

SPECIAL EDITION

WITH U • FOR U

DFA Employee Newsletter



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

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In This Issue

****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,

Last week, instruction began for the spring quarter. Typically, we would see an influx of students on campus and we would find ourselves gearing up to meet the increased need for support to our faculty, staff, students, and visitors. DFA would also have a town hall scheduled for next week, one of my favorite times where many of us are able to gather to learn more about our divisional initiatives and simply interact with each other. While it's an understatement to say that things aren't the same, in many ways they are. I see each of you responding with kindness, care, dedication, agility, patience, and ingenuity. Your commitment to advance UCI's brilliant future, building on the vision of being world-class campus partners, and embodying our values of health & safety, integrity, teamwork, and change & innovation shines in each of you—thank you!

I've had the pleasure of seeing many of you in your team meetings and will continue that throughout the next couple of weeks. I enjoy seeing your creative virtual backgrounds, answering your questions, and maintaining the virtual connection. During these meetings, I also provide a campus update. I believe many of you have read the letter from UC President Janet Napolitano and the 10 UC Chancellors collectively announcing that there will be [no COVID-19 related layoffs for all career employees through the fiscal year ending on June 30, 2020](#).

I'd like to close by sharing a [slideshow](#) thanking our essential workers and celebrating our divisional wins. This slideshow will continue to grow, and please continue to send your notes of appreciation and wins to WithUForU@uci.edu as we will update the slideshow each day with new submissions.

- [CFO & VC Message](#)
- [UCI HR | Wellness Resources](#)
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- [Employee Nomination Submission](#)

 Employee Profiles

 UCI Today



As a reminder, [UCI's COVID-19 website](#) is continually updated with new information, FAQs, and resources.

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

[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 who maintain a safe and attractive physical environment and offer professional services and support.*

MISSION
Advance UCI's
Brilliant Future

VISION
World-Class
Campus Partners

VALUES
Health & Safety
Integrity
Teamwork
Change & Innovation



UCI HR | Wellness Resources

We understand that members of our UCI Community may be worried about the coronavirus and may be experiencing heightened feelings of fear and anxiety.

If this is the case for you, below are some resources available to you to help with challenges surrounding this pandemic.

- [Worklife & Wellness](#)
 - [Coronavirus Support Webinar Series](#)
 - [Employee Assistance Program \(EAP\)](#)
 - [EAP Orientation Webinars](#)
 - [Virtual Self-Care Wellness Resources](#)

The Counseling Center has announced new virtual [drop-in groups](#) and [workshops](#). For more information, visit <https://counseling.uci.edu/services/groups.html>.



Learning & Growth 2020

As many of us begin settling into the reality of working remotely, we want to remind you of alternative options to in-person training to continue your learning and growth journey. We've heard many success stories of those of you who quickly learned Zoom, Teams, and other software services to remotely connect with each other—great job!

DFA is now offering DocuSign training online. Search "DocuSign" on [UCLC](#) and register for a live Zoom session or the self-paced online course. View the [2020 DocuSign flyer](#) for more information.

Participating on webinars is another way to advance your learning and growth journey. Don't forget to explore DFA's [learning and growth webpage](#) and the available professional development offerings. Check out Network for Change and Continuous Innovations (NCCI) [Power60 sessions](#), various white papers that [EAB](#) has collected through their research, or peruse [NACUBO's](#) online community.

If you have any questions about the available online learning resources, contact us at WithUForU@uci.edu.

Article provided by Office of the CFO and Vice Chancellor



Ergonomic Tips for Remote Work

EH&S has put together some simple ways to set up areas of your home, and provide ideas on incorporating small changes that could make a big difference in preventing and alleviating discomfort. [More info.](#)



OIT TechPrep Resources

OIT has created the [UCI TechPrep web page](#) to help students, staff, and faculty prepare for the technology impacts of a campus disruption. This page is being updated frequently as new information is available.

Additional quick links:

- VPN: oit.uci.edu/help/vpn/
- Zoom: uci.zoom.us



How to Go Green in Your Home Office

As many of us transition towards temporarily working from home, we have the opportunity to be reminded of how we think about human health and well-being in sustainable workspaces. This

collection of green tips and behaviors provides simple suggestions to create a comfortable, healthy, and productive work environment at home. [Click here for more information.](#)

Article provided by Campus Physical & Environmental Planning



#ZotOn UCI

Visit [UC Irvine Sports website](#) to check out a number of different activities while you're at home, important community resources, as well as ways that you can help our community. During this challenging time, share how you're moving the ball forward with #ZotOn and know that we're in this together!



