

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 colleagues,

Thank you to those of you who attended our town hall last week where I provided a financial and organizational assessment update. You can read the full summary of my remarks [here](#).

A lean six sigma project was also highlighted which utilizes ServiceNow as a tool to improve services. This project is currently being piloted in DFA Support Services and more information will be shared at the end of the pilot phase. The town hall closed out with an overview of changes to the Lean In initiative and recognized our Lean In champions—details are provided below in the first article.

Our next town hall is targeted for June/July and will be an in-person event that will include an element of teambuilding and celebration in coordination with the close out of the fiscal year and graduating class of students.

I appreciate your commitment and partnership as we work towards achieving our goals and supporting the university. Please remember to take a moment to recognize and [nominate](#) your coworkers under [DFA's Employee Recognition program](#)—anyone can nominate employees in the following categories: CARE, IDEA, SAFE, and TEAM. Deadline for this cycle is March 31.

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 and Administration

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*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

DFA LEAN IN NETWORK

BRILLIANT FUTURE. BRILLIANT WOMEN.

Volunteer-led Lean In Circles

Changes to DFA's Lean In Initiative

Effective this year, the DFA Lean In Series is transitioning to volunteer-led Lean In Circles. Please explore the recommended steps and information on the [Women's Professional Development webpage](#), and the additional resources available on the [DFA Lean In Network's SharePoint site](#) and the [Lean In website](#).

Special thanks to our [DFA Lean In Champions](#) who prepared and facilitated Lean In sessions over the past couple of years. Feel free to reach out to them for guidance about facilitating Lean In discussions.

Article provided by the Office of the CFO & Vice Chancellor



Implementation of New DFA KSAMS Process

From June 2020-March 2023, DFA utilized a process for approving KSAMS access requests via a DFA-specific form, in addition to the established approval workflow that exists within the system. All access requests during that time were submitted by two Departmental Security Administrators (DSAs) from Program Development and Execution.

Effective March 8, 2023, DFA transitioned to a new KSAMS process for access requests to align us with the campuswide approach. DSAs have been assigned at the individual DFA department levels. DFA employees may now forego the use of the previous DFA KSAMS Security Access Request Form and enter their requests directly in [KSAMS](#). The [UCPath Access Request PowerForm](#) must still be completed for UCPath roles that note "Requires Training." DFA will continue to complete [quarterly administrative systems access reviews](#) as an additional mitigating control.

For more information on how to use KSAMS, please visit the [KSAMS User Guide](#).

Find your department's DSA [here](#).

Article provided by the UCI Program Development & Execution



UCI Real Estate Services Spotlight

At Real Estate Services (RES), our vision is to be a world-class partner to the UCI campus and medical center. If you work in a building located off the main academic or medical center campus, RES secured that space. We provide subject matter expertise and deliver strategic transaction and portfolio management that includes the leasing and purchasing of off-campus properties such as administrative offices, medical offices, laboratories, warehouses, and land. In 2022, RES completed 17 transactions, which reduced the off-campus footprint by 107K rentable square feet resulting in a rent savings of \$176K per month. Current projects include the re-acquisition of the Hitachi "Plumwood House" building located on Health Sciences Road and the American Heart Association building at 4600 Campus Drive. To contact a RES team member, please visit <https://realestate.uci.edu/>.

Article provided by the UCI Real Estate Services



DFA Employee Portal – Brand Workbook

The [brand workbook](#) is intended to help DFA employees get familiar with UCI and DFA brand identity and guidelines, and apply the principles properly across multiple communication platforms. The workbook is especially relevant for DFA staff members who set and support the communication style within their department/team or create and distribute communication and training materials for internal/external customers, vendors, partners, and communities.



UCI Community Perks & Discounts

As a part of the UCI community, faculty, staff, and retirees have many discounts available to them. Take advantage of these money saving [opportunities](#).



Financial Services Rolls Out New Invoicing System

UCI Financial Services successfully transitioned the campus to a new invoicing system for non-student receivables earlier this month. Many departments around campus bill external customers for goods, services, and other miscellaneous obligations. The **Financial Services Kuali Financial System Accounts Receivable (KFS AR)** module offers an improved user experience for our campus partners to create invoices. The tool makes it easier to manage customers and create, correct, or cancel official UCI invoices. From the reporting side, KFS AR enhances our ability to track which invoices have been paid or how long they have been overdue. It also improves integration with the campus financial system. KFS AR replaces the Campus Billing System Online (CBSO) for non-student invoicing. CBSO will continue to be used for student invoicing. See the [Non-Student Billing page](#) on the Financial Services website for more information.

Article provided by UCI Accounting & Fiscal Services



Technology Investment Process at DFA

Beginning in 2019, DFA established policies for review and approval of technology investments in new and existing information technology products and services to ensure efficient use of IT resources and alignment with DFA organizational goals.

A governance body was created to review incoming project investment requests and advise the CFO/VC DFA on approval of project requests. The IT Strategic Planning Group (ISPG) reviews requests and monitors their implementation progress, and continues to evolve its practices and improve strategic alignment on IT priorities across DFA.

