

WITH U • FOR U

DFA Employee Newsletter



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

**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,

2020 has been quite the year. When I look back at the start of 2020, I could never have predicted that we would all be in the middle of a pandemic; however, thankful is a word that comes to the forefront of my mind. I am thankful for how each of you have worked through the challenges of remote operations and new guidelines—we continue to remain firm in our commitment to serving the campus while embracing our values of health & safety, integrity, teamwork, and change & innovation.

In recognition of our values, it is important that each of you remain vigilant with health and safety practices. Your mental health is just as important as your physical health. As a reminder, resources are available on the [Faculty and Staff Support Services](#) website as well as on the [UCI HR | Wellness](#) website.

I am also excited to share a new value: diversity & inclusion. This will officially launch in the new year and more information will be shared at our next town hall; however, I would like to provide you with a brief summary on the inception of adding to DFA's values. At the end of September, I began a three-part meeting series among a group of 60 DFA leaders to raise awareness around inclusive excellence with the goal of creating a diversity statement for DFA. In addition, we have set a goal for all managers and supervisors to complete [UC's Managing Implicit Bias Training](#) by June 30, 2021—please note that all employees are also encouraged to complete this training.

Lastly, in the spirit of appreciation please take a moment to recognize your peers by submitting a [nomination](#) under the [DFA Employee Recognition Program](#).

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

With appreciation,

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DFA Events

Ongoing:

[DFA Women's Lean In Network Series](#)

October 29 - November 24:
[Open Enrollment](#)

By November 23:
[2020 UCI Staff Holiday Helping Hands Program](#)

November 23 - December 31:
[Clash of the Cans](#)

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

December 1 (4-5 p.m.):
[Conversations for Change: On Improving the Racial Climate at UCI](#)

[LSS White Belt Trainings](#)

[DocuSign Trainings](#)



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.*



Learning & Growth 2020: Reflection and Planning Ahead

You may remember the [email](#) everyone received at the beginning of the year, asking you to map out goals for your professional development. As 2020 comes to a close and as we prepare for 2021, we invite you to reflect on your learning and growth journey. With Achieve due in December, also work with your managers and supervisors to set goals for next year.

Explore available resources on DFA's [learning and growth webpage](#):

- [Lean Six Sigma](#): 2021 offerings are now available. As a reminder, our DFA goal is to achieve 100% staff completion.
- [Higher Ed Memberships](#): Ensure you have signed up for enterprise memberships available to UCI and/or DFA employees, including [EAB](#), [NCCI](#), and [NACUBO](#).
- [UCI Enterprise Resources](#): Explore campuswide professional and performance development learning opportunities and resources, including courses on [Udemy](#), [Coursera](#), and [UCLC](#).

Learning and growth is the foundational perspective of [DFA's balanced scorecard](#) and it begins with an investment in our people. Set yourselves and your teams up for success in 2021 by planning your learning and growth goals.

Email WithUForU@uci.edu for any questions or assistance.

Article provided by Office of the CFO and Vice Chancellor



2020-2021 Open Enrollment News and Resources

Don't miss your annual opportunity to review your current benefits and make changes for 2021. Open Enrollment (OE) takes place from 8 a.m. on Oct. 29 through 5 p.m. on Nov. 24. For the first time, all UC faculty and staff will select benefits via [UCPath Online](#). Take action early!

Find out more on [UCnet](#), visit the first-ever UC virtual benefits fair, and watch a video that demonstrates how to complete Open Enrollment in UCPath. Click on the links below for these and other important resources:

- [Virtual UCPath Webinars - Register Now](#)
- [Virtual Benefits Fair \(10/27 - 11/24\)](#)
- [Completing Open Enrollment in UCPath \(a pre-recorded video\)](#)
- [UC Path 2021 Open Enrollment FAQs](#)
- [Human Resources OE page](#)



UCNetwork

Tips for maximizing UCI's generous benefits — including those you may not be aware of! Resources to support your professional development and career goals. Stories and profiles of UC's remarkable staff. Ways to stay healthy, on and off the job. Click [here](#) for more information.



