

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,

As we enter this season of gratitude, I want to take a moment to recognize and thank each of you for your dedication, hard work, and resilience. Your efforts continue to be the foundation of our division's success, and I deeply appreciate all that you do.

Over the past year, we've made significant progress in our [strategic planning](#) journey. Most recently, we held strategic roadshows, which brought together department leaders and representatives to discuss our priorities, gather insights, and align on next steps. These discussions have been invaluable in shaping our path forward. Department leaders play a crucial role in this process, and we've shared resources to help cascade these strategic messages within teams. Your continued focus on refining initiatives and updating goals will ensure that our strategic plan remains dynamic and responsive to our evolving needs. In particular, I encourage you all to embrace our divisional goal focused on [continuous process improvement](#), including reviewing the projects that have been [submitted](#). As subject matter experts of your own work, you are best positioned to champion improvements to processes in which you are involved. I hope you become inspired by the projects your colleagues have underway!

If you have questions, suggestions, or ideas to share, or would like to learn more about the roadshow or the outcomes, I encourage you to reach out to your department head or a member of the [Strategic Advisory Network \(SAN\)](#) or email WithUForU@uci.edu for support.

As we approach the end of the year, I encourage you to reflect on the progress we've made and the steps ahead. Together, we are shaping a thoughtful and intentional path forward for DFA, and I look forward to continuing this work with all of you.

Sincerely,

Mary Lou D. Ortiz

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 Employee Profiles

 New Hires

Featured Events

Now through Fri., 12/13/2024
[Clash of the Cans](#) (UCI TDS)

Now through Sat., 12/14/2024
[Toy Drive](#) (UCIPD)

Thu., 01/23/2025 | 12-1 p.m.
[Lunch with Retirees](#) (UCI Staff Assembly)

 DFA Employee Information

 UCI Events



DFA's Vision, Mission, and Values

We are **With U • For U**. We are proud to support the UC Irvine community. Our vision, mission, and values set our direction, guide our decisions, and foster a shared culture. [Learn more.](#)



DFA-HR Reminders

Open Enrollment Reminder

Friday, November 22, 2024, at 5:00 p.m. PST is the last day to review your benefits and make any changes via [UCPath](#). Watch for a confirming email in early December to validate accuracy of your 2025 benefit elections.

Performance Program Deadline for Non-Represented Staff

- Access the new [Align](#) performance management system for all non-represented staff
- Submit your 1-5 Key Deliverables for manager review and approval before November 30, 2024
- Recommended brief training and job aids for assistance:
 - [Align System Overview for All](#)
 - [Align System Overview for Managers](#)
 - Guide for Setting Key Deliverables: [Leaders](#) | [Staff](#)

Vaccination Attest or Decline Reminders

Per [University of California Policy on Vaccination Programs](#), please use this link to [attest OR decline the flu and COVID-19 vaccinations](#) for the 2024-25 Influenza (flu) vaccination and the 2024-25 COVID-19 vaccination. If you have not yet completed this requirement, please refer to the details below:

- **DEADLINE FOR FLU VACCINATION:** November 1, 2024 (deadline has passed, but submission is still possible)
- **DEADLINE FOR COVID-19 VACCINATION:** December 6, 2024

UC Cyber Security Awareness Fundamentals UCLC Training Reminder

Reminders to complete your UC Cyber Security Awareness Fundamentals will now appear during the [UCI Single Sign-on](#) process when your training is coming due or overdue.

- To complete the training and ensure you are fully compliant, log in to the [UC Learning Center](#)



Continuous Improvement Tools and Templates: A3 PDCA

DFA's Program Development and Execution (PDE) [website](#) features a variety of tools and templates in the areas of process improvement, project management, and change management to support staff in their process improvement projects and efforts.

Tool Spotlight: A3 PDCA

[Plan, Do, Check, Act \(PDCA\)](#) is a methodology for continuous process improvement which provides guidance to managing and communicating process improvement projects, including identifying the problem, documenting the current process, setting an improvement goal, and utilizing a structured approach to uncover the root causes, and implement solutions to address them. It is also referred to as A3 since the template is typically printed on A3 size paper. The A3 (PDCA) methodology is ideal for managing mid- to large-scale process improvement projects. Learn more about [A3 \(PDCA\)](#) and [other tools](#) for planning for process improvement projects.

