

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 welcome the arrival of spring, I extend my warm wishes to each and every one of you. Your steadfast commitment and hard work continue to be the foundation of our division's accomplishments, and I am truly inspired by the dedication you bring to your roles. I am pleased to provide updates on two key topics I highlighted back in January: the Campus Budget Framework, and Divisional Strategic Planning.

Campus Budget Framework:

Since the beginning of this month, we've been shifting our focus to refer to the budget framework – which means the budget model is still under construction. We will switch to “budget model” once the model is finalized, vetted, and approved. The budget model itself is a mission-based model, meaning costs are aligned with the campus' mission. Just this week, we [announced](#) a campus town hall where campus leadership will outline the proposed mission-based budget framework for academic units. The objectives of the mission-based budget framework are as follows:

1. Align resources with UC Irvine's strategic goals and mission.
2. Enhance transparency and accountability in financial management.
3. Improve resource planning to support the university's core functions and infrastructure.

I encourage you to [register](#) for the virtual town hall scheduled on Thursday, April 11 from 11 a.m.-12 p.m.

The development of the budget framework for academic units is actively underway, with the expectation to establish the model based on stakeholder feedback. The launch of the FY25 budget model is projected for the June/July time frame. Non-academic support units (includes DFA) will continue to operate under an incremental budget for FY25, with plans to integrate them into the model in FY26. DFA's Budget & Finance team will be meeting with each department throughout the month of April to prepare for this year's budget cycle.

Divisional Strategic Planning:

On Monday, March 25, we held our second meeting with DFA's [Strategic Advisory Network \(SAN\)](#) members. As a reminder, this team has been established to help drive the development, communication, and execution of our strategic plan. We are on target to share DFA's [Strategic Plan](#) at the in-person [town hall scheduled for May 15 from 10:30 a.m.-1 p.m.](#) During this event, you'll gain insight into various departmental strategic goals, as well as our divisional goals.

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

Thank you for your continued dedication, hard work, and commitment to our shared goals.

Sincerely,

Mary Lou D. Ortiz
Chief Financial Officer
Vice Chancellor, Finance and 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.](#)

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Featured Events

April 11 | 11 a.m.-12 p.m.
[Town Hall: Mission-Based Budget Framework](#)

May 15 | 10:30 a.m.-12 p.m.
[DFA In-Person Town Hall](#)

DFA Employee Information

UCI Events

UCI HR | Working Well

UCI Today

With U • For U Mobile App



DFA-HR REMINDERS

DFA-HR Corner

It's Retirement Planning Season!

UCI Human Resources is offering free webinars and monthly virtual help desk sessions to assist those contemplating or ready to plan their retirement. Staff eligibility for retirement is at least age 50 with five or more years of UCRP service credit.

If interested in learning more about retirement benefit options, process, and resources, sign up to join one of the many READY, SET, RETIRE webinars:

- Tuesday, April 2 | 10–11:30 a.m.
- Tuesday, May 7 | 10–11:30 a.m.
- Tuesday, September 3 | 9–10:30 a.m.
- Tuesday, October 1 | 9–10:30 a.m.

To register, please visit the [UC Learning Center](#).

Monthly Retirement Help Desk

If looking for answers to your individual retirement questions, join one of the MONTHLY RETIREMENT HELP DESK sessions:

- Wednesday, April 24 | 11 a.m.–12 p.m.
- Wednesday, May 29 | 11 a.m.–12 p.m.
- Wednesday, June 26 | 11 a.m.–12 p.m.

You can join as often as you like with no advance registration necessary by visiting <https://qrco.de/Retire2024> or scan this QR code:



Article provided by DFA-HR

UCI DFA Program Development & Execution

Continuous Improvement Tools and Templates: Surveys

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: Surveys

[Surveys](#) are one of the main tools for collecting voice of the customer (VOC) data during a process improvement project. Since lean six sigma is focused on reducing waste and providing the right value to the customer, understanding the needs of the customers and what they value is critical. Using relevant questions, surveys can provide us with quantitative data regarding customers' reaction to a product or service and are typically used as part of the analysis of the current state during the plan phase of A3 PDCA methodology. [Learn more](#) about this data collection tool and explore [MS Forms survey templates](#) ([MS Forms](#) is the preferred survey tool for DFA).

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

Article provided by DFA Program Development & Execution

UCI DFA Business Office



Introducing the DFA Business Office: Enhancing Efficiency and Support

The DFA Business Office provides essential business services to all DFA departments, as well as certain support functions to those DFA units without dedicated administrative support. With a focus on fostering synergies and leveraging economies of scale, the Business Office aims to elevate service levels, mitigate risks, and align core business operations with overarching organizational goals.

