

# 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,

Together, we have made a difference in protecting the health and safety of our campus community—thank you for the incredible work that each of you do day in and day out to support our campus. Please remember to remain vigilant in adhering to behaviors that control the spread of COVID-19 such as avoiding large gatherings, wearing a face covering, and maintaining physical (social) distancing.

As many of you are aware, return-to-work approvals are being managed by the Campus Recovery and Implementation Team (CRIT). While DFA has a contingent of essential workers on campus, department heads are working with CRIT for long term planning of returning to campus (following local and state guidelines). It is important to note that employees who are successfully telecommuting should continue to do so and that all returns to the workplace [must be pre-approved](#).

I am pleased to announce that a record number of nominations were received through the revamped [DFA Employee Recognition Program](#). With all of the good work going on in our division, it's wonderful to see so many people taking the time to recognize the great work of their colleagues—congratulations to all of the nominees! A complete list of nominations can be viewed [here](#).

Next [Wednesday is our last session](#) in the virtual DFA women's series which features opportunities for learning, inspiration, and networking. There is still time to [register](#) for this event. As a reminder, all DFA cabinet members are aware of the symposium and will make adjustments to work schedules wherever possible to accommodate attendance. Please consult with your supervisor prior to submitting your registration.

A few organizational changes occurred in the beginning of July to ensure we are ready to address the many challenges that will face

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### DFA Events

**July 22 | 9 - 10:30 a.m.:**  
[DFA Women's Symposium](#)

**July 23 | 1 - 3 p.m.:**  
[DocuSign Training](#)  
(via Zoom)

**August 2020:**  
[2020 Staff Service Awards Virtual Celebration](#)

**Aug. 20 | 9 - 11 a.m.:**  
[DocuSign Training](#)  
(via Zoom)

**Sept. 24 | 1 - 3 p.m.:**  
[LSS White Belt Training](#)

us this upcoming year. Please click the following link to view a list of changes: [July 2020 DFA Organizational Changes](#).

Again, thank you for all of your hard work. As always, feel free to share your comments and suggestions by sending an email to [WithUForU@uci.edu](mailto:WithUForU@uci.edu).

With appreciation,

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

(via Zoom)

**Sept. 25 | 1 - 3 p.m.:**  
[DocuSign Training](#)  
(via Zoom)



### [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 and Growth: DocuSign & Coded Memos

Coded memos are documents that set out policies, procedures, and operational guidelines relating to virtually every aspect of the Division of Finance and Administration. Completed memos are distributed to DFA cabinet members who will forward to staff as appropriate.

FA 2020-06: Requests for CFO and Vice Chancellor's Review and/or Signature was recently added to leverage our [DocuSign](#) license. If you assist your department head in preparing documents for the CFO and VC signature, please familiarize yourself with the coded memo. Please email [WithUForU@uci.edu](mailto:WithUForU@uci.edu) with any questions on the CFO and VC signature process via DocuSign.

Please contact [Grave Crvarich](#) with any questions on [DFA coded memos](#).

*Article provided by Office of the CFO and Vice Chancellor*



## UCI Police Department Launches New Website

UCI Police Department launched a newly redesigned [website](#) in May. The redesign effort focused on aesthetics, user-friendliness, and increasing the visibility of community engagement programs and police services as well as providing information in an effort to be more transparent to our community.

A special thanks to Cedric Young and Assistant Chief Paul Cooper who worked diligently on this project in coordination with Todd McGill (UCI Strategic Communications), the DFA Communications team, and other Police Department staff.

*Article provided by Police Department*



**Work Well™. Be Well.**

[UCI's Working Well™ program](#) provides employees with the tools they need to work well, and as a result, be well. More than just a set of materials designed to help you and your colleagues reduce the spread of illness,



**Udemy for Business**

UCI staff have access to more than 4,000 online courses taught by industry experts. Categories include leadership and management, project management and operations, finance and accounting, IT operations, etc. Learn more and

the new Working Well™ program is a philosophy, a movement, a state of mind, and an important part of our culture. Thank you for joining us as UCI enters a new era of Working Well™.

enroll at [UCI's UdeMy for Business](#).



## DFA Support Services: General Support Services

DFA Support Services, led by Assistant Vice Chancellor David Ott, was established to serve as a centralized support resource for the Division of Finance and Administration in the specialized areas of Budget & Finance, Business Services, and Human Resources. Support Services, is comprised of approximately 20 employees, and serves nearly 900 DFA employees.

The Support Services department of the Division of Finance and Administration works to create greater efficiency and potential cost savings while implementing process improvements and consolidation of resources across the division. To contact one of our team members, please visit:

<https://fa.uci.edu/support-services/contact.php>.

*Article provided by DFA Support Services*



# The #1 Cool School, Just Got Cooler!

UCI has added Compost Bins to the Solar Powered Big Belly sets at five locations on Ring Mall.

The five new compost bins increase accessibility to locations where food waste can be deposited. UCI's solar Power Big Belly bins consists of 16 bin sets placed on the busiest sections of the campus pedestrian pathways.

Food waste composting has been part of UCI's diversion stream for 10 years. Because locations to deposit food waste are primarily at restaurants and student housing, students asked for more locations on pathways. Critters are no longer an issue with these bins, as the bins are sealed and locked. Detailed signage on the bins has helped increase the rate of recycling from 25% to 50%. User surveys report the educational value and community support of the bin sets.

