<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></td>
<td>o Academic Personnel</td>
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<tr>
<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></td>
<td>o Contracts &amp; Grants</td>
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<tr>
<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></td>
<td>o Procurement/Reimbursements</td>
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<tr>
<td></td>
<td>• Manages building and office keys</td>
</tr>
<tr>
<td>Business Officer</td>
<td>• Curriculum Plan Coordinator</td>
</tr>
<tr>
<td>Alycia Lewis</td>
<td>• FTE Plan Coordinator</td>
</tr>
<tr>
<td>805.893.4980</td>
<td>• UC Path Administrator</td>
</tr>
<tr>
<td><a href="mailto:alycia@geog.ucsb.edu">alycia@geog.ucsb.edu</a></td>
<td>• Back-up Department Safety Representative</td>
</tr>
<tr>
<td>Hours: M-F 8am-5pm</td>
<td></td>
</tr>
<tr>
<td>Office: T,W,F Remote M,R</td>
<td></td>
</tr>
<tr>
<td>Michael Bales</td>
<td>• Defines, designs, and implements software and hardware, system upgrades, computer and network security, maintenance and repairs, network expansion.</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>• Manages system accounting, and application software configuration.</td>
</tr>
<tr>
<td><a href="mailto:help@grit.ucsb.edu">help@grit.ucsb.edu</a></td>
<td>• Responsible for network services critical to operations including: web services, remote access, license servers, virtual infrastructure, data storage and file sharing services.</td>
</tr>
<tr>
<td>Hours: M-F (hours vary)</td>
<td></td>
</tr>
<tr>
<td>Michael Colee</td>
<td>• Responsible for defining, designing and implementing databases and websites</td>
</tr>
<tr>
<td>GRIT Director</td>
<td>• 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.</td>
</tr>
<tr>
<td>805.893.7348</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:help@grit.ucsb.edu">help@grit.ucsb.edu</a></td>
<td></td>
</tr>
<tr>
<td>Hours: M-F (hours vary)</td>
<td>on-site once per week</td>
</tr>
<tr>
<td>Michael Colee</td>
<td>• Director of General Research IT (GRIT)</td>
</tr>
<tr>
<td>GRIT Director</td>
<td>• 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.</td>
</tr>
</tbody>
</table>
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
  o Doctoral Advancement/Defenses
  o Petitions from Graduate Division
  o Master’s Degree processing
  o Annual Reviews
  o Written Exam Administration
- Assists with student events
- Coordinates departmental colloquium
- JDP - administrative questions
<table>
<thead>
<tr>
<th>John Huber</th>
<th>Timothy King</th>
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<tbody>
<tr>
<td>Contracts &amp; Grants Manager</td>
<td>Personnel &amp; Payroll Analyst</td>
</tr>
<tr>
<td>805.893.4996</td>
<td>805.893.4961</td>
</tr>
<tr>
<td><a href="mailto:jhuber@geog.ucsb.edu">jhuber@geog.ucsb.edu</a></td>
<td><a href="mailto:timothyking@ucsb.edu">timothyking@ucsb.edu</a></td>
</tr>
<tr>
<td><a href="mailto:proposals@geog.ucsb.edu">proposals@geog.ucsb.edu</a></td>
<td><a href="mailto:personnel@geog.ucsb.edu">personnel@geog.ucsb.edu</a></td>
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</table>

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

- **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**  

<table>
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<th>Timothy King</th>
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<tbody>
<tr>
<td>Personnel &amp; Payroll Analyst</td>
</tr>
<tr>
<td>805.893.4961</td>
</tr>
<tr>
<td><a href="mailto:timothyking@ucsb.edu">timothyking@ucsb.edu</a></td>
</tr>
<tr>
<td><a href="mailto:personnel@geog.ucsb.edu">personnel@geog.ucsb.edu</a></td>
</tr>
</tbody>
</table>

- 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)**
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
TBN - currently recruiting
Academic Personnel Analyst/
Space Management
805.893.5088
TBN@ucsb.edu
space@geog.ucsb.edu

Hours:
TBD

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