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,

I have only spent ten weeks in So Cal, nine weeks at UCI, and you all have welcomed me to the Anteater family. I have thoroughly enjoyed and appreciated all the effort everyone has put into making my transition go smoothly.

Next week, our campus will welcome faculty and students to the new academic year in which we will continue to serve as planning partners, problem solvers, and solution providers—striving to make it as easy as possible for people to get the service they need, when they need them. There are several important upcoming dates that I want to make sure each of you are aware of:

- **Work Reimagined (Sept. 14 from 10:30-11:30 a.m.)**
  Chancellor Gillman is hosting an enterprise-wide virtual town hall to share information on the flexible workplace program, Work Reimagined, that supports a long-term, flexible work environment. I encourage each of you to register and attend this important meeting as I will share more details about DFA's approach later this week.
- **Staff Appreciation Week (October 10-14)**
  This week features various virtual appreciation and recognition events which include opportunities to win prizes for participation. UCI HR's website will be updated soon with detailed information, and I look forward to celebrating this week with all of you.
- **DFA Town Hall (Wednesday, October 19 from 10:00-11:30 a.m.)**
  I hope each of you will be able to join me either in-person or virtually. I plan to hold a Q&A session, and invite you to submit questions by Oct. 14 so we can properly prepare by grouping similar questions, etc. I will also provide a budget update and we will feature a couple department presentations as well as recognize nominees from the Employee Recognition Program and Staff Service Awards. Those attending in-person will have the opportunity to meet Max, UCIPD's newest member of the K-9 program.

You may have seen two recent ranking announcements: UCI is ranked among nation's top 10 public universities for eighth year in a row and Forbes ranked UCI in the top 10 in the nation for public universities—achievements such as these are the results of UCI's entire population and should be celebrated—congratulations!

I look forward to seeing many of you in-person next month, but until then, please know I extend my sincerest appreciation to all of you in your efforts to advance UCI's brilliant future.

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
Division of Finance and Administration

In This Issue

- Project Management Fundamentals Training
- Know Your Zone
- KSAMS System Access Review Process Steps
- Work & Health Tips
- National Night Out Recap
- Supplier Showcase Recap
- Local Support for a UC-Wide System
- Sustainability Corner & Diversity and Inclusion
- Employee Recognition

Employee Profiles

New Hires

Featured Events

August - November 2022
DFA Lean In Sessions

Wednesday, September 14 (10:30 a.m. - 12:00 p.m.)
Work Reimagined Town Hall

October 5 & 6
uciRIDEtoberfest

Wednesday, October 19 (10:00 a.m. - 11:30 a.m.)
DFA Town Hall

DFA Employee Information

UCI Forward

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

Project Management Fundamentals Training

This two-hour virtual training provides project sponsors, project managers, and team members with working knowledge of project management fundamentals as well as the benefits of using project management methodologies. The training introduces project management tools and templates supporting DFA's balanced scorecard priorities of learning and growth and improving internal processes.

View the 2022 offerings and register in UCLC. Please email WithUForU@uci.edu with any questions.

Article provided by the Office of the CFO & Vice Chancellor
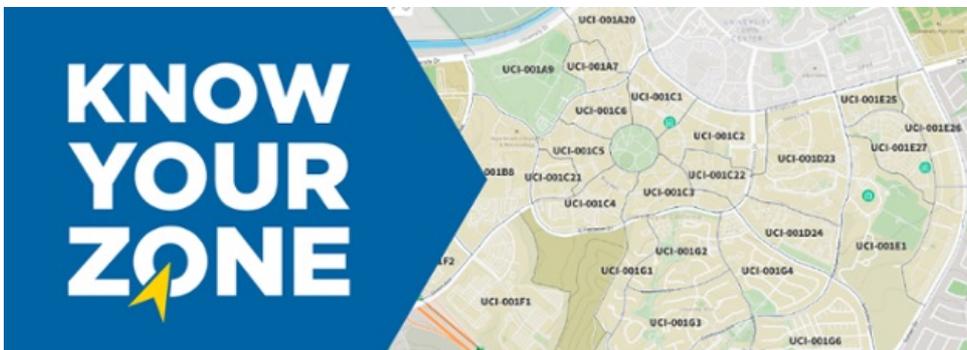
Know Your Zone

