



Division of Finance and Administration

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



Dear Colleagues,

With the merger of Planning and Budget and Administrative & Business Services, the Division of Finance and Administration is poised to provide a more comprehensive approach to serving the students, faculty, staff, and visitors of UCI. Together, we will continue to maintain a safe and attractive campus, provide professional services in the areas of budgeting, accounting, purchasing, risk management, safety, real estate, transportation, and provide decision support to executive management. Our work enhances the student, employee, and visitor experience at UCI.

Click [here](#) to access our website and view the latest [organization chart](#).

The following are improvements and outreach services that the Division of Finance and Administration has been working on:

Coming Soon
With U • For U Mobile App

- Access Emergency Info
- Report Facility Concerns
- Navigate Around Campus
- ...and More!

Will be available for iOS and Android devices.



Ordering With Office Depot Just Got Easier

Office Depot recently improved their online ordering catalog for UCI. Feature enhancements include an enhanced search engine, real time pricing and availability, ability to create shopping lists, green swap and brand saving opportunities, order tracking/history, and online proof of delivery.

Users can order through a punchout catalog in [UCIBuy](#), which creates a purchase order, or through the [PALCard Office Depot website](#).



Facilities Management Improvements

Facilities Management (FM) completes over 3,000 work tasks per month to improve and maintain the campus. In an effort to serve the campus more effectively, two improvements have recently taken place.

- **Improvement of information flow between trades.**
Previously, if a job or work task started in one trade area and moved to another, the request would start over in the queue often resulting in an increase of time for completion.

As an improvement, FM modified the formatting of printed work orders to improve the coordination process so requests retain priority levels when passing from one trade to the next.

- **Enhanced Facilities Recharge Report.** Based on feedback from the Advisory Council on Administrative Burden, improvements were made to both online reports and billing emails available to campus customers. Fields were added to the online FM Recharge Jobs report in Cognos to improve the search functionality; and several improvements were also made to the monthly invoice emails, such as providing detailed information in the body of the email, eliminating the need to click on links to search for information.

Report a facilities problem or concern by contacting the Facilities Service Desk at 949.824.5444 (7 a.m. - 4:30 p.m.) or 949.824.5520 (after hours).



Financial Analytic Tool - DWQuery

Accounting and the Office of Information Technology are pleased to announce [DWQuery](#), a new tool that optimizes the features of BLISS, which will be retiring soon. Listed below are some of the available enhancements since January's release:

- New Account Attributes like Fiscal Officer and Account Manager have been added
- GEC Document Reference Number has been added
- Project Code Attributes like Project Organization and Project Manager can now be queried
- Sorting Columns should be easier with the release of some bug fixes

The data is updated at the end of every business day, and the performance of the system is quick and responsive. DWQuery is intended to be a key tool for financial staff and managers.



Institutional Biosafety Committee Process Improvement

As mandated by the National Institutes of Health (NIH), the Institutional Biosafety Committee (IBC) is responsible for reviewing all protocols that involve the use of biohazardous materials that receive any grants or funds from NIH.

Recently, the Research Safety and Compliance unit evaluated their processes with a goal to reduce the time taken to approve low-risk category applications from approximately 30 working days to 18 working days by July of 2018.

We are pleased to announce that the goal has already been met, as well as exceeded expectations. To date, the committee has been able to approve low-risk biosafety reviews in approximately 11 business days and approve moderate-risk designated member reviews in approximately 18 business days.

Click [here](#) for more information about IBC.



S.A.F.E.R. Community Outreach

Sergeant Sloan, Officer Bicomong, and Officer Akingbemi visited VDC Norte for the latest [S.A.F.E.R.](#) (Standing with Anteaters to Foster Engagement and Responsibility) event. Each officer shared their unique story of how they became a Police Officer at UCI and what motivates them to come to work each day. Students were captivated with their stories, particularly the humorous situations that the officers have experienced in their careers. The event was an excellent way to connect with students in a casual atmosphere and allow them to ask the officers anything - whether it be safety tips or law enforcement misconceptions.

To request a presentation or for more information about the program, please contact UCIPDsafer@uci.edu.



Anteater Learning Pavilion



Middle Earth Housing

Supporting Campus Growth

As you may have noticed, there is quite a bit of construction taking place on our campus. Below provides an update to a few of the key campus projects.

- **Anteater Learning Pavilion:** Scheduled to open in the fall of 2018, this new general assignment building will house active learning environments, including two large lecture halls, classrooms, computer labs, tutorial spaces, administrative offices, and support space. Click [here](#) to watch the latest webcam, time-lapse video.
- **Middle Earth Housing:** Scheduled for completion in the fall of 2019, construction is well underway to erect a new 500-bed living-learning community. This project also includes a new dining hall that will serve the campus community as well as a renovated Pippin Commons which will serve as a recreation and fitness center for the Middle Earth community. Click [here](#) to watch a recent time-lapse video.
- **Fire and Life Safety Improvements:** A project is underway to perform several improvements to buildings on campus which include adding or replacing fire sprinklers and fire alarms to older buildings on campus for the protection and safety of students, staff, and faculty.
- **Interdisciplinary Science and Engineering Building:** The bidding phase is wrapping up and construction is expected to begin this summer.

All new building projects will comply with UC Sustainability Policy and campus sustainability goals as well as targeting **LEED Building Design and Construction – New Construction** Platinum Certification.



Pump2Plug Program Grows

[Pump2Plug](#) is an innovative program that facilitates the adoption of zero-emission vehicles in Southern California for UCI faculty and staff commuters. Transportation and Distribution Services recently held a showcase event to inform the campus community of electrical vehicle savings available from [local dealerships](#), and successfully transitioned 30 people from gas powered vehicles to electric vehicles.

To better serve our zero emission vehicle drivers, EV charging ports are now available in the East Campus Parking Structure, bringing the campus total to 158 electric vehicle charging stations.

Division of Finance and Administration will continue to evaluate our business services as we strive to deliver exemplary customer service; please do not hesitate to email WithUForU@uci.edu with any questions, suggestions, feedback, or comments.

Sincerely,

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

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