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 DFA employees,

As we welcome students for the fall quarter this week, I want to express my sincere gratitude to each and every one of you for your support throughout the summer, as considerable effort went into preparing the campus for their arrival. Additionally, I am thrilled to share the exciting news that UCI has once again achieved an impressive ranking, placing 10th among the nation's public universities – and 33rd overall – on *U.S. News & World Report*'s 2023-24 list of "Best Colleges," which was released on September 18. This marks the ninth consecutive year in which UCI has secured a top 10 position. For more details, please refer to the press release available here.

Furthermore, in the spirit of ensuring the well-being of our campus community, I am pleased to announce that UCI is hosting a complimentary onsite clinic to administer flu shots to staff members on Tuesday, October 10 from 8 a.m.-1 p.m. at 111 Theory, Suite 200. Please submit your interest by using this form. View the flyer for additional information.

In July, I announced the commencement of strategic planning efforts with my cabinet members guided by using a six-step strategic framework. This structured approach allows us to methodically develop our strategy, align our division, and measure the success of our initiatives. Currently, we're positioned between steps two and three on this journey. We've successfully redefined our vision, mission, and values; conducted a strategic analysis firmly rooted in UC Irvine's strategic plan; and set the wheels in motion to craft DFA's strategic priorities.

On August 23, I dedicated an entire day with the cabinet and extended participants for strategic planning including a focus on continuous process improvement—a key component of our strategy. Below illustrates a timeline of next steps:

In This Issue

- HR Important Reminders: Accurate Records & Retirement Info
- Continuous Improvement Tools and Templates Available
- Work & Health Tips
- National Preparedness Month
- Buying Software/IT Services
- Teaching Assistant and New Graduate Orientation (TANGO)
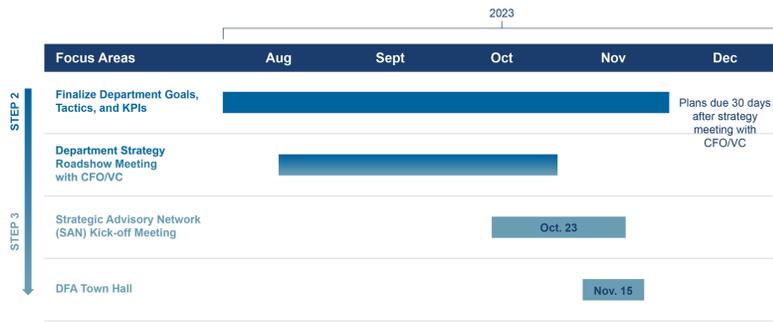- Sustainability Corner & Diversity and Inclusion

Employee Profiles

New Hires

Featured Events

Tuesday, 10/10 | 8 a.m.-1 p.m.:
UCI HR Wellness Flu Shot Clinic

Wednesday, 11/17 | 11 a.m.-12 p.m.:
DFA Virtual Town Hall

DFA Employee Information

UCI Events

Focus Areas		2023				
		Aug	Sept	Oct	Nov	Dec
STEP 2 Finalize Department Goals, Tactics, and KPIs						Plans due 30 days after strategy meeting with CFO/VC
Department Strategy Roadshow Meeting with CFO/VC						
STEP 3 Strategic Advisory Network (SAN) Kick-off Meeting				Oct. 23		
DFA Town Hall					Nov. 15	

Click image above to enlarge.

Currently, I am meeting with department leadership as part of a strategy roadshow. Each department plays a pivotal role in shaping goals, outlining tactics, and defining key performance indicators (KPIs). Departmental goals are due 30 days after these strategy roadshow meetings and the goals will go through a review process. My intention is to share all goals with the division by year-end.

To encourage broader engagement, we've established a Strategic Advisory Network (SAN) comprised of select individuals across DFA. They will be instrumental in driving the development, communication, and execution of our strategic plan and we will kick-start this initiative with a meeting on October 23. Furthermore, we've scheduled a virtual all-staff DFA town hall scheduled for November 15 to provide a comprehensive update on our progress and direction. Your presence and active participation in these upcoming endeavors will undoubtedly be a key factor in our collective success.

These efforts mark a significant milestone as we engage in the very first comprehensive strategy dialogue for DFA across our entire division. While I understand that our schedules are packed, and daily tasks can sometimes feel overwhelming, I cannot stress enough the importance of investing time in these discussions and proactively considering the work we do each day. Embracing change involves concerted effort and the willingness to step outside our comfort zones. While it might appear that change can be time-consuming, the long-term benefits in terms of enhanced efficiency can be substantial—this is a cultural shift.

Additionally, I'd like to introduce two regular features of every newsletter that support pillar four: DFA HR reminders and continuous process improvement tools and tips from DFA's Program Development & Execution department.

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

Thank you for your dedication, hard work, and commitment to our shared goals.

Sincerely,

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

DFA's Vision, Mission, and Values

We are **With U • For U**. We are proud to support the UC Irvine community. Our vision, mission, and values set our direction, guide our decisions, and foster a shared culture. [Learn more](#).

