

**2021/2022 Department of Geography Staff Information**

Updated 10/26/21

Name	Location	Duties	Telephone/e-mail	Schedule
Michael Bales	1713 Ellison Hall	System administration	help@geog.ucsb.edu	M/W/F 10-7 Remote; T/R 10-7 on campus
Michael Colee Director of IT	6703 Ellison Hall	Directs computing services for both Geography and the Earth Research Institute.	(805) 893-7348 help@geog.ucsb.edu	M-F (on-site ~ once per week)
Sarah Dahl Personnel Analyst	1844 Ellison Hall	Manages departmental personnel administration for Student, Staff, Researcher (non-faculty), and Affiliate appointments, including hiring, payroll, timecard procedures, job description facilitation, and benefits questions.	(805) 893-4961 sarahdahl@ucsb.edu	M/T/R 8-5 Remote; W/F 8-5 on campus
Alex Feldwinn Help Desk Manager & Systems Administrator	1709 Ellison Hall	Helps administer department Windows servers and manages all the instructional spaces. Also manages the desktop support for the staff, faculty, and graduate students in the department.	(805)893-3319 help@geog.ucsb.edu	M-F 8-5 on campus
Ally Foot Purchasing, Travel and Student Programs Assistant	1837 Ellison Hall	Oversees the following items: miscellaneous reimbursements, travel reimbursements, purchasing, textbooks, newsletters, spatial minor advising, student workshops, social media. Assists with conference and classroom reservations.	(805)893-4998 ally@geog.ucsb.edu	M/F 8-3 Remote; T/R 8-3 on campus W 8-5
Alycia Lewis Contracts & Grant Manager	1842 Ellison Hall	Manages Geography contract/grant administration and supervises staff in personnel, finances, purchasing/travel, and space.	(805) 893-4971 alycia@geog.ucsb.edu	M/T 8-5 Remote; W/R/F 8-5 on campus
Mo Lovegreen Executive Officer, Geography Director, Campus Sustainability	1841 Ellison Hall	Oversees all departmental operations: Academic Personnel, Human Resources, Student Affairs, Budget & Finance, C&G, Computing, Procurement, Reimbursements, Facilities & EH&S.	(805) 893-4980; (805)729-8339 (cell) mo@geog.ucsb.edu	W/F 7-3 Remote; M/T/R 7 or 7:30-3 or 3:30 on campus
Patty Murray Undergraduate Advisor	1834 Ellison Hall	Serves as Undergraduate Advisor, working with students and faculty in areas of undergraduate education. Assists with conference and classroom reservations.	(805) 893-4929 patty@geog.ucsb.edu	W 8-3 Remote F 9-12 Remote; M/T/R 8-3 on campus
Cat Oreglia Academic Personnel & Space Analyst	Remote	Responsible for all faculty appointments (including affiliated, adjunct, and emeriti), research merit cases, Department safety representative (DSR), and office and lab space coordinator.	(805) 893-5088 coreglia@ucsb.edu	M-F 8-5 Remote
Nancy Ponce Financial Analyst	1840 Ellison Hall	Responsible for financial administration for departmental, gift, and extramural awards; monthly reconciliation and statement production; interdepartmental and intercampus recharges; transfer of funds, subcontracts and PSA payments. interdepartmental and intercampus recharges; subcontracts and PSA payments and dissemination of keys.	(805) 893-4996 nancy@geog.ucsb.edu	F Remote 7-4; M-R 7- 4 on campus
Consuelo Rivera Graduate Program Assistant/Student Programs	1831 Ellison Hall	Manages the graduate program and coordinates TA/GSR/reader/fellowships appointments along with Associates and Lecturers. Assists with conference and classroom reservations.	(805) 893-4944 consuelo@geog.ucsb.edu	M/T 7-4 Remote; W/R/F 7-4 on campus
Karen Doehner Administrative Coordinator, spatial@ucsb	3512 Phelps	Main administrative contact for spatial@ucsb. Coordinates visa processing for all departmental Visiting Scholars/visitors.	(805) 895-2936 kdoehner@spatial.ucsb.edu	W/F 8-3 Remote; M/T/R 8-3 on campus