CENTRAL OHIO TECHNICAL COLLEGE

Newark • Coshocton • Knox • Pataskala

ORGANIZATIONAL GUIDE

CENTRAL OHIO TECHNICAL COLLEGE

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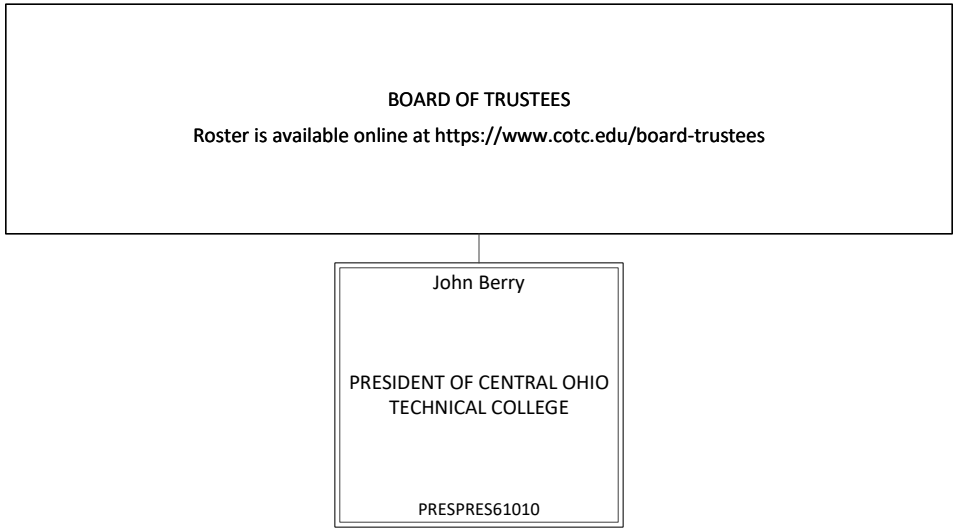
Information Technology Services
are provided by The Ohio State University Office of the Chief Information Officer.

Board of Trustees



President's Cabinet

John Berry
PRESIDENT OF CENTRAL OHIO TECHNICAL COLLEGE
PRESPRES61010

David Brillhart
VP BUSINESS AND FINANCE/ DIRECTOR OF BUSINESS AND FINANCE
BUSFVPBF62010

Sarah Morrison
DEAN OF ENROLLMENT MANAGEMENT
GTWDIR51010

Kimberly Manno
DIRECTOR OF ADVANCEMENT
00029304

John Davenport
DEAN OF STUDENTS
00160427

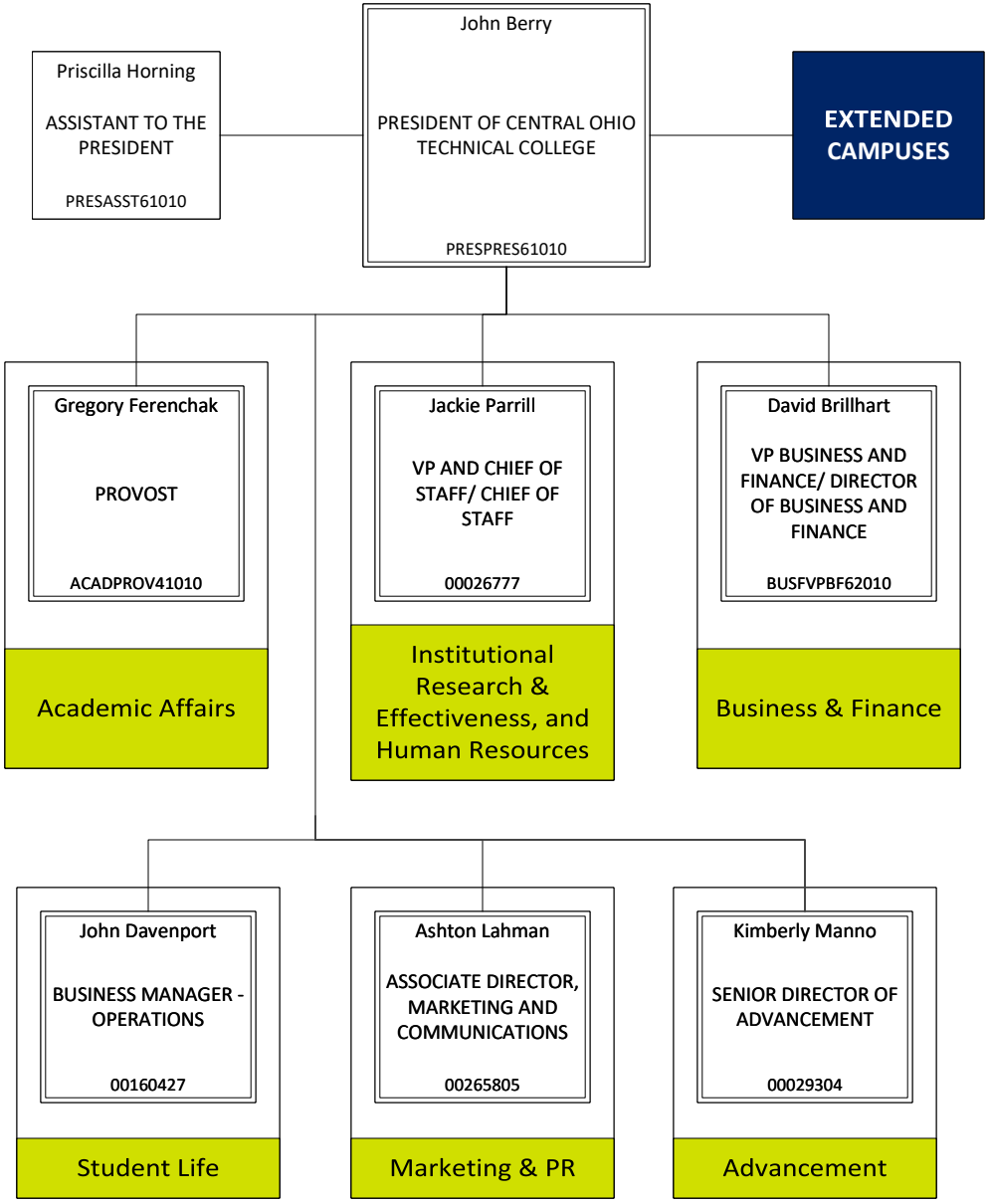
Ashton Lahman
MARKETING AND PUBLIC RELATIONS DIRECTOR
00023270

