

SFC and CCEC Operations Chart

Jeff Bowman, Data/Operations Coordinator: bowman.12@osu.edu or 614-247-7488

- Signing in and out the Pcard and gift cards
- Posting notices and required documentation in the buildings and disseminating information related to building logistics (HVAC, closures, etc.)
- Managing building logistics including but not limited to HVAC, OTEL, Facilities Operations and Development (FOD) for hanging/taking down things on walls, elevator, fire panels and security
- Managing ChildPlus (data collection, data entry, reporting, and parent interest list forms)
- Managing the inventory and equipment inventory
- Requesting keys for SFC staff and updating and key codes for all SFC and CCEC locations
- Maintaining records and check-out system for equipment utilized by employees
- Making sure each meeting room is equipped
- Delivery point person

Lisa Baldwin-Skinner - Family Engagement Specialist: baldwin-skinner.1@osu.edu or 614-247-7488

- Scheduling meetings with Laura Justice, including annual performance reviews
- Obtaining Laura Justice's digital signature
- Managing schedule for the front desk coverage
- Managing SFC room schedule/Clinic Schedule
- Manages front desk protocols
- Front desk slide show
- Ordering of supplies

Melissa Niece – Family Engagement Specialist
Niece.11@osu.edu or 614-247-7488

- PFCC
- Supply and travel requests
- Enrollment entry into Child Plus
- Parking Passes

Al Knox, HR Generalist: knox.113@osu.edu or 614-292-9173

- Maintaining files of Faculty Associates offer letters and SFC/CCEC volunteers
- Maintaining database of students and others (including current employees) expressing interest in working/volunteering for the SFC/CCEC
- Sharing database information with supervisors and Principal Investigators across centers based on center and program needs
- Alerting Data/Operations Coordinator and Technology Lead when there is a new hire to be added to Listservs and websites
- HR policies

Elaine Joy, CCEC Coordinator, Joy.122@osu.edu or 614-292-4575

- Maintaining Google Scholar Research Repository
- Coordinating background checks for CCEC new hires
- Coordinating logistics for visiting scholars
- Facilitating Faculty Associate and GRA programs
- Inviting faculty to become Faculty Affiliates
- Backing up approvals for eLeaves and eTimesheets
- Adding individuals to CCEC listserv
- Leading tours of the CCEC
- Building community through Weekly CCEC Kudos email and weekly coffee breaks
- Monitoring and evaluating CCEC programs for strategic planning purposes
- Maintaining check-out system for assessment manuals

Project/School Directors and Supervisors:

- Conducting orientations with new staff members
- Ensuring new hires have appropriate ID lanyards and that BuckIDs are entered into the Security Clearance system with Data/Operations Coordinator
- Managing student RAs including arranging orientations, ensuring compliance with sign in and sign out procedures, submitting timesheets, scheduling, and ensuring on-task during work hours
- Sending UPS, metered mail, and interoffice mail
- Ensuring project data secure at all times in accordance with IRB policies

To schedule a conference room or conference call refer to the protocol online and use ccecsfc_scheduling@osu.edu

To order supplies room refer to the protocol online and use bowman.12@osu.edu