HR Important Reminders: Accurate Records & Retirement Info

In our ongoing commitment to efficiency, here are some important reminders. Keeping your records up-to-date is essential to staying informed, especially during unexpected events. Both DFA HR and UCI central HR rely on accurate records to share critical information with you in the event of emergencies. To ensure you receive timely information, please take a moment to review and update your records by clicking on the links below at your earliest convenience.

- **UCPath Personal Info:**
  - Log in to [UCPath](#) → Employee Actions → Personal Information → Personal Information Summary
    - Review your home/mailing addresses, phone numbers (include at least one personal number), email addresses (be sure to include at least one personal email)
    - Review emergency contacts

- **UCI Directory:**
  - Review email, working title, dept and work location
  - https://directory.uci.edu/ → https://directory.uci.edu/update-director → https://phupdate.oit.uci.edu/phupdate

Additionally, we are highlighting UCI benefit and UC retirement resources to help you navigate to the subject matter experts with ease. For questions about your benefits or retirement, please contact the UCI Employee Experience Center (EEC):

- **EEC** https://eec.hr.uci.edu/, eec@uci.edu, 949-824-0500
- **UCI Benefits webpage** https://hr.uci.edu/partnership/benefits/
- **Retirement Resources**
  - **Main UC retirement webpage**
    https://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/index.html
  - **UCRAYS (online account management)**
    https://retirementatyourservice.ucop.edu/UCRAYS/Account/LoginE?ReturnUrl=%2fUCRAYS
  - **UC Retirement Administration Service Center**
    https://ucnet.universityofcalifornia.edu/contacts/rasc.html, 800-888-8267

Article provided by UC Irvine DFA Human Resources

Continuous Improvement Tools and Templates Available

Continuous process improvement is an integral part of DFA's strategy as it drives operational excellence and enhances the value we deliver to our campus community. To support this commitment, please explore the various process improvement, project management, and change management tools available on DFA's Program Development & Execution website:

- **Lean Six Sigma** tools are focused on removing waste and defects in processes, while increasing speed and accuracy, improving overall efficiency and effectiveness.
- **Project management** tools assist in managing projects and achieving project objectives within specified constraints of time, budget, and resources.
- **Change management** tools help facilitate the people side of change, preparing and supporting staff to be successful and thrive in transitions.

Consider using some of those tools and templates in your next process improvement project. Contact us at WithUForU@uci.edu with any questions and suggestions for additional tools.

Article provided by UC Irvine DFA Program Development & Execution

DocuSign eSignature

Available to UCI employees at no additional cost, DocuSign is an electronic signature and digital transaction management platform that simplifies and streamlines document workflows. With DocuSign, you can securely sign and manage various documents needing an electronic signature.

Free Mental Health First Aid Training Opportunities for UCI Employees

UCI HR Wellness has partnered with UCI Faculty & Staff Support to offer free Mental Health First Aid (MHFA) Trainings. The training gives participants the skills needed to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a mental health crisis.

Register for the overview and/or certification training in the UC Learning Center.

National Preparedness Month

National Preparedness Month is an observance each September to raise awareness about the importance of preparing for disasters and emergencies that could happen at any time. This year's theme, "Take Control in 1, 2, 3," highlights a message of personal empowerment and individual investment in preparing for disasters. In order to continue to build a more prepared and resilient campus community, we encourage you to action to increase the level of preparedness for you and your family. Below are some ways to participate in this campaign.

- Know Your Zone: Know what evacuation zone you live and/or work in to help expedite your response time during emergencies.
- Assembly Areas: Be familiar with the assembly area locations around the facilities you frequent or know where you can access this information during emergency that require evacuation.
- Emergency Response Procedures: Be familiar with the emergency response procedures for the different types of hazards that could impact the campus.
- zotAlert: Sign up to receive text messages regarding emergencies happening on campus and make sure your profile remains updated.
- Build a Kit: Put together a collection of basic items your household may need in the event of an emergency and customize it to your individual needs. UCI receives 25% discount off any products on Ready America's webpage.

Article provided by UC Irvine Emergency Management

Buying Software/IT Services

Procurement Services partnered with UCI Privacy, OIT Information Security, and Risk Services to host a department buyer training session with over 150 attendees on Tuesday, September 19 introducing new procedures for buying software and Information Technology (IT) services. Topics included contracted suppliers, data security, privacy, cyber liability insurance, and making purchases. The slides and video for this training are available. For more information on Procurement Services Department Buyer training sessions, please contact Doreen Tannenbaum to receive an invitation. Previous training sessions can be viewed online. If you'd like to request a personalized training session for you or your department, please contact Procurement Services to schedule.

Article provided by UC Irvine Procurement Services

Teaching Assistant and New Graduate Orientation (TANGO)

TANGO is the award-winning Teaching Assistant and New Graduate Orientation laboratory safety training conducted by Environmental Health & Safety each fall to prepare all new teaching assistants and graduate students for their roles at UCI. This interactive online course includes various lab safety topics such as fume hood and biosafety cabinet training, how to clean up chemical spills, use a safety shower and eyewash and learning about real life hazardous scenarios. Upon completion of TANGO training, students will be better prepared with the right tools and knowledge to work safely in laboratories.

