

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

 **University of California**
Agriculture and Natural Resources

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



University of California
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ANR in Action

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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



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Stories From the Field

Jodi Azulai

Ria DeBiase

<https://youtu.be/fV7XL2rkghI>

Fair Oaks Horticulture Center



Chuck's Dancing Sycamore Tree



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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

UC DAVIS

UNIVERSITY OF CALIFORNIA
Central Authentication Service (CAS)

Username:

Passphrase:




UC DAVIS

UNIVERSITY OF CALIFORNIA

Central Authentication Service (CAS)

UC DAVIS

Choose an authentication method

[What is this?](#) 

[Add a new device](#)

[My Settings & Devices](#)


[Need help?](#)

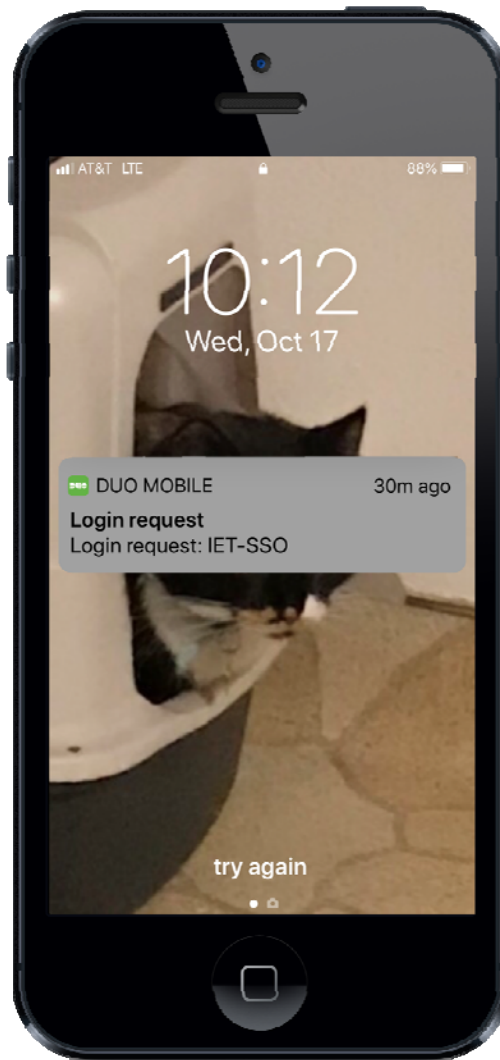
Send Me a Push

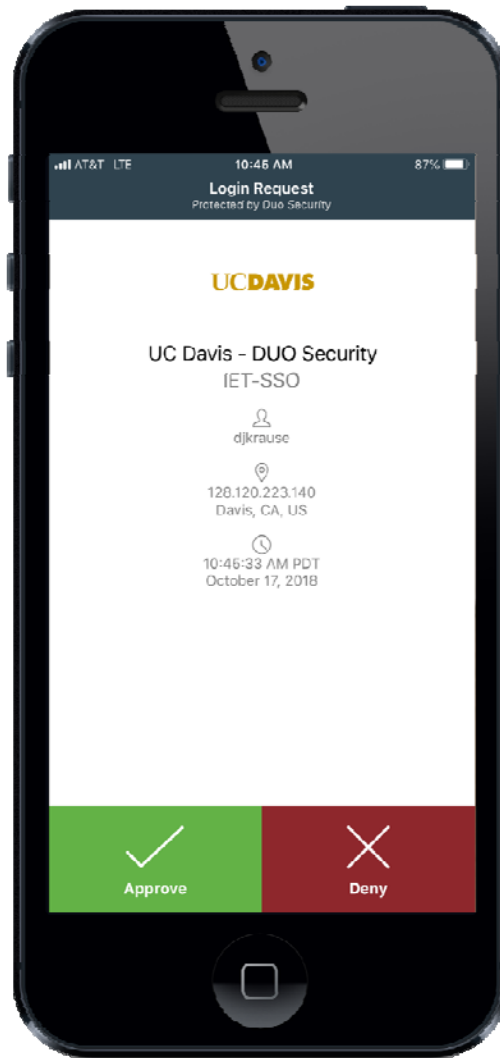
Call Me

Enter a Passcode

Remember me for 12 hours

Authentication request canceled. 