Wellness Videos On-Demands

Take advantage of the [library](#) of wellness information available when you need it. Educational and activity videos created for and by UCI on a wide variety of health and wellness topics. Start improving your mind, body, spirit and environment, one short video at a time. Topics include strength, flexibility, stress, management, sustainability, nutrition, and motivation.



DFA Support Services Spotlight: Business Services

DFA encompasses a diverse group of functions from Accounting & Fiscal Services to Design & Construction to Public Safety and more. In order to assist over 800 employees, the Business Services unit of DFA Support Services was established and serves as a centralized resource for the division.

The Business Services group, supports DFA in a variety of areas, most notably position management (staffing) reconciliation and reporting, payroll, recharge analysis, and budget/finance support. Business Services provides subject matter expertise on a wide array of items and also works very closely with Budget and Finance on various forecasting and reporting projects.

Article provided by Business Services



Procurement Services Spotlight: Partnership During the Pandemic

Procurement Services played a vital and integral role during the pandemic: helping the campus transition to remote operations and learning by supporting OIT obtain necessary equipment and systems, helping HR secure childcare for essential workers, setting up remote isolation units with local hotels, procuring PPE and cleaning supplies, creating online forms for approvals, streamlining and expediting contract process, assisted in establishing processes and getting documentation for FEMA reimbursements, making PALCard exceptions for urgent purchases, supporting the return to campus initiative, helping secure essential supplies and setups for COVID testing, and procured Working Well Welcome Back Kits for UCI and UCI Health by utilizing small businesses, saving thousands of dollars.

Article provided by Procurement Services



Hazardous Waste Disposal Services Spotlight

Thanks to funding support from the Provost and Executive Vice Chancellor Faculty Enhancement Fund, Environmental Health and Safety (EH&S) has been providing hazardous waste disposal services to laboratory researchers at no cost for the past 3 years. The funding is used to dispose of routinely generated hazardous waste and unwanted stockpiled materials.

In the last 12 months, EH&S completed over 5,000 laboratory hazardous waste service requests, disposing of 200,000 pounds of waste. This is equivalent to the weight of 10 full-size transit buses. EH&S also used this opportunity to provide education and outreach on proper waste management. This helps to improve compliance, protect human health and the environment, and reduce safety hazards, including a reduced risk of a fire and explosion from potentially explosive compounds and other high hazard materials.

The EH&S team continues to streamline our hazardous waste processes in a cost effective manner. We strive to reduce the financial impact on our customers while providing excellent customer service, and keeping safety in mind.

With the continued support of the Provost and Executive Vice Chancellor, UCI has reduced the financial burden on researchers, improved compliance, and created a safer work environment.

Article provided by Environmental Health & Safety



What Guides UC Systemwide Sustainability? A Look into the Sustainable Practices Policy

The UC Sustainable Practices Policy guides sustainability efforts in ten areas of sustainable practice: climate protection, clean energy, green building, transportation, sustainable operations, waste reduction and recycling, sustainable procurement, sustainable foodservice, sustainable water systems, and standards for UC Health. [Click here for more information.](#)



ACHIEVEonline

[ACHIEVEonline](#) is UCI's online performance management system for non-represented employees. ACHIEVEonline allows employees and managers to plan, document and review progress toward goals easily and conveniently online. No more paper forms or manual processing. Managing employee performance has come a long way, and now UCI staff and leaders can be part of the advancement.



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.

EMPLOYEE PROFILES



Fernando Garcia
Custodial Supervisor, Facilities Management

I've worked at UCI for 2 years and been in my current position for 5 months now. My role as custodial supervisor consist of supervising senior custodians, assisting them with any questions or concerns they may have. I also walk work orders and inspect jobs and assist with any special request.

Who is one colleague that deserves praise and recognition? Why? A colleague that I feel deserves praise and recognition is Debbie Aceves. She is always going above and beyond to help anyone in our department with any questions, tips or advice; she's open minded and is willing to share her knowledge and experience.

After a long day at work, what do you look forward to the most? Spending time with my daughter, Gisselle, and watching her grow and interact with others.

Favorite travel spot? Las Vegas, NV is definitely my favorite place to travel.

People would be surprised if they knew: People would be surprised to know that I like to read the Sunday newspaper.



