



Marisela Marquez  
AS Executive Director

## Advisory Support

## Administration



Elizabeth Robinson  
Associate Director  
for Media Services



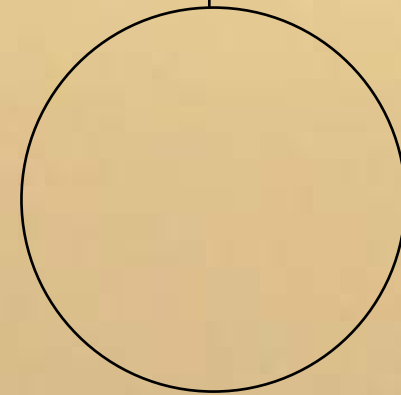
Aaron Jones  
Associate Director for  
Community Affairs



Marilyn Dukes  
Associate Director for  
Student Programs



Flo Nocar  
Assistant Director for  
Government Affairs



vacant  
Financial Policy Liaison



Cerita Bickelmann  
Financial Literacy  
Project Coordinator



Tuyen Nguyen  
Service Development  
Project Coordinator



Mahader Tesfai  
Living History Project  
Coordinator



Cindy Lopez  
Assoc. Director  
of Admin



Frankie Pike  
Web Developer



Judy Ann Dutcher  
Web Developer



Denise Rinaldi  
Project Manager



Beth Ramone  
Senior Artist



Claudia Alphin  
Financial Officer



Michael Rogers  
Business Services  
Manager



Sarah Siedschlag  
Recycling Coordinator



Jesse Armann  
Office Coordinator



Freddie Mercer  
Ticket Office Manager



Andrew Doerr  
Publications Coord.



Sean Lieberman  
Computer Technician



Ruth Garcia Guevara  
Comm Volunteer Coord



Scott Bull  
Environmental  
Programs Advisor



Hilary Kleger  
IV Community Advisor



Jose Raygosa  
IVTU/LRC Coord.  
AR/AP Coordinator



Allina Mojarro  
Outreach Coordinator



David Salmon  
ASBS Service  
Coordinator



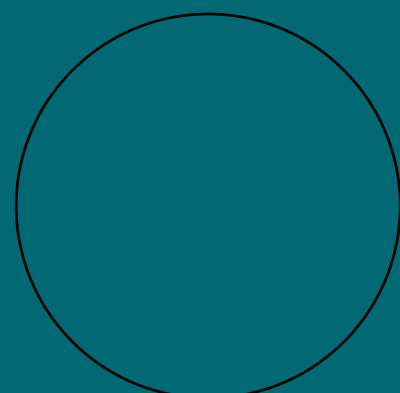
Kathleen Versola  
Publications Assistant



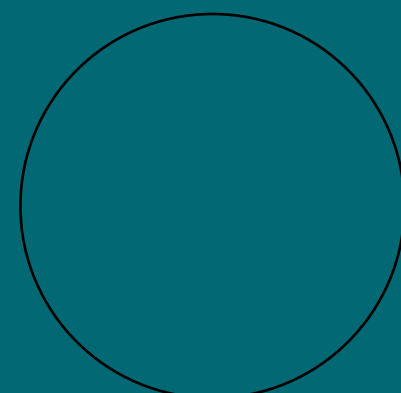
Matthew McClintock  
Desktop Support &  
Web Development



Monica Lopez  
Media Center Adviser



vacant  
KCSB News Director



vacant  
KCSB Chief Engineer



Ted Coe  
KCSB  
Development Coor.

# A.S. Staff 2012



# Managers



**Marisela Marquez**  
**AS Executive Director**

*phone 893-4141*

Responsible for all fiscal management, staff personnel and legal matters of a complex student government organization with an annual budget of over \$9 million and comprising elected student executive officers and legislative council, appointed student boards and committees, advisory and administrative staff, business enterprises, and student services. Oversees the enforcement of all Associated Students policies and procedures. Oversees election of and serves as principal advisor to elected student Executive Officers and Legislative Council; advises student boards and committees such as A.S. Judicial Council. Serves as advocate of Associated Students interests and concerns.

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# Managers



**Marilyn Dukes**  
**Associate Director for Student Programs**

*phone 893-3536*

**Who do I advise?**

- AS Program Board
- Womyn's Commission
- Take Back the Night
- Herstory
- Media Relations
- Rally Committee

**Campus committees:**

- Professional Development Committee for Associated Students staff
- UCen Governance Board
- UCen Programming Committee
- UCen Marketing
- ECen Advisory Board
- Major Events
- UCSB Operational Effectiveness Workgroup
- UCOP Student Liability Workgroup

**What can I do for students?** Program planning, contract information, risk management/insurance information

**What other duties do I have?**

- Work on contracting for the department and insurance issues for the department.
- Supervise the Sr. Artist
- I do event planning with registered student organizations as requested and read admissions applications during Winter Quarter for the Office of Admissions.