Brian Boehmer
SUPERINTENDENT OF FACILITIES & SUPPORT SERVICES
00012914

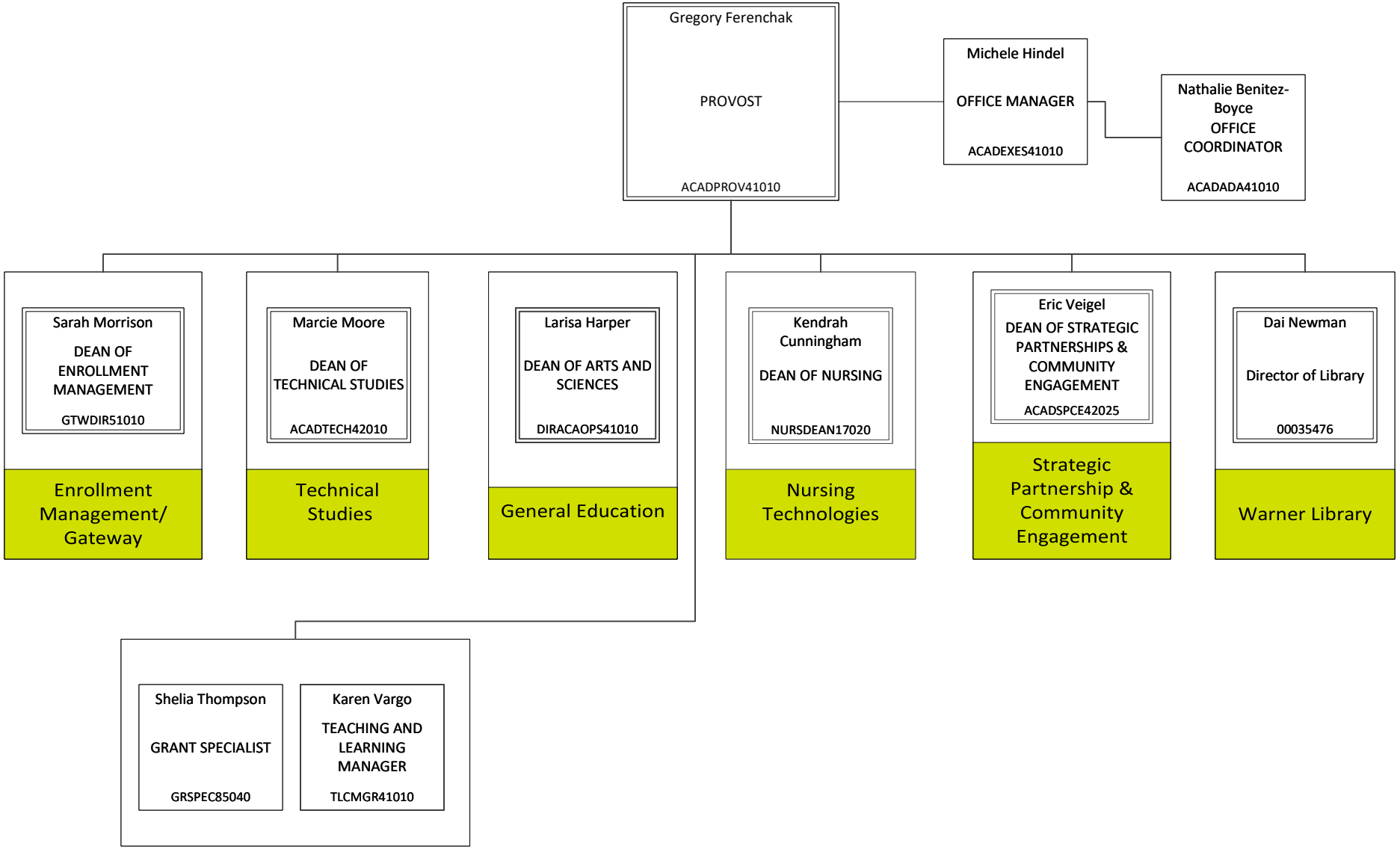
Gregory Ferenchak
PROVOST
ACADPROV41010

Jackie Parrill
VICE PRESIDENT AND CHIEF OF STAFF
00026777

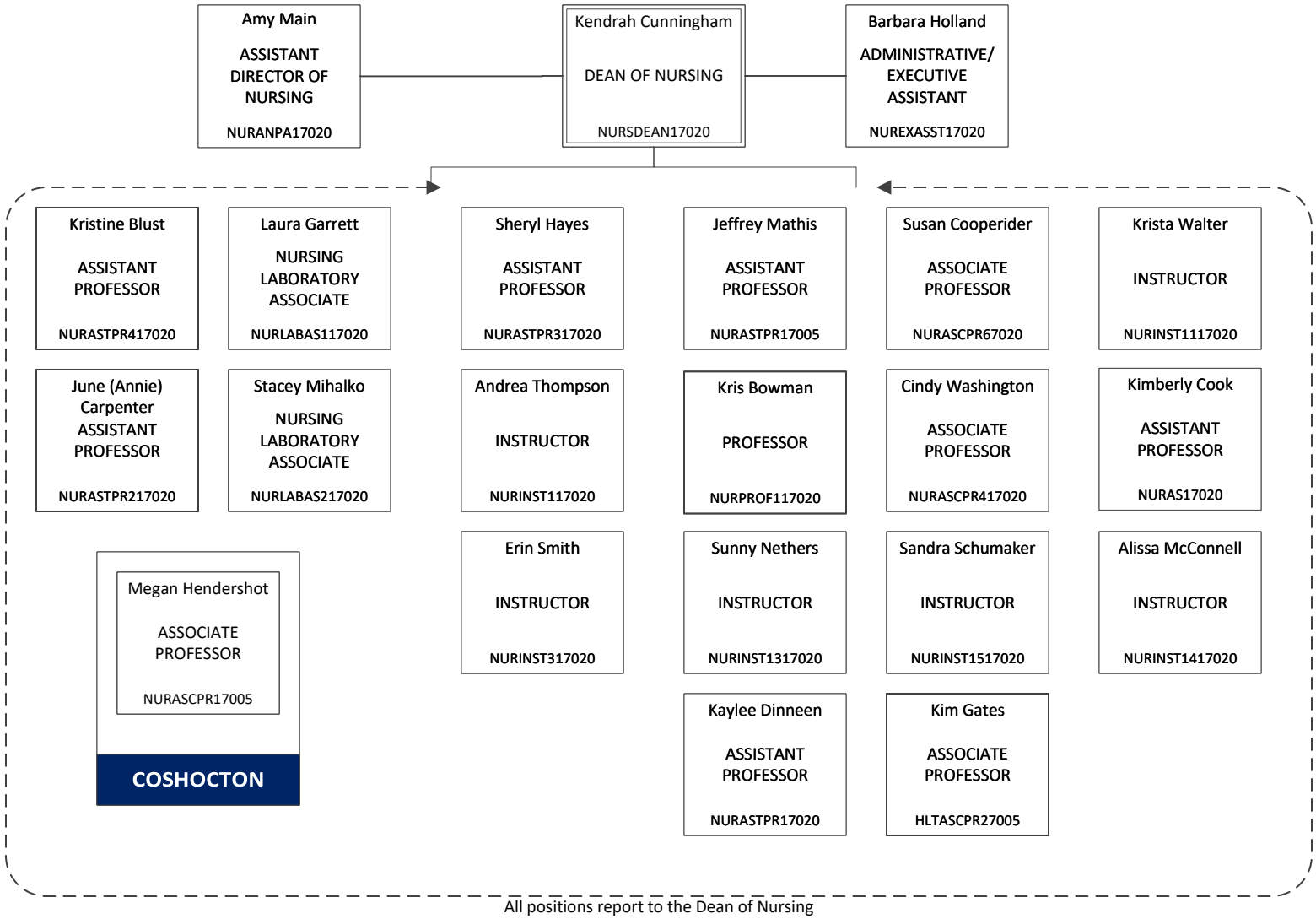
President's Direct Reports



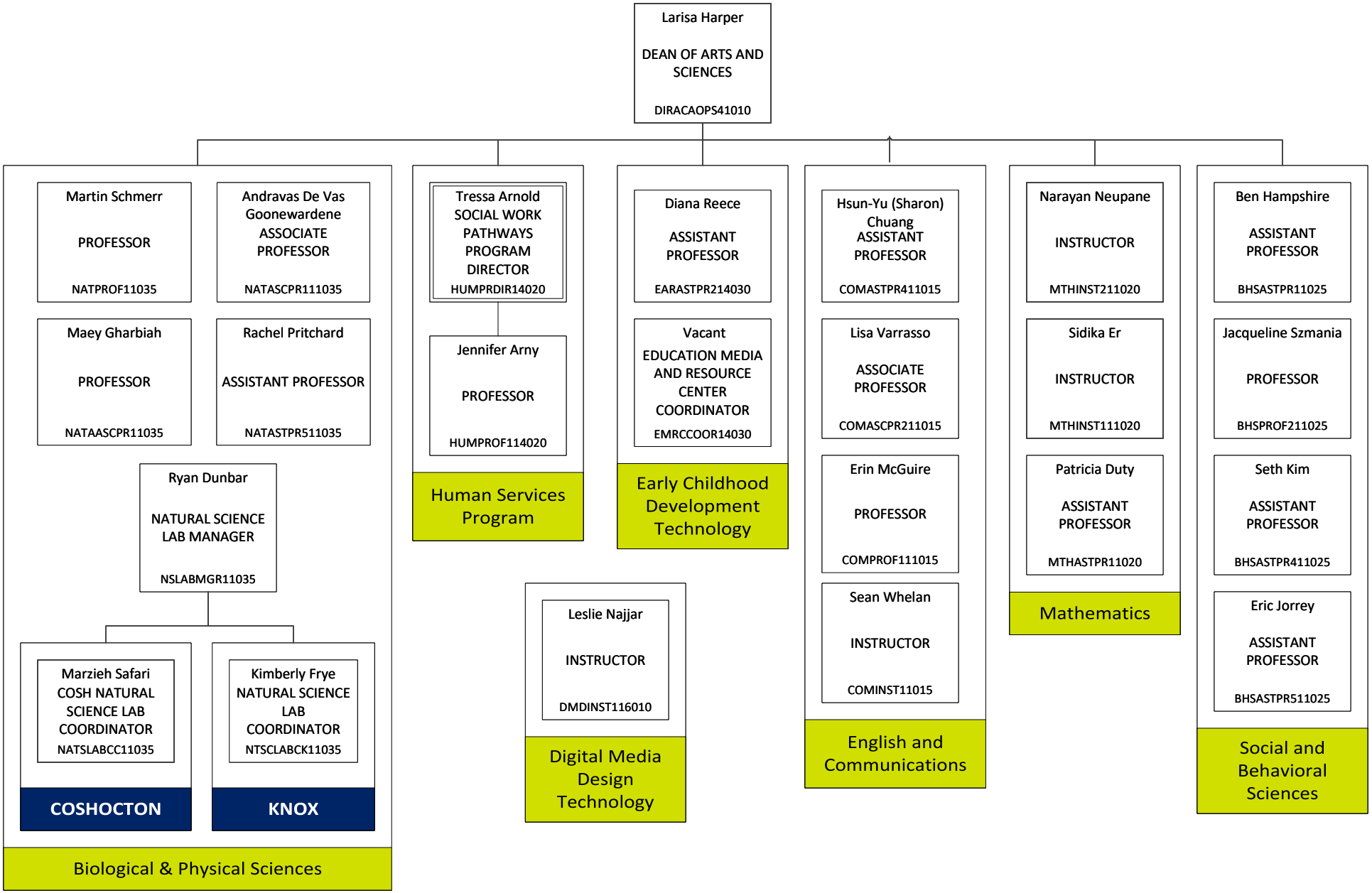
Academic Affairs



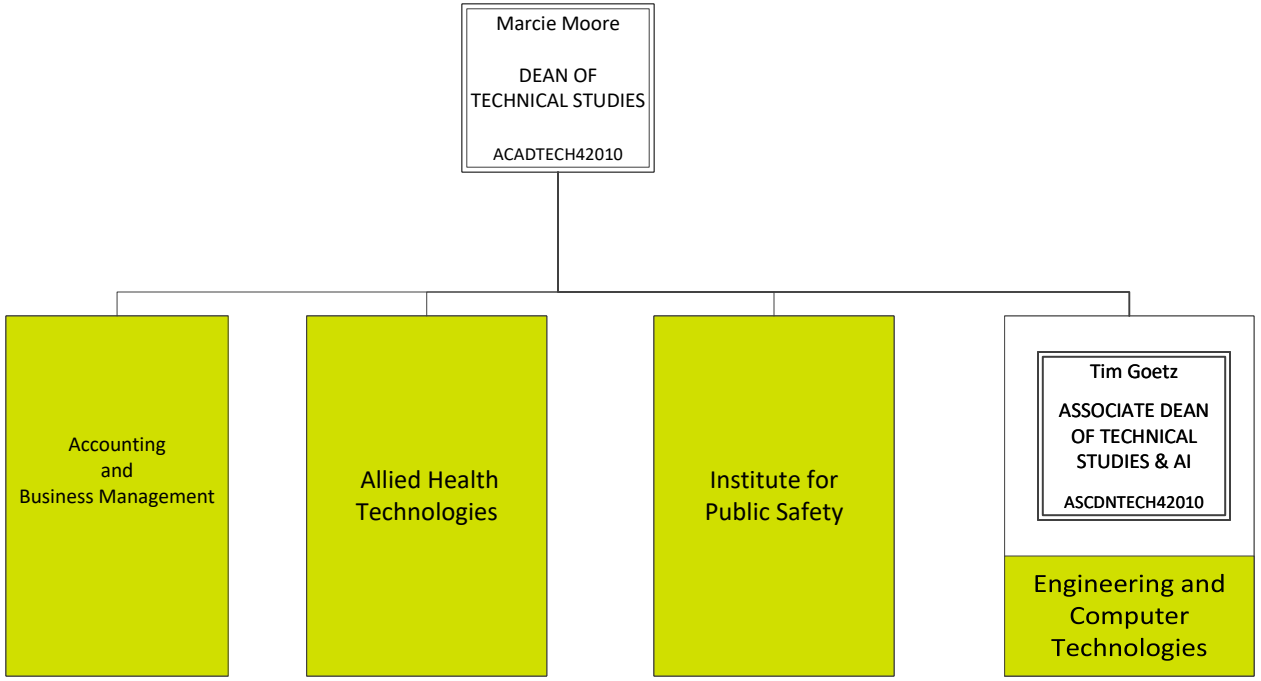
Nursing Technologies

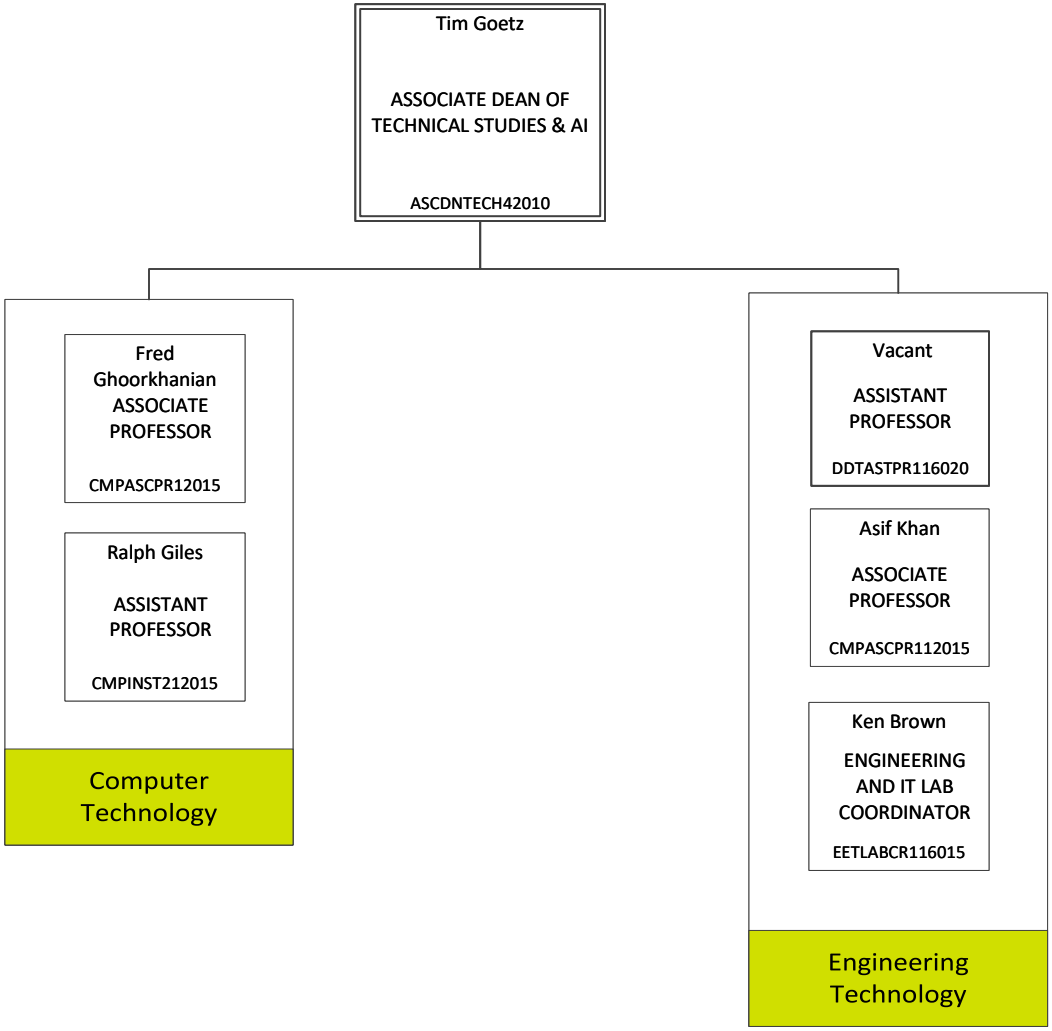


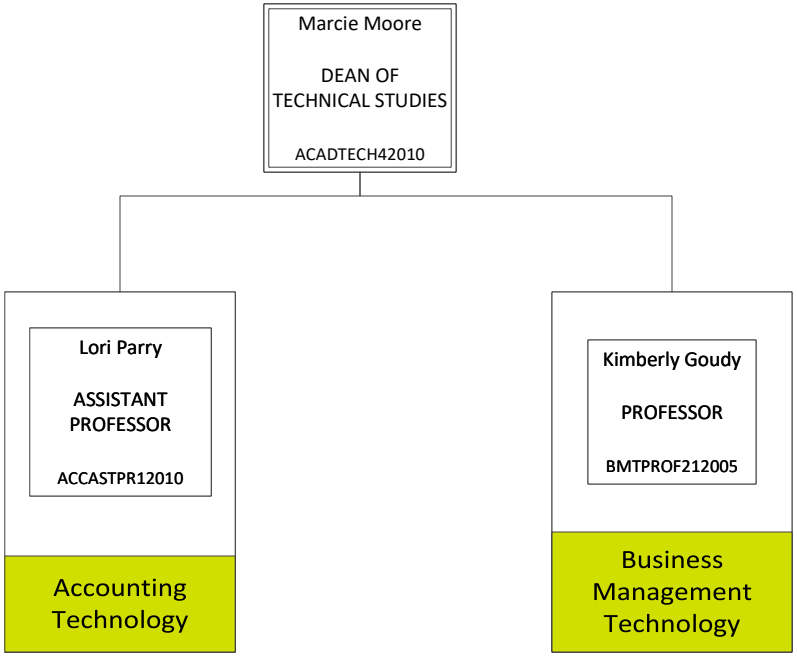
Arts and Sciences



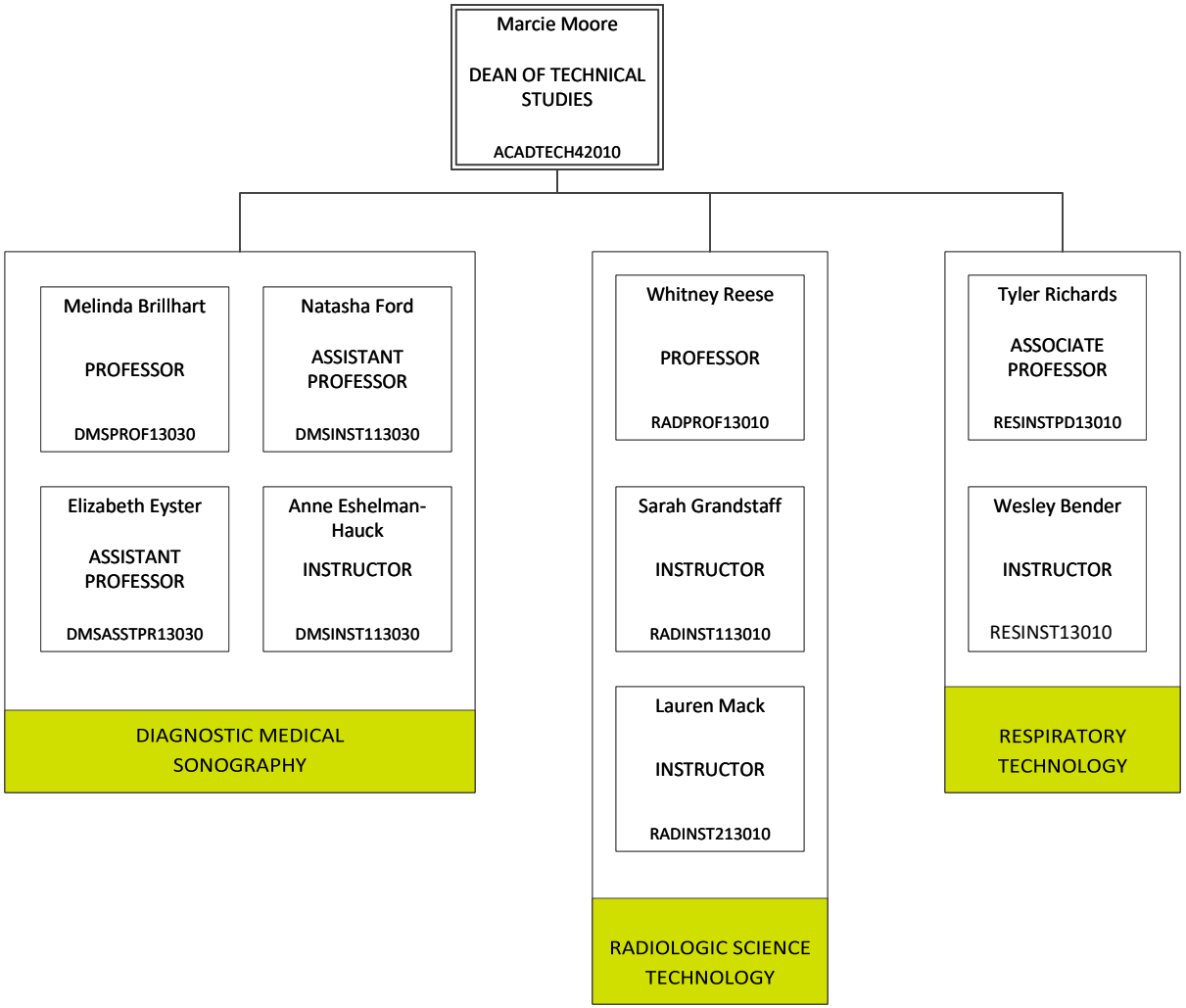
Technical Studies

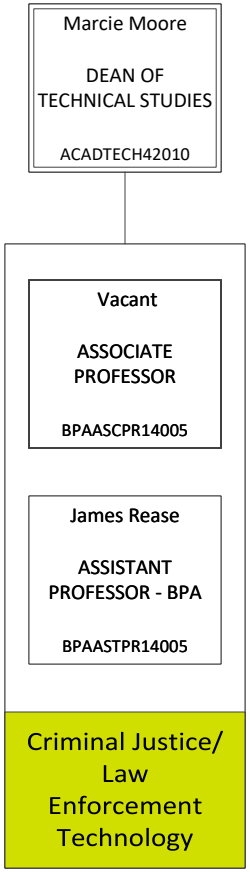



Tim Goetz
ASSOCIATE DEAN OF TECHNICAL STUDIES & AI
ASCDNTECH42010
Fred Ghoorkhanian
ASSOCIATE PROFESSOR
CMPASCPR12015
