UC ANR Staff Meeting

Thursday, October 18, 1:30 – 2:30 PM
Valley Conference Rooms, Davis, CA

https://ucanr.zoom.us/j/530365395
Meeting ID: 530-365-395
UC ANR Trivia Question

What year was Staff Assembly formed?

2016
AGENDA

UC ANR in Action
  Why We Meet
  Stories From the Field

Updates
  Leadership Corner
  UCPath Update
  Wellness – An Ergo Moment
  UCPath Network
  Giving Tuesday
  Second Street Operations
  Celebrate

Learning
  Safety Training
ANR in Action
Why We Meet

- Showcase/ celebrate what we do
- Meet new faces
- Inspire, laugh build a sense of team
- Health, wellbeing and safety
- Receive information, announcements

WE ARE PART OF A COMMUNITY AND WE ARE PART OF SOMETHING BIGGER

YOUR EFFORTS MATTER

[Logos of various organizations]
Stories From the Field

Jodi Azulai       Ria DeBiase

https://youtu.be/fV7XL2rkghI

Fair Oaks Horticulture Center
Updates
Leadership Corner
Mark Bell
From the desk of Wendy Powers

• Communications Director position is advertised, interviews in December, Jim Downing is chair

• Continuing to look for partnerships to fund or co-fund academic positions and staff positions (10 CES2 positions fully funded by CDFA)

• Appreciate all of the work that goes into hosting leadership visits to the county offices and RECs; always much learned

• Reminder about the WebANR Café on third Thursdays; please send topic ideas to Jodi. We gather topics during our conversations in the counties as well

• Looking forward to the Halloween potluck at 2nd St. My cooking is always a bit scary so try it only if you dare
UC PATH

Sally Harmsworth
The ANR Network

• Purpose of the network is to communicate information about UCPATH at the local level
• 1-2 representatives for each unit, will act as a resource during go-live
• ~45 minute webinar session each month focusing on a specific theme
• Do you know who your network representative is? Have they been talking to you about UCPATH?

sharmsworth@ucanr.edu
The Benefits of UCPATH
Formation of ANR as a Distinct Business Unit

• Establishes ANR as its own distinct payroll entity, similar to an individual campus
• Part of ANR’s strategic plan, supported by President Napolitano
• Increases ANR’s visibility within the UC system
• ANR’s payroll “silos” will be unified, improving the accuracy of our data and the speed at which we can access it
• Strengthens ANR’s compliance and accountability
Efficient and Streamlined HR & Payroll Processes

- Electronic forms will replace paper/emailed forms
- HR and payroll actions will route electronically for approval
- All backup for actions will be electronically attached and available for review and audit
- Auto-population of many payroll components will result in fewer errors
- Easier systemwide reporting across all locations
- Easier access for ANR affiliates to ANR/UCD systems
- Comprehensive training and knowledge aids
Employee Self Service

- Home and emergency contacts
- Leave balances
- View and make changes to benefits choices
- Income and taxes: direct deposit, paychecks, state and federal withholdings, W-2
- Retirement and savings: links to myucretirement.com and ucnet.universityofcalifornia.edu
- Mobile-enabled interface for easy access
Manager Self Service

- Employee home and emergency contacts
- Leave balances
- Compensation history
- Job and payroll information
- Managers will not be able to view personal payroll/benefits information.
Applicant Tracking System

• CATS will be replaced by the Talent Acquisition Manager (TAM) for staff recruitments
• Intuitive, user-friendly templates for job applicants and hiring committees
• Supports complete end-to-end recruitment and selection process
• Allows for increased visibility into the status of recruitments, enhanced job seeker experience and enhanced reporting capabilities
• Integrated with UCPath payroll, reducing duplicate data entry steps
• Targeted launch in April 2019 as part of UCPath go-live
E-performance

- Replaces current paper/email process for annual staff performance appraisals
- Goal setting and tracking functions
- Review performance history and monitor overall performance process
- Notifications will inform employees throughout the performance appraisal period
- Electronic routing and electronic signatures
- Targeted to launch in 2020 performance appraisal cycle
ANR UCPath Website

https://ucanr.edu/UCPath/
- Webinar recordings
- Talking points

Coming soon...
- FAQs
- Training resources
- Paycheck information
- What you need to do for go-live
I Have Questions....

• Post questions on https://ucanr.edu/UCPath/

• Send the ANR UCPath team an email: ucpath@ucanr.edu

We want to hear from you....
An Ergo Moment

Malendia Maccree
An Ergo Moment

Help me I’ve fallen and I can’t get up!
Getting down to the ground

1. Stand on Your Strong Leg, Step Back With Your Weaker Leg
2. Kneel on the Floor
3. Take One Hand to the Floor for Support
4. Get on All Fours
5. Lean Onto the Hip and Settle on the Floor

https://www.verywellfit.com/how-to-safely-get-up-and-down-from-the-floor-1230957
Getting back up again

1. Get onto all fours
2. Bring the strong leg forward, knee bent, opposite hand on the floor for balance.
3. Lift up, placing both hands on the front quad.
4. Turn the back toes under and push your hands into the quad, using the strength of the thigh and upper body to push back to a standing position.
5. Bring back foot in, stand tall

https://www.verywellfit.com/how-to-safely-get-up-and-down-from-the-floor-1230957
Multi-factor Authentication
Accessing online systems is changing

2nd Street All Staff Meeting

Dave Krause
Manager of Web Development and Applications Programming

October 18, 2018
Topics covered

• What is MFA?
• Benefits
• Enrollment
• Related changes
Central Authentication Service (CAS)

Username: djkrause

Passphrase: ............

