

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 approach the end of this academic year, I think it is important to take a moment to reflect on the incredible work that each of you has contributed to supporting the academic missions of our faculty and students—thank you all for your terrific work.

As many of you may be aware, I am the project sponsor for two divisional projects that impact the entire campus. Here are brief updates on each project.

Mission-Based Budget: Since last fall, the Budget Office and [campus budget workgroup](#) have been diligently assessing various models to optimize the allocation of UC Irvine's core funds, which constitute approximately 25% of the campus' overall budget. Two informational town halls took place in [February](#) and [April](#) to share key details about the mission-based budget framework, which aims to align resources with UC Irvine's strategic goals and mission, enhance transparency and accountability in financial management, and improve resource planning to support core functions and infrastructure. This comprehensive framework is set to be gradually introduced over the next few years, with the initial focus on academic units. Support units, such as DFA, will be incorporated in the following academic year. Additional information is located on the Budget Office's [website](#).

End-to-End Procurement: This process improvement initiative aims to streamline purchasing operations, enhance efficiency, and boost customer satisfaction. It involves identifying inefficiencies, leveraging technology, soliciting stakeholder feedback, standardizing procedures, and establishing mechanisms for continuous improvement. The project started in January 2023 and is currently in the design phase, with the goal of launching a new process in fall 2025. Meanwhile, various process improvements have been implemented, such as Procurement Weekly office hours and improvements in queue management resulting in five aging purchase orders over 30 days (down from over 30). Please visit the [website](#) for more information and to stay up-to-date on the progress of the project.

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 Employee Profiles

 New Hires

Featured Events

Wed., 6/5 | 10:30 a.m.-12 p.m.
[DFA In-Person Town Hall](#)

Thurs., 8/8 | 9-10:30 a.m.
[DFA Summer Social \(In-Person Event\)](#)

 DFA Employee Information

 UCI Events

 UCI HR | WORKING Well

In addition to celebrating our achievements, I am excited to share that we have finalized DFA's [strategic plan](#) aimed at further enhancing our operations and support systems. This comprehensive plan will help us align our goals with the broader mission of the institution and ensure we are well-prepared for the future. We will reveal the full plan at our upcoming [in-person town hall](#) meeting on June 5. Your participation will be invaluable as we move forward.



Looking ahead, UCI Human Resources is hosting this year's [service awards](#) event on Tuesday, June 18 at the Bren Events Center. Collectively, DFA is celebrating 142 staff members with 1,417 [years of service](#). Honorees should have already received their invites, and I encourage all of you attend to help recognize all honorees.

As a quick reminder, please review [DFA Guidelines for events, recognitions and awards](#). Retirement events must be modest in scope and nature, align with appropriate stewardship of public funds, and demonstrate consideration for budgetary impacts.

Our second annual [summer team building event](#) is scheduled for Thursday, August 8 from 9-10:30 a.m. over at **The Commons at UCI Research Park**. I look forward to seeing you there.

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

Sincerely,

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



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 Corner

- Review vacation balances and request summer vacation time off early!

- Log into [UCPath Online](#) and navigate to Dashboard → Employee Actions → Accruals and Leave Balances
- Avoid reaching your maximum accruals as further accruals can stop at this point.
- Leverage the restorative benefits of taking vacations (including “staycations”) such as improved work life balance, reduced stress, and improved mental health and focus.
- Coming Soon! A new platform that replaces ACHIEVEonline for non-represented performance check-ins will be launched over the next few months. Watch for more information from campus HR.
 - Meanwhile, make copies of past check-ins before June 30. Please [click here](#) for easy instruction or contact the Employee Experience Center (EEC) at [949-824-0500](tel:949-824-0500) or eec@uci.edu for assistance.

Article provided by DFA-HR



Continuous Improvement Tools and Templates: Basic Check Sheet

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: Basic Check Sheet

Establishing a baseline of data points enables measurement of progress which is often done during the planning phase for process improvement projects. The [basic check sheet](#) is a tool used to collect data in real time at the location where the data is generated. It is typically used for collecting failure information or defects at specific process steps or times. A defining characteristic of a check sheet is that data is recorded by making marks (“checks”) on it. Learn more about the basic check sheet and other tools for [working with data](#).

Article provided by DFA Program Development & Execution



Storm Water Pollution Prevention: Protecting Waterways

Storm water pollution prevention is important for safeguarding our waterways and ecosystems. When it rains, water washes over the land, picking up pollutants like litter, oil, and pet waste, eventually flowing into storm drains and untreated into the Pacific Ocean. Littering not only degrades the appeal of our campus but also harms wildlife and contaminates water sources. Preventing storm water pollution starts with individual actions. Littering, even seemingly harmless acts like tossing cups, bottles, or wrappers on the ground, contributes to this problem. Every piece of litter has the potential to be swept away by rainwater, ending up in our water bodies. By refraining from littering and properly disposing of waste in trash or recycling containers, you can play a role in protecting our environment. For more information, visit [UC Irvine's stormwater management site](#).

