<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Area of Responsibility</th>
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<tbody>
<tr>
<td>Alycia Lewis</td>
<td>● Oversees all departmental operations:</td>
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<tr>
<td>Business Officer</td>
<td>o Academic Personnel</td>
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<td></td>
<td>o Human Resources</td>
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<td></td>
<td>o Student Affairs</td>
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<td></td>
<td>o Budget &amp; Finance</td>
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<td>o Contracts &amp; Grants</td>
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<td></td>
<td>o IT/Building Operations &amp; Support</td>
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<td>o EH&amp;S</td>
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<td>o Procurement/Reimbursements</td>
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<td></td>
<td>● Manages building and office keys</td>
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<td></td>
<td>● Curriculum Plan Coordinator</td>
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<td>● FTE Plan Coordinator</td>
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<td>● UC Path Administrator</td>
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<td>● Back-up Department Safety Representative</td>
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<td>Michael Bales</td>
<td>● Defines, designs, and implements software and hardware, system upgrades, computer and</td>
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<tr>
<td>Systems Administrator</td>
<td>network security, maintenance and repairs, network expansion.</td>
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<td>● Manages system accounting, and application software configuration.</td>
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<td>● Responsible for network services critical to operations including: web services, remote</td>
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<td>access, license servers, virtual infrastructure, data storage and file sharing</td>
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<td>services.</td>
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<td>● Responsible for defining, designing and implementing databases and websites</td>
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<td></td>
<td>● Defines, designs and implements highly complex software and scripts to support systems</td>
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<td>management, log analysis and other system administration duties for multiple, highly</td>
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<td>integrated systems.</td>
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<tr>
<td>Michael Colee</td>
<td>● Director of General Research IT (GRIT)</td>
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<tr>
<td>GRIT Director</td>
<td>● Long history supporting research IT at UCSB with a background in snow hydrology,</td>
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<tr>
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<td>geomorphology, remote sensing, GIS, climate modeling, research management and field</td>
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<tr>
<td></td>
<td>work in various physical science fields.</td>
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</tbody>
</table>
Sarah Dahl  
Personnel Analyst  
805.699.6704  
sarahdahl@ucsb.edu  
personnel@geog.ucsb.edu  

Hours:  
M-F 7am-4pm  

- Manages departmental personnel administration, including hiring, payroll, and timekeeping, for:  
  - Staff  
  - Research titles, including postdocs, specialists, and project scientists  
  - Hourly students  
  - Recall faculty & WOS appointments  
- Academic Personnel Merit & Promotion cases for research titles (specialist, postdocs, project scientists)  
- US Work Authorization coordinator  
- Funding entries for all department personnel  
- Payroll projections  
- Summer Compensation  
- Manages academic affiliates  
- UCPath Administrator  
- UCRRecruit Administrator (non-faculty)  
- Kronos Administrator  
- Department Benefits Rep  
- Leave Administration (non-faculty)  

Alex Feldwinn  
Windows Systems Administrator/  
Computer Lab Manager  
805.893.3319  
help@grit.ucsb.edu  

Hours:  
M-F 8am-5pm  
Fully on-site  

- Helps administer department Windows servers  
- AD management/user account lifecycle management  
- Manages all instructional spaces  
- Desktop support for faculty, staff, and graduate students  
- Department Connect Administrator (Email/Listservs/Groups/Calendars, etc.)  
- Website support (Directory, News, People, & Announcements)  
- End-User system configurations and implementation  
- Server setup and maintenance for both Business and Research  
- Department software (license, installs and upgrades)  
- Advises on and facilitates with computer equipment/software purchases
Kathryn Ficke  
Student Programs Manager/Graduate Program Advisor  
805.893.4944  
kathryn@geog.ucsb.edu  
grad_advisor@geog.ucsb.edu  

Hours:  
M-F 8:00am-4:30pm  
Office: T-R Remote: M,F

- Supervises undergraduate and graduate academic programs  
- Manages grad student recruitment efforts  
- Graduate application administrator  
- Responsible for all aspects of Hiring Continuing/Temporary Lecturers and ASE's (Teaching Assistants, Associates, Monthly paid GSR's, and Readers)  
- Enters Lecturer and ASE appointments into UCPath  
- ASE appointment liaison with all campus agencies including United Auto Workers (UAW) liaison  
- Process all University fellowships and tuition waivers for graduate students  
- Manages block grant funding  
- Graduate Student Advising  
  - Doctoral Advancement/Defenses  
  - Petitions from Graduate Division  
  - Master’s Degree processing  
  - Annual Reviews  
  - Written Exam Administration  
- Assists with student events  
- Coordinates departmental colloquium  
- JDP - administrative questions