Ralph Giles
ASSISTANT PROFESSOR
CMPINST212015
Computer Technology
Vacant
ASSISTANT PROFESSOR
DDTASTPR116020
Asif Khan
ASSOCIATE PROFESSOR
CMPASCPR112015
Ken Brown
ENGINEERING AND IT LAB COORDINATOR
EETLABCR116015
Engineering Technology

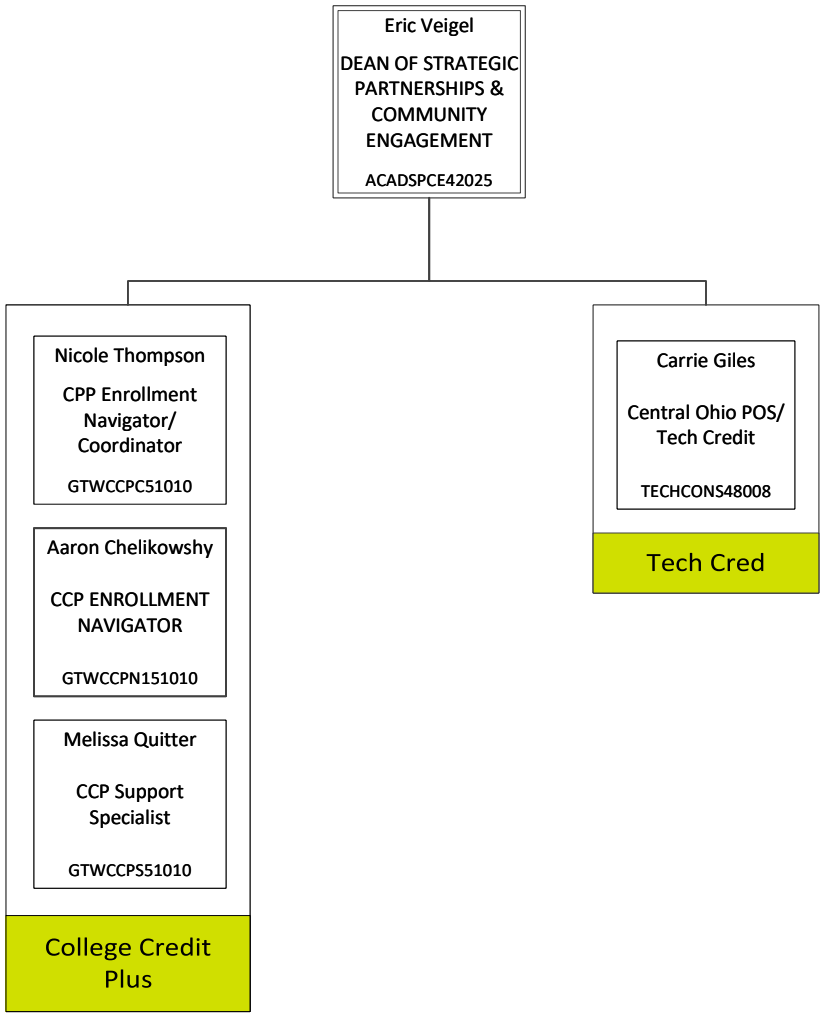

Marcie Moore
DEAN OF TECHNICAL STUDIES
ACADTECH42010
Lori Parry
ASSISTANT PROFESSOR
ACCASTPR12010
Accounting Technology
Kimberly Goudy
PROFESSOR
BMTPROF212005
Business Management Technology

Allied Health Technologies

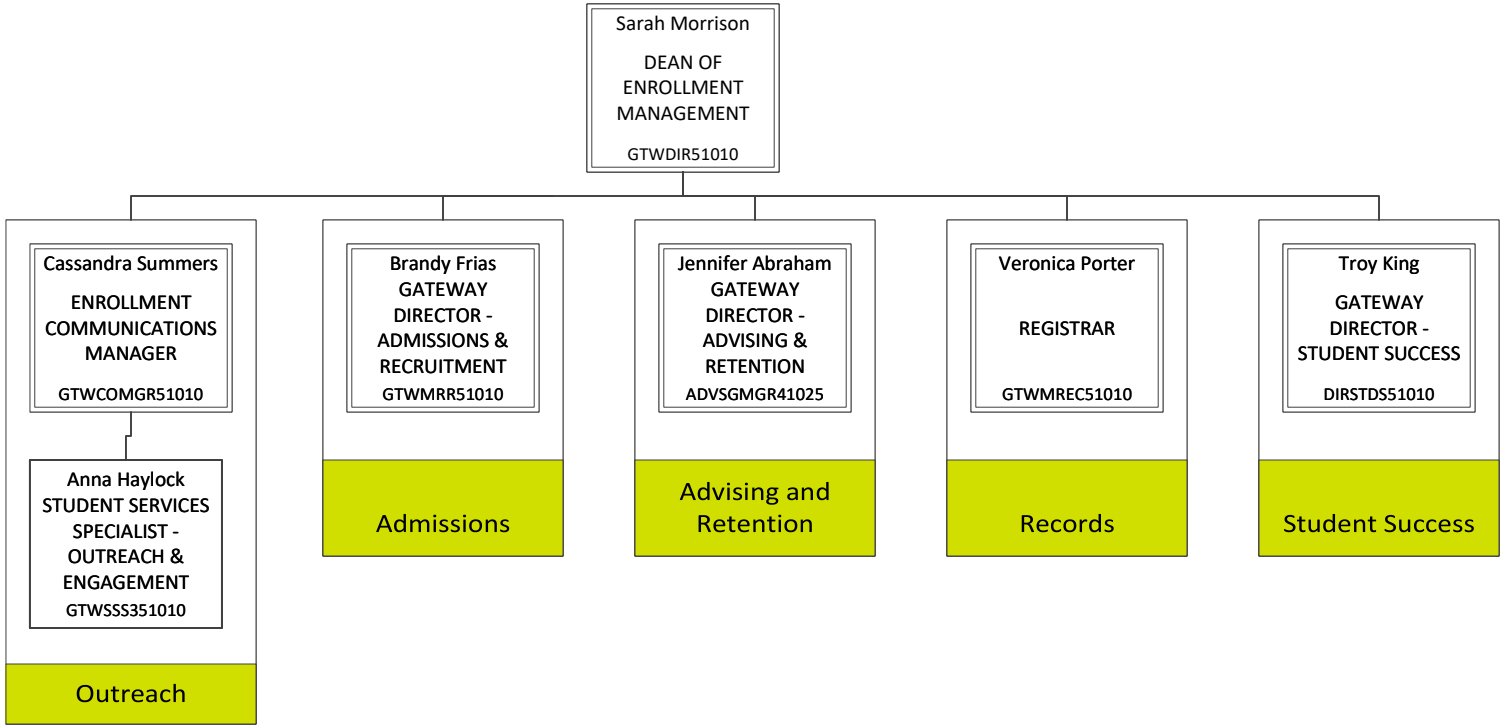



Marcie Moore
DEAN OF TECHNICAL STUDIES
ACADTECH42010
Vacant
ASSOCIATE PROFESSOR
BPAASCPR14005
James Rease
ASSISTANT PROFESSOR - BPA
BPAASTPR14005
Criminal Justice/ Law Enforcement Technology

