

DIVISION OF SOCIAL SCIENCES

Obtaining Staff Assistance: Whom You Should Contact

DEAN'S OFFICE, DIVISION OF SOCIAL SCIENCES

Pamela Dewey, Executive Assistant to the Dean (pamdewey@ucsc.edu / 9-2919)

Under the direction of the Dean of Social Sciences, Pamela Dewey provides direct administrative, data driven, analytical support to the Dean in a wide variety of areas including special projects, academic programs administration, budgets (detailed expenditures and revenues and advice), correspondence, communications, operations, and fundraising. She also maintains the Dean's appointment calendar. She coordinates activities on the Dean's behalf, acts as a liaison to senior management across campus, oversees administrative support to the Dean and general Dean's office communication, independently identifies issues or problems within specific management and academic areas and within teaching and research areas, and formulates policy recommendations and strategies, prioritizes tasks, and works independently with a high degree of confidentiality.

ACADEMIC PLANNING AND RESEARCH

Dr. Kyle Eischen, Assistant Dean for Academic Planning and Research (eischen@ucsc.edu / 9- 4999)

Dr. Kyle Eischen oversees all aspects of academic planning and implementation within the division, and serves as both the inward contact for departments as well the external link to academic planning on a campus-wide level working with the Vice Provost of Academic Affairs and the Deans of the undergraduate and graduate divisions. His work includes long-term, strategic planning issues including new graduate and undergraduate program development, graduate growth and support, new courses and course revisions, program statements, external reviews, and classroom utilization. This also includes annual activities linked to temporary academic staffing (TAS) and curriculum leave planning (CLP), specifically overseeing temporary academic budgets (both requests and modifications), teaching assistant planning (including allocation and training), and coordinating the TAS allocation process. In addition, he monitors and provides academic data and analysis linked to overall campus and departmental growth and workload. Further, he coordinates with academic human resources on issues linked to curriculum and planning, including research fellowship and GSR questions, and lecturers. He oversees the curriculum and leave planning for faculty in the Division. Finally, he helps coordinate event planning in the Division.

On the research side, Kyle supervises government grants coordination involving more than 100 federal proposals totaling more than \$20 million dollars on average. As part of this process, he is the divisional liaison with the Office of Sponsored Projects and the Vice Chancellor of Research for matters linked to grant proposals, funding, and submission. In addition, he provides support for new research centers and initiatives (e.g., MOUs, funding strategies, operational needs, event planning), potential funding sources and opportunities (e.g., cross-divisional proposals, private foundations), and the general promotion and support of education and research.

Jill Esterás, Academic Planning and Curriculum Analyst (jesteras@ucsc.edu / 9-3995)

Jill Esterás supports the Division's academic and financial planning processes by providing in-depth, complex analyses and oversight of existing and proposed academic plans. In terms of academic planning and support, Jill provides analysis relating to new undergraduate and graduate initiatives, courses, and programs. She serves as the divisional contact for new initiatives and the first reviewer/editor of draft proposals, as well as provides analysis relating to establishing (and disestablishing) new undergraduate and graduate curriculum programs. A central activity is the analysis of programmatic resource allocations based on workloads, programmatic integrity, divisional priorities, and available funding. She also assists in preparing comprehensive, academic-related studies and analyses for internal use and in response to inquiries for institutional data from central offices, Office of the President, other campuses, institutions, government compliance agencies, etc.

A large proportion of Jill's work involves direct instructional program analysis and support. This involves being the central contact for divisional staff on campus systems and software, chiefly the Curriculum and Leave Planning and Online Course Approval databases. Jill oversees and works directly with departments on both their curriculum and leave (CLP) plans. Further, she coordinates the Temporary Academic Staffing (TAS) allocation/reconciliation budget process in conjunction with the Division's financial officer. On an annual basis, Jill coordinates, reviews, and submits all catalog copy including course material, faculty lists, and program and research center statements. She also independently oversees submission of the course scheduling for Social Sciences departments and programs, including large lecture scheduling. She is the divisional liaison to the Office of the Registrar.

