



**TO:** Earth Sciences Faculty, Student and Staff

**FROM:** Soyoung Carpenter

**DATE:** August 18th, 2024

**SUBJECT:** Getting to know the School of Earth Sciences staff

Welcome incoming students and welcome back current/returning students, faculty, and staff. I have listed a summary of the responsibilities of the school's staff.

To schedule school **Conference Rooms** and **Computer lab** listed below, please submit a request using the Earth Sciences Website

[Earth Sciences CONFERENCE ROOM and COMPUTER LAB reservation \( ML291, ML233, OR020, ML356\)](#)

- 233 Mendenhall Laboratory
- 291 Mendenhall Laboratory
- 02D Orton Hall
- 356 Mendenhall Laboratory (Computer lab)

**Carol Bitzinger** (*ASC Grants and Contract Specialist*) - 200F Mendenhall Laboratory

[bitzinger.1@osu.edu](mailto:bitzinger.1@osu.edu)

- The designated ASC Grants and Contract Specialist for the School of Earth Sciences.
- Handle pre and post award activities.
- Develop proposals, financial forecasting, and effort planning.
- The Specialist will collaborate with Department, College, and Office of Research staff to make sure that all grant activities are compliant under all relevant policies, procedures, and best practices.

**Soyoung Carpenter** (*School Manager*)-275N Mendenhall Laboratory-Main Office (614-688-2884)

[carpenter.634@osu.edu](mailto:carpenter.634@osu.edu)

- Oversees administrative operations of Earth Sciences.
- Manages School Budget and Financials.
- Reviews and approves Travel, Procurement, and Reimbursement requests.
- Mendenhall Laboratory building coordinator.
- Maintains E-mail list.
- Maintains BUCKID access requests.
- Administrative contact for Friends of Orton Grant award.
- Administrative contact for Spring Banquet Awards.
- Administrative contact for Bownocker Lecturer
- Help maintain School Website.

**Brent Curtiss** (*ASC Technology Systems Manager*) – 230C Mendenhall Laboratory (614-688-3758)

[ascstech@osu.edu](mailto:ascstech@osu.edu)

- The designated ASC Technology Systems Manager for the School of Earth Sciences. He handles IT-related requests for the school.
- Software purchases and requests.
- Computer hardware purchases.

**Patti Dittoe** (*Geology Library Supervisor - Building Coordinator for Orton Hall*) – 180 Orton Hall

[dittoe.1@osu.edu](mailto:dittoe.1@osu.edu)



- Building Coordinator for Orton Hall.
- Main contact for the Geology Library.

**Dale Gnidovec** (*Orton Museum Collection Manager*) [gnidovec.1@osu.edu](mailto:gnidovec.1@osu.edu)

- Caring for over 50,000 rocks, minerals, and fossils, making sure the specimens available for teaching, research & display.
- Give guided tours of the exhibit hall for school classes, Scouts, OSU students & staff, and other groups.
- Identify rocks, minerals, fossils, teeth, and bones for the public.
- Giving talks and hosting tables of Museum specimens at schools, parks, nature centers, libraries, and retirement communities.

**Luis Lara** (*Financial Operations Coordinator*)–275K Mendenhall Laboratory-Main Office (614-697-3086) [lara.54@osu.edu](mailto:lara.54@osu.edu)

- Manages School Purchasing Card Manager
- Administrative contact for Earth Sciences Purchasing and Travel related to school teaching and outreach activities.
- Administrative contact for 8898 Seminars.
- Manages School Van arrangements/inquiries.
- Asset manager for Equipment/Inventory/Surplus.
- Work with ASC IT on Data security compliance with export controls for portal equipment.

**Samantha Newsome** (*HR Consultant*)– [newsome.136@osu.edu](mailto:newsome.136@osu.edu)

- Designated HR person for the School of Earth Sciences related to staff and faculty hire. She handles HR related requests for the school and the university.
- All HR and payroll inquiries should be directed to [HR Connection](#), Ohio State's shared services operation and primary point of contact for HR and Payroll needs. Active Ohio State employees may reach HR Connection via phone, email or through the HR Connection Portal. Non-active employees and vendors may contact HR Connection via phone and email.

**Cristina Millan** (*Lecturer*) [millan.2@osu.edu](mailto:millan.2@osu.edu)

- Interim Director & Administrative contact for EARTHSC 5189.01 and .02 for purchasing and travel.
- Administrative contact for Alumni events and Advisory Board meeting

**Lauren Motley** (*HR Specialist*) [motley.31@osu.edu](mailto:motley.31@osu.edu)

- Designated HR person for the School of Earth Sciences related to undergraduate and Graduate student hire. She handles HR related requests for the school and the university.
- All HR and payroll inquiries should be directed to [HR Connection](#), Ohio State's shared services operation and primary point of contact for HR and Payroll needs. Active Ohio State employees may reach HR Connection via phone, email or through the HR Connection Portal. Non-active employees and vendors may contact HR Connection via phone and email.



**Angie Rogers** (*Administrative Assistant, Graduate Specialist*)-275E Mendenhall Laboratory-Main Office (614-292-8746) [rogers.399@osu.edu](mailto:rogers.399@osu.edu)

- Maintain School front office by addressing broad questions, managing front office student staff, and ordering office supplies.
- Manages BRASS Key requests School building and rooms.
- Manages mailboxes. Graduate students have mailboxes in Carman Room, 274 Mendenhall Laboratory.
- Administrative contact for Perspective Student week.
- Administrative contact for onboarding incoming Graduate students.
- Administer GTA/GRA/GAA/Fellowship/Summer associate appointments.
- Address broad questions, requirements, forms, and materials related to the graduate program by supporting the Associate Director for Graduate Students.

**Karen L Royce** (*Lead Undergraduate Academic Advisor*) – 275C Mendenhall Laboratory (614-292-6961) [royce.6@osu.edu](mailto:royce.6@osu.edu)

- Undergraduate student advising.
- Resource – Questions undergraduates may have about Earth Sciences as major or minor, or certificates offered by Earth Sciences, and general OSU information.

**Casey Saup** (*Lecturer*)- 200P Mendenhall Laboratory - cell 614-302-1275 [saup.4@osu.edu](mailto:saup.4@osu.edu)

- Design and create content for Earth Sciences website.
- Manages school communications and social media.
- Administer contact for Earth Sciences Alumni News Notes
- Administer contact for outreach activities.
- Manages school transfer credit for students.

\* \* \* \* \*

Again, welcome, and welcome back!