With U • For U Mobile App

Download the mobile app for easy to access services and resources on the go.

Share Your Mobile App Ideas
[Submit Here!](#)

Download the app today!
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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 in [English](#) or [Spanish](#).

EMPLOYEE PROFILES



Oscar Astudillo
Custodial, Facilities Management

I've worked at UCI and have been in my current position for over 7 years. As a custodian for the facilities management department, I provide a clean campus for our students, staff, and faculty.

Who is one colleague that deserves praise and recognition? Why? Marcela Almazan because she works hard and is always willing to help.

What piece of advice would you give to a new employee? Work hard and make sure to complete all work that the supervisor gives you.

After a long day at work, what do you look forward to the most? A smile from the tenants, also to see the university clean.

If you were stuck on an island what three things would you bring? A bible, food, and water.

What is the weirdest thing you've ever eaten? Pig back in guava.



Angela Geissbuhler
Safety Coordinator, Environmental Health & Safety

I have worked at UCI for 11 years and have been in my current position for 7 years. I am a safety liaison between EH&S and the School of Physical Sciences.

What aspect of your job do you enjoy the most? Developing relationships with people and working with them to be safe.

What are 3 words to describe your department? Collaborative, diligent, and proactive.

Favorite travel spot? Maui.

If you were stuck on an island, what three things would you bring? A good book, sunscreen, and Survivorman.



George Nguyen
Police Department Information Systems Coordinator, Public Safety

I've worked at UCI and have been in my current position for 9 months. I am working towards becoming a hybrid project manager/business analyst for UCI Police Department where my core job responsibility will focus on the assessment and compilation of pre-project requirements and

the execution of an established project work plan for PD-related IT Projects. I am also the administrator for UCI Police Department's body camera system.

What is one accomplishment at work that you are most proud of? Why? I am most proud of my very first project: The Body Camera Project. I began working for UCI in June of 2019 and within less than a month, our team was able to successfully roll out the Police Department's body camera system. This process involved hours of online courses, training of all police officers on how to use the body camera devices and the associated web-based system (to access their videos), and technical troubleshooting of the body camera systems located not only at UCI Campus, but also at UCI Medical Center. This project's success would not have been possible without the guidance and technical experience of Assistant Chief Paul Cooper and the project management knowledge of the Division of Finance and Administration's (DFA) Director of IT Services, Pejman Khoshkhoo.

How has UCI/department helped you in your career development? UCI has been very supportive in fostering my academic and personal development. UCI PD and DFA have sponsored body camera training and a Business Analysis certification that will inevitably instill me with technical and analytical skills that I will apply towards future projects. Thank you everyone for your support!

Who is one colleague that deserves praise and recognition? Why? I have two colleagues who deserve nothing but high praise.

Alisa Reich: Our new Director of Administration at the Police Department who has devoted a majority of her work week and much of her Sundays helping the DFA Project Team work through implementing a new timekeeping and payroll system for the Police Department. Despite the frustrations and roadblocks encountered during this project, she has always maintained a positive outlook, a light-hearted attitude, and a contagious sense of humor that has made her an absolute joy to work with.

Cedric Young: A multimedia master who always chooses to remain anonymous (sorry buddy) and humble for all the great things he has done for the Police Department. As the department photographer, he captures photos of all of our great angles and not once in my time working at the Police Department have I seen him snap a photo where our eyes are awkwardly shut (for reference, see bio photo). He also assembled the awe-inspiring Police Department Awards Ceremony video that rendered it difficult for many of us tough guys watching to restrain our tears. Lastly, he is responsible for decreasing department spending on ink and paper with his innovative mindset and efficient incorporation of Smartsheet and DocuSign for the Police Department.

Favorite travel spot? Tokyo. There was always an arcade, a mouthwatering ramen spot, or an Izakaya (Japanese Bar or Pub) that was a short trek away. I was also introduced to Wagyu Beef Sushi, which is undoubtedly the best single bite experience I've ever had.

People would be surprised if they knew: I can sing and dance to Michael Jackson. Hee-Hee.

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

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