Ashlee Tews, Director of Research Development (ashleeac@ucsc.edu / 9-1644)

Ashlee Tews provides research, editing, and facilitation of federal grant submissions by Social Sciences faculty and graduate students at the state, national, and international levels. On average, she handles 100 federal proposals totaling approximately over \$20 million dollars, along with continual oversight of past submissions. She directly works with faculty in each phase of the grant proposal process, including finding opportunities, facilitating editing, budget creation, coordination with campus units (including the Office of Sponsored Projects (OSP)), and collecting collateral materials. Central activities include the determination of program guidelines, policies and eligibility requirements, and coordinating with program officers. Ashlee provides division-wide grant training to faculty and graduates students on how to apply for grants. She works through the internal processes of the campus, as well as provides individual training to specific departments and subgroups in the Division as needed. She also identifies and disseminates weekly research funding opportunities to Division faculty and research centers. (Note that she does not write grant proposals.)

Ashlee assists in the management of the research funding process, chiefly preparing, analyzing, and estimating budgets with faculty, as well as consulting and coordinating with Division and campus staff regarding final budgets. She coordinates with OSP and expert use of OSP tools including Filemaker Pro, PPS, and Infoview. A central activity linked to but distinct from this interaction with OSP is serving as the go-to person for oversight, trouble-shooting, and coordination responsibilities for research funding pre- and post-proposal.

Joni White, Events Coordinator (joni@ucsc.edu / 2-7758)

Joni White provides event management services for the Division of Social Sciences including the Dean's Office, all eight academic departments, and divisional research centers. She serves as an advisor, coordinator and liaison with campus resources and in certain limited cases direct manager of both research and development related-events.

Joni is a central and on-going resource for both one-off questions (e.g. who has good catering? Who handles a certain room? Who does event filming on campus?) and overall event planning (e.g. full event check lists and guidance). Currently, Joni's hands-on event management focuses exclusively on events that are division-wide or division supported, particularly development related. She works with the Executive Assistant to the Dean and the University Relations Special Events Office to provide event support for donor and other high profile events. Outside her scope of work are events currently staffed directly or standard department activities (e.g. colloquia, annual student or alumni events, etc.), though she is available to consult or advise in these cases.

ACADEMIC PERSONNEL OFFICE

The Academic Personnel unit in the Division of Social Sciences serves eight academic departments, five colleges, and all of the Division's research units and principal investigators concerning all matters relating to academic personnel. The unit's responsibilities fall under six major areas:

1. Employment (e.g., recruitments, appointments, separations, visas, employment verification, etc.)

2. Advancement (e.g., merit and promotion reviews, retention cases, Unit 18 Excellence Reviews, etc.)
3. Benefits and Privileges (e.g., sabbatical and fellowship leaves, family, medical, and disability leaves, etc.)
4. Payroll and Salary Administration
5. Employee and Labor Relations
6. Data and Records Management (e.g., maintenance of academic staff files and multiple data systems such as DivData, PPS/payroll, Cruzpay, etc.)

Emily Johnson, Director of Academic Human Resources (ejohnso3@ucsc.edu / 9-2912)

Emily Johnson manages the Academic Personnel Office and is the direct supervisor of the AHR team. In her role as AHR Manager, she interprets and implements Division, campus, and system-wide policies pertaining to areas of academic personnel, payroll, employee and labor relations, and health and safety. It is also her responsibility to ensure that the unit meets the needs of its constituents. To this end, Emily initiates and oversees internal streamlining and process redesign efforts with input from divisional staff and faculty. She serves as the main contact for faculty and staff for all inquiries and actions concerning Senate, Emeriti, Adjunct, and Visiting Faculty.

Emily independently coordinates all senate academic personnel actions by closely working with the candidates, departments, and the campus Academic Personnel Office to answer questions or resolve issues involving individual cases, reviewing each file to ensure policy compliance, and providing the Dean an analysis of the major issues in each case.

Betsy Tyler, Academic Human Resources Manager (ebartlet@ucsc.edu / 9-5155)

In addition to her payroll duties, Betsy Tyler serves as the main contact for faculty and staff for all matters concerning non-senate/non-student academic employees (e.g., Lecturers, Specialists, Researchers, Post Docs, Academic Coordinators, etc.). In her role as the Academic Human Resources Coordinator, she provides staff and faculty advice on campus and system-wide policies, and she reviews each appointment/reappointment file to ensure policy compliance.

