ORGANIZATIONAL GUIDE
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<tr>
<td>John Berry</td>
<td>President of Central Ohio Technical College</td>
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<tr>
<td>Jan Tomlinson</td>
<td>Assistant to the President</td>
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<tr>
<td>Kimberly Manno</td>
<td>Director of Development</td>
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<tr>
<td>Holly Mason</td>
<td>Director of Student Life</td>
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<tr>
<td>Suzanne Bressoud</td>
<td>Marketing and Public Relations Director</td>
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<tr>
<td>Brian Boehmer</td>
<td>Superintendent of Facilities &amp; Support Services</td>
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<tr>
<td>Lauri White</td>
<td>Vice President for Academic Affairs</td>
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<tr>
<td>David Brillhart</td>
<td>VP Business and Finance/Director of Business and Finance</td>
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<tr>
<td>Jackie Parrill</td>
<td>Vice President for Institutional Planning and Human Resources</td>
</tr>
<tr>
<td>Vicki Maple</td>
<td>Vice President for Workforce Development, Community Affairs, Extended Campuses, and The Gateway</td>
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</table>
1 Engineering and IT lab coordinator is a split assignment between engineering and information technologies.

2 Associate professor CMPASCPR12015 is a split assignment between engineering and information technologies.
Nursing Technologies

Sandra Walker
DEAN FOR HEALTH SCIENCES AND NURSING PROGRAMS ADMINISTRATOR
ACADHS42010

Allied Health Technologies

June Carpenter
ASSOCIATE NURSING PROGRAMS ADMINISTRATOR
NURANPA17020

Laura Garrett
NURSING LABORATORY ASSOCIATE
NURLABAS17020

Jeri Whiteus
INSTRUCTOR
NURINST1217020

Susan Cooperider
ASSISTANT PROFESSOR
NURASTPR217020

Kathryn McLain
ASSISTANT PROFESSOR
NURASTPR317020

Martha Morland
INSTRUCTOR
NURINST617020

Amy Fry
CLINICAL COORDINATOR
NURCLCR17020

Vacant
NURSING LABORATORY ASSOCIATE
NURLABASC17005

Emily Chovanec
INSTRUCTOR
NURINST417020

Kris Bowman
ASSOCIATE PROFESSOR
NURASCPR17020

Jeffrey Mathis
INSTRUCTOR
NURINST217005

Kimberly Cook
INSTRUCTOR
NURINST1017020

Lori Peden
ASSOCIATE PROFESSOR/NURSING STUDENT NAVIGATOR
NURASCPR217020

Stacey Mihalko
NURSING LABORATORY ASSOCIATE
NURLABASC217020

Karen Ingersol
ASSOCIATE PROFESSOR
NURASCPR317020

Sunny Biddle
INSTRUCTOR
NURINST1317020

Cindy Washington
ASSOCIATE PROFESSOR
NURASCPR417020

Tamara Moyer
INSTRUCTOR
NURINST1417020

Megan Hendershot
ASSISTANT PROFESSOR
NURASTPR217005

Laura Barbuto
ASSISTANT PROFESSOR
NURASTPR117020

Zachary Nethers
ASSISTANT PROFESSOR
NURASTPR417020

COSHOCTON

KNOX

PATASKALA

Assistant professor NURASTPR417020 is a split assignment between nursing technologies and EMS.
Assistant professor NURASTPR417020 is a split assignment between nursing technologies and EMS.
CENTRAL OHIO TECHNICAL COLLEGE

Center for Student Success

Bruce Weaver
DIRECTOR OF THE CENTER FOR STUDENT SUCCESS
CASDCAS11011

Ferdinand Avila-Medina
LEARNING SKILLS SPECIALIST
00006616

David George
MATH LEARNING CENTER COORDINATOR
00076344

Tony Maric
PROFESSIONAL TUTOR
CASPRTR11011

Christine Sanders
TESTING CENTER ASSISTANT
TESTTUTA253015

Heidi Hartley
TESTING CENTER COORDINATOR
00005220

Heidy Roberts
STUDENT SUCCESS LIAISON
CSSSSL53010

Kimberly Marshall
STUDENT SUCCESS LIAISON
CSSSSL253010

Joan Webb
STUDENT SUCCESS LIAISON
CSSSSL353010

Brandy McLoughlin
TESTING CENTER ASSISTANT
TESTTUTC253015

Heidi Hartley
TESTING CENTER COORDINATOR
00005220

KNOX

COSHOCTON

PATAKALA
*Inventories of positions assigned to the extended campuses are found toward the end of this guide. These positions report to the respective departments.
*Kathleen McNeil reports to Vicki Maple, vice president for workforce development, community affairs, and extended campuses, in compliance with policy 2.1.15.
Gateway: Records