**Where is my desk?** 1519C--First floor inside the AS Program Board office

**When is a good time to drop in?** In the mornings--I have a lot of meetings, so e-mailing me in advance is helpful.

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# Managers



## Aaron Jones

### Associate Director for Community Affairs

phone 893-4296

**Who do I advise?** Directly, I advise:

- Academic Affairs Board (AAB)

As the ADCA, I am also the manager responsible for the following areas that are directly advised by Allina, Hilary, Ruth and Scott:

- Community Affairs Board (CAB)
- Coastal Fund
- Environmental Affairs Board (EAB)
- Bicycle Improvement Keeps Everyone Safe (BIKES)
- IV Community Relations Committee (IVCRC)
- IV Tenants Union (IVTU)
- America Reads/America Counts Tutorial Program.

As well, I am the staff lead on local matters, working specifically with the External Vice President for Local Affairs on a variety of inter-related community matters.

#### Campus committees:

- Campus Elections Committee
- Alcohol and Other Drug Awareness Task Force
- Center for Black Studies Advisory Committee
- An occasional campus-wide search committee or two.

**What can I do for students?** I am a campus, community historical resource for students. Remember Morgan Freeman's character in the movie Shawshank Redemption?

#### What other duties do I have?

I am the staff point person on matters dealing with AS space assessment, allocation and advancement.

**Where is my desk?** UCen Room 2523B

**When is a good time to drop in?** I'm in and out of the office frequently, so it's best to call or email to set a time to meet. Otherwise, I'm around.

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# Managers



## Cindy Lopez

### Associate Director of Administration

phone 893-3374

Under general direction of the Associated Students Executive Director, develops and implements administrative policies and directs daily financial aspects of Associated Students, including supervision of staff and activities of A.S. Administration Office. Oversees all A.S. Business Services and Enterprises. Responsible for long range planning, analysis, organization, purchasing, expenditure control, space utilization and equipment security. Responsible for the research, development, and formation of budgets and administration of any new student services. Responsible for A.S. financial management, including A.S. Capital Reserves of over 1.5 million dollars. Directs managers of A.S. enterprises in expected cash handling and accounting procedures, and in following University and Associated Students Policies and Procedures. On a daily basis, troubleshoots issues related to the daily business operations of the department, using independent judgment and decision-making authority to resolve situations as they arise.

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## Flo Nocar

### Assistant Director for Government Affairs

**Who do I advise?** A.S. Executive Officers and A.S. Senators

**Campus committees:** Investment Advisory Committee

**What can I do for students?** I conduct research and analysis concerning: local, state and federal laws, parliamentary procedure, UC Policies and Practices, the A.S. Legal Code, and A.S. Financial Policies.

**What other duties do I have?** I facilitate student government leadership, shared governance, student advocacy, mediate conflict and facilitate communication among A.S. group members.

**Where is my desk?** Main Office, UCEN 1523

**When is a good time to drop in?** Monday - Friday 8:30am-5:30pm. I also hold office hours 2pm-4pm every Monday.

# Managers



## Elizabeth Robinson

### Associate Director for Media Services

*phone 893-3921*

**Who do I advise?** KCSB, KCSB Media Center, The Bottom Line, Students for Justice for Palestine, Human Rights org.

### Campus committees:

MCC Board, UCSB Emergency Planning Committee, Student Affairs Managers, Women's Center Advisory Board

**What can I do for students?** Advise on all aspects of media, particularly careers in media, audio production, international issues What other duties do I have? AS Managers group, philanthropic giving, budget preparation assistance for student orgs.

**Where is my desk?** 1055 Storke Communication Building (under Storke Tower)

**When is a good time to drop in?** Tuesday, Wednesday, Thursday afternoons. A phone call or email for an appointment is more reliable.



## Denise Rinaldi

### Associate Director for Special Projects

*phone 893-4141*

**Who do I advise?** Constitution and By-laws  
Campus committees: Chancellor's Staff Advisory Committee (CSAC)

### What can I do for students?

- Provide information about job descriptions and Human Resources
- Provide information and update for the Legal Code
- Update email lists
- Annual Awards process

### What other duties do I have?

Special Projects of many kinds

**Where is my desk?** Upstairs in the Administration Office

**When is a good time to drop in?** I am generally in the office from 7:30 am until 2pm

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# Staff



## Claudia Rae Alphin

### Financial Officer

*phone 893-3374*

**Who do I advise?** Students and Staff re: Payroll issues, and liaison with HR Benefits

### Campus committees:

I have served on the following committee's: EH&S Emergency Assessment Team, Professional Development Conference for Student Affairs Committee, past RAPE Crisis team member, I was a board member of March of Dimes thru CAB.