For non-senate and non-student academic appointments and reappointments, Betsy meets with each employee to complete the necessary employment documents and the federally mandated employee verification process. Also, working with the various divisional units, colleges, and the campus Academic Personnel Office, she oversees the temporary lecturer pools. She independently coordinates all non-senate academic personnel actions by working with the candidates, departments, and the Divisional Committee on Academic Personnel (DivCap) to answer questions or resolve issues with individual cases, reviewing each file to ensure policy compliance, and making sure that all non-senate personnel reviews are completed in a timely fashion and by the deadlines indicated by the campus.

Katherine Martinez, Academic Human Resources Analyst (kmartinez@ucsc.edu / 2-8046)

As a member of the division's Academic Personnel and Payroll team, Katherine serves as the main divisional contact for Senate faculty. She supports the Academic Personnel Manager with all personnel actions related to senate and temporary faculty on leave (sabbatical and professional development) and is one of two payroll preparers in the Division.

Hannah Lyde-Epperson, Academic Human Resources Specialist (hlydeep@ucsc.edu / 9-3994)

Mel Scanagatta, Academic Human Resources Specialist (mscanaga@ucsc.edu / 2-2328)

Hannah and Mel serve as the main contact for faculty and both divisional and campus staff for all matters concerning academic student employees (i.e., Teaching Assistants, Graduate Student Researchers, Graduate Student Instructors, Readers, and Tutors). In terms of non-senate employees on Cruzpay, specifically for all academic student appointments and reappointments, she meets with each employee to complete the necessary employment documents and the federally mandated employee verification process.

Hannah and Mel also manage both the biweekly and monthly payroll cycles for all academic employees submitting timesheets via the Cruzpay system (i.e., Readers, Tutors, Post Docs, Academic Coordinators, and

various research titles). In addition to Cruzpay payroll functions, they work one-on-one with individuals experiencing difficulties with the Cruzpay system. For international scholars who hold appointments without salary, they review all visa applications and work with the Department Managers, faculty sponsors, and the ISSS office staff to ensure that applications are complete and submitted by the required deadlines.

PLANNING AND RESOURCES MANAGEMENT

Vacant, Assistant Dean for Planning and Resources Management (-----@ucsc.edu / 9-3859)

The Assistant Dean for Planning and Resources Management oversees all aspects of resource planning and implementation within the Division, and serves as both the contact for departments and the external link to resource planning on a campus-wide level working with, for example, Staff Human Resources, Budget and Planning, Planning, Design and Construction, Information Technology and Services, and the Campus Police Department. S/he is also the divisional contact for any security related and safety issues that involve the Division.

The Assistant Dean for Planning and Resource Management is responsible for policy formulation, development and analysis for long term resource planning, staff human resources, labor relations, space, employee safety, facilities, media, operational management issues, and management of research administration and information technology. S/he provides assistance with long-term budget planning and issues related to divisional resource planning and strategy. S/he recommends changes in space allocation and building and remodeling projects (e.g., Social Sciences 3, the Hay Barn, and lab renovation). S/he recommends and may help negotiate space exchanges and is the Division's representative for any building projects. In addition, the Assistant Dean serves as the primary Division officer for staff human resources. S/he is responsible for information technology and makes decisions in collaboration with ITS regarding how computing resources are allocated.

The Assistant Dean for Planning and Resources Management works closely with the Division's Financial Operations Officer on matters relating to business and finance strategy, especially on development of long term financial scenarios. S/he works directly with Campus Space Planning and Planning, Design and Construction on capital project plans. S/he is the divisional diversity officer for staff and prepares and files the annual report and course of action. S/he organizes and convenes a monthly meeting with department managers and other key members of the administrative team ("KAM") for information sharing, decision making, and formulation of recommendations to the Dean.

Melissa De Witte, Digital Communications Manager (mdewitte@ucsc.edu / 502-7557)

Melissa De Witte creates website outward facing content and digital collateral that will engage the broad public, including graduate and undergraduate students, prospective students, parents, donors, academics, researchers, and lay audiences. The services are division focused on the "big picture" of social sciences and connect with the broader campus messaging. She offers technical support to create a structural foundation within which to communicate information to the general public through homepage fixes and branding, news items, profile articles, and social media promotion. Melissa also consults and executes initial site launches for sites that face the external world.