A TGIF Grant was the funding source for these bins and this project is a collaborative effort that supports the overall campus waste Diversion Goals of Zero Waste by 2020.

*Article provided by Facilities Management*



*Transportation & Distribution Services employee restriping parking lot lines.*

## UCI Transportation's Summer Maintenance Program

UCI Transportation's summer maintenance program began on July 6 with the repaving and restriping of the Aldrich Hall Flagpole Loop and parking lot 1C. Preventative maintenance is planned every year to extend the service life of pavement and asphalt in a cost effective manner. This work will include asphalt sealing, paving, restriping of campus parking lots and roadways as well as updating signage. Necessary signage will be posted in work areas and, as always, an updated schedule of all maintenance work and locations may be found on the [UCI Transportation website](#).



### UCI Ergonomics

Environmental Health & Safety's Ergonomics Program has gone virtual. Weekly Q&A sessions will be held every Tuesdays at 9:00 a.m. for faculty and staff to learn about creative ways to implement ergonomic solutions at home. One-on-one ergonomic evaluations of your work space at home are also now available through virtual meetings. Access the request form in our [Ergonomics - Working Remotely webpage](#).



### Hydrated and Ready for Summer

It's officially summertime and temperatures are rising. Staying hydrated is essential any time of year, but the hot summer months often remind us just how important drinking water is for our health and well-being. Whether you are on campus or at home, UCI provides resources to help keep you hydrated and ready for the summer. [Click here to read more](#).



### 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



**Rodrigo Rodriguez**  
Custodial Supervisor, Facilities Management

I have worked at UCI for 5 years and have been in my current position for 2.5 years. I supervise custodial staff and make sure we give good customer service.

**What is one accomplishment at work that you are most proud of? Why?** I'm most proud of being able to get opportunities. I was first hired as a mover working for building services, with time I was able to get hired as a Custodial Supervisor and really shine on my line of work where I have most experience in.

**What are some upcoming trends or challenges that you see in your field?** I have a new building that is coming in my area, and our team is working on lots of projects to improve the cleanliness of our areas, so I can consider that being somewhat challenging.

**How has UCI/department helped you in your career development?** UCI has helped me in lots of ways especially working in the custodial field for 8 years. Prior to me being hired as a custodial supervisor it has helped me develop more as a supervisor and a leader.

**Before your time at UCI, what was your most interesting or oddest job?** Working at convalescent homes.

**People would be surprised if they knew:** That I used to play hockey.

**Motto or Personal Mantra:** Everything is earned nothing is given.



**Samara Larson**  
**Principal Educational Facility Planner, Capital Planning & Space Management**

I have worked at UCI for 16 years and have been in my current position for 2 years. Primarily, we manage the planning and programming for new capital projects.

**What aspect of your job do you enjoy the most?** I enjoy working with so many different people in different departments on campus. It helps me feel connected to the work that the campus does, from research to teaching to student life and everything in between.

**What are 3 words to describe your department?** New every day. The challenge of new project types, new teams, and these days, new ways to work, keeps things interesting. My worst nightmare would be to do the same thing over and over.

**What do you like most about UCI/department?** I like being able to build on the knowledge and relationships from having been at the university for many years. There is tremendous opportunity for growth by moving from one department and building on the experience gained from being a part of the university. Also, the university has a culture of support and cooperation that's really valuable.

**Favorite travel spot?** Big Sur for the beauty and peacefulness (Kauai comes in a close second if I could skip the long plane trip).

**People would be surprised if they knew:** I'm a big fan of zip lines – someone finally invented a fun way to go fast that doesn't require skill or coordination!

**What is the weirdest thing you've ever eaten?** Ants... more crunch than taste, but it's hard to get your mind past it because they clearly look like large bugs.

**Motto or Personal Mantra:** There's always a Plan B, and if we need to, we can start working on C or D.



**Georgana Thompson Simonowitz**  
**Interim Project Director, UCI UCPATH**

I am UCI's UCPATH Interim Project Director, and have worked on the UCPATH project since its early days in 2013. I've worked as a project management consultant and software quality assurance engineer for commercial and public organizations during my 20 year career on SAP, PeopleSoft, and custom software application projects. The UCPATH project is my fifth enterprise level HCM Financial implementation project.

**What aspect of your job do you enjoy most?** Working with a project team and stakeholders. Project management is really about influencing and supporting people and organizations. UCPATH is another opportunity for me to use project management and organizational techniques to produce consistent and successful outcomes.

**Who is the one colleague who deserves praise and recognition? Why?** It's never really one person for me. It's always the project team. UCI and the University of California are very fortunate to have committed project teams and leadership support to do all the hard work required to deploy UCPATH regardless of all the bumps and difficulties.

**What piece of advice would you give to a new employee?** Know your organization's history and culture. Take the time to find out how things work and why certain approaches, strategies or decisions were taken and why they were considered a success or not.

**Before your time at UCI, what was your most interesting or oddest job?** Working on the LAUSD SAP project post-deployment because of its urgency, difficulty and challenge.

**If Hollywood made a movie about your life, who would you like to see cast as you?** Misa Uehara.

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

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