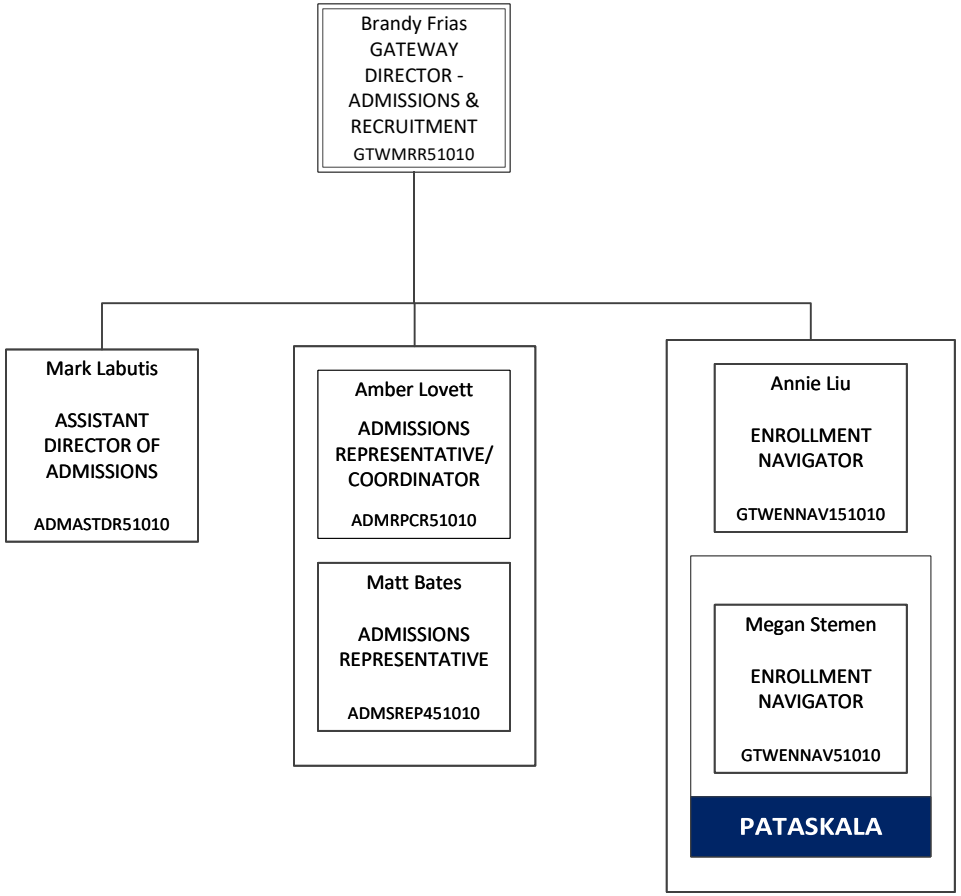
Strategy Partnerships & Community Engagement



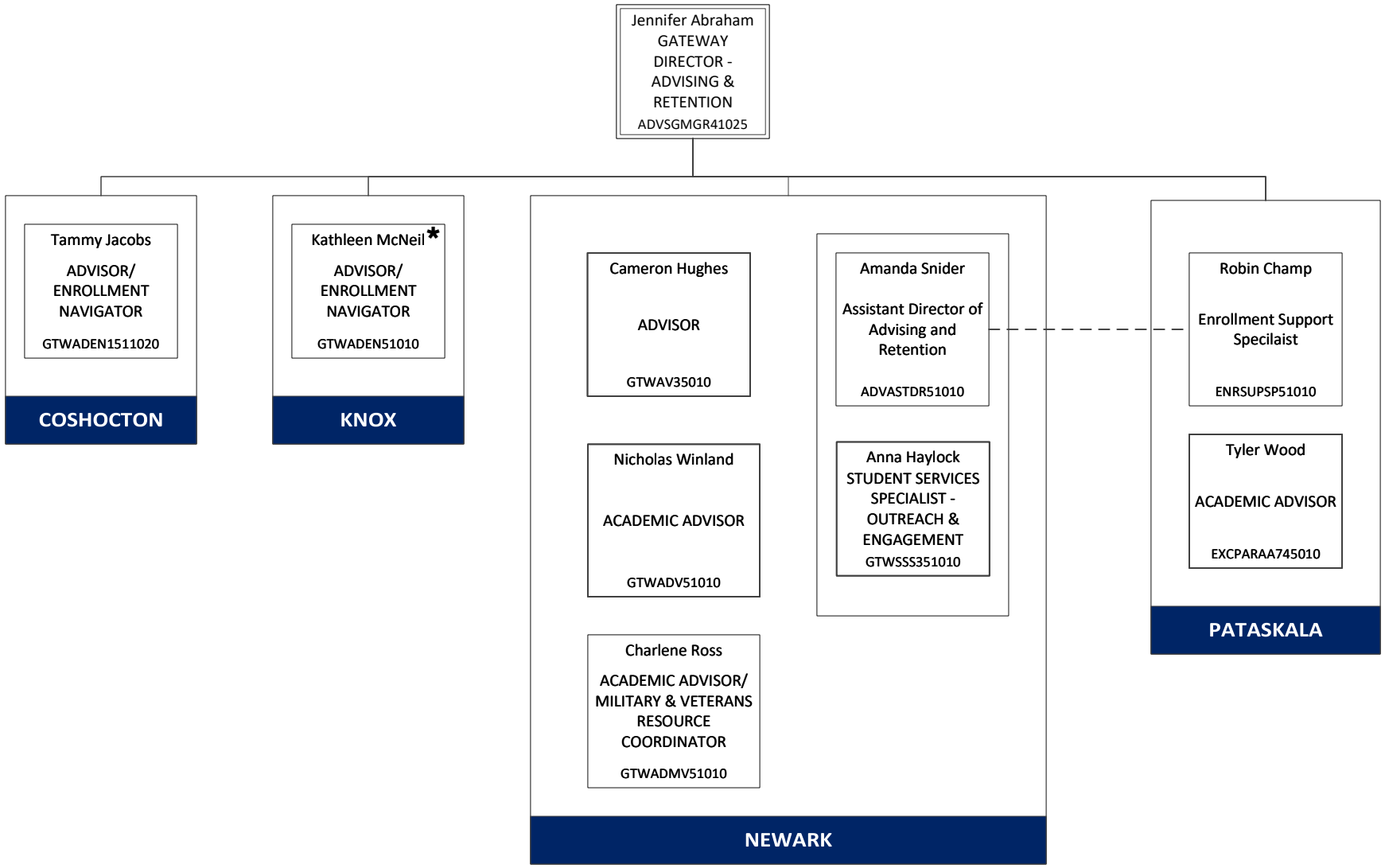
Enrollment Management/Gateway



Enrollment Management/Gateway: Admissions

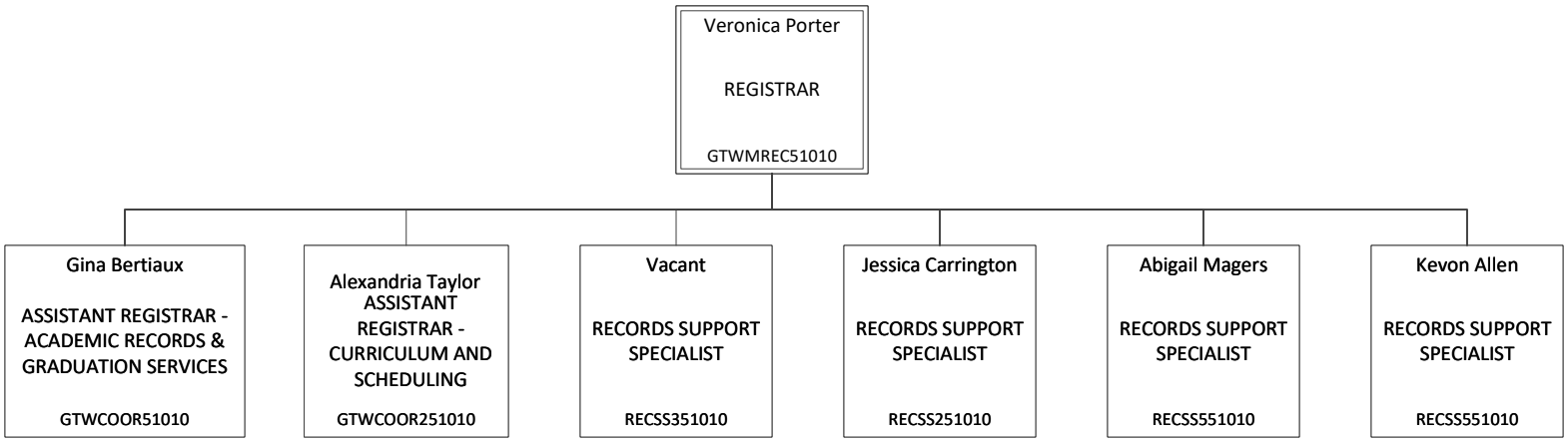


Enrollment Management/Gateway: Advising

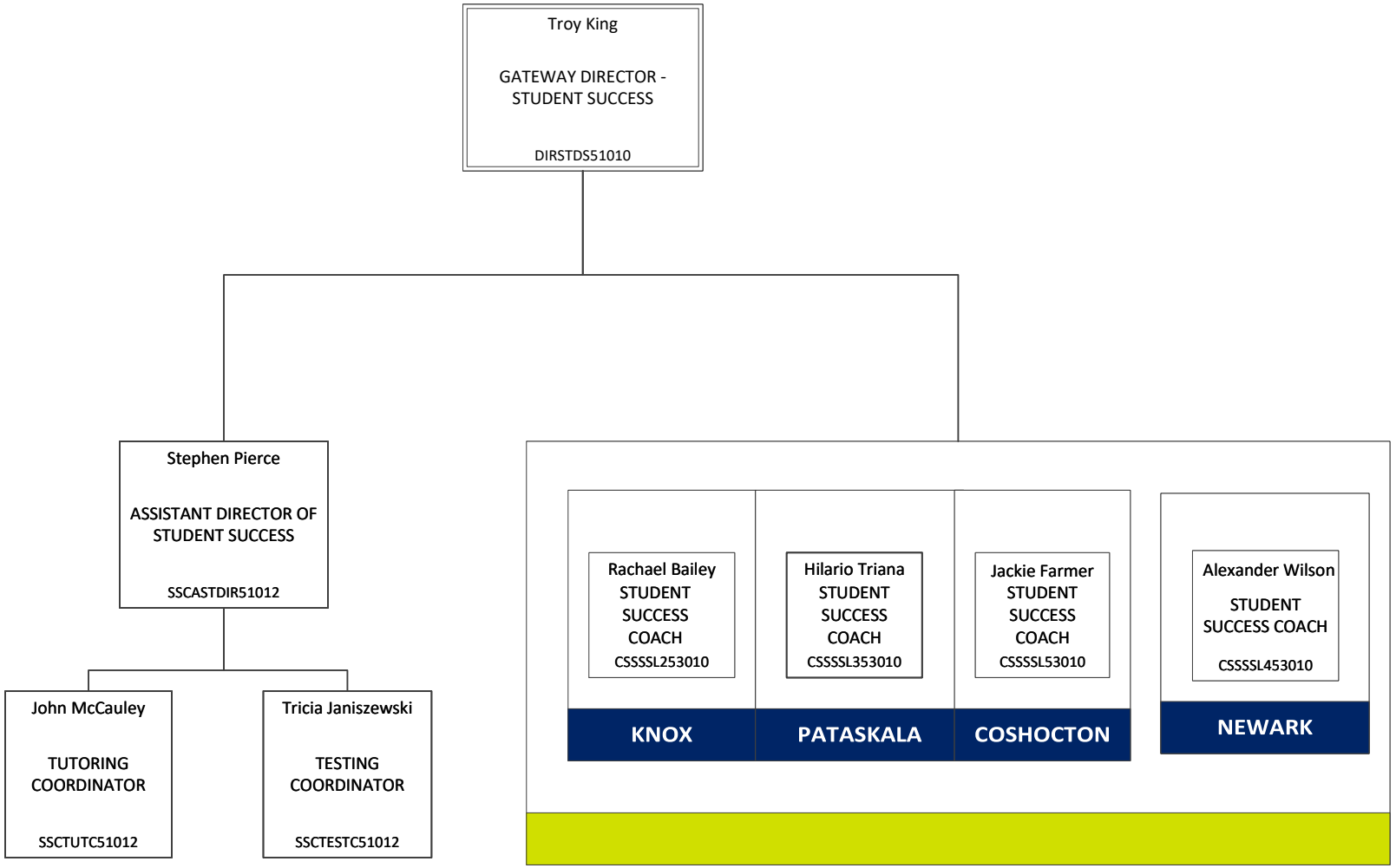


*Kathleen McNeil reports to Marcie Moore, Dean of Technical Studies in compliance with policy 2.1.15.

