

Dear DFA colleagues,

We have much to be proud of as we continue our mission of advancing UCI's brilliant future. Last month, I initiated quarterly meetings with each department head. We discussed the department's budget, position management, and performance metrics that tie to the balanced scorecard and our division's strategic objectives of:

- **Learning and Growth**
 - Develop a cohesive workforce that is well trained and motivated.
 - Create and maintain a healthy and safe work environment.
- **Internal Processes**
 - Use technology to increase effectiveness and efficiency.
 - Foster an environment of continual process improvement.
 - Open and enhance avenues of communications.
- **Financial Stewardship**
 - Increase awareness and understanding of rates.
 - Revenue equals expenditures.
- **Customer Satisfaction**
 - Keep/expand targeted customer base and win back lost markets.

More information about the balanced scorecard will be shared at our next [town hall on January 16, 2019](#).

Thank you for all of your hard work. 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



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DFA Events

- **December 3:** [Composite Benefit Rate \(CBR\) Open Forum](#)
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MISSION

Advance UCI's
Brilliant Future

VISION

World-Class
Campus Partners

VALUES

Health & Safety
Integrity
Teamwork
Change & Innovation

EMPLOYEE DEVELOPMENT: LEAN SIX SIGMA



Lean Six Sigma

Lean Six Sigma



Lean Six Sigma White Belt training provides our division with a common platform for understanding and communicating with each other about how we can improve processes and ultimately be more efficient in serving each other, faculty, staff, and students. Our goal is to have 100% DFA employee participation in this training, and to date we are at 60% completion.

Congratulations to our second cohort who completed their Lean Six Sigma Yellow Belt certification. These [15 individuals](#) completed their training over two days, and identified a process improvement project to complete.

Your participation in these trainings is directly tied to our division's strategic objectives. When the skills you learn are applied and further developed in additional professional development trainings, you can have a significant impact on improving our internal business processes, which will ultimately increase the satisfaction of our customers.

Additional Lean Six Sigma White Belt and Yellow Belt trainings will be offered in the new year. Stay tuned for more information.

MOBILE APP UPDATE: MY RECEIPTS



A new feature of the **With U • For U** mobile app, called **My Receipts**, was announced last month. My Receipts makes it quick and easy to collect, store, and share receipts (and other supporting documents) for reimbursement of business travel and events. Instead of holding on to paper receipts and remembering to give them to your arranger for reimbursement, use this optional tool to take photos of your receipts and store them in one place—an electronic filing cabinet in the cloud. Share your receipts by simply sending a notification email to your arranger.

Do you have an idea for the mobile app? [Let us know by submitting your idea.](#)

DFA RECOGNITION

Procurement Card - UC Best in Class





Pictured (left to right): Jennifer Stranik, U.S. Bank; Courtney Hoppe, U.S. Bank; Stephanie Park, UCI PCard Program Administrator; Jennifer Chey, UCI PCard and Low Value Purchasing Manager; Stephanie Lopez, UCOP, Procurement Services, Special Programs Manager, Sustainability & Commercial Card

UCI's PALCard team received the 2018 **UC Best in Class Calculation - Procurement Card** award with a [total score of 87.13%](#). This is an impressive win - not only did the team win this award in 2016, but it is also a celebration of continued growth as UCI has a mature procurement card program.

Design and Construction Services



Pictured (left to right): Lisa Washington, DBIA Executive Director & CEO; Sean Reyes, Hensel Phelps; John Scharf, UCI D&CS Director of Construction and Inspection; Brian Pratt, UCI D&CS Assistant Vice Chancellor & Campus Architect; Bil LaPatra, Mithun; Praful Kulkarni, 2017 Chairman, DBIA Board of Directors

UCI received national recognition at the National Design Build Institute of America (DBIA) awards ceremony for the following two projects:

- [Transmission Electron Microscope \(TEM\) Facility](#)
 - National Award of Merit, Industrial, Process and/or Research Facilities
 - National Award of Excellence, Industrial, Process and/or Research Facilities
 - National Award of Excellence in Design, Engineering
- [Continuing Education Building](#)
 - National Award of Merit, Educational Facilities
 - National Award of Excellence, Educational Facilities

DBIA is a national organization that defines, teaches, and promotes best practices in design-build project delivery. TEM was up against two larger projects in construction cost for the Excellence in Design, Engineering award: a Pepsi plant in Singapore and an Anheuser Busch facility.

Anteater Learning Pavilion was officially awarded LEED Platinum, bringing the total number of campus LEED Platinum certifications to 18. This is a result of a team effort among Design & Construction Services (DCS), the university, design builder Hathaway Dinwiddie, and designer LMN Architects. A special thanks to Jim Wahlmeier, from DCS, who was a major contributor to this certification.



SAFETY SPOTLIGHT

Decorating for the holidays in the workplace or at home? Keep it festive while decorating and cooking - with safety in mind. Please take a few minutes to read about [holiday safety and holiday cooking](#).

In addition to safety, UCI has a strong commitment to equal opportunity, diversity, and inclusiveness. Please review the [recommended guidelines for inclusive celebrations](#) to assist departments and administrators from the Office of Equal

GIVING BACK: CLASH OF THE CANS AND TOY DRIVE

Clash of the Cans



Earlier this month, UCI's [Clash of the Cans](#) food drive supported [National Hunger & Homelessness Awareness Week](#), in which Anteaters participated in food preparations, donated goods, and participated in various UCI hosted events.

