<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Area of Responsibility</th>
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<tbody>
<tr>
<td><strong>Alycia Lewis</strong></td>
<td>• Oversees all departmental operations:</td>
</tr>
<tr>
<td><strong>Business Officer</strong></td>
<td>o Academic Personnel</td>
</tr>
<tr>
<td><em>805.893.4980</em></td>
<td>o Human Resources</td>
</tr>
<tr>
<td><strong><a href="mailto:alycia@geog.ucsb.edu">alycia@geog.ucsb.edu</a></strong></td>
<td>o Student Affairs</td>
</tr>
<tr>
<td><strong>Hours:</strong></td>
<td>o Budget &amp; Finance</td>
</tr>
<tr>
<td>M-F 8am-5pm</td>
<td>o Contracts &amp; Grants</td>
</tr>
<tr>
<td><strong>Office:</strong></td>
<td>o IT/Building Operations &amp; Support</td>
</tr>
<tr>
<td>T,W,F Remote M,R</td>
<td>o EH&amp;S</td>
</tr>
<tr>
<td><strong>●</strong></td>
<td>o Procurement/Reimbursements</td>
</tr>
<tr>
<td><strong>Michael Bales</strong></td>
<td>• Manages building and office keys</td>
</tr>
<tr>
<td><strong>Systems Administrator</strong></td>
<td>• Curriculum Plan Coordinator</td>
</tr>
<tr>
<td><strong><a href="mailto:help@grit.ucsb.edu">help@grit.ucsb.edu</a></strong></td>
<td>• FTE Plan Coordinator</td>
</tr>
<tr>
<td><strong>Hours:</strong></td>
<td>• UC Path Administrator</td>
</tr>
<tr>
<td>M-F (hours vary)</td>
<td>• Back-up Department Safety Representative</td>
</tr>
<tr>
<td></td>
<td>• Defines, designs, and implements software and hardware, system upgrades, computer and network security, maintenance and repairs, network expansion.</td>
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<tr>
<td></td>
<td>• Manages system accounting, and application software configuration.</td>
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<tr>
<td></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>
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<tr>
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<td>• Responsible for defining, designing and implementing databases and websites</td>
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<tr>
<td></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>
</tbody>
</table>
Michael Colee
GRIT Director
805.893.7348
help@grit.ucsb.edu

Hours:
M-F (hours vary)
on-site once per week

- Director of General Research IT (GRIT)
- 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.

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
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Responsibilities</th>
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</table>
| **John Huber**    | **Contracts & Grants Manager**<br>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 |
| **Timothy King**  | **Personnel & Payroll Analyst**<br>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  
                          - UCRcruit 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

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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
Karla Leiva Palacios  
Academic Personnel Analyst/ 
Space Management  

805.893.5088  
karlaleivapalacios@ucsb.edu  
space@geog.ucsb.edu  

Hours:  
M-F 8am - 4:30pm  
Fully on-site  

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