DFA's Business Office encompasses three primary support functions:

- **DFA Budget & Finance:** This team is responsible for all [budgeting activities across DFA](#). Working closely with department heads and managers, they ensure alignment with UCI's Budget Office and CFO & Vice Chancellor Mary Lou D. Ortiz, managing budgets effectively and responsibly.
- **DFA Business Services:** This team supports various [administrative services](#). From managing TRS and payroll activities to handling software purchases and renewals, facilitating departmental purchasing requisitions and reimbursements, and acting as a point of contact for UCPath users, they provide vital support to departments of all sizes. Business process flowcharts are currently in development to streamline operations further.
- **DFA Operations & Records:** Stephanie Tenney is [UC Irvine's records manager](#) and liaises with UCOP to support the proper implementation of UC's records management program and policies here at UCI. She serves as the campus' central point of contact for records-related consultation and inquiries and advises on defensible disposition in accordance with the [UC Records Retention Schedule](#). Additionally, she oversees the maintenance of DFA's policies and delegations.

After conducting engagements sessions with each DFA department over the last two months, the Business Office is committed to confirming and refining its support model. As developments unfold, the team will continue to communicate updates and welcomes inquiries or suggestions via email at dfabusiness@uci.edu.

Article provided by DFA Program Development & Execution



Microsoft Teams Phone

Microsoft Teams Phone is a cloud-based phone system that allows you to make and receive phone calls using your UCI number directly within the Microsoft Teams platform. It integrates with other Microsoft 365 applications, such as Outlook, SharePoint, and OneDrive, providing a seamless communication experience. Contact your [DFA equipment manager](#) with questions.

Resources

- [Microsoft Teams Phone – Quick Reference Guide \(PDF\)](#)
- [Teams Phone FAQ](#)



Serious about Safety!!!!

The Fire and Life Safety team completed 100% of fire drills for the Housing Communities. The total number of students living in our Housing communities is 11,329; the totals per community are as follows:

- Arroyo Vista: 1,030
- Campus Village: 378
- Las Lomas: 200
- Mesa Court: 3,060
- Middle Earth: 2,424
- Palo Verde: 1,378
- Verano Place: 2,859

New Look for the Accounting Office Website!



New Look for the Accounting Office Website!

Accounting & Fiscal Services is happy to announce that we have launched a brand-new design for our website! After months of hard work and collaboration, our website has been revamped with a modern design that better reflects UCI's current branding, improves accessibility, and is easier to use on mobile devices.

Take a moment to explore the new website at accounting.uci.edu. We'd love to hear your feedback and thoughts on the new design.

Update Your Bookmarks and Links

The information on the website is largely the same, but the web addresses of many pages have changed. If you have bookmarks, webpages, forms, or other documents that link to the Accounting Office website, you will likely need to update those materials. If you cannot find a page on the new website or have any other questions, feel free to email us at afs@uci.edu for assistance.

Article provided by UC Irvine Accounting & Fiscal Services



Real Estate Services Spotlight

[Real Estate Services](#) plays a crucial role in supporting the mission, vision, and values outlined in [DFA's Strategic Plan](#) by actively seeking opportunities to reduce costs and optimize the use of UCI's off-campus real estate portfolio and contributes to the overarching goal of "Growth that Makes a Difference." A notable example of this commitment is the initiative to integrate UCI Health's planned acquisition of Tenet Healthcare's Southern California portfolio, a move that will double UCI's total off-campus portfolio and significantly expand UCI Health's presence in the Orange County community.

The [UCI Mortgage Origination Program](#), falling under Real Estate Services, also aligns with DFA's Strategic Plan. The housing assistance program aids in the recruitment and retention of faculty and senior staff members and advances the UC core mission of education, research, and public service. The program is on track to fund its entire annual budget allocation.

Article provided by UC Irvine Real Estate Services



Sustainability Corner: UCI's Climate Action Plan

As UCI is exploring pathways to becoming fossil-free through a decarbonization study, student fellows are gathering input from the campus community on UCI's Climate Action Plan. Three fellows, part of UC President's Bonnie Reiss Climate Action Fellowship, are engaging with the campus community through workshops, tabling sessions, and surveys to learn how UCI can reduce emissions while fostering an equitable and resilient future.



Diversity, Equity, & Inclusion: Managing Implicit Bias

We all possess implicit biases but what does this mean? Implicit biases are attitudes and stereotypes that affect our thinking, actions, and decisions without us realizing it. These biases can be either positive or negative, and happen without our conscious knowledge. They do not necessarily have to align with our professed beliefs or values. To learn more, please visit the Managing Implicit Bias Series on [UCLC](#).