Donations will be accepted through December 21 to assist UCI students who experience some level of food insecurity. For a detailed list of most needed items, please visit the [Clash of Cans website](#). Let's show our Anteater pride and help out students in the fight against hunger!

Toy Drive



Donate new, unwrapped toys and teddy bears to help comfort children receiving care at UC Irvine Health and other Orange County children's organizations. Donations will be provided to children 14 years and younger.

Toys and teddy bears will be collected through Monday, December 11, at the following locations:

- UCI Police Department
- University Hills Community Center

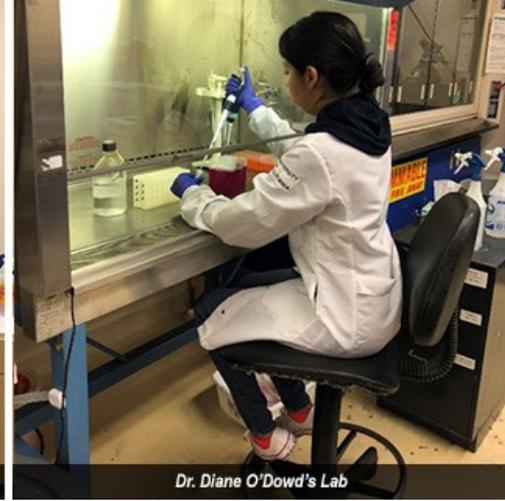
Local children's organizations and hospitals are always in need of additional toys and teddy bears. The need is especially critical for children who have to be away from their homes and families during the holidays. Your donation will be greatly appreciated.

Last year's event was a huge success as the UCI community donated hundreds of toys and stuffed animals that were distributed just in time for the holidays.

For additional information or questions, please contact Cedric Young at ckyoung@uci.edu.

SERVICE SPOTLIGHT: NATIONAL BIOSAFETY STEWARDSHIP





October is National Biosafety Stewardship month that is promoted by the National Institutes of Health (NIH) and other Department of Health and Human Services agencies to reinforce attention to biosafety policies, practices, and procedures.

Last month, Environmental Health & Safety (EH&S) hosted its first National Biosafety Stewardship event and organized the following activities: free biohazardous waste pickup, five free biosafety cabinet (BSC) certifications for the perfect BSC setup, and IBC chitchats.

Over 150 faculty, staff, and students participated in the chitchat event. Professor and Director Cellular & Molecular Immunology Laboratory Lbachir BenMohamed, Ph.D., stated, "The way a bench, a hood, and a lab is cleaned and organized often reflect how your data are cleaned and organized. I also instigate a rule in my lab: *At the end of the day, once all experiments are finished, clean up after yourselves so that the next person who starts the next experiment will find that bench or that hood clean.* It makes next person happy to start the experiment."

uciRIDEtobefest Wrap-Up



UCI Transportation kicked off the academic year by celebrating sustainability at uciRIDEtobefest featuring Electrify UCI's EV Showcase. On October 9th and 10th, UCI faculty, staff, and students participated in interactive bike demonstrations lead by League Cycling Instructors, explored zero-emission vehicles and landscaping equipment, learned about local transit options, purchased bikes at the ReCycle Bike Fair, and enrolled in [Pump2Plug](#) to receive membership benefits. View photos of Anteaters enjoying the festival fun: [Photo Album](#).



Every day is an opportunity for colleagues, co-workers, 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), and **TEAM** (Together Everyone Achieves More).

EMPLOYEE PROFILES



Amy Ruth, Reporting Lead, UCI UCPATH

I have worked at UCI for 17 years and have been in my current position for four years. I am leading the effort to develop all the reports needed by UCI for UCPATH. I work with areas all over UCI and systemwide to identify reporting needs, collaborate on best practices...and sometimes discover creative solutions.

What aspect of your job do you enjoy the most? I really enjoy working with people from all over both our campus and the other UCs. We are so much alike; there is so much we can learn from each other. And right now we are so much more alike that we have been for a long time. We can leverage this common path (pun intended!) and find

solutions that are better than ones created in isolation.

What are some upcoming trends or challenges that you see in your field? There is so much potential in sharing information between systems. One of the next steps on the horizon is an enterprise wide data warehouse that could allow us to share data from different sources and create reports that merge, for example student and payroll information, or financial and academic information. It will be an amazing tool. Also, it will allow areas that collect information to share it. I am very excited for the future.

What has been your favorite project at UCI/department? UCPATH of course!

Before your time at UCI, what was your most interesting or oddest job? I spent almost 3 years teaching English in Korea. It was amazing. I loved the country and the people. I think everyone should live in a foreign country for a year, you learn so much about yourself and what you most value in your own community.

Motto or Personal Mantra: Failure is the not the opposite of success, apathy is.

Romain Fravien, Principal Finance Analyst.

I have worked at UCI in my current position for three years. I am a portfolio manager within the Campus Budget Office for the Office of Research and four schools. I am the lead contact for these units in the Budget Office. I ensure they have the appropriate level of resources, and I make sure they are staying within their resources.