In order to engage her services for a website, you should have content ready to post including: a mission statement in simple language; welcome message; staff roster/bios; program overview; summary of discrete program elements; publications and initiatives; courses and certificates as applicable; and news and events. These materials should be assembled electronically and e-mailed directly to Melissa. Once the materials are all assembled your site will be ready in draft form in about six weeks, and ready to publish in another two weeks. Any additional assistance and materials may require negotiation and/or self-service.

Michael Edmonds, Division IT Liaison (medmonds@ucsc.edu / 9-3165)

Under shared leadership of ITS and the Assistant for Planning and Resources Management, Michael Edmonds leads IT staff members in pursuing the mission of the Social Sciences Computing Group. The Group optimizes the use of available resources within ITS and Social Sciences in achieving the following three objectives:

1. Work with faculty members and students in the Division to use information technology to enhance discipline-specific instruction and research objectives.
2. Develop and provide a stable, robust infrastructure that will support the current and expected instruction and research needs of the faculty and students of the Division and its departments, research centers, and programs.
3. Develop and provide a stable, robust infrastructure that will support the current and expected administrative needs of the staff of the Division and its departments, research centers, and programs.

Jose Gaona, Planning and Resources Analyst (jbgaona@ucsc.edu / 9-4749)

Jose Gaona provides support to the Division's staff human resources and financial planning processes by compiling data, performing complex analyses, developing strategies, and preparing reports and presentations for the Dean and the campus. He provides oversight and ensures compliance of Staff HR transactions, including hiring, compensation issues, management of the award programs, ensuring completion of the annual performance evaluations, etc. He provides reports and analysis for the Dean and the Assistant Dean for Planning and Resources Management regarding salary negotiations for hires and/or unit reorganizations.

Jose maintains expert knowledge, analysis, and implementation of, and ensures divisional compliance with, established campus and UC human resources policies and procedures and collective bargaining agreements with the unions. He serves as a local resource for Staff HR related topics. He provides assistance in managing divisional space, and he is responsible for the Division's annual space inventory as requested and required by Capital Planning. He also is responsible for maintenance and balancing of the staffing list as required by Planning and Budget. He acts in a number of building coordinator roles, including key assignment and liaison with the work-order desk for building maintenance and repair requests.

Tiffany Winslow, Facilities Coordinator (twinslow@ucsc.edu / 9-3218)

Tiffany Winslow is the facilities coordinator and physical security administrator for the Social Sciences Division's various departments and units. She supports the Assistant Dean for Planning and Resource Management with special project analysis, new building programming, and divisional space inventory. She facilitates the Division's needs in relation to building issues, modifications, and services obtained from Physical Plant. Tiffany also manages the Division's telephone and data services and maintains the Division's inventory equipment per UCOP policy. She is the Division's ergonomic coordinator and evaluator for faculty and staff ergonomic issues through workstation assessment and setups. She coordinates divisional furnishings: new and used, design services, purchasing, and relocations. Tiffany also authorizes and manages Division office and building security and coordinates moves (e.g., laboratory, faculty office, department, etc.) for the Division. She is the direct contact with the Fire Marshal, Physical Plant, Physical Planning and Construction, Environmental Health and Safety, and Police.

BUSINESS OFFICE

Diane Castle, Director of Finance (decastle@ucsc.edu / 9-4134)

Diane Castle oversees the Division's financial operations, is responsible for all aspects of financial administration within the Division, and serves as the primary, internal contact for departments as well the primary, external link to central campus business offices. She oversees the research administration office operations. She reviews and approves divisional and departmental transfers of funds, transfers of expense, requisitions, reimbursements, travel, and, with delegated signature authority from the Dean, approves all Division standard entertainment. She is responsible for ensuring that all year-end closing entries for the Division are completed within campus deadlines.

Diane provides input and analysis for short and long-range planning for the Division. Her work includes preparation of multi-year budget projections for the Division, analysis, development, and recommendations of strategies for the distribution of budget augmentations or reductions, and consultation with the Dean and Assistant Deans regarding the financial implications of possible actions under consideration. More generally,

she participates in all strategic planning and budget activities within the Division, providing financial perspective and advice. Diane supports the Division's academic planning process by providing financial decision-support information for Temporary Academic Staffing allocations, preparing financial information and analysis regarding departmental Temporary Academic Staffing budgets and expenditures, and ensuring that Division allocations of funds to departments are accurately reflected in campus financial systems.