John Huber  
Contracts & Grants Manager  
805.893.4996  
jhuber@geog.ucsb.edu  
proposals@geog.ucsb.edu  

Hours:  
M-F 6:30am-3:30pm  
Fully Remote

Secondary Chief Staff Administrator and Business Operations Manager  
Manages contract & grant administration:  
- Pre-award: proposal preparation and submission, budget development, liaison with central Office of Research  
- Post-award: Supervises staff in personnel, budget, and purchasing/travel  
- Award closeout  
- Oversees summer compensation  

Gateway Purchasing Administrator/Approver  
Flexcard Allocator/Approver  
UCPath Administrator/Approver  
Payroll & Kronos Administrator  
Campus Systems Access  
Rate & Recharge Proposals  
Financial Reporting
## Danica Marter
Purchasing, Travel, & Student Programs Assistant

805.893.4998  
purchasing@geog.ucsb.edu  
reservations@geog.ucsb.edu

**Hours:**  
M-F 7am-4pm  
Fully on-site

Manages all purchasing and receiving:  
- Gateway and Flexcard purchaser  
- Concur expert

Manages all travel requests and reimbursements:  
- Concur Travel, Purchasing (Hotel, Flight, etc.)  
- Coordinates Dangermond Travel Grants

Manages departmental equipment inventory

Assists Student Programs Manager with graduate and undergraduate programs:  
- Manages Textbook Inventory - Instructor Desk Copies  
- Spatial Minor Advising

Other departmental support:  
- Department Room Reservations  
- Department Printer Issues  
- Assists with departmental events and colloquium  
- Oversees social media and newsletters  
- Assists with student workshops and outreach

## Patty Murray
Undergraduate Advisor

805.893.4929  
ugrad_adv@geog.ucsb.edu  
patty@geog.ucsb.edu

**Hours:**  
M-R 8am-3pm  
Office: M,T,W  
Remote: R  
Limited availability (via email only) on Fridays

- General Advising for all Undergraduate Majors  
- Reviewing & Approving Petitions  
- Degree Completion Analysis  
- Major/Minor Requirement Analysis  
- Assists with Curriculum Plan Development  
- EAP approvals  
- Clear Transfer courses  
- Schedules courses  
- Assist with Summer Sessions  
- Assist with all Articulations  
- Facilitates new course approvals  
- Disabled Student Program exam accommodations  
- Change of Major petitions  
- Manages ESCI's  
- Back-up advisor for grad program  
- Coordinates year-round recruitment and outreach efforts  
- Department Room Reservations
Cat Oreglia
Academic Personnel Analyst/
Space Management
805.893.5088
coreglia@ucsb.edu
space@geog.ucsb.edu

Hours:
M-F 8am-5pm
Fully Remote

Academic Personnel:
- Faculty and Researcher Personnel Merits and Promotions Cases
- Faculty Appointments, including affiliated, adjunct, and emeriti
- Faculty Leaves and Sabbaticals
- Academic Personnel Recruitment/UCRecruit administrator
  - Manages faculty recruitment allowances
  - Coordinates faculty recruitment visits
- Faculty hiring, onboarding and removal expenses
  - Faculty Visa coordinator
- Department Administrator for Faculty Recruitment housing allowance
- UC & Academic Personnel Policy Questions
- Reconciles faculty payroll

Space Management:
- Manages and coordinates faculty office and lab renovations
- Oversees student office moves and furniture inventory
- Office and lab space coordinator
- Coordinates space assignments
- Manages TMA tickets
- Department Safety Representative (DSR)
  - Environmental health and safety compliance
  - Manages annual laboratory inspections

Consuelo Rivera
Financial Manager
805.893.4971
consuelo@geog.ucsb.edu

Office Hours: M-F 7am-4pm
Fully Remote

Responsible for department financial administration, including:
- All Start-up Funding
- All departmental funds
- All Research Accounts
- All Endowment Funds
- Various Donor Funds
- URCA/FRAP Funds
- Campus/UC awards
- All Scholarship Awards
- Recruitment Expenses
- Monthly general ledger reconciliation
- Monthly financial statement production
- Financial Reporting
- Interdepartmental and intercampus recharges
- Transfer of expense
- Transfer of funds
Subcontract and PSA management
Rate & Recharge Proposals