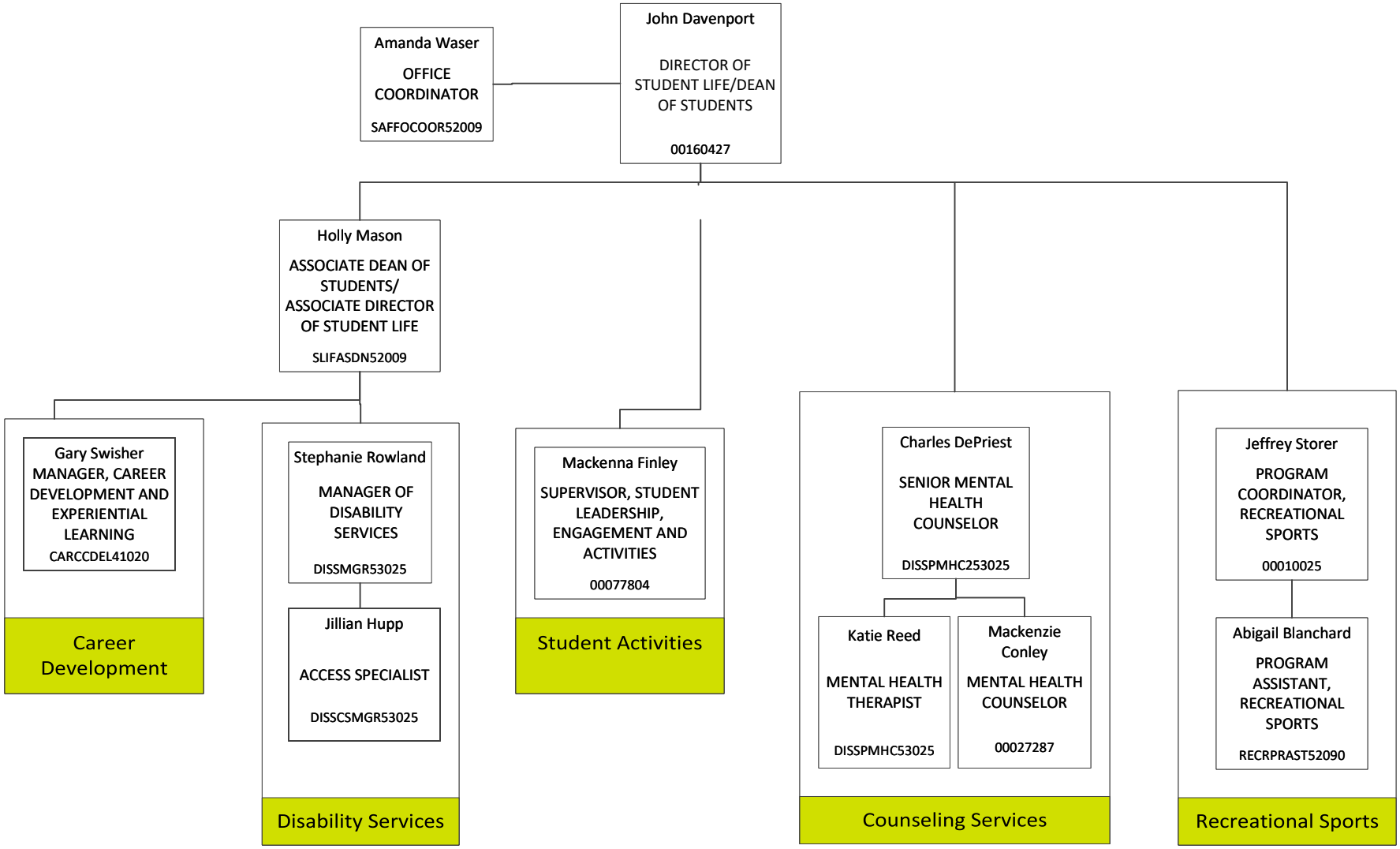
Enrollment Management/Gateway: Records

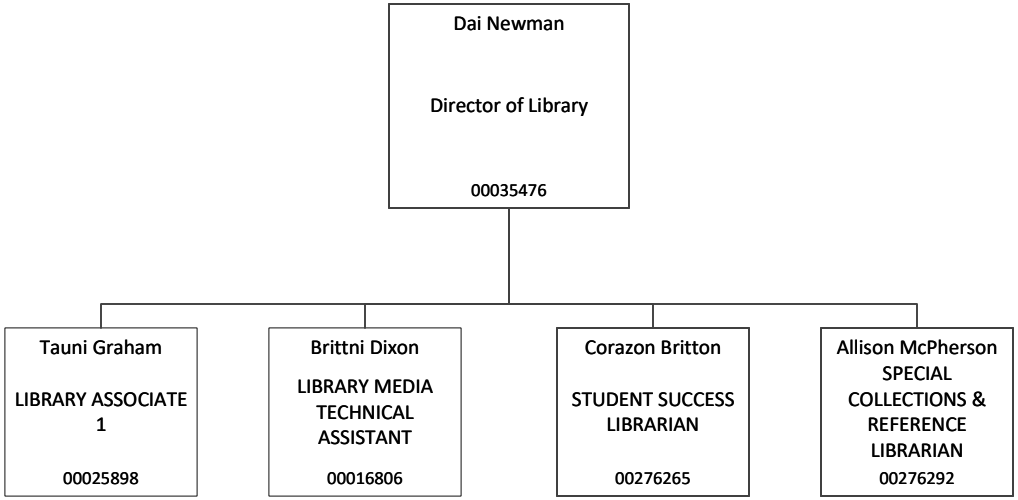


Student Success

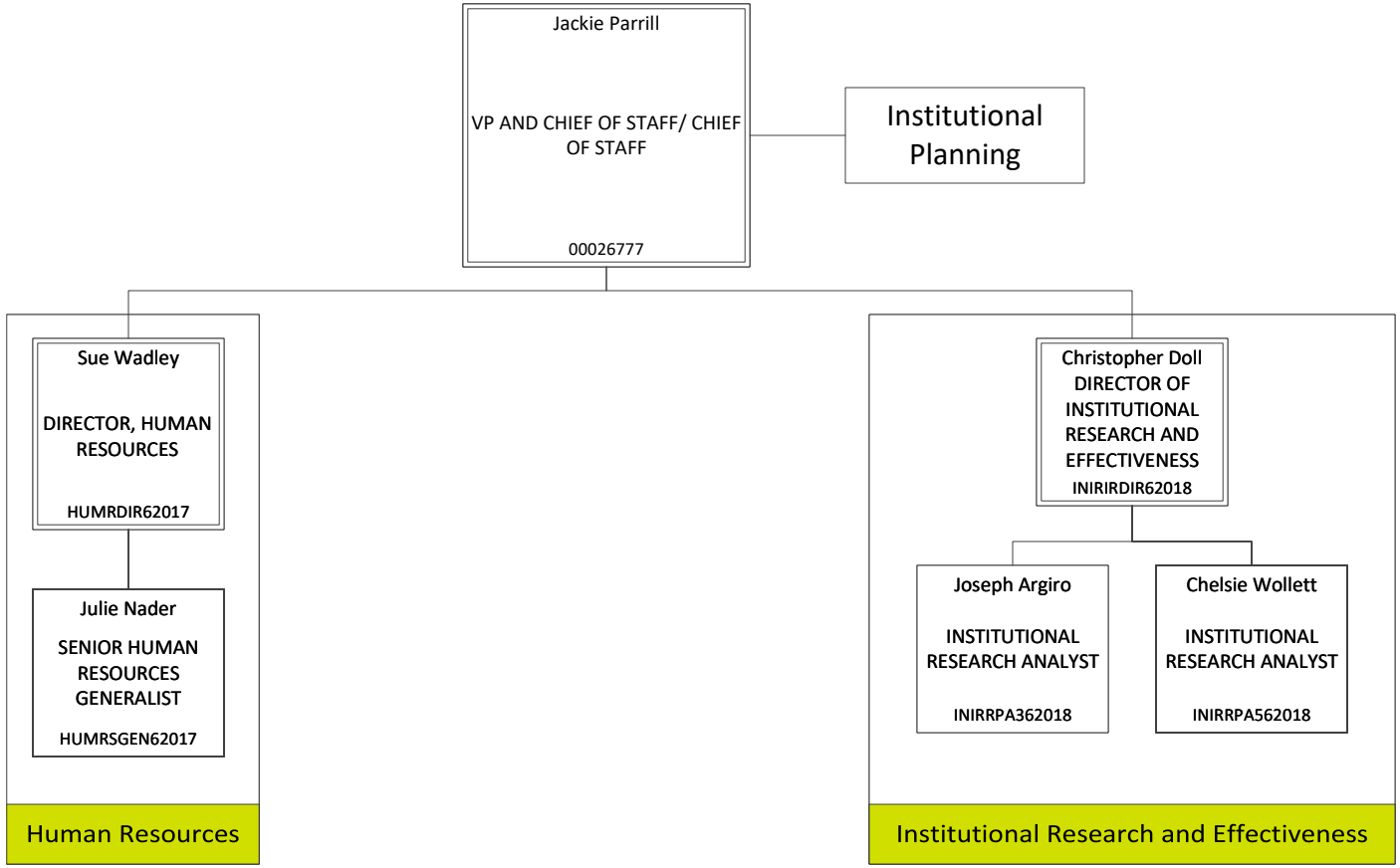


Student Life

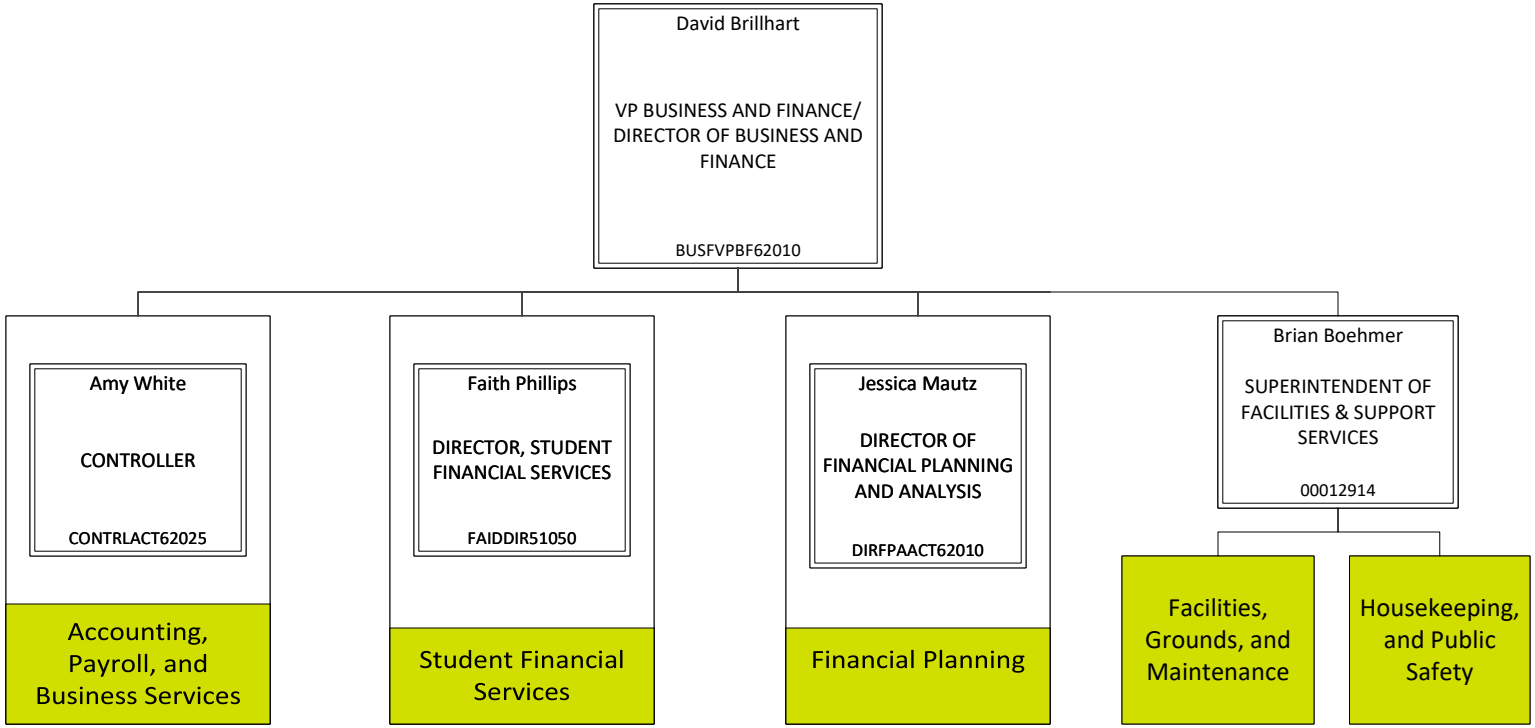



Dai Newman
Director of Library
00035476
Tauni Graham
LIBRARY ASSOCIATE 1
00025898
Brittni Dixon
LIBRARY MEDIA TECHNICAL ASSISTANT
00016806
Corazon Britton
STUDENT SUCCESS LIBRARIAN
00276265
Allison McPherson
SPECIAL COLLECTIONS & REFERENCE LIBRARIAN
00276292

