

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,

While some of us never stopped working on campus, many groups are returning to campus and we will welcome back students for in-person classes this fall. In addition, DFA is working to establish formal plans for each department's return to campus and more information will be shared at next week's [town hall](#). If you haven't already, please speak to your manager about your team's return to work plan. In addition, as [announced by the Provost](#) last week, UC released the final [policy](#) on COVID-19 vaccination requirements.

I anticipate mixed feelings on returning to work. Some of you may feel excited, and others may feel anxious, and others may feel somewhere in between. As stated in the last newsletter, it is important to reiterate that we will return safely, carefully, and thoughtfully. HR released a [Future of Work Webinar Series](#) to support staff through this transition. As a reminder, [UCI Forward](#) is a dedicated website where you can view COVID-19 resources and campus communications.

I also want to take the opportunity to remind everyone to complete [UC's Managing Implicit Bias Training](#). We have a divisional goal for all managers and supervisors to complete the training and a stretch goal for all DFA staff to complete the training as well. There are six self-paced, interactive online courses to help you become aware of implicit biases and how it can impact the way we work and interact with others.

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

I look forward to seeing our DFA team at the [town hall](#) next week!

With appreciation,

Ronald S. Cortez, JD, MA (Pronouns: he/him/his)

In This Issue

- [Workplace ESL Training](#)
- [Announcing myCommute for your Transportation Needs](#)
- [Work & Health Tips](#)
- [The Students Services 1 Building gets a Make-Over!](#)
- [Inside Air Matters!](#)
- [Sustainability Corner & Diversity and Inclusion](#)
- [Employee Recognition](#)



DFA Events

July 29 (10:30 a.m. - 12 p.m.):
[DFA Town Hall](#)

Now – December 2021
[DFA Lean In Sessions](#)



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



From left to right: Lourdes Moreno, Maria Perez, Patricia Diaz, Abel Uresti, and Alvaro Hernandez.

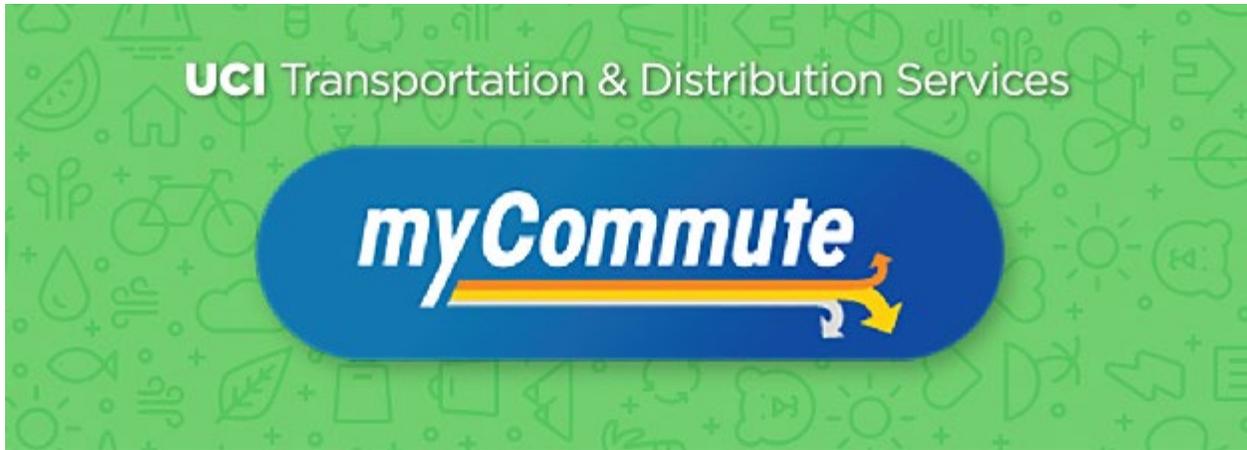
Workplace ESL Training

In partnership with UCI Division of Continuing Education, DFA launched a pilot Workplace English as a Second Language (ESL) program. Five participants from Facilities Management attended class once a week from March through June 2021, completing beginner levels A & B. The purpose of the program is to provide foundational English language skills to participants, upholding DFA's ongoing commitment to learning and growth.

Throughout the summer, participants will engage in independent study activities such as journaling, ESL workbook exercises, and peer-to-peer practice sessions with the goal of finishing beginner levels C & D by the end of the calendar year.

Congratulations to participants Lourdes Moreno, Maria Perez, Patricia Diaz, Abel Uresti, and Alvaro Hernandez! A video of their accomplishments-to-date will be featured at DFA's July town hall.

Article provided by the Office of the CFO and Vice Chancellor



Announcing myCommute for your Transportation Needs

Reestablishment of parking permits began on July 1 and a 50% discount is available for general parking through September 30. For your convenience, UCI Transportation updated [myCommute online portal](#) to process faculty and staff parking permit sales, sustainable transportation membership applications, and transit product orders. Sign in to [myCommute](#) with your UCInetID and password to access discounted monthly C-general and day-use permits.