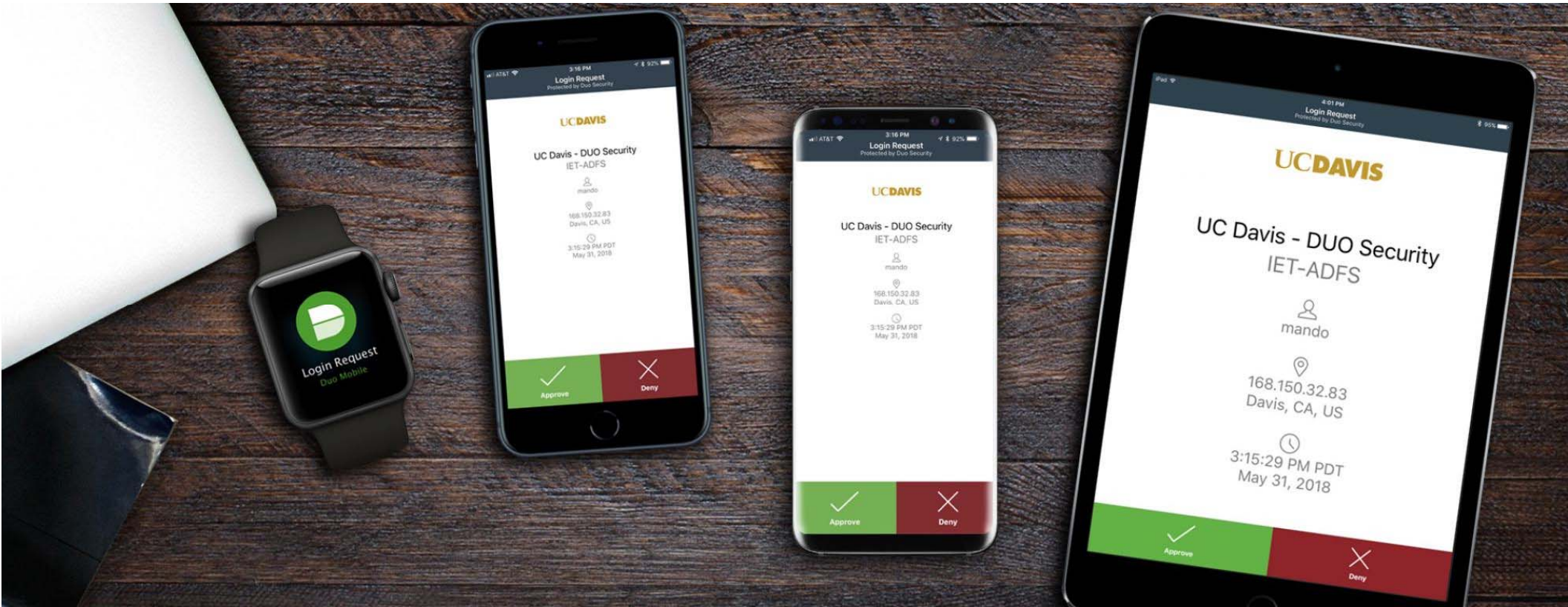




All UC locations will be rolling out MFA/Duo

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



ucanr.edu/mfa
ucpath.ucanr.edu



Giving Tuesday

Emily Delk

Director of Annual Giving and Donor Stewardship Programs

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Hashtags and Giving and
Memes...Oh, my!

#GIINGTUESDAY™

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.