Veronica Rine
GATEWAY MANAGER - RECORDS
GTW MRECS1010

Gina Shackle
RECORDS MANAGEMENT COORDINATOR
GTW COORS1010

Michelle Armas
RECORDS SUPPORT SPECIALIST
RECSS1S1010

Linda Reynard
RECORDS SUPPORT SPECIALIST
RECSS3S1010

Jeffrey Evans
RECORDS SUPPORT SPECIALIST
RECSS2S1010

Melissa Fuller
RECORDS SUPPORT SPECIALIST
RECSS4S1010
All extended campuses positions report to the respective departments.
Knox Campus Positions

Vicki Maple
VICE PRESIDENT FOR WORKFORCE DEVELOPMENT, COMMUNITY AFFAIRS, EXTENDED CAMPUSES, AND THE GATEWAY
EXCPVPEC21050

Laura Barbuto
ASSISTANT PROFESSOR
NURASTPR117020

Kimberly Frye
NATURAL SCIENCE LAB COORDINATOR
NATSLABCK11035

Kimberly Marshall
STUDENT SUCCESS LIAISON
CSSSLL253010

Academic Affairs

Nicole Thompson
ADMISSIONS REPRESENTATIVE
EXCPARA145010

Kathleen McNeil
ADVISOR
EXCPARA145010

Ellen Robinson
ADVISOR
EXCPARA945010

Gateway

Mark Miller
BUILDING SUPERVISOR
FACLBSP271010

Kirk Tarr
ASSISTANT BUILDING SUPERVISOR
FACLASTBK71010

Facilities

All extended campuses positions report to the respective departments.
All extended campuses positions report to the respective departments.

³Assistant professor NURASTPR417020 is a split assignment between nursing technologies and EMS.
President’s Cabinet
The President’s Cabinet provides primary leadership support for strategic priorities and initiatives and serves to enhance communications within the college and the community. It functions as an advisory body to address and assist with matters of substantial importance to the college, including but not limited to college-wide initiatives and the strategic plan.

The President’s Cabinet typically meets biweekly with primary responsibility to: 1.) advise the president on matters of substantial importance to the college; 2.) generate recommendations for synthesis by the members of the cabinet; and 3.) communicate directly with members of COTC, faculty, staff, students, and others as needed to ensure that channels of communication are open and fully effective.

The President’s Cabinet consists of the: vice president for academic affairs; vice president for business and finance; vice president for institutional planning and human resources; vice president for workforce development, community affairs, extended campuses, and the Gateway; the director of development; the director of student life; the superintendent of facilities and support services; the marketing and public relations director; and the executive assistant to the president. These positions are unclassified, administrative & professional appointments, beside the latter support position. The positions of vice president for business and finance, vice president for institutional planning and human resources; director of student life; director of development, marketing and public relations director, and superintendent of facilities and support services are shared with The Ohio State University at Newark. Incumbents in the positions of vice President for business and finance and vice president for institutional planning and human resources hold director-level titles for the Ohio State Newark portion of their position assignments.

Campus Council
The Campus Council is an advisory group that serves the Ohio State Newark dean & director and the COTC president. Council membership includes: the: COTC president; the Ohio State Newark dean & director; the vice president/director for business and finance; the vice president/director for institutional planning and human resources; the Ohio State Newark associate dean for academic affairs; COTC’s vice president for academic affairs; the OCIO senior relationship manager assigned to the campus; the director of development; the marketing and public relations director, the director of student life; faculty members designated by the dean & director and the president; and student representatives as needed.

The core team of Campus Council, comprised of the COTC president, the Ohio State Newark dean & director, the vice president/director for business and finance, and the vice president/director for institutional planning and human resources, meets on a monthly basis. Other standing members of the Campus Council are invited to attend as agenda items dictate. The core team serves as the Executive Management Subcommittee of Campus Council.

