



TO: Earth Sciences Faculty, Student and Staff

FROM: Soyoung Carpenter

DATE: August 22nd, 2025

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 \(ML291, ML334, OR020, ML356\)](#)

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

Soyoung Carpenter (*School Manager*)-275N Mendenhall Laboratory-Main Office (614-688-2884)
carpenter.634@osu.edu

- Oversee administrative operations of Earth Sciences.
- Manages School Budget and Financials.
- Reviews and approves Travel, Procurement, and Reimbursement requests.
- Administrative contact for Friends of Orton Grant award.
- Administrative contact for Spring Banquet Awards.
- Manages School Scholarship disbursement.

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

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

Taylor Flora (*ASC Grants and Contract Specialist*)-200F Mendenhall Laboratory flora.116@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.

Dale Gnidovec (*Orton Museum Collection Manager*) 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*)–275Q Mendenhall Laboratory-Main Office (614-697-3086) lara.54@osu.edu

- Manages School Purchasing Card Manager
- Administrative contact for Earth Sciences Purchasing and Travel related to school teaching and outreach activities.
- 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.

Ida McAndrew (*Assistant to the Earth Sciences Director*)-275K Mendenhall Laboratory-Main(614-247-0300) mcandrew.47@osu.edu

- Maintains E-mail list.
- Maintains BUCKID/BRASS KEY access requests for School building and rooms.
- Maintain School front office by addressing broad questions, managing front office student staff, and ordering office supplies.
- Manages mailboxes. Graduate students have mailboxes in Carman Room, 274 Mendenhall Laboratory.
- Support J-1 Visa administrative process by working with HR Specialist and School manager.
- Administrative contact for 8898 Seminars.
- Administrative contact for Alumni events and Advisory Board meeting
- Administrative contact for Bownocker Lecturer.

Samantha Newsome (*HR Consultant*)- 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.

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



- Address broad questions, requirements, forms, and materials related to the graduate program by supporting the Associate Director for Graduate Students.
- Administrative contact for Perspective Student week and various graduate student events and related programs.
- Administrative contact for onboarding incoming Graduate students.
- Administer GTA/GRA/GAA/Fellowship/Summer associate appointments and assignments.
- Administrative contact for the Graduate Studies Committee.
- Department liaison to Graduate School, Graduate & Professional Admission Office for Graduate Students.

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

- Undergraduate student advising.
- Undergraduate 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

- 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.

Kelly Spritz (*HR Specialist*) spitz.49@osu.edu

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Kathy Welch (*Earth Sciences Building Coordinator and Research Scientists*)-267A Mendenhall Laboratory welch.189@osu.edu

- Mendenhall Laboratory building coordinator.
- Lab managers for Research labs in Earth Sciences.
- Safety Committee member.

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Again, welcome, and welcome back!