### What can I do for students?

- I can activate their access card's and key them into AS Building Doors. Doors, approval form needed, signed by their Advisor, and the student requesting.
- I am the Payroll Administrator for AS. After an individual gets hired, the employee will come to AS Admin for a powerpoint orientation about AS services and safety, and required payroll forms are done as well.
- I am always available to answer questions re: AS Admin in general, Payroll, or Keys.

### What other duties do I have?

I coordinate the External Audit that is required every year, I am the BKM liaison re: invoices and contact in AS.

**Where is my desk?** My office located in AS Administration, 2537D

**When is a good time to drop in?** Business hours, no appointment needed.

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# Staff



**Jesse Armann**  
**Office Coordinator,**  
**AS Administration & Accounting**

*phone 893-3374*

**Who do I advise?** AS Admin student receptionists

**What can I do for students?** Process purchase orders, journal entries, EOP grants, childcare grants, reimbursement checks, vendor checks & print financial reports.

**What other duties do I have?** I assist the AS Cashiers/ Ticket office manager with processing deposits for that office and maintain the overall organization of the AS Admin office.

**Where is my desk?** AS Admin Room 2537C

**When is a good time to drop in?** Normal business hours



**Cerita Bickelmann**  
**Financial Literacy Project Coordinator**

*phone 893-2566*

**Who do I advise?**

- Legislative Council
- Committee on Committees

**What can I do for students?**

Provide financial education and resources to undergraduate students and act as a resource for student government administrative and policy matters.

**What other duties do I have?**

- Co-supervising the AS Main Office
- Updating student staff manuals
- Assisting on Legislative Council Special Projects where necessary

**Where is my desk?** UCEN 2533

**When is a good time to drop in?** M, T, R, F 1-5pm

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# Staff



**Scott Bull**  
**Advisor, Coastal Fund**

*phone 893-5166*

**Who do I advise?**

- \* Coastal Fund
- \* Environmental Affairs Board
- \* B.I.K.E.S.

**What can I do for students?**

- \* Provide links and networks to community organizations and governmental agencies
- \* Address any campus bike system (path and parking) issue
- \* Provide direct involvement in local and current environmental issues or campus sustainability programs
- \* Assist in Philanthropic Giving and grant-making

**Where is my desk?** Ucen Room 2521

**When is a good time to drop in?** normal business hours

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# Staff



## Ted Coe

### KCSB Development Coordinator

*phone 893-3921*

**Who do I advise?** KCSB 91.9 FM Executive Committee and KCSB-FM volunteers, more generally.

**Campus committees:** Associated Students staff Professional Development Committee; KCSB marketing committee; A.S. and KCSB hiring committees.

**What can I do for students?** I advise on a range of concerns: media/entertainment industry careers; fundraising/development & promotions/marketing; special projects/events; audio production; alumni outreach; community-media issues.

**What other duties do I have?** A.S. awards committee, philanthropic giving, budget preparation assistance for student organizations.

**Where is my desk?** 1055 Storke Communication Building (under Storke Tower).

**When is a good time to drop in?** Monday afternoons, most any time on Tuesdays-Fridays, but preferably email or call for an appointment, as meetings or other duties might take me away from my desk.



## Andy Doerr

### Publications Coordinator

*phone 893-4471*

#### Campus committees:

- Student Affairs Student Staff Divisional Meeting Planning Committee, Chair
- Campus Childcare Advisory Committee

#### What can I do for students?

- A.S. Annual Report
- Historical research projects

#### What other duties do I have?

- Department Safety Representative
- Emergency Preparedness
- Photography

**Where is my desk?** UCen Room 2537 A (A.S. Admin.)

**When is a good time to drop in?** Normal business hours

# Staff



## JudyAnn Dutcher

### Web Developer

*phone 893-5422*

#### What can I do for students?

- \* Web design and development for AS groups
- \* Business Card creation for AS groups
- \* Teach Adobe Suite to AS students
- \* Promote AS activities through AS social media outlets

#### What other duties do I have?

Print design projects as needed

**Where is my desk?** AS Annex building 434

**When is a good time to drop in?** 8AM-noon M-F



## Ruth Garcia Guevara

### Community Volunteer Coordinator

*phone 893-4296*

#### Who do I advise?

- \* Community Affairs Board
- \* Isla Vista Community Relations Committee
- \* Elections
- \* Childcare Grants
- \* Community Affairs Board Foundation