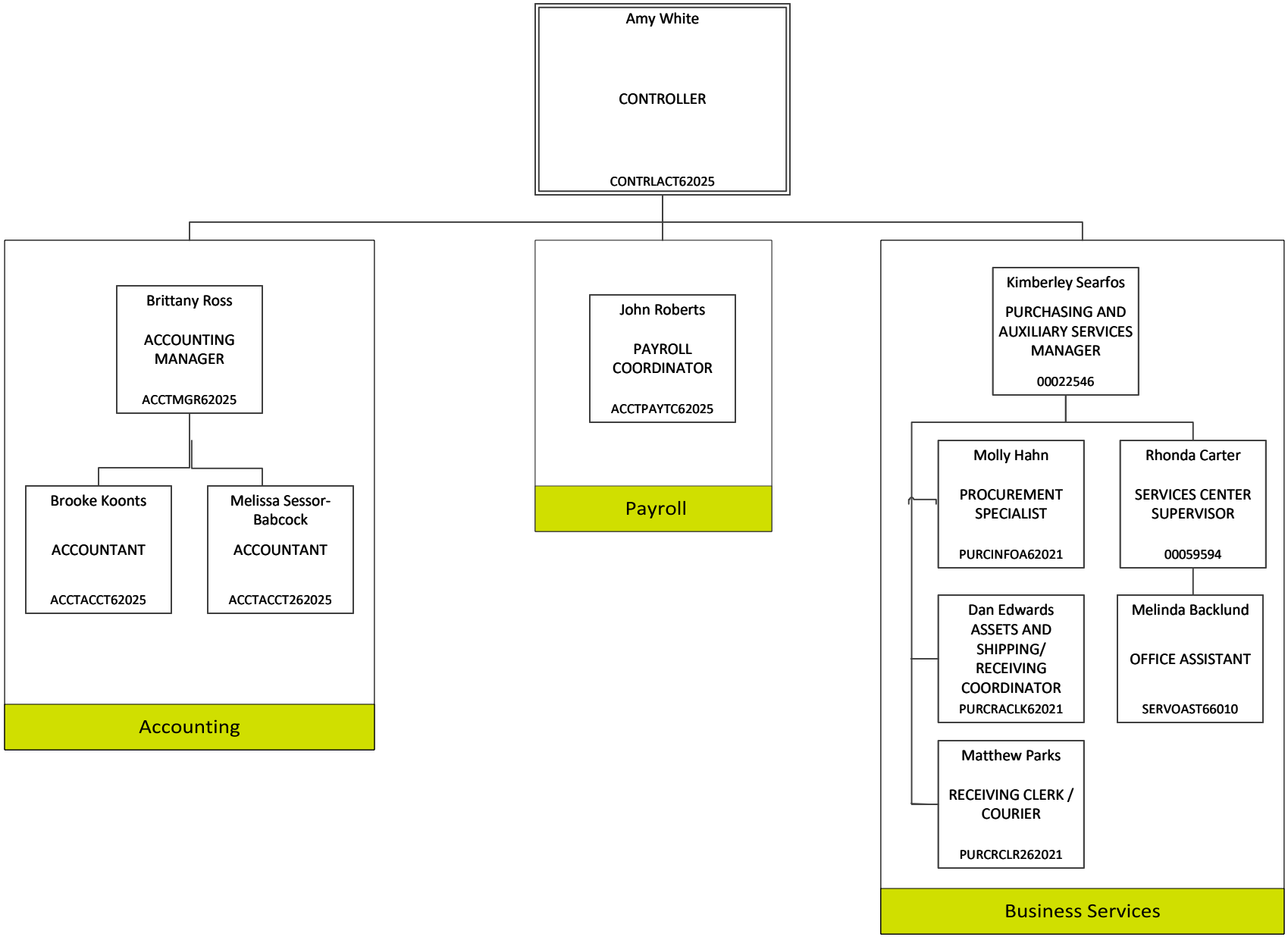
Institutional Research & Effectiveness, and Human Resources



