

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,

The end of the calendar year is quickly approaching, and we continue to keep busy in providing services and support to our students, faculty, and staff. I am thankful to each of you for your hard work in advancing UCI's goals.

During October's town hall, Hung Pham, director of Trademarks and Strategic Contracts, hosted a Q&A session focusing on my observations about DFA and UCI since my arrival. Shaina Sims promised you my [profile spotlight](#) for this newsletter, and I hope you enjoy learning more about me.

At last month's town hall, I also provided a budgetary update and as many of you are aware the campus is working on strategies to mitigate our budgetary shortfalls. I have asked each department to complete a budgetary reduction exercise. I share this with you all in the spirit of transparency and encourage you to have discussions with your supervisor and/or department head. Working together often creates better solutions than working in silos—I encourage you to ask questions and seek information within your departments. Evaluate current processes and procedures. Leverage [Lean Six Sigma](#) tools and methodologies to streamline processes, reduce waste and inconsistencies, and improve efficiencies. If you have not completed the Lean Six Sigma White Belt Training, please consider signing up for the last offering of the calendar year on [Dec. 8 from 1:30-3:30 p.m.](#) 2023 offerings will be announced shortly.

Please remember to take a moment to recognize your coworkers by nominating them for [DFA's Employee Recognition program](#)—anyone can [nominate](#) employees in the following categories: CARE, IDEA, SAFE, and TEAM. Deadline for this cycle is December 31.

I hope you all had a wonderful Thanksgiving holiday. I am grateful for our work together and having each of you on our team!

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

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Featured Events

August - November 2022
[DFA Lean In Sessions](#)



Sincerely,

Mary Lou D. Ortiz

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



GROWING AN ACCESSIBILITY FOREST



UCI AccessibiliTrees

UCI AccessibiliTrees Badge Program

The [AccessibiliTree program](#) supports UCI's commitment in creating accessible, usable, and inclusive content. Examples of accessible content is providing alternative text for images, using descriptive headings, clearing defining sections in documents, etc. These techniques help individuals who may use assistive technology when reading web document.

The training is comprised of three levels: Zot Sprout, Anteater Sapling, and AccessibiliTree.

[Join the program](#) to become an AccessibiliTree and help UCI's Accessibility Forest thrive. Learn more about [accessibility](#) and the [resources available](#) at UCI.

Article provided by the Office of the CFO & Vice Chancellor



Giving Back: Clash of the Cans Tuesday, November 1 – Friday, December 16

Hunger hurts our family members, neighbors, and friends. You can make a difference in our community by donating to [Clash of the Cans](#), UCI Transportation's annual food drive, through December 16. Donations go to support the [FRESH Basic Needs Hub](#), a student-initiated effort committed to making UCI a basic needs-secure campus. You may also consider making a [monetary donation](#) to help FRESH stock its food pantry with essential supplies most needed by the campus community. Visit our interactive campus map for parking kiosk and library [donation bin locations](#). Show your Anteater pride and help our community in the fight against hunger!

Article provided by the UCI Transportation & Distribution Services



Giving Back: Toy Drive November 15 - December 20

UCI Police Department is hosting an annual Toy Drive, a community engagement initiative to provide gifts to children ages 14 and under at UCI Health and other local children's organizations. This is a collaborative effort with UCI Police Department, UCI Athletics, and UCI Health. Additionally, UCI Police Department is partaking in the Toy Toss at the UCI Men's Basketball game on December 3 at 6 p.m.

Out of an abundance of caution, we can only accept items that are packaged by manufacturer.

- UCI Police Department
- University Hills Community Center
- UCI Student Center Information Center
- UCI Health Douglas Hospital Lobby

For more information, contact Officer N. Akingbemi (nakingbe@uci.edu).

Article provided by the UCI Police Department



Keys to Staff Success in a Flexible Work Environment

With UCI's commitment to flexible work arrangements, it is worth taking a step back to make sure you are considering the best ways to make a flexible working arrangement work for you and your department. Check out the [resources for staff](#) on:

- Working effectively
- Making social connections
- Staying healthy



Compliance Deadline for Flu Vaccination Program is December 1, 2022

Flu season is here. There has been an increasing number of influenza cases reported in [Orange](#) and surrounding counties, indicating an early start to the flu season.

Getting a flu shot now is the first and most important step in protecting yourself, your family, and the community from the virus, and it is required per the [University of California Vaccination Programs Policy](#).

The policy requires that all employees that have presence at any UCI location receive the flu vaccination or submit an online declination using the Occupational Health portal by **Thursday, Dec. 1**.



The Benefits of Upgrading to the RSS Inspection Solution

Are you considering overhauling your safety inspection program, but have doubts about whether including a new inspection solution in your plans will pay off? [Read](#) the success story of how UC Irvine Research Safety Services (RSS) improved safety and collaboration in their inspection program when they partnered with RSS to update their outdated inspection process.