**Campus committees:** Campus Elections Committee

#### What can I do for students?

- \* Advise students in volunteer recruitment and retention
- \* Volunteer, non profit and community development resources
- \* Primary contact for AS elections

#### What other duties do I have?

- \* Assist with America Reads/Counts program
- \* CAB Alternative breaks staff contact

**Where is my desk?** UCen 2523

**When is a good time to drop in?** Business hours, or make an appointment

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# Staff



**Hilary Kleger**  
**Isla Vista Community Advisor**

*phone 968-6704*

**Who do I advise?**

- \* Isla Vista Tenants Union (IVTU)
- \* Commission on Student Well-being (COSWB)

**What can I do for students?**

- \* Liaison between students and IV Community, County of Santa Barbara
- \* Provide opportunities for students e.g. connect students to work on collaborative Community projects
- \* Provide direct involvement in local housing issues
- \* Assit with program development and event planning

**What other duties do I have?**

- \* Emergency planning for IV
- \* Represent AS/IVTU in community meetings

**Where is my desk?** VTU - above Grafikart, stairs in the back

**When is a good time to drop in?** Business hours, or make an appointment



**Sean Lieberman**  
**Computer Technician**

*phone 893-8824*

**Who do I advise?** Tech Committee

**Campus committees:**

Professional Development Committee (Student Affairs)

**What can I do for students?**

- \* Set up and fix computers
- \* Create accounts for emails, lists and groups

**What other duties do I have?**

- \* Photographer
- \* Maintain all computer systems throughout department
- \* Webmaster

**Where is my desk?** UCEN 2519

**When is a good time to drop in?** regular business hours

# Staff



**Monica Lopez**  
**KCSB Media Center Advisor**

*phone 893-5422*

**Who do I advise?**

- \* KCSB Media Center (video production and broadcast journalism training)
- \* The Bottom Line (weekly campus news outlet in print and online)

**What can I do for students?** I provide a hands-on introduction to news reporting and broadcast field production for students with a general interest in journalism. I can also offer close guidance and mentorship on in-depth enterprise and investigative reporting projects for more experienced student reporters with a strong interest in journalism. I also provide general assistance in navigating departments within A.S.

**What other duties do I have?** As an employee of A.S. with a focus on media, I spend a portion of my time at KCSB-FM-- UCSB's student-run radio station. I also occasionally produce public affairs and news programming when time permits.

**Where is my desk?** I work in the A.S. Annex, Bldg. 434.

**When is a good time to drop in?** In Winter 2011, I am generally reachable during regular business hours. Hint: I check my email about 25 times a day.



**Matthew McClintock**  
**Desktop Support and Web Development**

*phone 893-xxxx*

**What can I do for Students?**

- \* Develop interactivity for A.S. group websites.
- \* Provide general desktop computer support.

**What other duties do I have?**

Web application development.

**Campus committees:** Web Standards Committee

**Where is my desk?**UCEN 2533

**When is a good time to drop in?** Contact me through the Technical Support form or via email, as my schedule is irregular.

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# Staff



## Allina Mojarro

### America Reads Outreach Coordinator

*phone 893-4296*

**Who do I advise?** America Reads America Counts

#### What can I do for students?

In coordination with Community Affairs I train and supervise tutors that work in local elementary schools and after school programs in Isla Vista, Goleta, and Santa Barbara schools.

#### What other duties do I have?

Provide monthly educational trainings to tutors, and help place volunteers in local school and community sites.

**Where is my desk?** Community Affairs Board (CAB) Office UCEN 2523

**When is a good time to drop in?** Usual Business Hours

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## Freddie Mercer

### Ticket Office Manager

*phone 893-2064*

**Who do I Advise?** Cashiers

**What can I do for Students?** Help organize the selling of tickets for events on campus.

**Where is my desk?** UCEN 2533

**When is a good time to drop in?** Between 10am-4pm.

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# Staff



## Tuyen Nguyen

### Service Development Project Coordinator

*phone 968-7765*

#### Who do I advise?

A.S. Business Services Committee

A.S. Recycling

A.S. Recycling Committee

Department of Public Worms

#### What can I do for students?

- Assist students on planning programs and events
- Work with students on current and future business-services services
- Provide institution memory of Associated Students
- Connect students with other resources on campus

#### What other duties do I have?

- Manage A.S. Recycling in the Eucalyptus Grove
- Work with the A.S. Food Bank and A.S. Book Bank

#### Where is my desk? When is a good time to drop in?

I am in the A.S. Recycling Office in the Morning and in the A.S. Main Office in the afternoon. It is best to email me and schedule a time as the schedule is subject to change. I check my email regularly.