The work of ISPG is facilitated by Director of DFA IT Pejman Khoshkhoo and includes various DFA cabinet members. At the request of CFO/VC Mary Lou D. Ortiz, we developed a business system roadmap for DFA, and streamlined review and approval processes for IT investments. ISPG will become more focused on agile decision-making and Director Khoshkhoo will take on a more active role in the review and analysis of incoming technology investment requests as part of a continuing process improvement approach. The expected results are to improve alignment of investments with DFA priorities and provide more effective IT support to DFA IT departments.

Article provided by UCI Program Development & Execution



Sustainability Corner: UCI Sustainability Events

Interested in taking a guided nature walk? Attending a webinar on climate change research? Or joining a campus tree planting event? All this and more are available on the [UCI Sustainability Events page](#)! Be sure to visit the page for upcoming details about Earth Week events taking place in April.

DIVERSITY & INCLUSION

CONVERSATION ENGAGEMENTS



Conversation Engagements #1: Diversity & Inclusion

The first round of D&I Conversation Engagements will take place in April and will focus on the topic of [Understanding the Meaning of Diversity and Inclusion](#). Verna Myers provides a simple explanation, "Diversity is being invited to the party. Inclusion is being asked to dance." Check out [DFA's D&I Toolkit](#) for additional resources.



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.

DFA EMPLOYEE PROFILES



Simon Nahigian
Construction Project Manager Associate, Facilities Management

I have been at UCI and in my current position for seven months. I work with senior project managers to oversee UCI Facilities Management construction projects from initial conception to final delivery.

How has UCI/department helped you in your career development? Everyone I work with is knowledgeable and always willing to share their best practices. Daily I learn new ways to use innovation and creativity to create solutions. I know these are skills that I'll be able to use throughout my career and pass them down to new team members in the future.

What are 3 words to describe your department? Dynamic – Our team has unique talents and skills they bring to the table. Thoughtful – We think things through to keep projects running smoothly. Campus-Focused – We all want to serve the campus best.

After a long day at work, what do you look forward to the most? Being outside and enjoying the Orange County sun.

Favorite travel spot? Greece.

What is the weirdest thing you've ever eaten? Peanut butter and jelly pizza.



Flavio Ramos
Public Safety Responder, Police Department

I have been at UCI for 18 years and in my current position for the last six years. I provide foot and mobile patrols along with responding to non-emergency calls for service such as safety escorts, fire alarms, and lost & found. I also provide assistance with the UCI bicycle education and enforcement program. I assist students, faculty, staff, and visitors.

What has surprised you most about working in your department or UCI? The teamwork and camaraderie that we build working with each other in the department.

What aspect of your job do you enjoy the most? The overall engagement with staff members, from different UCI departments, whether it is in the campus setting or in the medical center setting. I enjoy helping students at the campus and helping patients at the medical center.

What is one accomplishment at work that you are most proud? Why? Saving a patient's life and receiving the Life Saving Award on May of 2019. Working for the Police Department, I feel like it's in my nature and my coworkers nature to step up in critical situations. I was not expecting an award, so I felt very honored to receive it at the UCIPD's Award Ceremony.

Favorite travel spot? Cancun, I love to relax at its amazing beaches and explore excursions such as Xcaret, Xel-Ha, and Xplor, and the Cenotes.

Before your time at UCI, what was your most interesting or oddest job? Working at a cleaners as my first job! I just remember it felt like a sauna inside the building when all the dryers, press machines, etc. were running on any given summer day.



Shauna Niswonger
Small Business Coordinator, Training and Communications, Procurement Services

I have been with UCI and in my current position for 20 years. I am the KFS Procurement trainer and work with the campus and suppliers to direct spend to small and diverse businesses.

What has surprised you most about working in your department or UCI? How proud I would feel working for an organization with such an amazing mission and the talent it fosters.

What aspect of your job do you enjoy the most? I work with many campus clients regularly in my training position. I love helping people and hopefully making their job a little easier.

Favorite travel spot? Lake Tahoe. I have been going there all my life with my family. Its beauty still amazes me.

Before your time at UCI, what was your most interesting or oddest job? Funny enough, I worked for a fuel filtration company that serviced some tanks on campus. I was the one to call the Procurement Department and contact the buyer to let us come on-site to clean the tanks.

DFA NEW HIRES

DFA new hires hired between January 1, 2023 to March 20, 2023.

Accounting & Fiscal Services:

- Lisa Nguyen
- Michael Webb
- Thu Trang Tran

Budget Office:

- Andrew Shigenaga

Environmental Health & Safety:

- Amir Irannejad
- Aytana Sanchez
- Cecilia Frisbee
- Eric Baez
- Jennifer Romero

Facilities Management:

- David Rubalcaba
- Jonathan Rojas
- Moises Valadez
- Preston Martinez
- Richard Diaz

Police Department:

- Benjamin Coman
- David Pescina
- Hieu Duong
- Juan Plazola
- Mauricio Richardson

Procurement Services:

- Breanna Klett
- Felicia Muhammad

Risk Services:

- Michael McInnis

Transportation & Distribution Services:

- Johnny Bustamante

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