TAKE CPI ACTION

Incorporate CPI in your daily activities. Identify a bottleneck, own it, and improve it!
View and download the [DFA CPI flyer](#).



Submit Ideas/Projects

Submit information about a [process improvement project or idea in your department](#).



Browse Existing Projects

Explore [DFA's CPI dashboard](#) for current, proposed or recently completed process improvement projects in our division.



Explore DFA's CPI Toolkit

Explore the [DFA's CPI toolkit](#). Contact us at WithUForU@uci.edu with any questions and suggestions for additional tools.

Giving Back Announcement



Clash of the Cans Through Friday, December 13

Hunger hurts our family members, neighbors, and friends. You can make a difference in our local community by donating to [UCI's Clash of the Cans](#) food drive through Friday, December 13. Get involved by dropping off your non-perishable goods at any [donation bins](#) on campus and the UCI Medical Center or by making a [monetary donation](#) to support the [Orange County Food Bank](#) and the [UCI Basic Needs Center](#). Both organizations lead remarkable initiatives that provide essential food and personal care supplies to those in need. Show your Anteater pride and help our community in the fight against hunger!

Article provided by UC Irvine Transportation & Distribution Services



Annual Police Department Toy Drive Thursday, November 14 – Saturday, December 14

This holiday season, the UCI Police Department will be accepting donations of new, unwrapped toys and teddy bears suitable for infants and children up to age 14. Out of an abundance of caution, we will only accept items that are packaged by the manufacturer. The toys will help comfort children receiving care at UCI Health and other Orange County children's organizations. This year UCIPD has increased the [collection locations](#) to include UCI Health Wen Family Center and the Manchester Pavilion Lobby.



Chat Messaging Retention Policy

Beginning **Friday, December 20, 2024**, chat messages in Google Chat, Microsoft Teams, and Zoom Chat that are more than one year old will be auto-deleted. This means that past chat records in those systems will automatically be deleted 365 days after their initial creation. This new policy applies for all students, faculty, staff, and affiliates at UCI. Please visit OIT's [Chat Platform Message Retention Project](#) for more information.



Holiday Safety

Let's get into a ZOT-tastic holiday season with some friendly safety tips to keep you and the community safe. Maintaining a good ambiance with holiday lights can be safely achieved by using only UL listed lights, using battery operated candles, and keeping other holiday decorations away from all exits. Please visit [Holiday Safety Reference Guide](#) to learn more information.



Data Disposal Day 2024

The campus community was invited to participate in the annual Data Disposal clean-up event, held on Wednesday, October 23, 2024. Just like previous years, the event focused on the proper destruction of sensitive paper and electronic data, which aligned with OIT's Cybersecurity Awareness Month.

Many offices are still adapting their physical office plans in response to Work Reimagined 2.0, with remote and hybrid work arrangements increasingly being adopted. Physical office moves plus space consolidations are still prompting schools and departments to review their space, including physical records in storage. Thus, the demand for clean-up and disposal services continues to be high for paper files, excess equipment, and e-waste.

Marketing efforts included:

- Campuswide email sent from OIT

- Targeted emails to MAABOs and UISLs
- OIT social media
- OIT webpage front page
- Messaging to OIT Data Center, WSG, EUS, and Desktop Support

For a total event cost of ~\$7800, the teams collected, recycled, and destroyed:

- ~18,000 lbs. of shredded paper (two large shredding trucks)
- ~1,800 hard drives
- ~875 other media (phones, tablets, floppy disks, CDs, and various other data storage gadgets)

