

Staff Member	Area of Responsibility
<p>Alycia Lewis Business Officer</p> <p>805.893.4980 <a href="mailto:alycia@geog.ucsb.edu">alycia@geog.ucsb.edu</a></p> <p>Hours: M-F 8am-5pm Office: T,W,F Remote M,R</p>	<ul style="list-style-type: none"><li>• Oversees all departmental operations:<ul style="list-style-type: none"><li>○ Academic Personnel</li><li>○ Human Resources</li><li>○ Student Affairs</li><li>○ Budget &amp; Finance</li><li>○ Contracts &amp; Grants</li><li>○ IT/Building Operations &amp; Support</li><li>○ EH&amp;S</li><li>○ Procurement/Reimbursements</li></ul></li><li>• Manages building and office keys</li><li>• Curriculum Plan Coordinator</li><li>• FTE Plan Coordinator</li><li>• UC Path Administrator</li><li>• Back-up Department Safety Representative</li></ul>
<p>Michael Bales Systems Administrator</p> <p><a href="mailto:help@grit.ucsb.edu">help@grit.ucsb.edu</a></p> <p>Hours: M-F (hours vary)</p>	<ul style="list-style-type: none"><li>• Defines, designs, and implements software and hardware, system upgrades, computer and network security, maintenance and repairs, network expansion.</li><li>• Manages system accounting, and application software configuration.</li><li>• Responsible for network services critical to operations including: web services, remote access, license servers, virtual infrastructure, data storage and file sharing services.</li><li>• Responsible for defining, designing and implementing databases and websites</li><li>• 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.</li></ul>
<p>Michael Colee GRIT Director</p> <p>805.893.7348 <a href="mailto:help@grit.ucsb.edu">help@grit.ucsb.edu</a></p> <p>Hours: M-F (hours vary) on-site once per week</p>	<ul style="list-style-type: none"><li>• Director of General Research IT (GRIT)</li><li>• 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.</li></ul>

Sarah Dahl  
Personnel Analyst  
805.699.6704  
[sarahdahl@ucsb.edu](mailto:sarahdahl@ucsb.edu)  
[personnel@geog.ucsb.edu](mailto:personnel@geog.ucsb.edu)

Hours:  
M-F 7am-4pm  
Office: W,F Remote: M,T,R

- 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
- UCRecruit 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](mailto: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

# Geography

Kathryn Ficke  
Student Programs Manager/  
Graduate Program Advisor

805.893.4944  
[kathryn@geog.ucsb.edu](mailto:kathryn@geog.ucsb.edu)  
[grad\\_advisor@geog.ucsb.edu](mailto: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](mailto:jhuber@geog.ucsb.edu)  
[proposals@geog.ucsb.edu](mailto: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

# Geography

Danica Marter  
Purchasing, Travel, &  
Student Programs Assistant

805.893.4998  
[purchasing@geog.ucsb.edu](mailto:purchasing@geog.ucsb.edu)  
[reservations@geog.ucsb.edu](mailto: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](mailto:ugrad_adv@geog.ucsb.edu)  
[patty@geog.ucsb.edu](mailto: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

# Geography

Cat Oreglia  
Academic Personnel Analyst/  
Space Management

805.893.5088  
[coreglia@ucsb.edu](mailto:coreglia@ucsb.edu)  
[space@geog.ucsb.edu](mailto: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](mailto: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