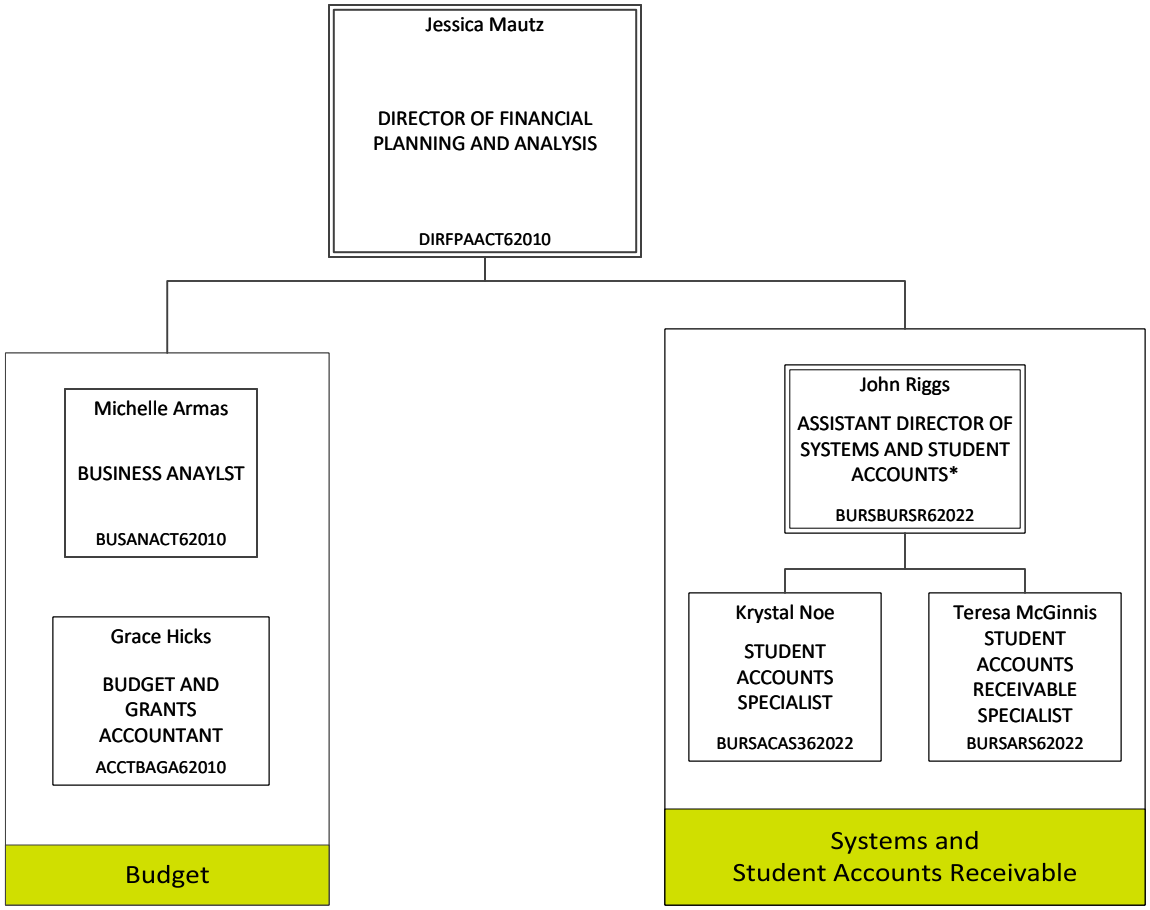
Business and Finance



Accounting & Payroll, Business Services

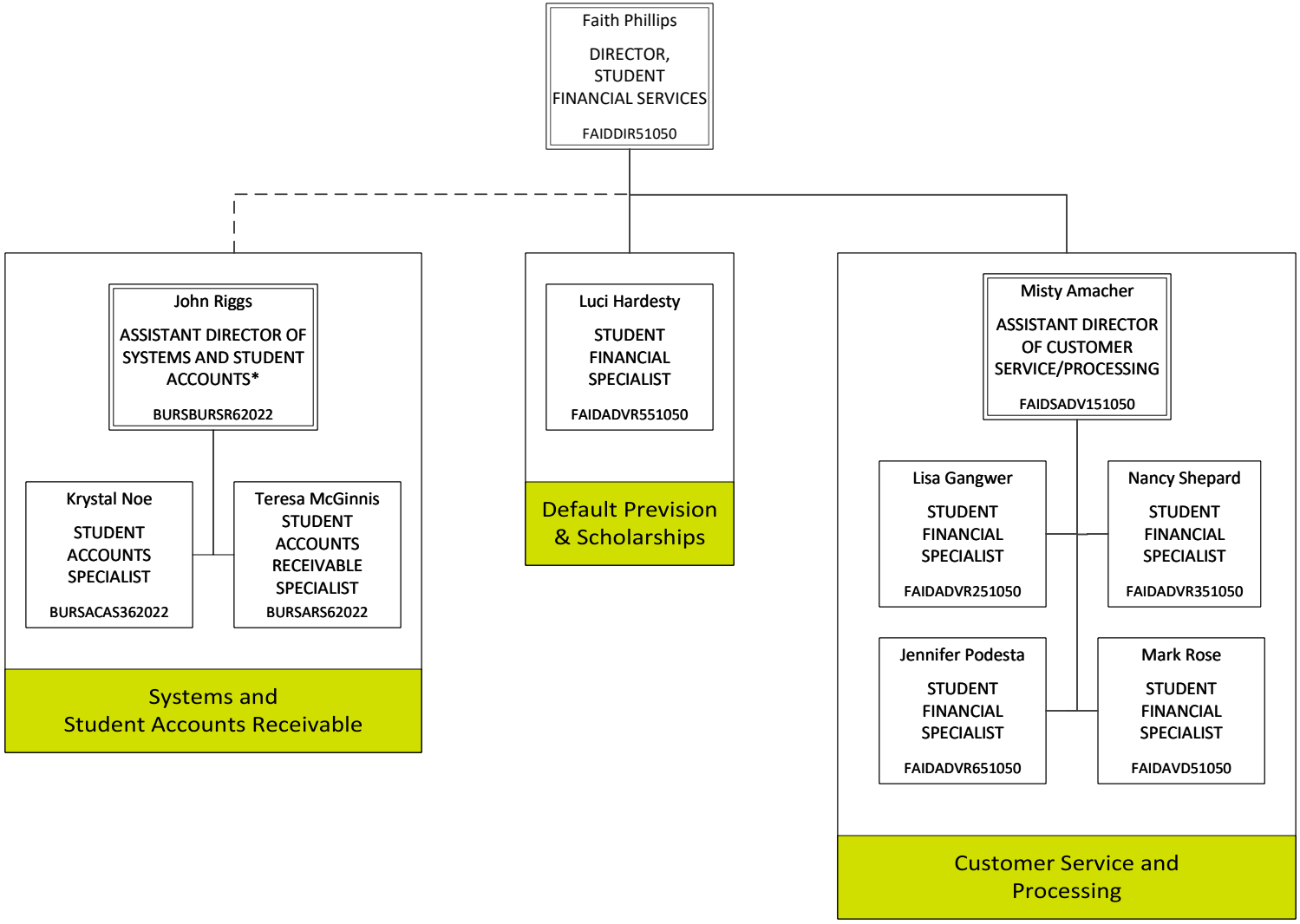


Financial Planning



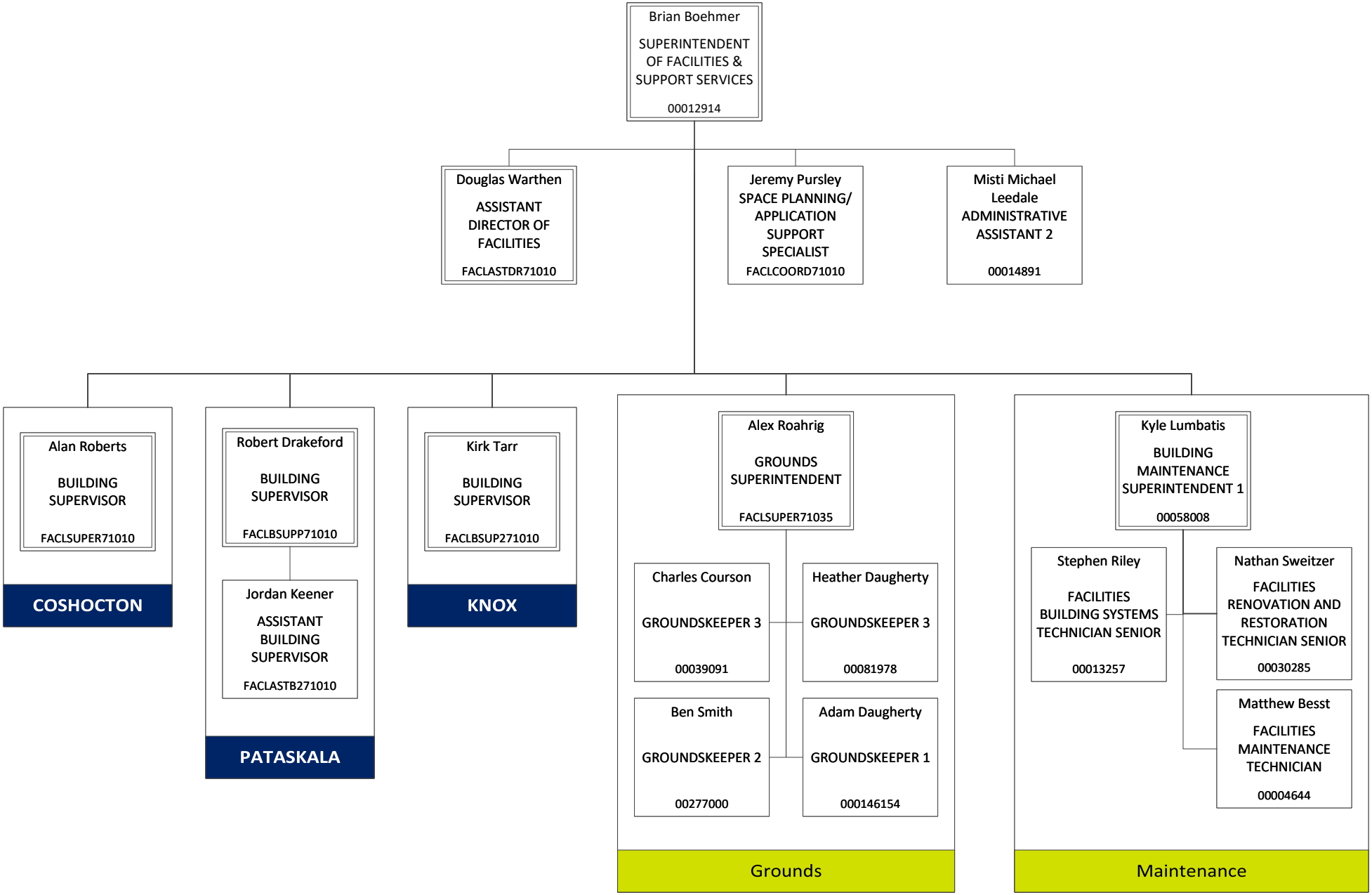
*Assistant Director of Systems and Student Accounts reports to Director of Financial Planning and Anaylsis with dotted line to Director of Student Financial Services

Student Financial Services

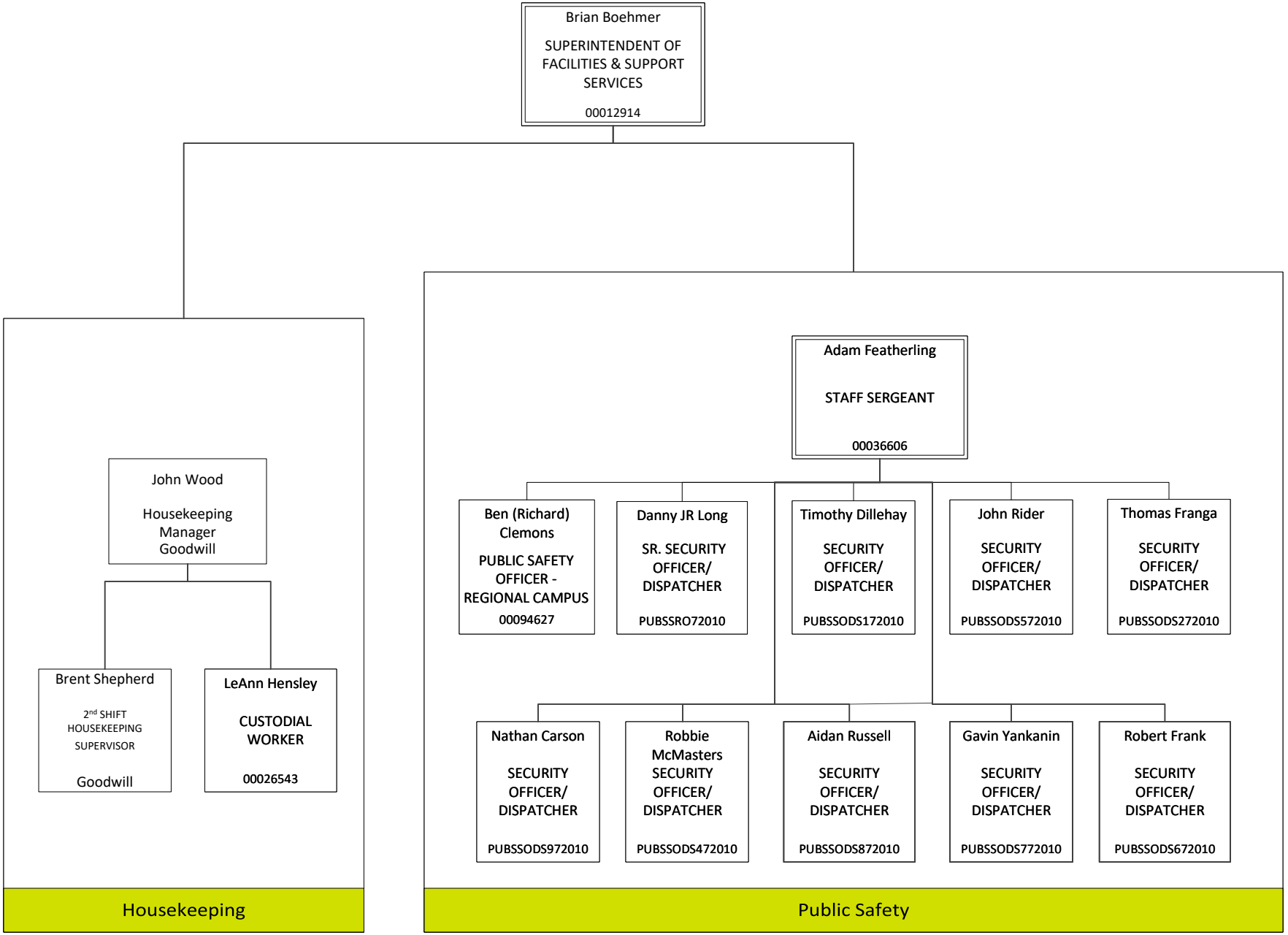


*Assistant Director of Systems and Student Accounts reports to Director of Financial Planning and Anaylsis with dotted line reporting to Director of Student Financial Services