# Staff



## Frankie Pike

### Web Developer

#### What can I do for students?

- \* Provide interactivity to group websites

#### What other duties do I have?

- \* Program web applicatons

#### Where is my desk?

off campus

#### When is a good time to drop in?

contact me through the Services Request Form

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## Beth Ramone

### Senior Artist

*phone 893-3536*

#### What can I do for students?

- \* Create graphics

#### What other duties do I have?

- \* Create AS graphics

#### Where is my desk?

UCEN 2519

#### When is a good time to drop in?

business hours

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# Staff



## Jose Raygoza

### AR/AP Coordinator & IV Office Coordinator

*phone 968-6704*

#### Campus committees:

- \* Chancellor's Staff Advisory Committee (CSAC)
- \* CSAC Staff Issues Sub-Committie
- \* Coalition of University Employees- Teamsters

**What can I do for students?** Provide financial reports for their BCCs, follow up on requisitions, help search AS financial policies, answer general tenant/landlord questions, schedule the IV Office for a meeting, provide administrative support for students of the IVTU and LRC, translate documents from Spanish to English and visa-a-versa, and provide institutional memory.

#### What other duties do I have?

- \* General administrative support to IVTU, IV Community Advisor, LRC, and Assoc. Dir. of Community Affairs.
- \* Provide intake services for tenants and clients including monolingual (Spanish) tenant in the IV community.
- \* Administer daily accounting operations of all AS funded organizations

**Where is my desk?** One is the the AR/AP Coordinator desk at AS Administration, and the other is a shared work desk that is the reception desk of the IV Office.

**When is a good time to drop in?** 9-1 at the IV Office. I'm also available 130-530 at AS Administration. You can also schedule a meeting with me to avoid conflicting schedules.

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# Staff



**Mike Rogers**  
**Business Services Manager**

*phone 893-4471*

**What can I do for students?**

- \* Print flyers, tickets, brochures

**What other duties do I have?**

- \* Provide service at the AS Bike Shop

**Where is my desk?** AS Publications, AS Bike Shop

**When is a good time to drop in?** AM in Publications Office, PM at AS Bike Shop

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**David Salmon**  
**Bike Shop Service Coordinator**

*phone 893-3610*

**What can I do for students?**

- \* Teach bike safety and maintenance
- \* Repair bikes

**What other duties do I have?**

- \* Manager of the bike shop
- \* Inventory and purchasing
- \* Student employee supervision

**Where is my desk?** Bike Shop

**When is a good time to drop in?** M-Th 10am-5pm

# Staff



**Sarah Siedschlag**  
**Recycling Program Coordinator**

*phone 893-7765*

**Who do I advise?**

- Recycling
- Department of Public Worms

**What can I do for students?**

- Connect students with recycling and sustainability resources on campus
- Help coordinate special pickups and events

**Where is my desk?** A.S. Recycling Office

**When is a good time to drop in?** Business hours



**Mahader Tesfai**  
**Living History Project Coordinator**

*phone 893-4717*

**Who do I advise?** S.C.O.R.E.

- Student Lobby
- Queer Commission
- Student Initated Recruitment and Retention Center
- Human Rights Board

**What can I do for students?**

- Work with all students to get them involved in Associated Students.
- Advise student groups in putting on dynamic and meaningful programing.
- Listen to students needs and concerns and share my ideas and insights
- Help students navigate university policy and resources.

**What other duties do I have?** I also assist in A.S. Elections and philanthropic giving.Admin office.

**Where is my desk?** UCEN 2533

**When is a good time to drop in?** Drop in anytime during the day [9-5pm] and feel free to call or e-mail me to set up a time to meet.

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# Staff



## **Robin Unander**

### **ASLRC Attorney**

*phone 893-4246*

Robin is an attorney at the AS Legal Resource Center. The office provides legal consultation, coaching, and workshops for all undergrads and grad students at UCSB.

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## **Kathleen Versola**

### **A. S. Publications Assistant Manager**

*phone 893-4471*

**Who do I advise?** Kapatirang Pilipino

**What can I do for students?** Take care of all their printing and bindery needs.

**What other duties do I have?** I'm also in charge of Maintenance for 6 buildings and taking care of all Department Furniture needs.

**Where is my desk?** AS Pubs office UCen 1531

**When is a good time to drop in?** M-F business hours or email

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