DFA EMPLOYEE PROFILES



Humberto Xocua-Andrade Lead Groundskeeper, Facilities Management

I have been at UCI for 16 years and in my current position for the last eight years. I am in charge of doing maintenance of the landscape and turf areas. I also help with special projects for the renewal of landscaped green areas. Occasionally, I work on landscape maintenance projects at the Chancellor's house. I also help with the UCLC training to make sure that my colleagues and I are up to date with these trainings.

What aspect of your job do you enjoy the most? I really enjoy when finishing a project and seeing that it makes UCI look very beautiful and that the students can study in the green areas relaxed and enjoy the landscape. I really enjoy the time I spend with my colleagues at lunch time we share our food. Food unites us.

What is one accomplishment at work that you are most proud of? Why? Of being able to work in UCI when everyone said it was impossible, many didn't believe in me they thought I was not going to do it and now after 16 years working here. I can say that I did it, I achieved my American Dream.

Favorite travel spot? Ciudad Mendoza City in Mexico.

If you were to write a book about yourself, what would you name it? The Xocua Adventure.

What is the weirdest thing you've ever eaten? Crickets with salt and lemon.



Alexis Kolschefski
Police Officer, Police Department

I have been at UCI and in my current position for five years. I provide police services to members of the UC Irvine community and the UC Irvine Medical Center.

What are 3 words to describe your department? Community-oriented, friendly, and helpful.

What has been your favorite project at UCI/department? I was given the opportunity to assist our dispatchers and work in the communication center regularly about a year and a half ago. It was easily one of the most valuable experiences I have had while working at the police department. The exposure to dispatch policies and procedures made me a more well-rounded officer and led me to start radio and communications training with new public safety hires. I still love to assist our dispatchers in the communication center whenever I get the chance.

After a long day at work, what do you look forward to the most? After a long 12-hour shift, I look forward to playing volleyball three nights a week. I play in two different women's leagues and one co-ed league. It's a wonderful way to get some exercise and to spend time with some of my friends during the week!

If Hollywood made a movie about your life, who would you like to see cast as you? If there were a movie about my life, I think Gal Gadot would be an excellent choice to play the role of Officer Kolschefski. We both are taller than average, can rock a pair of high-heeled boots, and are athletic.

Motto or Personal Mantra: "Team Work Makes the Dream Work" This was a saying on a lanyard I received as a gift from a volleyball tournament. I have played team sports since I was a child and chose a career that relies on a good foundation within your team. I have been fortunate to work with some wonderful people in my department, which reaffirms this belief.



Stephanie Ching
Procurement Assistant and Small Business First Coordinator, Procurement Services

I have been at UCI for three- and one-half years and have been in my current position for the last six months. I assist departments with procurement related inquiries through the procurement@uci.edu email, procurement office hours, and personalized trainings. I help promote supplier diversity through my work as the small business first coordinator. I also provide support to many procurement projects, including the End-to-End Procurement Project.

What aspect of your job do you enjoy the most? I enjoy that whatever project I'm working on now may not be the same as a project I was previously working on. I like learning about and working on new things, so this aspect is great for me.

What is one accomplishment at work that you are most proud of? Why? I'm proud that I have been able to successfully co-host our virtual procurement office hours with Shauna Niswonger. For one, I've always thought that the office hours were a great idea, so I am grateful that I can contribute to it. Two, in my previous position, I was primarily interacting within my department only, so I'm proud that I've been able to confidently co-host a recurring event where we have attendees from various departments.

What piece of advice would you give to a new employee? Don't be afraid to ask questions and ask for help.

Favorite travel spot? San Diego! I have a lot of fun with my friends whenever we make a trip there. It's been a great way of seeing one another even after graduating. It also helps that it's not too far of a drive!

People would be surprised if they knew: I love to play volleyball and am currently playing in a few leagues!

DFA NEW HIRES

DFA new hires hired between January 1, 2024 to March 20, 2024.

Accounting & Fiscal Services:

Facilities Management:

- Evan Cessna

Transportation & Distribution Services:

- Andrea Garrison
- Peter Stacholy

- Kevin Riggs

- Eddie Anguiano

Capital Planning & Space Management:

- Michelle Renee Mccoy

Police Department:

- Bryan Phung
- Demetrio Cervantes
- George Otis
- Gerardo Gaytan
- Jemal Tucker
- Phil Bribiesca

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

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