LOGIN
Central Authentication Service (CAS)

Choose an authentication method

- Send Me a Push
- Call Me
- Enter a Passcode

What is this?  Add a new device  My Settings & Devices  Need help?

Remember me for 12 hours

Authentication request canceled.
UC Davis - DUO Security

IET-SSO

kirogs

120.120.223.140
Davis, CA, US

10:48:33 AM PDT
October 17, 2018

Approve

Deny
All UC locations will be rolling out MFA/Duo
Benefits of Duo

• Account and data protection
• Protection for UC ANR
• Flexible and simple solution
Enrollment

- Enrollment is open
- Detailed FAQs online
- Assistance available
Related changes

• UC ANR login
• UC ANR Duo
Thank you
Giving Tuesday

Emily Delk
Director of Annual Giving and Donor Stewardship Programs
Hashtags and Giving and Memes...Oh, my!

#GivingTuesday™
Tell me again...what is #GivingTuesday?

• a global giving movement
• created as a counter to consumeristic focused days—a reminder to be thankful and give back
• social media driven

Black Friday. Cyber Monday.

#GIVINGTUESDAY
November 27, 2018

University of California
Agriculture and Natural Resources
So how can #GivingTuesday benefit us?

• build on the strength of the global movement to increase exposure and build giving for your organization, especially during the holiday giving season
• an opportunity to celebrate and incentivize giving in your community
• share needs and highlight successes
• Did we mention, raise $$$!
So...how do we participate in #GivingTuesday?

<table>
<thead>
<tr>
<th>WE’RE BASIC.</th>
<th>WE’RE COOL!</th>
<th>WE’RE EXTRA !!</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Friend” and follow UC ANR—and your local orgs on social media sites (FB, TW, IN, LI)</td>
<td>Comment on shared posts about specific needs for YOUR organization</td>
<td>Create custom images with logos for your posts</td>
</tr>
<tr>
<td>“Like” and Share #GivingTuesday posts to build support</td>
<td>Use the TOOLKIT as a resource for sample FB and TW messages</td>
<td>Raise matching funds ahead of time to incentivize donors</td>
</tr>
<tr>
<td>Make a gift!</td>
<td>Use the TOOLKIT for ideas and templates to create your own posts...like an “UNSELFIE”</td>
<td>Boost/Sponsor ads to increase exposure</td>
</tr>
<tr>
<td></td>
<td>#GivingTuesday</td>
<td>Lead training with your team</td>
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<tr>
<td></td>
<td>#NeighborCA</td>
<td></td>
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</tbody>
</table>
What’s an “UN-selfie?”

#un·sel·fie
noun [uhn-sell-fye]

1. A show of support for Giving Tuesday. Take a pic, tag it #unselfie and #givingtuesday, and upload to your Instagram, Twitter, or Facebook from now till December 4.

#GIVINGTUESDAY
GIVINGTUESDAY.ORG
THE **COUNTDOWN** HAS BEGUN...
Let’s do this!
Now...who can help me with questions?

Emily Delk
Director of Annual Giving and Donor Stewardship Programs
530-750-1346
eddelk@ucanr.org
AT SECOND STREET
Second Street Operations Committee

David Alamillo
Committee Chair

University of California
Agriculture and Natural Resources
2018
Halloween Potluck

Wednesday, October 31
11:30 – 1:00
Valley Rooms

Food and supply sign up sheet coming soon!
Have pictures from last year’s ANR Halloween party?

Cute kiddos in costume?

Cool costumes from Halloweens of yesteryear?

E-mail RobBroadhurst@ucanr.edu
Celebrate
New Faces

Joan Taylor Warren
Thank you, ANR, for your support on 4-H Spirit Day on October 9th!

Suzanne Morikawa
Risk Services
Development Services
California 4-H Foundation
Strategic Communications
PSU
(Can you guess who is a 4-H alumni?)
Master Gardeners, EFNEP and Master Food Preservers
Bus. Operations, HR, Learning & Development

University of California
Agriculture and Natural Resources

4-H Youth Development Program
Thank you from the 4-H Staff!

(plus the rest of us not pictured!)
Safety Training
EARTHQUAKE AND EVACUATION POST DRILL

David Alamillo

University of California
Agriculture and Natural Resources
Earthquake & Evacuation Post Drill

University of California
Agriculture and Natural Resources

ANR Building, Davis
Staff Meeting
October, 2018
When to Evacuate?

*Anytime* the Fire Alarm sounds...Don’t wait, Evacuate!