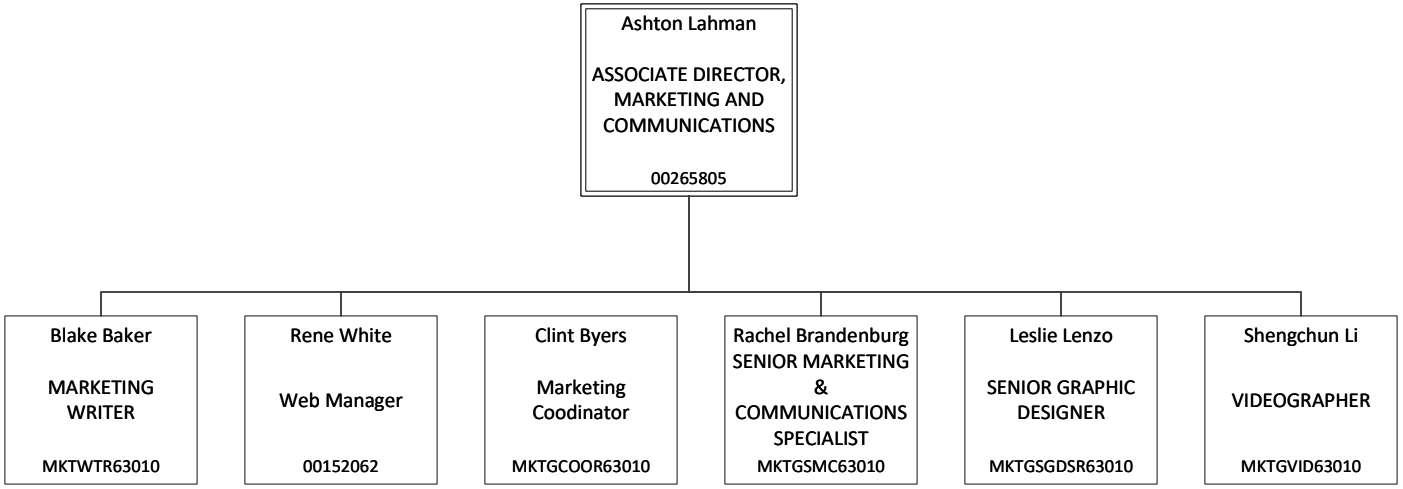
Facilities, Grounds and Maintenance



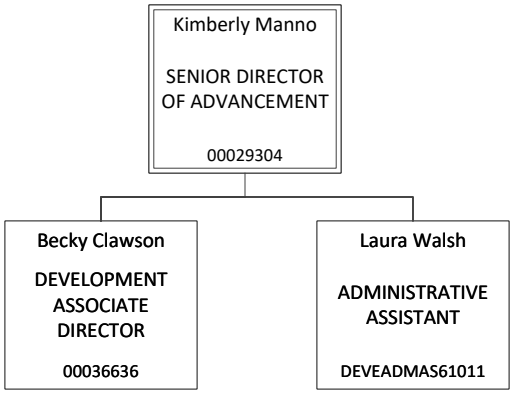
Housekeeping and Public Safety



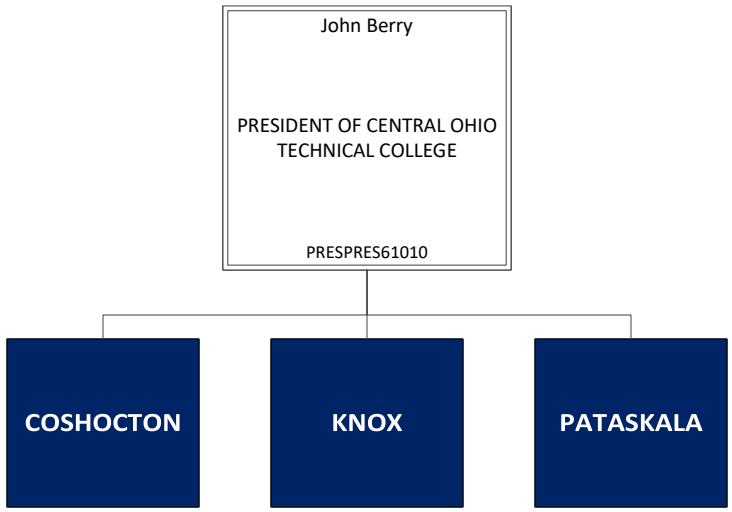
Marketing and Public Relations



Advancement

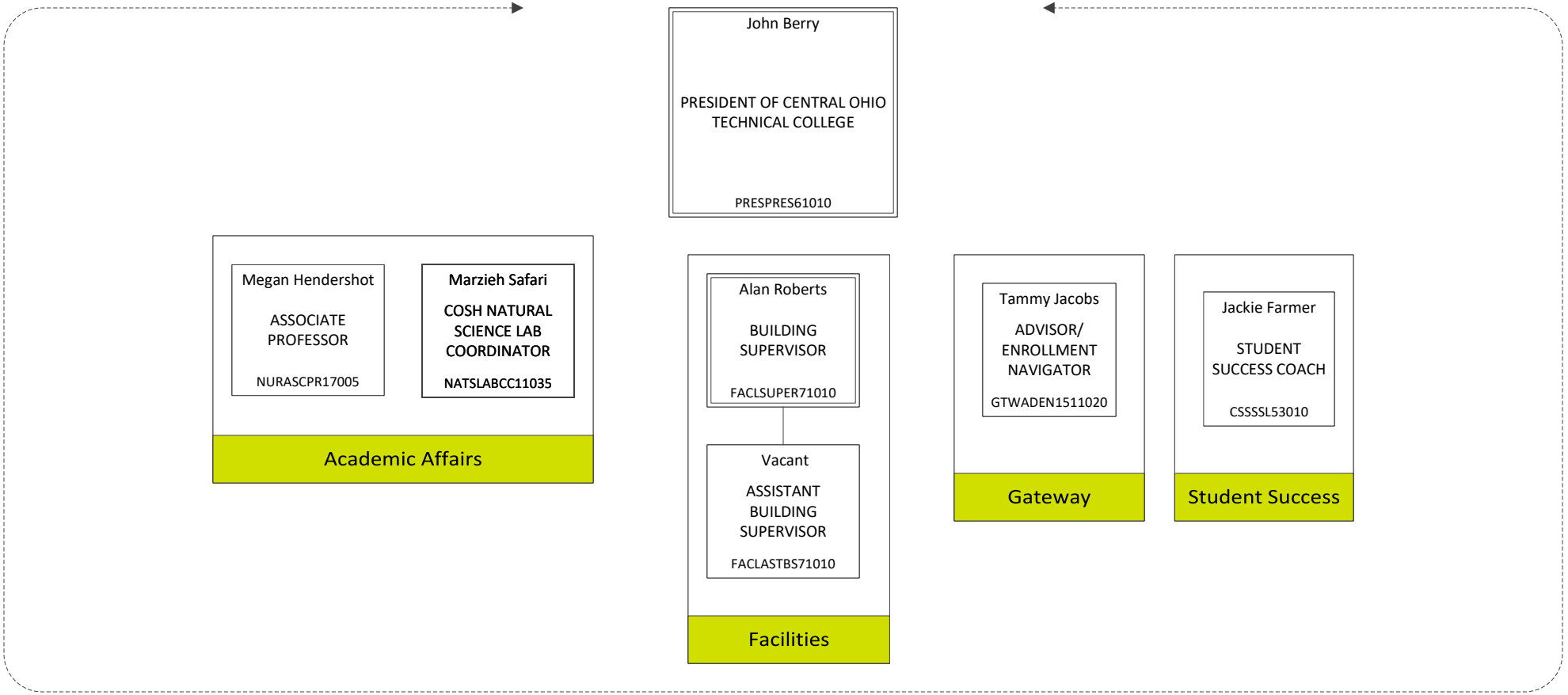


Extended Campuses



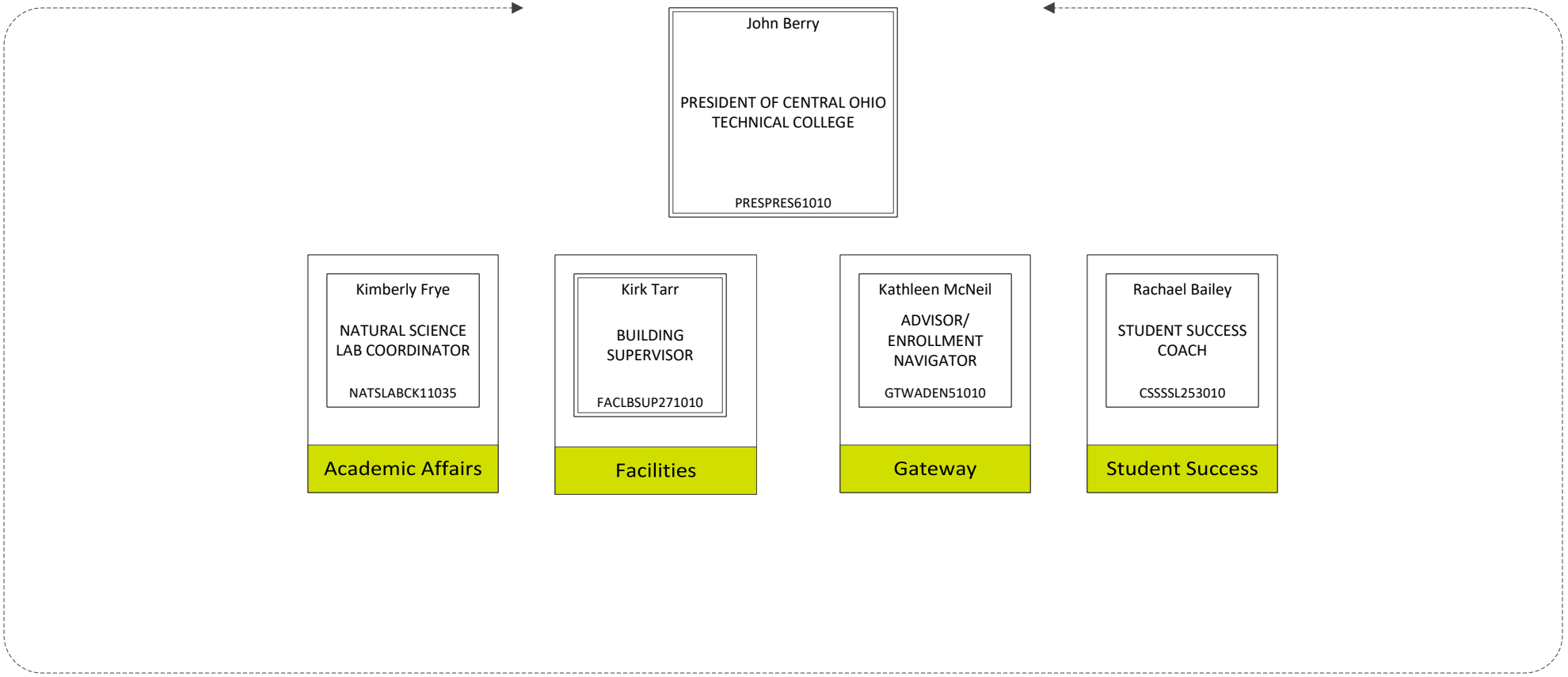
*Inventories of positions assigned to the extended campuses are on the following pages. These positions report to the respective departments.

Coshocton Campus Positions



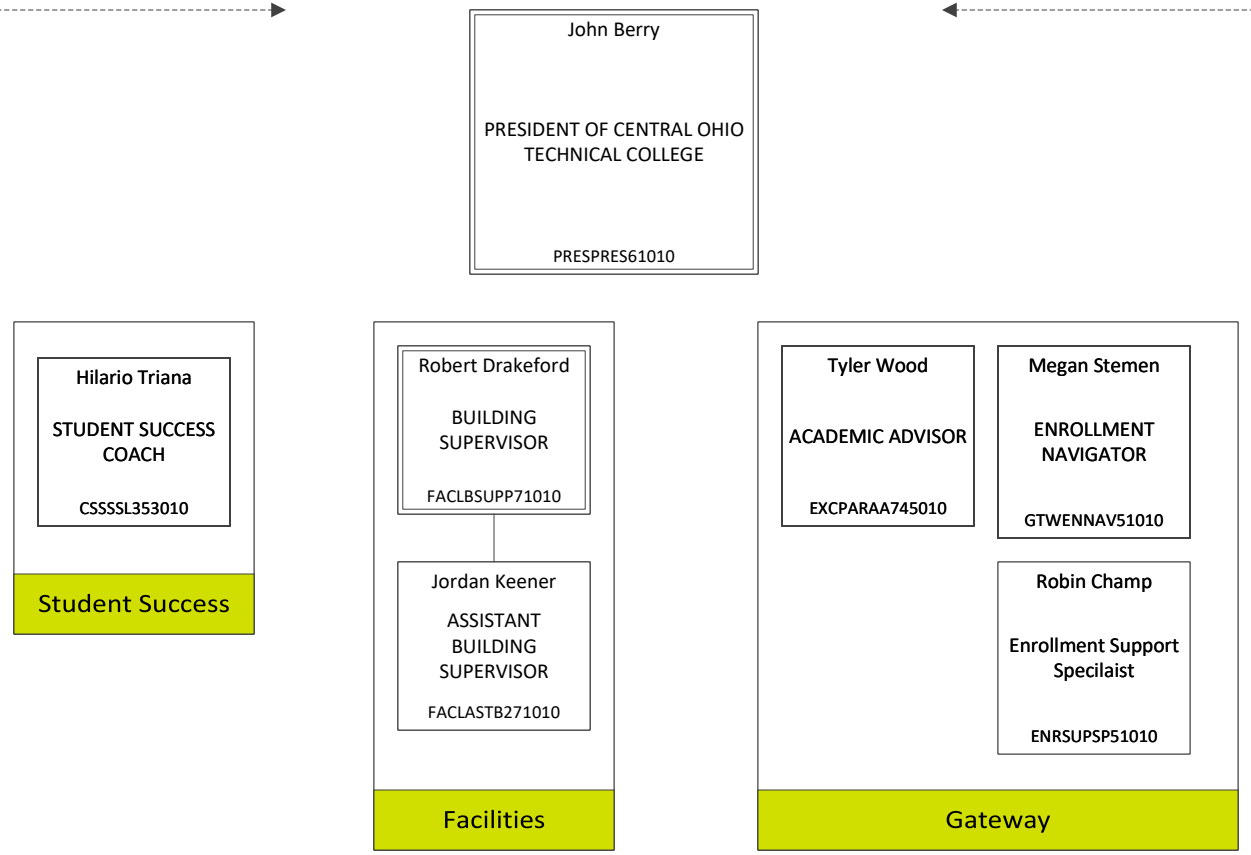
All extended campuses positions report to the respective departments.

Knox Campus Positions



All extended campuses positions report to the respective departments.

Pataskala Campus Positions



All extended campuses positions report to the respective departments.

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: provost; vice president for business and finance; vice president & chief of staff; the director of advancement, the dean of students, the superintendent of facilities and support services, the director of marketing and public relations and the dean of enrollment management. These positions are unclassified, administrative & professional appointments. The positions of vice president for business and finance; vice president & chief of staff; dean of students; director of advancement, director of marketing and public relations, 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 the dean of students hold director-level titles for the Ohio State Newark portion of their position assignments. The vice president & chief of staff holds the title of "chief of staff" for the Ohio State Newark portion.

Campus Council
The Campus Council is an advisory group that serves the Ohio State Newark dean and director and the COTC president. Council membership includes the: COTC president; the Ohio State Newark dean and director; the vice president/director for business and finance; the vice president & chief of staff; the Ohio State Newark associate dean, COTC's provost; the OTDI relationship manager assigned to the campus, the director of advancement; the director of marketing and public relations, the dean of students/director of student life, faculty members designated by the dean and director and the president, and student representatives as needed.

The core team of Campus Council, comprised of COTC president; the Ohio State Newark dean and director; the vice president/director for business and finance; and the vice president & chief of staff, 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 Office of Human Resources posts the position and recommends advertising sources (newspapers, journals, websites, social media, etcetera.) to the COTC president and Ohio State Newark dean/director.

The Ohio State Newark dean and 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 Office of Human Resources of the institution that pays the position. Prior to initiating the search, the search committee receives a charge from the Ohio State Newark dean and director and the COTC president, or their designee.

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 and director, the COTC president, faculty, staff, students, directors and industry groups, as appropriate.

[continued...

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 and 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.

The Ohio State Newark dean and 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,

Ohio State-Paid:
- vice president & chief of staff;
- director of advancement,
- director of marketing and public relations,
- superintendent of facilities and support services
- dean of students/director of student life

For the COTC-paid, cost-shared appointments, the director, human resources prepares and signs the official offer letter on behalf of the Ohio State Newark dean and 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**:** An addendum outlining the responsibilities of the cost-shared role will be included with the offer letter.

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 annual salary/pay rate of *$$$*. You will be paid bi-weekly minus applicable withholdings. You will report to Dr. Matthew J. Smith, 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.

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 Ohio State Newark dean and director and the COTC president jointly evaluate cost-shared administrators on an annual basis.

Salary and equity adjustments for cost-shared administrators
The Ohio State Newark dean and 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 Ohio State University's Office of Human Resources in Columbus.

An annual review of cabinet/council-level salaries for equity adjustments is the responsibility of the Newark Campus's human resources business partner and the COTC director of human resources, who makes recommendations to the Ohio State Newark dean and director and the COTC president.

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 and 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 Ohio State University's Office of Human Resources in Columbus.

An annual review of cabinet/council-level salaries for equity adjustments is the responsibility of the vice president & chief of staff, who makes recommendations to the dean/director and the president.

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