the survey

**Conversation Engagements #2:
Pronouns**

D&I Conversation Engagements for the months of June and July will focus on [pronoun usage](#). Did you [know](#) one in four Americans know someone who uses gender-neutral pronouns?



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.

DFA EMPLOYEE PROFILES



Robert Allingag
Security Systems Technician, Facilities Management

I have been at UCI and in my current position for seven months. I maintain and troubleshoot camera and access control.

What aspect of your job do you enjoy the most? Working with a sound and reliable team.

What are some upcoming trends or challenges that you see in your field? Replacing old access control panels.

What has been your favorite project at UCI/department? Berk Hall security and camera installation.

After a long day at work, what do you look forward to the most? Spending more time with my family.

Hollywood made a movie about your life, who would you like to see cast as you? Keanu Reeves.

If you were to write a book about yourself, what would you name it? Reality is stranger than fiction.

Motto or Personal Mantra: Always do your best. Never assume. Be impeccable with your words. Do not take things personally.



Anne Krieghoff
Aldrich Hall Building Manager, Office of the CFO & Vice Chancellor

I have worked at UCI for 16 years and have been in my current position one year. My focus is on the people and the building at Aldrich Hall. I strive to maintain a safe, functional, and pleasant state of operations here while I support building operations, construction projects, security planning, special events and emergency management communications. It is a joy to support these services to building occupants as well as visitors.

What is one accomplishment at work that you are most proud of? Why? My participation in the campus sustainability achievements. I am so proud of UCI being a leader and innovator with our sustainability successes and most of all, our willingness to share our methods with other schools.

What has been your favorite project at UCI/department? The current and upcoming construction projects at Aldrich Hall. I cannot wait for the new ADA ramp, second floor restroom renovation, the new air handlers, and hopefully the upgrading of the second floor lobby furniture. These projects make me so happy to be able to upgrade the administration building to today's standards.

Who is one colleague that deserves praise and recognition? Why? Elvia Ramirez. Elvia has served our campus community for so many years. Her campus knowledge and passion for custodial work is unmatched. She is passionate about supporting her coworkers and UCI. She is hero behind the scenes, she is one of UCI's finest!

Favorite travel spot? Any place with water slides and places to hike. Hawaii, Washington State, and Florida have all been my most recent places for vacation.

People would be surprised if they knew: I received my US Citizenship in 2019. I am originally from England.

Motto or Personal Mantra: If it's not done with passion, it's just work!



Demetria Pool
Office Manager, Accounting & Fiscal Services

I have been at UCI for three years and have been in my current position the last two years. As an administrative operations professional, I plan, manage, and administer the operations of UCI Accounting & Financial Services department.

What has surprised you most about working in your department or UCI? How teamwork is such a natural rhythm in our department with no hesitation of taking on necessary challenges to reach our common goals.

How has UCI/department helped you in your career development? Our department is always willing and open to share knowledge and help whenever needed. I truly appreciate everyone I've had the pleasure of working with so far.

What are 3 words to describe your department? Flexible, teamwork, and supportive.

Favorite travel spot? My favorite travel spot is Hawaii. Enjoying the beaches and sunsets with my family which is always amazing.

What is the weirdest thing you've ever eaten? Ice cream on a pizza.

DFA NEW HIRES

DFA new hires hired between March 21, 2023 to April 30, 2023.

Accounting & Fiscal Services:

- Marlana Harrell
- Meichen Qian
- Michelle Du
- Nicole Rivera

DFA Support Services:

- Karina Jones

Environmental Health & Safety:

- Melanie Castillo

Facilities Management:

- Andy Nakagawa
- Jose Cardenas

Police Department:

- Erik Gonzalez
- Ryan Sweeney

Procurement Services:

- Breanna Klett
- Felicia Muhammad
- Shauna Niswonger
- Stephanie Fan

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

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