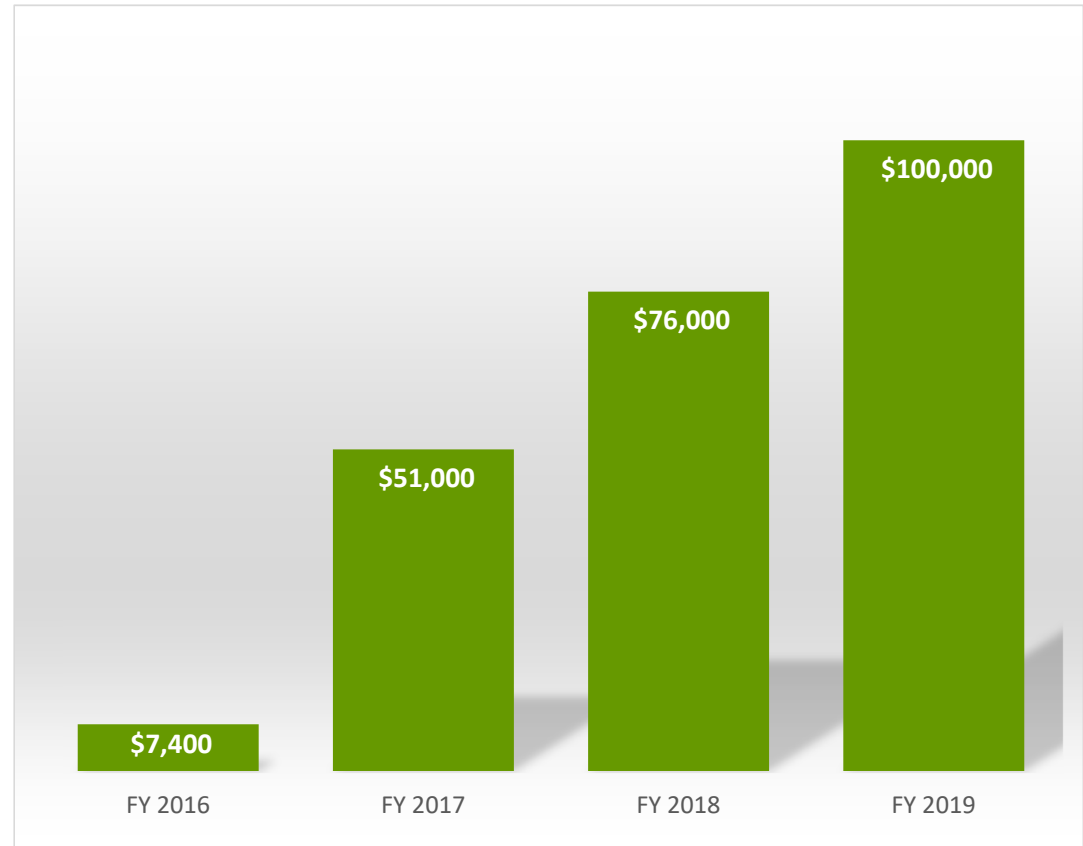
#GIVINGTUESDAY™

November 27, 2018


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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?

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

What's an "UN-selfie?"



JOIN THE GLOBAL MOVEMENT

#un·sel·fie

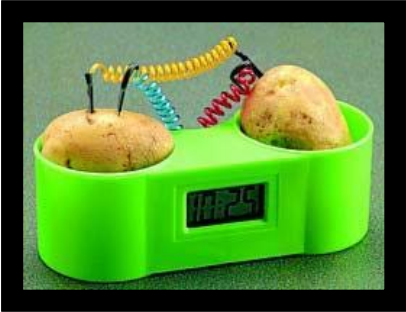
noun [uhn-sell-fee]

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



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AT SECOND STREET

Second Street Operations Committee

David Alamillo
Committee Chair



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



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■ 4-H Youth Development Program

Risk Services



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■ 4-H Youth Development Program

Development Services



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■ **4-H Youth Development Program**

California 4-H Foundation



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■ 4-H Youth Development Program

Strategic Communications



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■ 4-H Youth Development Program

CSIT



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■ 4-H Youth Development Program

PSU

(Can you guess who is a 4-H alumni?)



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■ **4-H Youth Development Program**

Master Gardeners, EFNEP and Master Food Preservers



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4-H Youth Development Program

IPM



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■ **4-H Youth Development Program**

IPM



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■ 4-H Youth Development Program

Bus. Operations, HR, Learning & Development



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■ **4-H Youth Development Program**

Thank you from the 4-H Staff!