Doreen Tannenbaum
Strategic Initiatives & Communications Manager, Procurement Services

I have worked at UCI for 6 years and been in my position for 2.5 years. I wear many hats which keep me engaged and busy with my various responsibilities: managing sustainable procurement and small business programs, training and communications, website development, and serve as fiscal officer for Procurement Services.

What is one accomplishment at work that you are most proud of? Why? The Procurement Services website. We were about to take 900+ outdated pages from ZotPortal and developed a new site where our focus was to make content easily available to both internal and external stakeholders. Our key performance analytics improved by 800% from when we launched last August. I am proud to have collaborated with such a dedicated team of subject matter experts to complete this difficult project.

How has UCI/department helped you in your career development? The career transition from working in the private sector to working in higher education and seeing everyone's passion for making a difference in our students' lives motivated me to go back to school. During my tenure at UCI, I obtained my MBA and as well as a Certificate in Women's Leadership. DFA encourages career development and I'm grateful for the opportunities provided to us.

Before your time at UCI, what was your most interesting or oddest job? I had the opportunity to work for world-renown chef Wolfgang Puck for 5 years as Director of Marketing and Operations. I didn't know much about the restaurant/food industry prior to joining the organization, but working side by side with Wolfgang, I was able to learn the true meaning of customer service and how to ensure that our customers left with a smile after each experience.

If Hollywood made a movie about your life, who would you like to see cast as you? Anna Kendrick. Apparently people think she's my doppelganger.

People would be surprised if they knew: My background is Persian Jewish and I can speak Hebrew and Farsi fluently. I was born in Israel after my parents left Iran when the Shah was overthrown. I sometimes think in a different language and have to stop and translate to English when I need to communicate with others at work.



Joyce King
Parking Enforcement Supervisor, Transportation & Parking Distributions

I have been and worked at UCI for 15 months. I am the Parking Enforcement Supervisor for the campus. I supervise four full time reps and a large group of student reps who complete safety patrol, provide motors assists, and patrol campus and housing parking. I coordinate with Guest & Events Services during any event on campus to streamline vehicle traffic and parking.

What do you like most about UCI/department? I really like that from the moment I started my position, everyone that I work with in the office was more than willing to help me in my new position. As I became more acclimated to my position, I also received the same response from areas outside my enforcement department such as GES, Facilities and Distribution.

Who is one colleague that deserves praise and recognition? Why? I think I will have to have two answers for this. My first being Julianna Bailey, who has helped me find direction through the ways of UCI campus policies. She has been a great person to contact if I have any question in regards to the best way to approach any subject. My second colleague would be Benny Barboza at GES. He was previously in enforcement so he knows my portion of the job and has been an employee for a long enough amount of time to be a great source of information. He knows all aspects of the campus which helps when you are only a year into learning your new job.

After a long day at work, what do you look forward to the most? I look forward to getting an overwhelming "welcome home" hug from my 4 year old son. With COVID happening, we decided to pull him out of daycare which meant he was home all day, everyday. Every day when I get home, he is sitting in the first chair as I walk in and jumps up, screams, and runs to me for a HUGE hug...it's the best, especially during this time.

Favorite Travel spot: Sanibel Island, Florida. To this day, it has always been my place to go especially

since beaches are my go to when I need to clear my head and regroup. My great grandmother lived on this island. I have no idea how she found it, but to this day, it is THE MOST BEAUTIFUL place I know of.

Personal Mantra: "The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think, say or do. It is more important than appearance, giftedness or skill. It will make or break a company...a church...a home. The remarkable thing is we have a choice every day regarding the attitude we embrace for that day. We cannot change our past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play the one string we have, and that is our attitude...I am convinced that life is 10% what happens to me and 90% how I react to it.

And so it is with you...we are in charge of our Attitudes" ---Charles Swindoll

I was introduced to this about 15 years ago, I have it posted on my desk and had it posted at my previous position. I truly feel that this is something I live by and every time I want to react to something, this pops in my head and I know that my reaction will play a significant part in what the outcome may be.

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

Division of Finance and Administration
Office of the Chief Financial Officer and Vice Chancellor
455 Aldrich Hall
Irvine, CA 92697-1025
(949) 824-9832