



TO: Earth Sciences Faculty, Student and Staff
FROM: Soyoung Carpenter
DATE: August 21st, 2026
SUBJECT: Getting to know the School of Earth Sciences staff

Welcome incoming students and welcome back current/returning students, faculty, and staff.

As we start the academic semester and when you need 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)

Below are our staff members who can assist with various administrative responsibilities. I've included a summary of each staff member's primary areas of support to help clarify whom to contact for specific needs:

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.
- Oversee software and computer purchases and related technology requests.

Patti Dittoe (*Geology Library Supervisor - Building Coordinator for Orton Hall*) – 180 Orton Hall
dittoe.1@osu.edu

- Main contact for the Geology Library.
- Building Coordinator for Orton Hall.
- Main contact for Course Reserves Request for eBooks or print Books.

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.
- Assist with developing 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

- Haling care for over 50,000 rocks, minerals, and fossils, making sure the specimens are 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

- 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.
- Manages 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 (HR Support for Faculty and Staff) – newsome.136@osu.edu

- Primary contact for many HR issues including developing position descriptions; compensation reviews; coordinating new and continuing appointments of associated faculty/Lecturers; visa/immigration process coordination and initiation; flexible work arrangements; out of state work requests; HR policy questions; posting new and replacement positions; enters, reviews and approves HR transactions in Workday.

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

- Manages school communications and social media.
- Administer contact for outreach activities.

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

- Primary contact for HR support throughout the lifecycle of a student employee including hiring student assistants/GAs; processing period activity pay; compensation and job updates; managing end dates of appointments. Provides HR consultation for non-employees (e.g. visiting fellows, trainees).

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.

HR Connection (<https://hrconnection.osu.edu/>)

- Family Medical Leave (FML) resources, benefits questions, tax/withholding questions.

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Again, welcome, and welcome back!