Diane monitors and analyzes Division and department budget trends, advises the Dean and Assistant Deans of potential financial problems (and opportunities) and recommends solutions, and provides budget management support and advice to academic departments. She is responsible for the preparation and timely submission of reports required by central campus administration and UC Office of the President, including the Annual Curriculum and Leave Accounting Report, Annual Faculty Recruitment and Retention Report, Staff and Academic Staffing Lists, and Carryforward Report.

Vacant, Budget Specialist (-----@ucsc.edu / 2-7434)

Under the supervision of the Director of Finance, the Budget Specialist provides financial and administrative support for the Division and departments. S/he serves as a consultant to newly hired faculty regarding university policies and procedures related to faculty relocation and assists them with requisitions and reimbursements related to relocation expenses. The Budget Specialist serves as a resource for Division faculty and staff regarding travel, entertainment, and reimbursement policies and procedures and administers system access requests for campus enterprise business systems. S/he reviews reimbursement requests, entertainment, and travel forms submitted by faculty and staff to verify documentation and signatures, and to ensure compliance with UC and Division policies as well as adherence to federal and state tax reporting and withholding regulations.

The Budget Specialist also reviews departmental requests for transfers of expense and transfers of funds, and prepares journals and enters them into campus financial systems. S/he reviews Division financial reports and initiates Division journal entries for fiscal close and staffing list reconciliation. S/he maintains records and monitors allocations and expenditures to ensure that Division commitments of funds for various research-related purposes are properly accounted for, and initiates transfers of funds and transfers of expense to implement the Dean's decisions regarding the use of divisional research funds.

The Budget Specialist serves as Purchasing Card (ProCard) and Visa Travel Card Coordinator for the Division, maintaining appropriate documentation, serving as a resource to Division cardholders and supervisors on campus policies and procedures, and acting as liaison with central campus business units to help resolve policy/procedure compliance issues. S/he provides operational perspective in design, development, and implementation of divisional administrative and financial procedures.

Mark Silva, Manager, Research Administration (mssilva@ucsc.edu / 9-2124)

Mark Silva is directly responsible for the management of the Social Sciences Research Administration unit, which includes supervisory responsibility for four full-time Research Analyst positions (see below). The Research Analysts are key providers of research administrative services. Research Analyst assignments are based on a variety of factors and usually change once or twice each year. Mark has a number of management roles as well as functioning as a budget analyst: He oversees electronic and paper file structures for all required research related documentation; designs, implements, and maintains compliance related rules, policies, and procedures documentation; serves as divisional liaison and as a resource for all research administration and policy interpretation issues with all other campus units and funding agencies.

The activities of the research administration office include: direct administration of numerous contracts and grants, pre- and post-award budget oversight, financial management, and administration of all research related internal and extramural contracts, grants, and gifts. The office provides up-to-date expenditure tracking and forecasting to PIs and approves all PI expenditures to ensure appropriate internal and external control principles, rules, policies, and procedures are followed with the goal of preventing audit disallowances. The office ensures 100 percent compliance with federal ledger review requirements for PIs.

Research Analysts, Research Administration

Presently, there are three research analysts in the Division of Social Sciences:

- Shannon Mahoney (smahoney@ucsc.edu / 9-5120)
- Kim Durham (kimd@ucsc.edu / 9-1278)
- Ruoqing Xie (rxie4@ucsc.edu / 9-3215)

The research analyst assignments are based on the number of principal investigators (PIs), the number of awards/sub accounts, the total dollar amount of awards, and the number of federal awards. These factors are combined to arrive at an approximation of equal work load among the staff. Each research analyst performs a very similar collection of tasks that vary in complexity according to the faculty member and the type of award. Their specific principal tasks include:

- Budget analysis and guidance to faculty by applying university, state, federal, non-profit, and private sector rules, policies, and procedures;
- A review and recommended approval of all funding proposals;
- Guidance to faculty on how to navigate the campus and university bureaucracy;
- Approval for all faculty research reimbursements and expenditures to ensure they are reasonable, allowable, and allocable under campus and UC cost principles;
- Reports to faculty to ensure 100 percent ledger review compliance by sending InfoView and financial spreadsheet reports on a monthly, quarterly, or semi-annual basis;
- Assistance with budgeting, re-budgeting, and spending projections when required;
- Serve as divisional fiscal liaison with and coordination of relevant research related issues for all other campus units;
- Assess, troubleshoot, and problem solve unique issues as they arise.