Article provided by UCI Environmental Health & Safety



Emergency Office Kit Assembly Event Recap

The Claire Trevor School of the Arts has begun a long-term project to provide “Emergency Office Kits” to each office space within the School of the Arts. They are starting with a basic kit for each staff member to help with sustainment during the hours-to-days after an incident.

On October 20, 2022, in conjunction with the Great Shake Out, they invited each staff member to stop by and help assemble a personal kit for their “office.” They plan to hold this event each year, in conjunction with the Great Shake Out, to continue to keep safety a top priority. They will revisit the kits assembled this year and replace any expiring items, such as batteries, and continue to supplement the kits with additional items. The goal is to create a kit that will sustain its user for several days if necessary, and have the user know what is in the kit and, more importantly, WHY it is in the kit.

Their long-term goal is to make sure that every “office” space and shared space has a kit in case of emergencies.

Article provided by UCI Emergency Management



Sustainability Corner:
[UCI named top doctoral university, U.S. institution in AASHE’s sustainability index](#)



Diversity & Inclusion:
National Native American Heritage Month

UCI has been recognized as the No. 1 doctoral institution and No. 1 U.S. institution in the [2022 Sustainable Campus Index](#).

The 2022 Sustainable Campus Index, a publication of the Association for the Advancement of Sustainability in Higher Education (AASHE), recognizes top-performing colleges and universities in 17 sustainability impact areas, as measured by the Sustainability Tracking, Assessment & Rating System (STARS).

AASHE's STARS program is the most widely recognized report card in the world for rating sustainability performance in higher education. UCI is a two-time recipient of the AASHE STARS Platinum rating and currently holds the highest score ever obtained by a participating institution.

November marks National Native American Heritage Month, during which we celebrate the resilience and contributions of indigenous communities. This month we can join in honoring, appreciating, and cultivating the countless contributions made by indigenous people. The UCI campus does so with a [land acknowledgement](#) recognizing and respecting the original land on which the campus sits. We recognize the [Tongva](#) and the [Acjachemen](#) nations who, in the face of on-going settler colonialism, continue to claim their place and act as stewards of their ancestral lands as they have for the past eight millennia caring for the land from the Santa Ana River to, but not limited to, Aliso Creek.



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



Roy Ceja
Custodian, Facilities Management

What aspect of your job do you enjoy the most? Working independently.

What has been your favorite project at UCI/department? Working in the COVID testing sites.

Who is one colleague that deserves praise and recognition? Why? Eduardo because he is always there when we need him.

Favorite travel spot? Michoacan, Mexico.

If you were to write a book about yourself, what would you name it? Al Cien.



Stephanie Damian
Executive Assistant & Office Operations Coordinator, Office of the CFO & Vice Chancellor

I have been with UCI for 3 years and in my current position with DFA for 7 months. I provide administrative support to the Chief of Staff and Director of Operations.

What aspect of your job do you enjoy the most? I enjoy learning something new every day!

What are 3 words to describe your department? Team oriented, supportive, and innovative.

What piece of advice would you give to a new employee? Be kind to yourself; you learn something new every day and to trust the learning process.

Favorite travel spot? Mexico.

People would be surprised if they knew: That I have a fear of flying on planes, but love traveling.



Shane O'Brien
Training & Exercise Coordinator, Emergency Management

I have been with UCI for almost 5 years and have been in my current position for the past 7 months. The Training & Exercise Coordinator is responsible for ensuring all campus staff, students, and faculty are provided with disaster-specific training and information to appropriately prepare and respond to a disaster or emergency situation on campus.

What has surprised you most about working in your department or UCI? The depth of knowledge and experiences of everyone on the team in the Emergency Management field.

What are 3 words to describe your department? Inspirational, awesome, and fun.

After a long day at work, what do you look forward to the most? Spending time with my wife and daughter.

Before your time at UCI, what was your most interesting or oddest job? Worked as a sushi delivery driver in Minneapolis, Minnesota.

If you were to write a book about yourself, what would you name it? Fooled by Randomness.

Motto or Personal Mantra: “You have no responsibility to live up to what other people think you ought to accomplish. I have no responsibility to be like they expect me to be. It's their mistake, not my failing.” – Richard Feynman

DFA NEW HIRES

DFA new hires hired between September 6, 2022 to October 31, 2022.

Accounting & Fiscal Services:

- David Shim

Environmental Health & Safety:

- CiJi Brown

Facilities Management:

- Anthony Garza
- Juan Rizo
- Nathan Ho
- Ricardo Alfaro

Office of the CFO & Vice Chancellor:

- Julie Liu

Police Department:

- Ashley Mercado
- Jaclyn Higgins
- Khoa Nguyen
- Luis Ochoa

Procurement Services:

- Jay Ou
- Richard Currier

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Division of Finance and Administration
Office of the Chief Financial Officer & Vice Chancellor
455 Aldrich Hall
Irvine, CA 92697-1025
949-824-5589