

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 move into spring, we recognize that recent shifts in the federal climate bring additional considerations to our ongoing financial planning efforts. While we have been actively addressing our structural deficit, we remain focused on making informed decisions that support our long-term financial health. As a reminder, two websites, [UC Federal Updates](#) and [Federal Updates for the UC Irvine Community](#), have been created to provide guidance, key updates, and contact information for direct support resources. I encourage you to stay informed, and please know that we will continue to share information as it becomes available.

Earlier this month, we had the opportunity to celebrate our incredible staff during Staff Appreciation Week. Your hard work and dedication continue to drive our mission forward, and I want to express my sincere gratitude for all that you do.

Looking ahead, I hope you'll join us for the [Staff Appreciation Breakfast](#) on Wednesday, March 26. This campuswide event is a time to come together and celebrate one another. Additionally, our next [virtual town hall](#) is scheduled for April 16 from 10–11 a.m. and department representatives have sent our calendar invites with Zoom information. Please [submit](#) questions you'd like us to address by Wednesday, April 9.

Thank you for your dedication and contributions. I look forward to seeing many of you at these upcoming events!

Sincerely,

Mary Lou D. Ortiz
Chief Financial Officer
Vice Chancellor, Finance & Administration

In This Issue

- [DFA-HR Corner](#)
- [Continuous Improvement Focus: UCIPD Using Docusign for Applicant Hiring Documents](#)
- [Work & Health Tips](#)
- [Sneak Peak! New Look Coming to UCPath Online](#)
- [RSS Ergonomic Self-Assessment](#)
- [Sustainability Corner & Diversity, Equity, & Inclusion](#)



Featured Events

Mon., Feb. 3–Fri., Mar. 28
[UCI's Annual Book Drive](#)

Wed., March 26 | 6:30-9 a.m.
[Staff Appreciation Breakfast](#)
at [The Anteater](#).

Wed., April 16 | 10-11 a.m.
[DFA Virtual Town Hall](#)





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: Ready, Set, Retire

The Ready, Set, Retire workshops are designed for faculty and staff who are eligible for retirement. If you have a minimum of five years of UCRP service credit and are eligible for retirement, please join one of the upcoming sessions listed below.

To register, please visit the [UC Learning Center \(UCLC\)](#):

- Wednesday, April 16 | 3-4:30 p.m. (via Zoom)
- Friday, May 9 | 9:30-11:00 a.m. (via Zoom)
- Monday, June 2 | 2-3:30 p.m. (via Zoom)
- Tuesday, September 9 | 10-11:30 a.m. (via Zoom)
- Monday, October 20 | 3-4:30 p.m. (via Zoom)
- Thursday, November 6 | 9:30-11 a.m. (via Zoom)

Article provided by DFA-HR



Continuous Improvement Focus: UCIPD: Using Docusign for Applicant Hiring Documents

DFA's CPI [project library](#) features process improvement projects from all DFA departments, including proposed, in progress, and completed.

UCI Police Department recently completed a [CPI project](#) that replaced PDF attachments for applicants with Docusign PowerForms, streamlining the process and removing unnecessary manual steps. The image below provides details on the problem and goal statement, the implemented solution, and the results. For more information or to discuss this project, please contact [Cedric Young](#).

UCIPD: Using Docusign for Applicant Hiring Documents



Problem: During the hiring process, PDF attachments were sent to applicants, including False Statement Admonishment, No Feedback Waiver, and Applicant Contact Information.



Goal: The goal was to move away from PDF attachments and reduce the manual steps in the process.



Solution: The solution was implemented in November 2024 and included:

- Sending applicants the documents via Docusign using PowerForms to complete.
- Using MS Outlook templates for applicant emails.



Result: The process was streamlined, and unnecessary steps were removed, including copying and pasting messages from previous sent emails.

Project Contact: Cedric Young, Police Department

Our goal is to showcase completed projects from various departments which might benefit or inspire others. Please reach out to WithUForU@uci.edu to help us showcase your project.

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](#)



Browse Existing Projects

Explore [DFA's CPI dashboard](#) for current, proposed or recently



Explore DFA's CPI Toolkit

Explore the [DFA's CPI toolkit](#).
Contact us at

[or idea in your department.](#)

completed process
improvement projects in our
division.

WithUForU@uci.edu with any
questions and suggestions for
additional tools.

Article provided by DFA Program Development & Execution



[UCI Zoom Privacy and Security](#)

The UCI Zoom Privacy and Security webpage provides best practices for protecting privacy during Zoom sessions. It advises users to disable cameras, use virtual backgrounds, adjust name displays, and be mindful of chat content. Learn about applicable campus privacy, security, and misuse policies, as well as how to set up Zoom to make it more secure and prevent "Zoombombing." These measures help ensure secure and private remote communication.



[Text to 9-1-1](#)

Orange County residents can now text 9-1-1 in emergencies, especially beneficial for those who are hearing or speech impaired, or when calling is unsafe. To use this service, enter "911" in the "To" field, provide your location and a brief description of the emergency, and avoid abbreviations or emojis. Remember, calling is preferred when possible, as it provides dispatchers with immediate information.



Sneak Peak! New Look Coming to UCPATH Online

Starting in late July, [UCPath Online](#) will feature a new, modern look. When you log in to view your paycheck, check your benefits, see your leave balances, or ask a question, you'll notice a more user-friendly design that makes it easier to find the information you need. Additionally, there will be improvements to the benefit confirmation process for open enrollment and life events.

The UCI UCPATH team supports UCPATH Center Roadmap projects and is collaborating with the systemwide UCPATH team and other UC locations on this redesign. The team is currently testing the revised functionality and supporting a smooth rollout for all the July 2025 UCPATH Roadmap project changes.