Amid the increase in wildfires raging through California, cities are quickly realizing the importance of having mass evacuation plans and evacuation zones. Understanding UCI is basically a city within a city, it was made very clear the campus needed a more comprehensive evacuation plan focused on mass evacuations. Thus, the UCI Evacuation Planning Committee established a Mass Evacuation Annex and divided the campus into evacuation zones. During emergencies, evacuations are issued based on impacted zones. A new interactive evacuation zone map clearly communicates what campus areas are under evacuation and details incident progress for their zone. Knowing what zone you are in before an emergency increases your ability to quickly respond and evacuate safely.

September is National Preparedness Month and we are focusing on Know Your Zone to help educate campus personnel on the new evacuation zones, evacuation orders, available resources, and individual protective measures. The campaign focuses on different aspects of preparedness for students, staff, and faculty.

- Week 1: September 5-9 | Know Your Zone
- Week 2: September 12-16 | Transportation Access Point (TAP)
- Week 3: September 19-23 | Response Procedures
- Week 4: September 26-30 | Assembly Areas

Don't forget to participate in the weekly scavenger hunts to be eligible to participate in an opportunity drawing to win a $50 gift card. Visit the Know Your Zone webpage to locate your zone and learn more about these new UCI evacuation procedures to increase your personal preparedness.

Article provided by the UCI Emergency Management

KSAMS Quarterly Review Process Guide

DFA performs a quarterly review of employees' access to administrative systems. This verification process is an important internal control for the university. Reports are distributed to the relevant manager, who is responsible for verifying their employees have the appropriate level of access and signing the verification form.

The signature on the verification form indicates timely review – it does not mean the report is correct, but rather certifies it has been reviewed and any access changes identified will be submitted by the manager. These corrections will be reflected in the subsequent quarterly review. This is an important distinction, as employees are added and removed on an ongoing basis, as people are hired, retire, change roles, etc.

The next quarterly review will be held in October 2022. For more information, please see the KSAMS Quarterly Review Process Guide or reach out to our Departmental Security Administrator, McKenna Reeves, at mlreeves@uci.edu.

Article provided by the Office of the CFO & Vice Chancellor

**Keep Working:
UCI TechPrep Resources**

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.

**myStrength: Available for all UCI
and UCI Health Employees**

myStrength is a personalized, digital program that includes interactive activities, in-the-moment coping tools, inspirational resources, and community support. You can track preferences and goals, current emotional states, and ongoing life events to improve your awareness and change behaviors. myStrength includes dedicated resources for coping during COVID-19.

*UCIPD's Chief of Police, Liz Griffin, along with officers, CSO escorts,
and fellow staff engage with UCI community members.*

National Night Out Recap

National Night Out, an annual event developed to enhance the safety of communities all over the

country, was held at the University Hills Gabrielino Park. UCI Police Department was able to assist University Hills with successful facilitation of the event and sponsored Chunk n Chip ice cream. UCI Police Department officers and staff also engaged families in a friendly game of Corn Hole. Approximately 400+ residents attended the event.

Article provided by UCI Police Department

Supplier Showcase Recap

Procurement Services hosted the annual Supplier Showcase on Wednesday, September 7 after a two-year hiatus due to COVID-19. Over 250 people attended, including campus buyers and suppliers. Platinum sponsorship was provided by Avidex, Bluespace Interiors, ODP Business Solutions, and Tangram. Attendees enjoyed lunch, networking, and raffle prizes in addition to connecting with the representatives from Dining, Environmental Health & Safety, The Hill, Green Labs, and 29 suppliers from various commodities. To be included on the invitation for the next Supplier Showcase, please subscribe to the Procurement Connections Newsletter. View pictures of the event.