- Look around, do you see the hazard
- Quickly grab any essential items (Go-Bag, keys, cell, wallet/purse)
- Evacuate the building via the nearest unblocked route/exit
- Assemble across Pena Dr. & in front of the Davis Musical Theater Company
- Line up by department, check-in with your Safety Contact, wait for instruction
Drills/Practice vs. Real Emergencies

*Anytime* the Fire Alarm sounds...Don’t wait, Evacuate!

<table>
<thead>
<tr>
<th>Drills/Practice</th>
<th>EMERGENCY Situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Air Horn – used to announce start</td>
<td>• Air Horn – likely not used</td>
</tr>
<tr>
<td></td>
<td>• If used, to get attention</td>
</tr>
<tr>
<td>• Broadcast Speaker – announcements/ actions</td>
<td>• Broadcast Speaker – may not be used</td>
</tr>
<tr>
<td></td>
<td>• If used, announcements/ actions</td>
</tr>
<tr>
<td>• Safety Contacts – will guide you</td>
<td>• Safety Contacts – may meet you there 😊</td>
</tr>
<tr>
<td>• If Evacuated, go to Assembly Area</td>
<td>• If Evacuated, go to Assembly Area</td>
</tr>
</tbody>
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Agriculture and Natural Resources
Visitors & Guests

• Should sign-in at the reception area

• Accounting for them is the responsibility of whomever they are visiting or arranged the meeting

• They may not know our procedures, so help/guide them

ANR Employees as Guests

• Those who do not have an assigned space at ANR Davis are considered guests and should sign-in daily

• Line up by department, check-in with your Safety Contact, wait for instruction
Elevators, Evacuation Chair, Assistance

- Elevators should not be used during emergencies (fire, earthquake)

- An Evacuation chair is located upstairs near the South copy machine

- Voluntarily let Safety staff know if may need assistance

Emergency Contact List

- In the event of an emergency, it may be necessary for UC ANR to contact you or an individual you have designated as an emergency contact, to provide vital information.

- Information collected will be kept secure, and used for no purpose other than emergency contact.
Department Safety Contacts (THANK YOU!)

- Safety Contacts
  - Each Unit has assigned a safety contact
  - This will be the person the Unit reports to during an evacuation
- Liaison to EH&S
- Identifies potential hazards
- Shares safe work practices, near misses/hits

<table>
<thead>
<tr>
<th>UNIT</th>
<th>CONTACT Primary/Secondary</th>
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<tbody>
<tr>
<td>BOC-D</td>
<td>P: Marcie Valenzuela</td>
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<tr>
<td></td>
<td>S: Emily Schutzman</td>
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<tr>
<td>Contacts &amp; Grants</td>
<td>P: Kimberly Lamar</td>
</tr>
<tr>
<td></td>
<td>S: Suzanne Burton</td>
</tr>
<tr>
<td>CSIT</td>
<td>P: Susanna Johnson</td>
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<tr>
<td></td>
<td>S:</td>
</tr>
<tr>
<td>Development Svcs.</td>
<td>P: Maria Fernandez</td>
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<tr>
<td></td>
<td>S: Robert Broadhurst</td>
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<tr>
<td>NFCS (EFNEP &amp; MFP)</td>
<td>P: Trisha Dinh</td>
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<tr>
<td></td>
<td>S: Melissa Mebuchi</td>
</tr>
<tr>
<td>Facilities</td>
<td>P: Mark Barros</td>
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<tr>
<td></td>
<td>S: Michael Zwahlen</td>
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<tr>
<td>Human Resources</td>
<td>P: Karen Ellsworth</td>
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<td></td>
<td>S: Jodi Rosenbaum</td>
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<tr>
<td>IPM</td>
<td>P: Danny Won</td>
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<td></td>
<td>S: Fernanda Rosa</td>
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<tr>
<td>OPPE / PSU</td>
<td>P: Rachel Palmer</td>
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<td></td>
<td>S: Michelle Hammer Coffer</td>
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<tr>
<td>Master Gardeners</td>
<td>P: Lauren Snowden</td>
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<td></td>
<td>S: Missy Gable</td>
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<tr>
<td></td>
<td>S: Trisha Dinh</td>
</tr>
<tr>
<td>Risk &amp; Safety</td>
<td>P: Mark Barros</td>
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<tr>
<td></td>
<td>S: David Alamillo</td>
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<tr>
<td>Senior Leader Depts.</td>
<td>P: Joan Warren</td>
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<tr>
<td></td>
<td>S: Melissa Figuero</td>
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<tr>
<td>YFC / 4-H</td>
<td>P: Trisha Dinh</td>
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<tr>
<td></td>
<td>S: Melissa Mebuchi</td>
</tr>
</tbody>
</table>
Feedback / Questions?

please remember to sign-in

University of California
Agriculture and Natural Resources
Questions?
(Please remember to sign-in)

Next Staff Meeting-
Thursday, November 15, 2018
1:30 – 2:30 PM
UC ANR Valley Rooms

For those joining remotely-
https://ucanr.zoom.us/j/530365395
Meeting ID: 530-365-395