Article provided by UC Irvine Environmental Health & Safety



Qualtrics Deadline: 6/23/24 Final Day to Retrieve/Move Content

[Qualtrics](#) is a web-based survey platform that allows organizations to design, distribute, and analyze surveys. While the campuswide licensing of Qualtrics will end on July 1, 2024, Qualtrics accounts not covered by UCI Health School of Medicine will be queued for deletion at 12:01 a.m. on Monday, June 24, 2024. Additionally, DFA will transition to using MS Forms as a survey platform. This information has been previously communicated to DFA cabinet and various communication representatives. Please email withuforu@uci.edu with any questions about this transition.



Mental Health First Aid (MHFA)

Human Resources, in partnership with Occupational Health, offers Mental Health First Aid (MHFA) at no-cost to UC Irvine Health employees. Mental Health First Aid is a course that teaches how to identify, understand, and respond to signs of mental illnesses and substance use disorders. For information about the program and additional resources, please visit [UCI HR | Wellness: Mental Health First Aid](#).



New Police Department Timekeeping System: InTime (ISE)

The recent transition to a new timekeeping system for police officers and dispatchers, InTime (ISE), has been a critical step in streamlining operations and expense tracking. By implementing ISE scheduling software and its automated systems, we have minimized payroll processing time, enhanced data security, and reduced system maintenance costs.

The system's robust features also allow for internal audits and compliance checks. ISE's employee self-service portals play a crucial role in streamlining the payroll and timekeeping process. Empowering employees to access the system and submit time-off requests not only reduces administrative burden but also enhances employee satisfaction and engagement.

Furthermore, the process improvement project has increased communication and transparency within the department. ISE promptly notifies employees of staffing adjustments through a variety of channels, including text messages, app notifications, and emails, thereby ensuring timely updates and maintaining optimal staffing levels.

Article provided by UC Irvine Police Department



Risk Services Spotlight

[Risk Services](#) collaborates with all campus departments, faculty, staff, and students to reduce risk by promptly addressing issues and promoting a safe environment for all to thrive. As part of our commitment to continuous process improvement and [DFA's strategic plan](#), we recently added an online ServiceNow [General Request Form](#) to our website. This small change encouraged more visitors to

reach out, thus increasing both the quantity and quality of interactions. Moreover, the structured format of submissions allowed for quicker and more efficient processing of requests, reducing response times, and significantly improving our operational teamwork and efficiency.

We are grateful for our partnership with all DFA departments to alert us of new risks and we encourage you to explore our [website](#) and to take advantage of our services, such as:

[Be Smart About Safety](#): This program reduces the 'Cost of Risk' by decreasing the frequency and severity of insurance claims impacting UC's self-insurance programs. Please use [this form](#) to submit a BSAS application for new loss control ideas for consideration in the 2024-25 fiscal year.

[Campus Contract Risk Review](#): In partnership with Procurement Services and all departments, our team reviews insurance, indemnity, and limitation of liability requirements in contracts, purchase orders, leases, facility use agreements, and other agreements. Please use [this form](#) to request a contract risk review.

Article provided by UC Irvine Risk Services



The Plan for UC Irvine

Designed by architect William Pereira in the 1960s, the original master plan for UC Irvine aimed to create a cohesive environment where academics, research, and community engagement intersected harmoniously. At its core was the concept of a "university in a park," featuring a central campus surrounded by vast green spaces with connecting open space corridors into the surrounding community.

Sixty years later, UC Irvine has risen in prominence—a sought after destination to pursue a college education, a preeminent research university, and a world-renowned health system. The surrounding communities have also continued to grow, with Southern California now home to half of all Californians, and Orange County communities considered to be among the most desirable nationally.

The campus' growth has been guided by a series of formally adopted plans by the UC Regents also known as Long Range Development Plans, each of which ensured that future campus physical development would continue to align with its mission, goals, and values, balanced with projected needs and potential challenges. The next decades of UC Irvine's planning will require careful and strategic thinking, a steadfast commitment to staying sustainable, celebrating the diversity of its people, and continuing to be in harmony with the surrounding community.

To learn more about UC Irvine's current long range development plan, join us at the [DFA town hall](#) on June 5.