Article provided by UC Irvine Environmental Health & Safety

Sustainability Corner:
UC Commits to new Climate Action Goal

Conversation Engagement:
Stereotypes

UC Irvine reduces 25k metric tons of greenhouse gas (GHG) emissions annually through energy efficiency, solar power, and green buildings. Updates to the systemwide Sustainable Practices Policy require each UC campus to reduce GHG emissions by 90 percent from 2019 levels by 2045, and to adopt new climate action plans before 2026. UCI is taking the next step in climate action planning by studying pathways to decarbonize our biggest emission source, the central plant, while ensuring reliable power.

A stereotype is a trait, characteristic, or idea commonly associated with members of a particular category or group such as gender, gender identity, race, ethnicity, nationality, age, socioeconomic status, language, and so forth. August and September's D&I Conversation Engagements focus on breaking down stereotypes.

DFA EMPLOYEE PROFILES

Natividad Serrano
Custodian, Facilities Management

I have been at UC Irvine and in my current position for 10 years.

What has been your favorite project at UCI/department? Know how to clean and be able to do my best to keep the university clean and organized so that the people who study here feel good in a clean place.

What is one accomplishment at work that you are most proud? Why? Follow the instructions of my supervisor to complete my work on time.

What are 3 words to describe your department? Discipline, dedication, and honesty.

Favorite travel spot? Mexico because it is my place where I was born.

If you were stuck on an island, what three things would you bring? Food, a radio to listen to music, and medicine.

What is the weirdest thing you've ever eaten? Iguana in soup.

Richard Rycraw
Property & Liability Claim Specialist, Risk Services

I have been at UC Irvine and in my current position for two years. All things insurance – report campus claim activity to Sedgwick TPA, assist them in gathering information to confirm coverage and pay covered damages, advise campus departments in insurance needs and awareness, lead efforts in subrogation against third-party affiliates who cause injury or damage.

What aspect of your job do you enjoy the most? Problem solving and assisting campus partners in recovering from the unexpected. Interacting with students and faculty.

How has UCI/department helped you in your career development? We are fortunate to have a great Risk Manager. Chris Richmond has given me several opportunities to interface with campus partners on many levels as well as encouraged our department to provide exceptional customer service to the campus.

What are 3 words to describe your department? Thoughtful, thorough, competent.

What do you find the most challenging at UCI/department? Two things:

1. Communication – I started towards the end of the pandemic, and with many people working remotely it can be a challenge to get hold of some people. I prefer face-to-face communication and it seems most communication these days is either via email or phone/Zoom. Developing relationships is key to effective communication.
2. Corporate culture – the idea of doing things a certain way because they've always been done that way. My work history has put me in several positions where change and flexibility were essential. When I worked for an insurance company, they had a motto of "continuous improvement" and that is the mindset I bring to every position I've had.

Who is one colleague that deserves praise and recognition? Why? I would say our whole team. We have a couple of newer hires, but we all work together well and have a great collaboration where we can leverage our strengths.

What piece of advice would you give to a new employee? Meet as many faculty and staff as you can and learn how your department's work supports the mission of the campus. Do that work.

People would be surprised if they knew: I have a PhD in Eschatology (the study of end-times). For the past 35 years, I have studied Filipino & Indonesian martial arts, Savate, Capoeira Angola and Bruce Lee's art of Jeet Kune Do.

What is the weirdest thing you've ever eaten? Snake and escargot.

Motto or Personal Mantra: "For what level of imperfection will you settle?" Brandon Lee

Darlene Nunez
Senior Auditor, Internal Audit Services

I have been at UC Irvine and in my current position for nine years. In my role, I provide a detailed and independent perspective of UCI's control environment by assessing financial, operational, compliance and reputation related risks. I collaborate with management to reduce these risks and strengthen internal controls.

What aspect of your job do you enjoy the most? All projects vary from one to the other and I enjoy learning something new and understanding how the university operates.

What is one accomplishment at work that you are most proud? Why? Developing rapport with clients. Well after the project is completed, some clients will reach out for guidance or non-audit related questions.

Favorite travel spot? My favorite travel spot would have to be Negril, Jamaica. The beautiful beaches, food and music.

If you were stuck on an island, what three things would you bring? I'd bring my family, sunscreen and a raft.

What is the weirdest thing you've ever eaten? Balut, fertilized duck egg.

DFA NEW HIRES

DFA new hires hired between July 1, 2023 to August 31, 2023.

Accounting & Fiscal Services:

- Dariana Meza
- Tammy Maciel

Capital Planning:

- Sally Lam

Environmental Health & Safety:

- Anja Rosengarth
- Daniel Paek
- Medalyn Supnet

Facilities Management:

- Amanda Liske
- Cyrus Leung
- Scott Creed

Police Department:

- Andrew Maldonado
- Joseph Bessolo
- Misael Alvarez Rios

Procurement Services:

- Stephanie Ching

Transportation & Distribution Services:

- Alex Iniguez
- Mark Im

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