Article provided by UCI Procurement Services
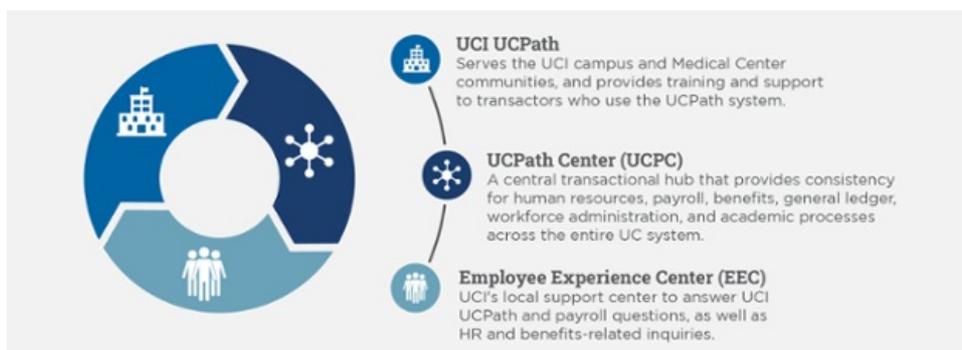
Local Support for a UC-Wide System Overview

UCPath is the University of California's modernized payroll, benefits, and human resources system implemented at UCI in January 2020. The UCPath Center (UCPC) in Riverside, CA is a shared service center. The UCI UCPath team provides local UCPath functional and technical support for the campus and medical center. UCI UCPath partners with UCI's Employee Experience Center (EEC), UCPC, departments, and organizations across UCI to ensure system accuracy and support for the user community through resolving issues, advocating for users, and providing user support, system improvements, training, communication, and change management. The team also works on UCPath roadmap projects, local business process re-engineering, continuous improvement projects, and system support in multiple areas.

We look forward to continuing to serve our UCPath user community. Please visit our website at ucpath.uci.edu to learn more.

Article provided by UCI UCPath

Sustainability Corner:

Diversity & Inclusion:

The Cool Campus: A group effort and a green conscience fuel UCI's environmental record

For more than a decade, UCI has been celebrated as one of the nation's most environmentally conscious campuses. But as the saying goes, it's not easy being green. From designing eco-friendly buildings powering high-tech research to teaching students how to compost in their apartments, sustainability at UCI requires a dedicated effort. Learn how several DFA units play a critical role in guiding campus sustainability.

Recognizing Microaggressions

Microaggressions are the everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, that communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group. Recognize when a microaggression has occurred and what message it may be sending. Check out common microaggression themes.

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

Tomas Ramos
Senior Custodian, Facilities Management

I have been at UCI for 2 ½ years and in my current position for the last eight months. I am a senior custodian for Aldrich Hall.

What aspect of your job do you enjoy the most? Helping the campus look presentable for all.

What is one accomplishment at work that you are most proud? Why? My awards as they motivate me to keep working hard.

Who is one colleague that deserves praise and recognition? Why? Everyone is awesome but Eduardo Anaya is extra helpful. I appreciate that.

Favorite travel spot? I enjoy camping.

If Hollywood made a movie about your life, who would you like to see cast as you? Antonio Banderas.

If you were to write a book about yourself, what would you name it? La Vida Veve de Tomas.

Niran Joshi
Associate Director, Internal Audit Services

I have been at UCI and in my current position for eight years. I direct/manage, plan, and perform various diverse audits, advisory services and investigations related to UCI medical center and UCI campus.

- Assess and identify operational, compliance and financial risks.
- Conduct audits to address high risks and assist management develop and implement corrective

- actions.
- Perform advisory services and investigations to achieve efficiencies and limit and mitigate risk/exposure.

What aspect of your job do you enjoy the most? Internal Audit is an endeavor that identifies improvement opportunities in various departments. It contributes towards UCI's growth and adds value to the entity. The job prevents negative exposure and mitigates risks and prevents from security vulnerabilities.

