

May 2023

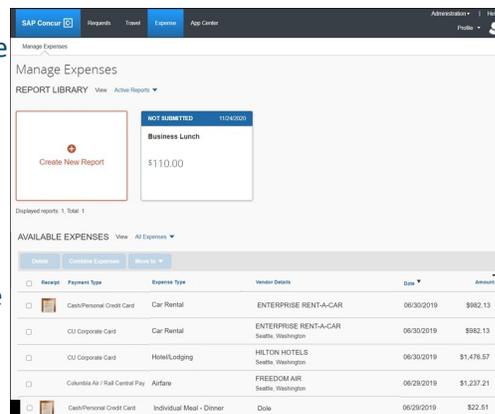
Reminders, Updates, & News

Reminders

Travelers & Entertainers

When traveling on official University business, UC staff are covered under the UC Business Travel Accident Insurance Program. Ensure that all travel requests are approved prior to traveling to ensure coverage. With that said, requests should be submitted *at least 2 weeks* prior to the start of your travel. See our [ES Travel Page](#) for step by step instructions.

Mileage: When private vehicles are used on University business, it is required that employees have adequate Liability Insurance coverage. Be sure to provide the appropriate evidence to your department’s respective delegate as they will review mileage reimbursements upon submission in Concur. Please note that you should Confirm Liability Insurance and provide License Plate information in the (NEW) appropriate fields in Concur.



T/E Card Holders: Be careful in saving your Travel & Entertainment Corporate Card for automatic payments for online sites (ex. Amazon or Starbucks). While it is appropriate to make online payments for UC Travel or Entertainment, you’ll want to ensure that you don’t accidentally charge the card for personal expenses. If you happen to charge the card with personal expense, please be sure to follow instructions on [How To Return University Funds](#).

2023 Commencement - Staff Participation

Your assistance is needed for the successful implementation of this year's Commencement ceremonies on June 16, 17 and 18, 2023. There are a variety of ways that you can participate in this festive weekend of celebration. Fill out the [2023 Commencement Staff Participation sign-up form](#) by May 19, 2023. Supervisor approval is *required*.



Timekeeping

Monday, May 29, 2023 is an observed campus holiday.

Biweekly timecards for the pay period ending on Saturday, May 27, 2023 should be completed before the end of the day on **Friday, May 26, 2023** to allow enough time for review and sign-off before the deadline. If anybody is approved to work any hours over the weekend and will complete their timecard on Saturday, May 27, 2023, please connect with Kelly Casson (kcasson@ucsb.edu) so that she is aware.

Updates

Zoom Phone Migrations

Migration for the Registrar, Office of Financial Aid & Scholarships, and SA Grants & Development have been rescheduled. Our new go-live date is [Friday, May 26, 2023](#).

Be sure to visit the [Campus Telephony Refresh Project site](#) for more information.

Space Update

[Rebecca Segundo](#) has moved into 1105C SAASB in the Office of the Registrar.

News

Welcome to Enrollment Services Angel, Arleth & Martin!

[Angel Orozco](#) has joined the Early Academic Outreach Program as the new *College Site-Coordinator for Hueneme High School!*

[Arleth Real](#) has joined the Office of Financial Aid & Scholarships as a new *Financial Aid Advisor!*

[Martin Hurtado](#) has joined the Office of Financial Aid & Scholarships as the new *Promise Scholar Assistant Director!*



Staffing Update

[Alexis Guerra](#) has accepted the role of *Assistant Director* for the Office of Financial Aid & Scholarships. Her first day in her new position will be Monday, May 22, 2023!

CONGRATULATIONS

To our Margaret T. Getman and William J. Villa Service to Students Awards Nominees and Recipients:

- ❖ Natalie Armistead (FINC, MTG Nominee)
- ❖ Food Security & Basic Needs (CSUS, WJV Recipient)

The nominees and recipients will be honored during the [SA Divisional Meeting](#) on *Wednesday, May 24, 2023*, from 9 to 11 a.m. in *Corwin Pavilion*

To our PWA Unsung Hero/ine Award Winners:

- ❖ Katie Maynard (CSUS)
- ❖ Sarah Parsons (REGT, awarded posthumously and accepted by her husband Brian Parsons)

The recipients were recognized during the Chancellor's Staff Celebration week lunch on Wednesday, May, 10, 2023, and at the PWA Annual Conference on Thursday, May 11, 2023.



To those who have completed the Supervisory Certificate Program:

- ❖ Brenda McGowan (ADMS)
- ❖ Holly Chadwin (ADMS)
- ❖ Kimberly Bell-Fitch (REGT)

The recipients were recognized during the Chancellor's Staff Celebration week lunch on Wednesday, May, 10, 2023.

To those who reached a milestone between May 1, 2022 and April 1, 2023:

- ❖ Donna Coyne (ADMS, 25 years)
- ❖ Cuca Acosta (ADMS, 20 years)
- ❖ Rosa Martinez (EAOP, 20 years)
- ❖ Mike Miller (REGT, 20 years)
- ❖ Raquel Mostue (REGT, 20 years)
- ❖ Sara Cook (REGT, 15 years)
- ❖ Nathan Cook (FINC, 15 years)
- ❖ Nicole Dominguez (FINC, 15 years)
- ❖ Luke Lindquist (REGT, 15 years)
- ❖ Sean Woods (REGT, 15 years)
- ❖ Christina Gutierrez (FINC, 10 years)
- ❖ Josephine Miller (FINC, 10 years)
- ❖ Aaron Rivera (ADMS, 10 years)

The recipients were recognized during the Service Milestone Reception on Monday, May, 15, 2023.

More To Look Forward To..

The **Promise Scholar Program** recently received *two major gifts* to support students and expand the program. The first gift was for \$775,000, which was the largest immediate use private gift ever received by the Division of Student Affairs. Last month, the program also received a \$2 million estate gift that will be turned into an endowed fund to support students in perpetuity.

THANK YOU to our development colleagues for their partnership as we continue to work hard to bring new gifts into the Enrollment Services cluster!

Open Positions in Enrollment Services

EAOP

Position 52754 _ [Event & Parent Services Coordinator](#)

Position 53362 _ [Assistant Director for the Early Academic Outreach Program](#)

FINC

Position 52287 _ [Financial Analyst 2](#)

Position 52926 _ [Business Systems Analyst 2](#) (2 Positions Available)

Interested parties should visit <https://www.jobs.ucsb.edu/> to apply.