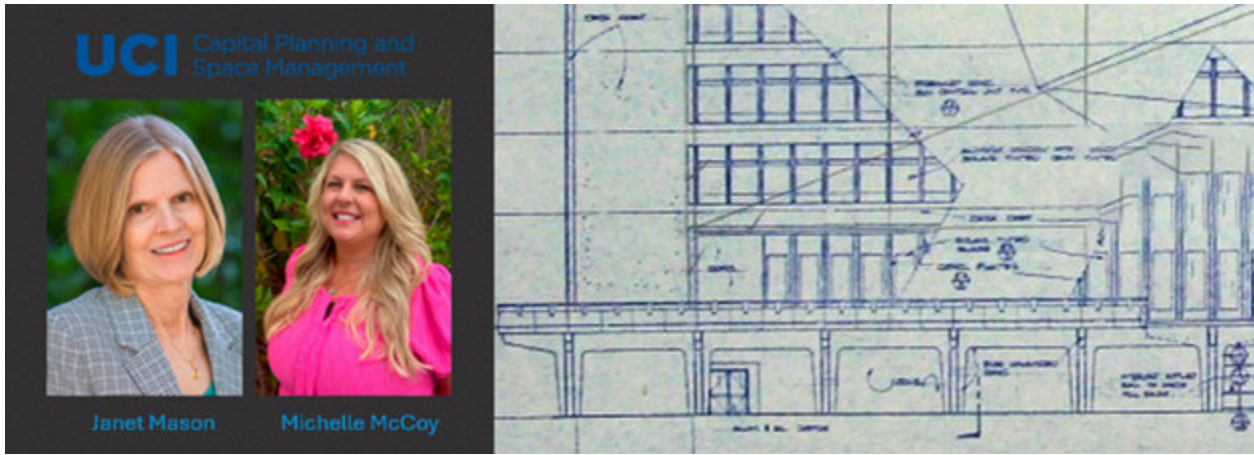
Article provided by UC Irvine DFA Program Development & Execution



Community Police Academy Update

Class 10 from the UC Irvine Police Department [Community Police Academy](#) graduated on November 6, 2024. This six-week program, offered every fall and spring quarter, is designed to offer a special behind-the-scenes look at the department's operations. Participants learned about patrol, dispatch, investigations, community-oriented policing, the K-9 program and much more. The program is comprised of presentations from sworn and civilian members of the police department along with hands-on exercises. Attendees also go on a field trip to Golden West College in Huntington Beach to experience the force options simulator and gain insight on situations officers may face on patrol. This program is not only an opportunity for the department to connect with students, staff, faculty and residents, but to also learn how to better serve the UC Irvine community.

Article provided by UC Irvine Police Department



Optimizing Space for the Future: A Look at Capital Planning’s Space Management Office

Efficient and strategic space management is a crucial component of ensuring that UCI can continue to grow, thrive, and meet the evolving needs of students, faculty, and staff. Capital Planning’s Space Management Office (SMO) is tasked with overseeing the allocation, utilization, and optimization of space, both on and off campus, in alignment with campus budgetary goals. The office along with the entire Capital Planning team is helping to create a more sustainable, flexible, and cost-effective campus environment for generations to come.

In February 2024, DFA welcomed Michelle McCoy to the role of senior director of space management. Some notable recent highlights are:

- **\$1,852,290 lease cost savings** – multiple functional relocations yielded dramatic operational and lease cost savings for leases terminating in 2024.
- **\$500,000 furniture savings** – eliminated multiple new furniture purchases by strategically repurposing the furniture remaining leased space.
- **Aldrich Hall activation & security enhancements** - completed multiple strategic relocations and space repurposing shifting student and visitor traffic to floors 1 & 2.
- **Space optimization & allocation policy improvements** – working with various school and department leaders to develop unit specific space delegation and space assignment protocols.

Looking ahead into 2025, the SMO will continue to work with campus leaders to develop plans to vacate additional leased properties, especially where work is administrative in nature. We will also explore possible data driven solutions to monitor actual space utilization in hopes of further space optimization across the campus.

For more information on space management or if you have specific questions, feel free to reach out to Michelle McCoy, UCI’s Space Management Expert, at mrmccoy@uci.edu.

