<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Area of Responsibility</th>
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| **Alycia Lewis**     | - Oversees all departmental operations:  
| **Business Officer** |   - Academic Personnel  
| **805.893.4980**     |   - Human Resources  
| **alycia@geog.ucsb.edu** |   - Student Affairs  
| **Hours:**           |   - Budget & Finance  
| **M-F 8am-5pm**      |   - Contracts & Grants  
| **Office:**          |   - IT/Building Operations & Support  
| **T,W,F Remote M,R** |   - EH&S  
|                     |   - Procurement/Reimbursements  
|                     | - Manages building and office keys  
|                     | - Curriculum Plan Coordinator  
|                     | - FTE Plan Coordinator  
|                     | - UC Path Administrator  
|                     | - Back-up Department Safety Representative  |
| **Michael Bales**    | - Defines, designs, and implements software and hardware, system upgrades, computer and network security, maintenance and repairs, network expansion.  
| **Systems Administrator** | - Manages system accounting, and application software configuration.  
| **help@grit.ucsb.edu** | - Responsible for network services critical to operations including: web services, remote access, license servers, virtual infrastructure, data storage and file sharing services.  
| **Hours:**           | - Responsible for defining, designing and implementing databases and websites  
| **M-F (hours vary)** | - Defines, designs and implements highly complex software and scripts to support systems management, log analysis and other system administration duties for multiple, highly integrated systems.  |
| **Michael Colee**    | - Director of General Research IT (GRIT)  
| **GRIT Director**    | - Long history supporting research IT at UCSB with a background in snow hydrology, geomorphology, remote sensing, GIS, climate modeling, research management and field work in various physical science fields.  |
| **805.893.7348**    | - help@grit.ucsb.edu  
| **Hours:**           | - M-F (hours vary)  
|                     | - on-site once per week  |
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
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  
|