Stay tuned for more updates from the UCPATH Center as we approach the July launch.

Article provided by UC Irvine Accounting & Fiscal Services



RSS Ergonomic Self-Assessment

The EHS department provides ergonomic evaluation and support services for a variety of work settings to prevent and mitigate repetitive motion, musculoskeletal, and manual material handling injuries. As a part of our efforts to continuously improve this program, EHS has launched a new ergonomic self-assessment tool through Risk and Safety Services (RSS) to replace the Cardinus system. The new RSS tool was developed specifically for the UC system and more closely benchmarks the factors and work tasks relevant to UC employees. It will currently be assigned only to administrative employees in the CX union but is available as an optional tool for non-CX union employees. Administrative employee in the CX union will be redirected to the RSS Self-Assessment website. Non-CX union employees performing administrative or office work, as indicated by their Safety Training Self-Evaluation (STSA), will be directed to complete the Ergonomics Training on UCLC. Additionally, the RSS Ergonomic Self-Assessment is available as a voluntary resource at [RSS Ergonomic Self-Assessment](#).

Article provided by UC Irvine Environmental Health & Safety



Sustainability Corner:
[UCI Earth Week](#)

International Earth Day, celebrated on April 22nd, is a global call to action for environmental



Diversity, Equity, & Inclusion:
Learning About Bystander Intervention

DFA DEI Conversation Engagements continue through April on the [topic of](#) Page 5 of 8

sustainability. At UCI, student leaders, staff, and faculty organize a weeklong series of events to inspire campus and community engagement. These events foster dialogue, encourage critical thinking, and empower individuals to drive meaningful change toward a more sustainable and equitable future.

[Bystander Intervention](#), designed to increase our awareness of bystander intervention as a response to a potentially harmful or hurtful interaction in a way to positively influence the outcome. Visit [DFA's DEI Toolkit](#) for more resources to enhance your understanding about various diversity, equity, and inclusion topics.

DFA EMPLOYEE PROFILES



Manuel Ocegueda
Sr. Superintendent of Grounds, Hardscape and Pest Control, Facilities Management

I have been at UC Irvine for over ten years and have been in my current position the last few months. I am responsible for planning, organizing, scheduling, overseeing and coordinating the daily operations of grounds, hardscape / exterior construction, and pest control.

What are some upcoming trends or challenges that you see in your field? I got a new position. Employees work ethic and mindset.

What are 3 words to describe your department? Flexible, innovative, and dynamic.

Who is one colleague that deserves praise and recognition? Why? Saul Vargas, his work ethic, always willing to help others no matter the task.

If you were stuck on an island, what three things would you bring? Food, fresh water, and clothes to keep warm.

What is the weirdest thing you've ever eaten? Cooked crickets. They are not that bad in taste but just knowing what they are I get disgusted.



Felicia Muhammad
Contracts Analyst, Procurement Services

I have been at UC Irvine and in my current position for two years. I draft, review and negotiate complex terms and conditions of various agreements, ensure compliance with UC policies, state regulations and legal requirements in contract execution. I also, provide guidance to campus departments on contract procedures and required supporting documentation.

What aspect of your job do you enjoy the most? The absolute ease, convenience, greatest flex and flexibility of working remote.

How has UCI/department helped you in your career development? UCI's Contract Management program and the department has helped in career development in providing ongoing training along with dept. collaborations (meetings) and availability of various training resources to support skill development.

What has been your favorite project at UCI/department? My favorite project at UCI was serving as a committee member in the planning of the 2024 annual Supplier's Showcase Event.

Favorite travel spot? Spring in New York-for now.

Before your time at UCI, what was your most interesting or oddest job? I worked as an etiquette and cooking instructor at an all-girls private school, where there was a strict adherence to the use of clean ingredients.

If Hollywood made a movie about your life, who would you like to see cast as you? Jill Scott, artist, actress, poet, musician.

If you were stuck on an island, what three things would you bring? Crossbow, soap, and favorite literature.



Lyanna Tang
Police Officer, Police Department

I have been at UC Irvine for over a year and in my current position the last five years. As a police officer, I provide comprehensive law enforcement services, including patrol, traffic, investigations, community engagement, and security to the UCI campus and the Medical Center, aiming to ensure a safe and inclusive environment for all.

What aspect of your job do you enjoy the most? I enjoy being able to interact and engage with different people every day, and providing assistance to those who need it!

How has UCI/department helped you in your career development? While I was an undergraduate student at UCI, I served as a Community Service Officer (CSO) at the UC Irvine Police Department. Becoming a CSO was the catalyst for my desire to enter the field of law enforcement, as I was able to network with various UCIPD officers who encouraged me to become a police officer.

Favorite travel spot? Hong Kong!

Motto or Personal Mantra: "What is meant will be."

DFA NEW HIRES

DFA new hires hired between January 1 to March 20, 2025.

Capital Planning & Space Management:

- Jason Palda

Design & Construction Services:

- Ladita McBride

DFA Program Development & Execution:

- Dung Nguyen
- Kiu Klauke
- Thomas Solano

Environmental Health & Safety:

- Bhavika Lodhia
- Sandy Denise Tapia
- Fabian Eleno Varelas

Facilities Management:

- Abraham Isaac Arceo
- Alejandro Ortega
- Francisco Manuel Olivares
- Isidro Mondragon
- Michael Douglas McLean
- Nicolas Maravilla
- Norman J Lorente

Police Department:

- Ahmed Osman
- Cynthia Anzenberger
- Masoud Painsa
- Melissa Hartley
- Michael Ryan Holtzendorff
- Kevin De Muro
- Veronica Hernandez

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

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