Article provided by UC Irvine Campus Planning & Sustainability



Sustainability Corner: UC Irvine's Energy Consumption

Over the past three decades UC Irvine has expanded its building space by over 50% - adding lab buildings, clinical facilities, and student housing across campus. Despite this significant growth [UC Irvine's energy consumption](#) has not increased through initiatives such as our green building program, deep energy efficiency projects, and on-site solar power. These efforts have resulted in avoiding over 20,000 metric tons of greenhouse gas emissions every year.



Diversity, Equity, & Inclusion: UC Irvine Accessibility

The [UC Irvine Accessibility website](#) is a centralized location for accessibility-related resources, tips, and education. Check out a couple of the available resources:

- [Tipsheets](#) on creating accessible content such as, webpages, documents, emails, and much more.
- [IT Accessibility Training](#) courses designed to provide training on the fundamental principles of accessibility, as well as how to produce accessible materials.

DFA EMPLOYEE PROFILES



Rigoberto Guerra
Groundskeeper, Facilities Management

I have been at UC Irvine and in my current position for 16 years. I work on landscape maintenance.

What aspect of your job do you enjoy the most? Landscaping, mowing grass, pruning plants, and working with friends.

What do you find the most challenging at UCI/department? Learning how to use the machinery to cut grass.

Favorite travel spot? Mexico.

Before your time at UCI, what was your most interesting or oddest job? I worked at restaurants.



Corinna Corpuz
Executive Assistant to CFO & VC, Office of the CFO & Vice Chancellor

I have been in the UC system for almost 17 years, at UC Irvine for five years, and in my current position for the last two years. I am responsible for providing high level administrative and calendar support for the CFO & VC. I provide oversight of day-to-day operations of the CFO & VC Office and the admin team. I am also an active member of DFA Cabinet, DFA Strategic Advisory Network (SAN), and the UCI Engagement Ambassador Team.

What aspect of your job do you enjoy the most? My colleagues! I couldn't do my job without all the support from my team and fellow DFA colleagues.

What are three words to describe your department? Adaptable. Accommodating. Resilient.

After a long day at work, what do you look forward to the most? Getting out of traffic and spending time with my family.

Favorite travel spot? Italy and anywhere tropical!

People would be surprised if they knew: I have three beautiful children (oldest son (26) in grad school, second son (19) in undergraduate school, and youngest daughter (14)).

Motto or Personal Mantra: The best things in life are the people we love, the places we've been, and the memories we've made along the way.



Patrick Dutcher
Communications Officer, Accounting & Fiscal Services

I have been with UC Irvine and in my current position for 10 years in November. The Accounting Office sends out dozens of messages annually and maintains a website with hundreds of pages of help guides and documentation. As the communications officer, I do my best to manage this huge repository of content and ensure it is written in plain English and useful for our campus financial community.

What aspect of your job do you enjoy the most? I've always enjoyed writing about complicated topics and learning new things. When I came to UC Irvine almost 10 years ago, I didn't know anything about accounting or finance. It's been enlightening to learn about the business and financial processes that go on behind the scenes at a university.

What are some upcoming trends or challenges that you see in your field? I have been excited to learn about how AI will impact the way we work in the future. Recently, I was able to use an AI chatbot to help write some custom JavaScript code for our new Accounting Office website. In the coming years, I think it will be able to do much more.

What piece of advice would you give to a new employee? Particularly in the realm of finance, starting out at UC Irvine involves a very steep learning curve. It's going to take months before you really begin to understand the way our campus works – maybe longer – so don't be afraid to ask lots of questions.

Before your time at UCI, what was your most interesting or oddest job? My first ever job was working at a movie theater, and I eventually became a projectionist, which was very fun back when projectors still used film.

If you were to write a book about yourself, what would you name it? While I grew up in Metro Detroit, my family is from The Thumb region of Michigan. I spent a lot of weekends at my grandpa's little pink trailer on the shores of Lake Huron as a kid, and I think maybe I would name the book after the town where that trailer stood: Port Hope.

People would be surprised if they knew: I flunked English twice in high school. Later I was diagnosed with a learning disability and learned how to manage it. I haven't flunked English since, and I even went on to do an MFA in creating writing.

DFA NEW HIRES

DFA new hires hired between March 21 to April 30, 2024.

Accounting & Fiscal Services:

- Eileen Regalado
- Evajoy Tito
- Jolene Peng
- Sylvia Jeung

Environmental Health & Safety:

- Marco Xu Lin

Facilities Management:

- Carmen Cruz
- Edgar Ramirez Avila
- Michael Nguyen

Police Department:

- Demetrio Cervantes
- Jemal Tucker
- Otis George

Procurement Services:

- Heather C Mapstone

Transportation & Distribution Services:

- Jesse Estupinian

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

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