Current assignments of the research analysts can be accessed at:

<http://socialsciences.ucsc.edu/about/research-administration/ra.assignments.html>

DEVELOPMENT OFFICE

As with other divisional development offices at UC Santa Cruz, development officers are part of the University Relations Philanthropy unit. There are currently three staff positions: Director of Development, Associate Director of Development, and Development Assistant. The Director of Development oversees the Division's Development Office staff and reports to the Director of Major Gifts in University Relations with a "dotted line" to the Dean.

The Development Office is primarily tasked with raising private support from individuals, private foundations, and corporations. The development staff formulates and implements comprehensive strategies to identify and cultivate high capacity individuals, builds engagement of these individuals with the Social Sciences Division, creates gift opportunities based on divisional priorities, formulates and coordinates fundraising strategies and solicitations, and determines appropriate recognition and stewardship plans for significant donors. The Development Office processes gifts of all sizes that come to the Division, coordinates stewardship of scholarships and awards for multiple departments, and provides departments and programs with special event, alumni outreach, thank you letter, and major donor support.

Anne Hayes, Director of Development (adhayes@ucsc.edu / 502-7274)

Anne Hayes strategically plans, develops, coordinates, implements, and evaluates a fund-raising program to secure and increase philanthropic support from individuals, corporations, and foundations for the academic priorities of the Division. Her major responsibilities include managing the campus's relationship with current Social Sciences Division donors and prospective donors who give or who are capable of making major gifts. She manages a portfolio focused primarily on cultivation, solicitation, and stewardship.

Anne works with University Relations to facilitate an integrated advancement plan for the Division, with specific emphasis on initiating a plan for Social Sciences development to identify and qualify new prospects. She also facilitates the connections between the trustees, other high-level volunteers, and academic

leaders with donors in the Social Sciences Division in order to help deepen their interest and involvement. She works closely with the Dean to support the Division's two Boards of Councilors, one in Northern California and the other in Southern California.

Anne oversees two staff members, an Associate Director of Development, and a Development Assistant, and she manages the Development Office's expense budget.

Nichole Silva, Associate Director of Development (nsilva@ucsc.edu / 831-459-3689)

Nichole's chief responsibility is building the university's relationship with current and prospective major gift donors in the Social Sciences. With support from University Relations, Nichole designs and implements comprehensive strategies to identify, cultivate, and steward high- and medium-capacity individuals, build engagement of these individuals, and create gift opportunities based on divisional and campus priorities. She formulates and coordinates fundraising strategies, determines appropriate stewardship plans for significant donors, and involves the trustees, other high-level volunteers, and academic leaders in connecting these donors to the division and campus to deepen their interest and involvement.

Nichole manages a portfolio of 150 people, most of whom are prospective major gift donors. Her time is spent primarily in the field, meeting with prospective donors to determine their inclination and ability to give to the university and maintaining those relationships as appropriate. She also supports the Director of Development in managing existing relationships, responding to opportunities, and handling gifts.

Melody Korkos, Development Assistant (mkorkos@ucsc.edu / 831-459-3857)

Melody Korkos assists with a broad range of administrative, fundraising, outreach, event, and programmatic activities. She coordinates the preparation of correspondence and reports related to proposals, grants, gifts, pledges, donor recognition, stewardship, and other activities, including impact reports for student awards and content for the divisional newsletter. She supports donor cultivation, donor recognition, and special events by planning, organizing, making arrangements, and providing administrative or other on-site assistance. She receives and processes gifts and works with divisional research accountants and University Relations gift administration in designating gifts appropriately. She composes donor acknowledgment letters for the Dean's (or others') signature. Melody assists in the development and coordination of mailing lists for newsletters, invitations, and events across the Division. She works directly with Department Managers and Chairs to provide a variety of reports, financial and gift information, and assistance in annual-level appeals and outreach activities. She handles all aspects of office management, including independent monitoring of the office budget, and oversees student workers in the office.