

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,

Earlier this month, we passed a major milestone as we hit the one year anniversary of when the World Health Organization officially declared COVID-19 a pandemic. It was over a year ago when many of us left campus to begin teleworking—what we thought would just be a few weeks turned out to be over 52 weeks! A few weeks ago, Chancellor Gillman [wrote](#) about the exemplary work of our employees, and I wholeheartedly echo his sentiments. DFA continues to put forth a tremendous amount of work to advance UCI's brilliant future—thank you!

As you may be aware, conversations and work are underway to determine when we will return back on campus. On March 12, I met with my cabinet members to begin discussions specific to our division, which will coordinate with campus and systemwide plans. I hope to be able to share more with all of you during April's town hall.

This is the last week to submit a nomination for [DFA's Employee Recognition Program](#). Please take a few minutes to [nominate a peer, coworker, or team](#).

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

In This Issue

- [Learning & Growth: Lean Six Sigma Update](#)
- [Stay Prepared!](#)
- [Work & Health Tips](#)
- [UCI's Participation in Campus Race to Zero Waste \(RecycleMania\) 2021](#)
- [EH&S COVID-19 Spot Checks](#)
- [UCI's Recycle & Refuse Program Goes Greener](#)
- [Sustainability Corner & Diversity and Inclusion](#)
- [Employee Recognition](#)



DFA Events

January 20 - May 12:
[DFA Women's Lean In Network Series](#)

April 28 (10-11:30 a.m.):
[DFA Virtual Town Hall](#)



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.*

MISSION
Advance UCI's
Brilliant Future

VISION
World-Class
Campus Partners

VALUES
Health & Safety •
Diversity & Inclusion •
Integrity • Teamwork •
Change & Innovation



Learning & Growth: Learning in 2021

Over 75% of DFA staff have completed Lean Six Sigma White Belt training and we are well on our way to achieve our goal of 100%. If you are new to DFA or haven't completed this foundational Lean Six Sigma training, please sign up for [one of the upcoming sessions](#).

If you are ready to take the next step on your Lean Six Sigma journey, talk to your supervisor about the possibility to apply for Lean Six Sigma Yellow Belt training in the fall to work on a process improvement project.

Article provided by the Office of the CFO and Vice Chancellor



Stay Prepared!

COVID-19 has indeed been a challenging time for everyone. Whether you are working from home or on campus, it is important to have a personal emergency plan. Remember:

- **Know the hazards** – be aware of the specific threats to your home (fire, earthquake, etc.).
- **Make a plan** – review your personal / family preparedness plan and make sure it is updated.
- **Resupply** – make sure your emergency supplies are up to date and replace expired items (food, water, etc.).
- **Reconnect** – make sure your preparedness plan includes correct contact information for your family and includes a contact out of the area to relay information to family members who may be unable to communicate directly.

For more information, visit the [UCI Emergency Management website](#).

Article provided by UCI Emergency Management



Solving Technology Troubles - Tips and Tricks to Help

Technology is great...except when it's not. Tech troubles can disrupt the best-laid plans, but there are some simple steps you can try to solve or work around many issues that may arise during remote teaching. OIT has collected [resources and technology alternatives](#), in the event of service interruption or connection issues.



Mindfulness Classes

[Check out and register for free livestream mindful meditations](#). Join in any weekday for community mindful meditations that cultivate present moment awareness, as well as compassion for ourselves and the world around us. Throughout the year, UCI Susan Samuelli | Integrative Health Institute provides a variety of mindfulness classes, appropriate for the UCI community of all levels.



UCI's Participation in Campus Race to Zero Waste (RecycleMania) 2021

Campus Race to Zero Waster (CW2ZW) is an annual nationwide competition between universities to promote recycling and waste reduction on campus. Weekly tonnages of landfill (MSW), recycling, and composting are reported for 8 weeks with diversion rate results updated weekly. UCI wanted to continue our 12-year history of participation in the competition despite a reduced population on campus. After having completed the 3rd week of data reporting, [UCI ranks](#):

- 1st out of 103 schools for Food Organics Analysis score
- 37th out of 77 schools for Overall Diversion Rate

Article provided by UCI Facilities Management



EH&S COVID-19 Spot Checks

In creating and maintaining a healthy & safe workplace environment, EH&S is conducting COVID-19 spot checks throughout campus. Ensuring proper COVID-19 precautions are implemented, EH&S checks areas with eight criteria applied to the area being spot checked. The [COVID-19 Spot Check Checklist](#) covers different items such as personal protective equipment (e.g., face coverings), physical distancing, and other COVID-19 protocols. As of today, EH&S has completed over 6,000 spot checks and UCI has a 98.12% compliance rate. Thank you to our campus and leadership for putting safety first!

Article provided by UCI Environmental Health & Safety



Left: New Compressed Natural Gas (CNG) Roll Off truck. Right: New CNG Front Loader truck.