Together, we are building a stronger, more efficient UCI—one space at a time

Article provided by UC Irvine Capital Planning & Space Management



Sustainability Corner: Sustainable Purchasing

Easily purchase eco-friendly goods through [UCIBuy's catalogs](#), featuring products from UC systemwide and UCI local agreements. Check out the **UCI Zero Waste ECOBuy Favorites Catalog** under **Everyday Essentials** for compostable alternatives. ECOBuy favorites are conveniently categorized and will expand over time. In a general search, look for search results associated with the **ECOBuy** attribute to support sustainability on our campus.

Diversity, Equity, & Inclusion: Office of Inclusive Excellence Launches Courageous Conversation Series

The Office of Inclusive Excellence introduced the **Courageous Conversations Series** which aim to foster civil discourse on challenging topics that affect our community. Through featured speakers and facilitated discussions, this series creates opportunities for diverse perspectives, addresses difficult issues, bridges divides, and inspires action towards positive change. This initiative reinforces our commitment to diversity, equity, and inclusion by encouraging open dialogue and collective understanding.

DFA EMPLOYEE PROFILES



Daniel Rodriguez
Custodian, Facilities Management

I have worked and been in my current position at UC Irvine for 10 months. I cover areas of individuals that called off or any areas that needs more help.

What has surprised you most about working in your department or UCI? The job is not hard, and the supervisors are easy to get along with.

What do you like most about UCI/department? We get weekend and holidays off.

What piece of advice would you give to a new employee? Give your best, pay attention to different task and you will learn fast.

Favorite travel spot? Jalisco, Mexico.

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

People would be surprised if they knew: I was in a folkloric dance group.



Sarah Martinez
Business Project Analyst, DFA Program Development & Execution

I have been at UC Irvine for two years in my current position for the past nine months. I provide project assistance to teams within the Program Development and Execution unit, focusing on process and efficiency improvement. I also support DFA's Continuous Process Improvement (CPI) Strategy and the CPI core team in reviewing submitted projects/ideas and collaborating with functional units across DFA to ensure project milestones are met.

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

After a long day at work, what do you look forward to the most? Taking my dog and heading down to the beach trail to unplug and relax.

Favorite travel spot? I love visiting national/state parks and going on hikes. My favorite spot to visit so far has been Trail of 10 Falls in Oregon's Silver Falls State Park.

If you were stuck on an island, what three things would you bring? My dog, an unlimited supply of Hi-Chews, and a Kindle stocked with all 158 books on my Goodread's "To Be Read" list.



Jennifer Cabrera
HR Generalist, DFA Human Resources

I have been at UC Irvine for four years and in my current position for the last three years. I have been with DFA for the past four years as an HR generalist, providing support and guidance to managers and supervisors across diverse HR functions. In this role, I am responsible for overseeing the recruitment and onboarding process for DFA employees and student hires, ensuring a smooth transition and positive start for each new team member. I support various HR functions across all departments, with a focus on creating a seamless employee experience, promoting effective HR practices, and fostering a supportive environment that empowers both new hires and existing team members to thrive

What aspect of your job do you enjoy the most? What I enjoy most about my job is the opportunity to make a positive impact on employees' experiences. From creating a seamless onboarding process to helping new hires feel welcomed and supported, I love guiding managers and seeing how my efforts contribute to employee growth and a positive team environment.

What piece of advice would you give to a new employee? Take the time to build relationships and don't be afraid to ask questions. Asking for help is part of growth—it shows that you're invested in doing things right and supporting the team's goals.

After a long day at work, what do you look forward to the most? I look forward to unwinding and spending quality time with friends or family.

Favorite travel spot? Santa Barbara and Greece.

Before your time at UCI, what was your most interesting or oddest job? Prior to UCI, I worked in the event planning industry for 10 years.

DFA NEW HIRES

DFA new hires hired between September 1 to October 31, 2024.

Environmental Health & Safety:

- Sara Willman

Facilities Management:

- Fernando Perez
- Juan Uvina

Police Department:

- Dominic Iraldo
- Jeff Gance
- Lyanna Tang
- Michael Liu

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

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