- **Virtual Parking Permits:** Physical permits for faculty, staff, and students are not issued for campus parking — your license plate will serve as your virtual parking permit. Benefits of virtual permits include reducing in-person contact and eliminating the potential that your permit will get lost or stolen. Vehicles must be registered with the corresponding license on myCommute prior to parking and vehicle updates can be made once per day in myCommute.
- **Sustainable Transportation Membership:** Eligible employees who commute sustainably may sign up for 2021-2022 sustainable transportation (ST) membership to receive benefits, including complimentary incentive parking permits. These benefits have been extended to our remote and hybrid workforce who commute to campus less than 50% of the time. Virtual incentive permits are earned monthly and loaded into your myCommute account if you are an active ST member. The number of incentives permits you may earn each month is based on your commute mode and will expire at the end of the fiscal year. Learn more about eligibility requirements and membership benefits on our [sustainable transportation website](#).

Visit parking.uci.edu for more information about parking permits and additional transportation resources. For questions, please email parking@uci.edu or call 949-824-7275 (M-F 7:30 a.m. - 4:30 p.m.).

Article provided by UCI Transportation & Distribution Services



Udemy for Business

Access over 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 enroll at [UCI's Udemy for Business](#).

Vaccination Verification System Now Available

As we work together toward a bright new day at UCI, including the reopening of our campus in the fall, we ask those of you who have been vaccinated against COVID-19 to please [self-identify and upload verification of vaccination](#).

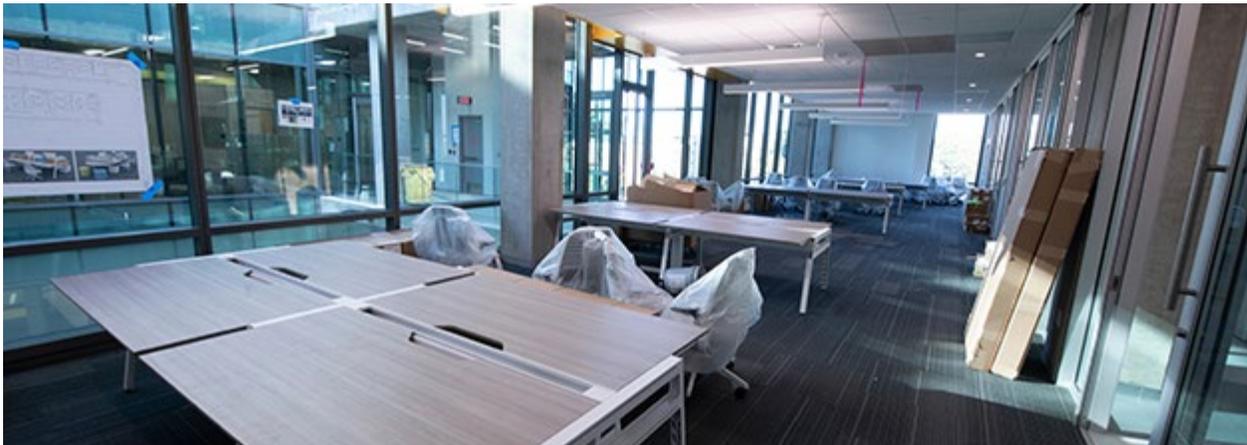


Students Services 1 Building before (left) and after (right) photos.

The Students Services 1 Building gets a Make-Over!

During a preventative maintenance onsite walkthrough, exterior wall finish deterioration was observed at the Student Services 1 building. This building is a main hub for student use and the aesthetic appeal was not up to par. Facilities Management quickly applied a fresh coat of exterior wall paint. The building looks brand new and is ready for the re-opening of the campus. Many thanks to the Facilities Management Paint Shop.

Article provided by UCI Facilities Management



Inside Air Matters!

Indoor environmental quality (IEQ) refers to the quality of a building's interior environment in relation to the health and wellbeing of those who occupy space within it. IEQ is determined by many factors, including lighting, air quality, noise, and damp conditions. EHS developed methods on managing indoor environmental quality issues by:

- Providing a means for reporting and documenting IEQ concerns to Environmental Health and Safety.
- Establishing a consistent IEQ assessment process.
- Ensuring campus compliance with applicable regulations and recognized guidelines.
- Minimizing the effects of poor IEQ on employee/building occupant health.
- Preventing building-related illnesses.
- Directing the proper response actions for microbial growth remediation, water intrusion events, and construction project impact on indoor environmental quality.