What are some upcoming trends or challenges that you see in your field? The ongoing and upcoming challenges are cyber security and remote access trends with virtual work.

What are 3 words to describe your department? Integrity, subject matter expertise, and value.

Favorite travel spot? Paris.

Before your time at UCI, what was your most interesting or oddest job? My prior job involved international presence and enabled me to travel extensively on business to places like Switzerland, France, and Japan.

Motto or Personal Mantra: Work hard and play hard.

Monica Chavez
Business Project Manager, Office of the CFO & Vice Chancellor

I have worked at UCI and have been in my current position for one year and eight months. As a Business Project Manager on the Program Development and Execution Team, I provide project management to various projects and initiatives supporting DFA and the campus. I work with a variety of campus departments on activities as well as DFA-specific work such as business process documentation.

What aspect of your job do you enjoy the most? The aspect of my job that I enjoy the most is collaborating on projects that contribute towards DFA and campuswide initiatives. Having the opportunity to work on projects with a campuswide impact has given me such a rare opportunity to meet and work with people I wouldn't normally get to work with within DFA and across campus.

What is one accomplishment at work that you are most proud? Why? To-date, the one accomplishment at work that I am most proud of the developing the Program Development and Execution Team website and Contact Us webpages on the CFO and Vice Chancellor's website. Previously, our team did not have an online presence, so I was honored to be able to work with all the members of the PDE team to create our own online space and highlight the projects and services we provide for DFA and campus. I look forward to continuing to collaborate with the team to develop and maintain these webpages to share all the wonderful work we are all doing in our respective areas!

What do you like most about UCI/department? Through the projects I'm working on in my department in DFA, I feel that I am getting the opportunity to work towards my personal mission to build upon the assets of the community I'm serving to positively contribute to its well-being. As a UCI alumna, it has been such a rewarding experience to be able to come "home" and do this for the campus and community which has given me so much.

Favorite travel spot? Growing up, my favorite place to travel to was Puerto Nuevo, Mexico in the company of my family and cousins, which was filled with many cherished memories experiences for me. At the end of August, I am taking my first trip out of the U.S. with my friends to Iceland, and I look forward to potentially finding a new favorite travel spot there!

Before your time at UCI, what was your most interesting or oddest job? Before working at UCI, I worked at the Kaiser Permanente School of Medicine for 4 years. I worked on the project management team and Office of Administration and Finance focused on the School's opening and operation, resulting in the Kaiser Permanente School of Medicine's opening in August 2020. It was a very interesting opportunity to be able to work on the developing, opening, and operation of a medical school from the ground up (literally, as the school building was being built right next door).

Motto or Personal Mantra: My passion is to build upon the assets of the community I'm serving to positively contribute to its well-being.

DFA NEW HIRES

DFA new hires hired between July 5, 2022 to August 29, 2022.

Accounting & Fiscal Services:
- David H Shim
- Juan Ramon Diaz

Facilities Management:
- Frank Padilla
- John Mack Haines
- Kaila Ganzon

Police Department:
- Aleisha Dannett Jovel
- Armando C Ambriz
- David Andrew

DFA Support Services:

- Alexis Monique Garcia
- Caitlin Von Stein
- John Scardena
- Sarah Catherine Petersen Rubarth

Environmental Health & Safety:

- Brendan Calasan

- Maria Montalban
- Nicholas Kyle Wille
- Robert John Allingag
- Roque Joseph Ramos
- Saira Mireya De Luna
- Simon Nahigian

Office of the CFO & Vice Chancellor:

- Andrew John Perkins
- Navid Delshad Nilchian
- Mary Lou D Ortiz

Maldonado
- Juan Edmundo Montes Pena
- Michael Anthony Fitzpatrick
- Noah Elijah Velasquez

Procurement Services:

- Helen Jeon

Transportation & Distribution Services:

- Elizabeth Whitaker
- Paul Lopez