UCI's Recycle & Refuse Program Goes Greener

The Buildings and Grounds Team has new alternative fuel vehicles to haul the campus refuse, recycle and composted materials. These Compressed Natural Gas (CNG) trucks produce less greenhouse gas than the previous trucks. CNG has a more complete combustion and fewer pollution emissions than diesel. This results in less emission particulate, less NO₂ and CO₂. As a bonus, CNG is cheaper than diesel.

Self-hauling allows UCI to ensure that campus solid waste commodities are diverted from landfill. Green waste is hauled to the Great Park in Irvine for traditional windrow composting creating soils for agriculture. Food waste is taken to anaerobic digestion that creates the energy to run a wastewater treatment plant to create recycled water for irrigation. Recycled materials become new products. UCI's sustainability goals help the environment and the new trucks help UCI meet those goals!

Article provided by UCI Facilities Management



[Introducing Sustainability into the Lab](#)

UCI has made great strides in upholding its reputation as a sustainable campus. With its LEED Platinum buildings, sustainable transportation initiatives, and sustainable food practices, the importance of incorporating sustainability into research laboratories can easily be forgotten. [UCI Green Labs](#) show how simple green habits in the lab can make a significant contribution to achieving UCI's sustainability goals.



[DFA Diversity and Inclusion Webpage](#)

DFA is committed to fostering a culture of diversity and inclusive excellence. Visit the new [DFA Diversity and Inclusion webpage](#) to learn more about the action steps we are taking to embody our commitment throughout the division.

As a reminder, all DFA employees are eligible and encouraged to complete UC's Managing Implicit Bias training, and all managers and supervisors are expected to complete it by June 30, 2021.



[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



Joel Villanueva
Superintendent, Facilities Management

I have worked at UCI for nine years and have been in my current position for five years. I am a Superintendent for Refuse Services, Custodial, Moving Services, and Exterior Construction units, responsible for planning, organizing and directing management and staff for three major functional units of the campus Physical Plant Operations. I plan and direct Refuse, Custodial and Moving Operations, assist in the management of the operational budget, develop and implement maintenance programs, prepare proposals, and coordinate with vendors and contract services, purchases, and maintain inventory. I also maintain a working relationship with the labor union that represents the workforce, and participate in the hiring of qualified candidates, providing appropriate training, evaluating employee performance, and directing corrective actions, as necessary.

What has surprised you most about working in your department or UCI? UCI is a city itself.

What aspect of your job do you enjoy the most? Our work group is excellent.

What is one accomplishment at work that you are most proud of? Why? Customer service. Made friends with some of our most demanding customers.

Favorite travel spot? Before COVID – camping in Pismo Beach, California.

Before your time at UCI, what was your most interesting or oddest job? Catering.

If you were stuck on an island, what three things would you bring? Mirror, matches, and wood.



Diana Boyd
UCIPD Records Analyst, Police Department

I have worked and been in my position for almost two years, reviewing officer written reports for clarity and accuracy for release to the public and other law enforcement agencies. I serve as a backup to the Court Liaison for case submission to the Orange County District Attorney (OCDA) and monitor OCDA requests and criminal subpoenas. I also review, validate and produce crime trend statistics, patrol statistics, officer activity, and arrest statistics, and submit Uniform Crime Reporting (UCR) statistics to the Department of Justice and FBI.

What aspect of your job do you enjoy the most? Being able to review cases and see the statistics, and use this knowledge to assist the detectives and patrol officers.

After a long day at work, what do you look forward to the most? Going home, starting dinner in the Instant Pot, and crocheting while catching up on Netflix and YouTube.

Before your time at UCI, what was your most interesting or oddest job? Before my career in law enforcement, I worked at the Disneyland Resort for 12 years.

If Hollywood made a movie about your life, who would you like to see cast as you? Alicia Silverstone, Emma Stone, or Emilia Clarke.

If you were stuck on an island, what three things would you bring? A pen that never runs out of ink, an endless ball of yarn that can change color, and a Wilson the volleyball.



Heather Rush
Financial Services Analyst, Accounting & Fiscal Services

I've worked in my current position for 10 months, and I've been with the UC System for four years and three months. I am a member of the Accounts Payable team in the Accounting Office. I process reimbursements for international travel, disbursement vouchers, and travel authorizations for cash advances/reconciliation. I also ensure move and relocation reimbursements are in compliance with policy and assist with the Connexus travel portal.

What has surprised you most about working in your department or UCI? The motivation and support to succeed from supervisors and management as well as co-workers.

What aspect of your job do you enjoy the most? Helping faculty, staff, and the medical center to get quickly reimbursed so they can continue UCI's mission for research and education.

Favorite travel spot? Cabo San Lucas. I am happy anywhere there is water and sunshine.

Before your time at UCI, what was your most interesting or oddest job? Working for the County of Santa Cruz elections department.

If you were stuck on an island, what three things would you bring? Knife, survival guide, and a first-aid kit.

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