Selection and appointment of cost-shared administrators
COTC maintains and supports a cost-sharing arrangement with Ohio State Newark. When a cost-shared administrator position becomes vacant, the Ohio State Newark dean & director and the COTC president consult with the council and relevant members of the campus community (e.g., faculty bodies and relevant student & staff groups) to determine the necessity of the position, revise its description, and determine the characteristics that a person must possess to qualify for the position. Once the Ohio State Newark dean & director and the COTC president, or their delegates, agree on the position description, the Newark Campus Office of Human Resources posts the position and recommends advertising sources (newspapers, journals, websites, social media, et cetera.) to the COTC president and Ohio State Newark dean & director.

The Ohio State Newark dean & director and COTC president jointly appoint a search committee consisting of faculty and staff at the campus. The committee follows the guidelines prescribed by the Newark Campus Office of Human Resources. Prior to initiating the search, the search committee receives a charge from the dean & director and the COTC president, or their designee. (continued...)
Pattern of Administration continued

The committee receives nominations and applications and narrows the pool to a short list of two or three candidates. The committee then invites candidates to campus for interviews with the Ohio State Newark dean & director, the COTC president, faculty, staff, students, directors and industry groups, as appropriate.

The committee solicits input from members of the campus community who participate in interviews. The committee considers input from the campus community in its deliberations, and then presents the names of acceptable finalists to the president and dean & director, making sure that it expresses the opinions of all committee members. The committee also provides the criteria it used to evaluate and select finalists, and summarizes specific information regarding the strengths and weaknesses of each finalist, explaining any cases in which it finds a finalist unacceptable. When considering comparably qualified candidates, the committee will strongly regard diversity goals.

The dean & director and the COTC president jointly select the person for the position, and jointly negotiate terms of appointment with the candidate.

The employing institution for cabinet/council-level, cost-shared positions is as follows:

COTC-Paid:
- vice president/director of business and finance; and
- director of student life.

Ohio State-Paid:
- vice president/director of institutional planning & human resources;
- director of development;
- marketing and public relations director; and
- superintendent of facilities and support services.

The vice president for institutional planning and human resources prepares and signs the official offer letter on behalf of the Ohio State Newark dean & director and the COTC president. Offer letters will include the following statements:

First paragraph of offer letter for cost-shared administrative-level positions
Ohio State-paid position: It is my pleasure to offer you the position of title at The Ohio State University at Newark (Ohio State Newark) and Central Ohio Technical College (COTC). This position is a full-time, Ohio State-paid position beginning on date, at an annualized salary/pay rate of $$$. You will be paid monthly minus applicable withholdings. You will report to Dr. William L. MacDonald, dean & director of Ohio State Newark, and Dr. John M. Berry, president of COTC. You will be responsible for providing services to, and representing the best interests of, both institutions. Because the position is Ohio State-paid, your employment is subject to all rules, regulations and policies of The Ohio State University.

COTC-paid Position: I am pleased to offer you the position of title at The Ohio State University at Newark (Ohio State Newark) and Central Ohio Technical College (COTC). The position is a full-time, COTC-paid position beginning on date, at an annualized salary/pay rate of $$. You will be paid bi-weekly minus applicable withholdings. You will report to Dr. William L. MacDonald, dean & director of Ohio State Newark, and Dr. John M. Berry, president of COTC. You will be responsible for providing services to, and representing the best interests of, both institutions. Because the position is COTC-paid, your employment is subject to all rules, regulations and policies of Central Ohio Technical College. (continued...)
Cost-shared administrator performance reviews
All cost-shared administrators serve at the pleasure of the dean & director and the COTC president. Following their respective institution's evaluation procedures, the dean & director and the COTC president annually evaluate cost-shared administrators.

Salary and equity adjustments for cost-shared administrators
The dean & director and the COTC president jointly determine the annual salary increase amount/percentage for cost-shared administrators. The criteria for merit increases shall be in accordance with COTC and university guidelines. Recommendations for Ohio State-paid cost-shared administrators that are at variance with the guidelines and instructions of the university are subject to documented justification and individual review and approval or disapproval by the Columbus Campus Office of Human Resources.

An annual review of council-level salaries for equity adjustments is the responsibility of the vice president for institutional planning and human resources, who makes recommendations to the dean & director and the president.