(plus the rest of us not pictured!)



Univers
Agricultur

4-H Y

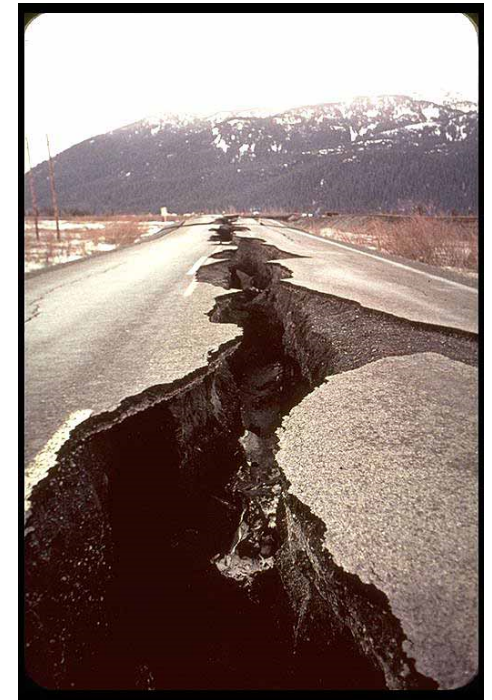
Safety Training

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EARTHQUAKE AND EVACUATION POST DRILL



David Alamillo



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Earthquake & Evacuation Post Drill

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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

Evacuate!

Drills/Practice vs. Real Emergencies

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

Drills/Practice	EMERGENCY Situation
<ul style="list-style-type: none">• Air Horn – used to announce start	<ul style="list-style-type: none">• Air Horn – likely not used<ul style="list-style-type: none">• If used, to get attention
<ul style="list-style-type: none">• Broadcast Speaker – announcements/ actions	<ul style="list-style-type: none">• Broadcast Speaker – may not be used<ul style="list-style-type: none">• If used, announcements/ actions
<ul style="list-style-type: none">• Safety Contacts – will guide you	<ul style="list-style-type: none">• Safety Contacts – may meet you there 😊
<ul style="list-style-type: none">• If Evacuated, go to Assembly Area	<ul style="list-style-type: none">• If Evacuated, go to Assembly Area

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.

University of California Agriculture and Natural Resources		Employee Emergency Contact List	
		unit name	
		Unit Head:	_____
		Last Updated:	_____
		Contact for Changes:	_____
		Primary Emergency Contact	
Employee Name:	Name:		
Title:	Relationship:		
Work phone:	Contact number:		
Work cell:			
Work email:			
Home phone:			
Personal Cell phone:			
		Secondary Emergency Contact	
	Name:		
	Relationship:		
	Contact number:		

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

UNIT	CONTACT <u>P</u> Primary/ <u>S</u> Secondary
BOC-D	P: Marcie Valenzuela
	S: Emily Schutzman
Contacts & Grants	P: Kimberly Lamar
	S: Suzanne Burton
CSIT	P: Sueanne Johnson
	S:
Development <u>Srvcs.</u>	P: Maria Fernandez
	S: Robert Broadhurst
NFCS (EFNEP & MFP)	P: Trisha Dinh
	S: Melissa Mabuchi
Facilities	P: Mark Barros
	S: Michael Zwahlen
Human Resources	P: Karen Ellsworth
	S: Jodi Rosenbaum
IPM	P: Danny Won
	S: Fernanda Rosa
OPPE / PSU	P: Rachel Palmer
	S: Michelle Hammer Coffey
Master Gardeners	P: Lauren Snowden
	S: Missy Gable
	S: Trisha Dinh
Risk & Safety	P: Mark Barros
	S: David Alamillo
Senior Leader Depts.	P: Joan Warren
	S: Melissa Figueroa
YFC / 4-H	P: Trisha Dinh
	S: Melissa Mabuchi

Feedback / Questions?



please remember to sign-in

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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