Article provided by UCI Environmental Health and Safety



Sustainability Fundamentals Training for UCI Staff

This training provides an overview of simple sustainable actions and resources. Topics covered include defining sustainability, gaining insight into UC sustainability goals, and UCI's progress towards achieving those goals. Upon successful completion, staff are certified as an official UCI Sustainability Ambassador. Follow these simple steps to certification:

1. Complete the [Sustainability Fundamentals Training Presentation](#) (20-25 min.)
2. Take the [Certification Quiz](#) (10 questions)
3. Receive your UCI Sustainability Ambassador Certificate via email



Diversity & Inclusion

[DFA's Diversity & Inclusion Workgroup](#) is continuing its work on fostering a culture of diversity and inclusive excellence throughout the division. Stay tuned for DFA's Diversity & Inclusion Action Plan to be presented at DFA's July town hall.

Visit the [DFA Diversity & Inclusion webpage](#) to learn more and email DFADiversity@exchange.uci.edu with any questions, ideas, and suggestions.

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



Randy Rangel
Custodian, Facilities Management

I have worked for UCI and have been in my current position for two months. I am a custodian and work to provide a clean campus for our students.

What has surprised you most about working in your department or UCI? How big UCI's campus is.

What are 3 words to describe your department? Dedicated, friendly, and driven.

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

If Hollywood made a movie about your life, who would you like to see cast as you? Craig Robinson.

Motto or Personal Mantra: "Time is money." - Benjamin Franklin



Setsuko Okumura
Leasing Manager, Real Estate Services

I have been at UCI and in my current position over 1 ½ years. I manage off-campus leased office properties for the campus and medical center, and oversee facility use agreements and licenses for the third-party use of campus space. The main areas I focus on are portfolio data management, reporting, lease transaction management, real estate tax exemption process management and, as needed, dispute resolution with landlords and/or tenants (including operating expense auditing).

What aspect of your job do you enjoy the most? I enjoy working with the people at both the campus and medical center. Prior to joining UCI, I had no experience in managing medical clinic portfolios or handling the unique, UC-specific compliance requirements. I am learning new aspects of real estate from people who are not only subject-matter experts, but also extremely pleasant to work with and focused on collaboratively achieving common goals to support the school's mission.

What is one accomplishment at work that you are most proud of? Why? I'm very proud of the Online Dashboard of the Real Estate Off-Campus Lease Portfolio I completed. I spent many hours making sure that the underlying data was correct and worked with a web designer to summarize the important aspects of our real estate portfolio. The dashboard is interactive and provides a high-level summary of our portfolio for senior management which makes it a great resource for strategic planning. This tool provides the physical and financial information regarding the leases, which include critical dates, and comparative performance against the marketplace on an aggregate and/or individual level for the campus, School of Medicine and medical center portfolios.

After a long day at work, what do you look forward to the most? I look forward to going to Aikido (a Japanese martial art) practice for either training or teaching. Aikido/Budo is a big part of my life and I go to the studio, called a "dojo" 5 to 6 times a week. It provides great training for both mind and body.

If Hollywood made a movie about your life, who would you like to see cast as you? I would ask Diana Lee Inosanto, who recently played Magistrate Morgan Elsbeth in Season 2 of The Mandalorian. She is also a goddaughter of Bruce Lee.

People would be surprised if they knew: I have a phenomenally bad sense of direction. Even with modern technology, I can sometimes get lost for 10 to 15 minutes when visiting a new place. How did I survive before iPhones and navigation systems? I mapped out the route by using my Thomas Guide (a book of street maps) beforehand and I would ask my son (since the time he was three) to read the street signs for me. I also taught him to alert me if he saw from the signs that we were going in the wrong direction. I guess I contributed to his early language development.

Motto or Personal Mantra: "Like Air" and "Keep one point and extend Ki." I usually feel less nervous when I am not the center of attention, but want to make sure that I'm carrying my own weight by adding value without always being noticed, like air. "Keep one point and extend Ki" comes from my Japanese Aikido. "One point" is the center of gravity both physically and mentally/emotionally. "Ki" has so many different translations, but in this case, it means "positive energy." By keeping one point and extending Ki, I will be balanced/centered and be positive.



Rosa Hernandez
Contracts Analyst, Design & Construction Services

I have worked for UCI and have been in my current position for almost two years. My team and I manage and support the solicitation and contracting processes for all contracts related to both design,

construction and renovation.

What aspect of your job do you enjoy the most? One of the things I enjoy about my job is the Design-Build process come to a completion. Seeing the new building and knowing you had a part in the process is exciting and rewarding.

What are 3 words to describe your department? Collaborative, challenging, and rewarding.

After a long day at work, what do you look forward to the most? I enjoy spending time with my family – especially when we have our paint and wine nights.

If you were stuck on an island, what three things would you bring? Sunblock, bug spray, and a flashlight.

What is the weirdest thing you've ever eaten? Frog legs. I've crossed them off my food bucket list and won't try them again.

Motto or Personal Mantra: "No matter what happens, or how bad it seems today, life goes on, and it will be better tomorrow." - Maya Angelou

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

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