



STAFF COMMUNICATION DIRECTORY

LAST UPDATED: July 1, 2015

AT A GLANCE

| QUESTION / SUBJECT | Employee | Phone | Supervisor | Phone |
|-------------------------------------|------------------|----------|-----------------------|----------|
| Accounts Payable | Irene Tower | 494-8118 | Steve Houle | 444-7200 |
| Account Detail / Depart Budget inq. | Steve Houle | 444-7200 | Sharon Johnson-Legere | 494-8112 |
| Admissions | Annalise Prodor | 494-8259 | Terry Bailey | 494-8188 |
| Alumni Relations, Special Events | Chris McFarlane | 494-8175 | Linda Hutchison | 444-8244 |
| Bookstore | | 494-8176 | Neil Thompson | 494-8176 |
| Computer Services (academic) | Monika Kulesza | 494-8619 | Tim MacInnes | 444-7203 |
| Computer Services (administration) | Tori Brine | 444-7222 | Tim MacInnes | |
| Custodial Services | Lee Petter | 830-1836 | Randall Turple | 494-8215 |
| Extended Studies inquiries | Ria MacGillivray | 494-8185 | Catherine Allen | 494-8224 |
| Board of Governors | Kathy Connor | 494-8168 | Dianne Taylor-Gearing | 494-8114 |
| Academic Governance | | | Marilyn McKay | 494-8189 |
| Human Resources | Chris Hattie | 494-8131 | Sharon Johnson-Legere | 494-8112 |
| Library | Rebecca Young | 494-8181 | Ann-Barbara Graff | 494-8125 |
| Media Inquiries | Marilyn Smulders | 494-8248 | Linda Hutchison | 494-8244 |
| Payroll / Benefits | Jo-Ann Melanson | 494-8116 | Chris Hattie | 494-8131 |
| Privacy Officer | Anne Masterson | 494-8125 | Ann-Barbara Graff | 494-8125 |
| Service Centre | Sonya Diamond | 494-8146 | Randall Turple | 494-8215 |
| Student Account Inquiries | Sheila Doherty | 494-8222 | Steve Houle | 444-7200 |
| Transcripts | Terry Wade | 494-8260 | Terry Bailey | 494-8200 |
| Accommodation Booking | Patty O'Toole | 494-8149 | Ann-Barbara Graff | 494-8125 |

NSGEU Local 82 Contacts

| | | |
|-----------------------|----------------|----------|
| Christina Warren | President | 494-8251 |
| Ken Rice | Vice President | 494-8187 |
| Joann Reynolds-Farmer | Chief Steward | 494-8147 |

FUNSCAD Contacts

| | | |
|----------------------------|--------------------------|----------|
| Alvin Comiter | President | 494-8312 |
| Melanie Colosimo (Unit II) | Vice-President | 494-8223 |
| Mathew Reichertz (Unit I) | Vice-President | 494-8138 |
| Glynis Humphrey | Administrative Assistant | 494-8191 |

SUNSCAD Contacts

| | | | |
|----------------|-------------|----------------|-------------|
| | | 494-8132 | |
| Gabriel Soligo | President | Camila Salcedo | VP Internal |
| Jade Peek | VP External | Evan Cameron | VP Academic |
| Julie Hall | VP Finance | Lucy Pauker | VP Cultural |

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*If you wish to contact a specific staff member by email, all addresses follow the same convention. First initial of the first name, then the full last name @nscad.ca
So for instance, John Smith would be: jsmith@nscad.ca*

ADMINISTRATION

PRESIDENT'S OFFICE

Fountain Campus, 4th Floor, Duke Building

| | | | |
|------------------------------------|--------------------------------------|----------|------------------------------------|
| Prof. Dianne Taylor-Gearing | President | 494-8114 | Stephanie Willan coordinates calls |
| Stephanie Willan | Executive Assistant to the President | 494-8114 | General inquiries / scheduling |
| Kathy Connor | Executive Assistant, Governance | 494-8168 | Board Meetings / Communication |
| Grant Machum | Chairperson | 494-8168 | Kathy Connor coordinates calls |

OFFICE OF ACADEMIC AFFAIRS

Fountain Campus, 3rd Floor, Duke Building

| | | | |
|--------------------------|--|----------|--|
| Ann-Barbara Graff | VP, Academic & Research | 494-8125 | Academic concerns, staff evaluations, labour relations |
| Anne Masterson | Academic Affairs Officer | 494-8125 | Privacy Officer, general inquiries |
| Eric MacDonald | Coordinator, Academic Affairs & Research | 494-8220 | Meeting room bookings, The Press inquiries |
| Patty O`Toole | Academic Administrative Assistant | 494-8149 | |
| Mireille Bourgeois | Coordinator, Research Services | 444-7221 | IP issues associated with research projects (faculty and student IP, IP transfers, commercialization agreements) reports through Academic Affairs Office |
| Catherine Allen | Extended Studies Program Coordinator | 494-8224 | |

STAFF COMMUNICATION DIRECTORY

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FINANCE AND ADMINISTRATION

Fountain Campus, 4th Floor, Duke Building

| | | | |
|------------------------------|---|----------|--|
| Sharon Johnson-Legere | VP Finance and Administration | 494-8112 | Overview of all financial budgets |
| Maureen Halstead | Executive Assistant to the VP Finance & Administration | 494-8119 | General inquiries, Business Card orders |
| Chris Hattie | Director of Human Resources | 494-8131 | Vacation inquiries, Labour Relations, HR Policies, Employment Inquiries |
| Steve Houle | Controller | 444-7200 | Reconciliation of departmental budgets, account details, EasyR inquiries, insurance inquiries |
| Jo-Ann Melanson | Compensation & Finance Manager | 494-8116 | Salaries, timesheets, group benefits, pension, STD and LTD claims, ROEs, commissions, mortgage letters, CSBs, Goodlife, year-end T4s, T4As, T2202As, interdepartmental cost transfers, month-end entries, various finance responsibilities |
| Irene Tower | Accounts Payable Clerk | 494-8118 | Accounts Payable, invoices, payments and PO inquiries, journal entries to correct coding |
| Sheila Doherty | Coordinator, Student Accounts and Receivables | 494-8222 | Student account inquiries, materials fees |
| Theresa Pottie | Finance Office Assistant | 494-8117 | Accounting for departmental charges (school store, print shop, postage, fax, paper), student account inquiries, material fees |

UNIVERSITY RELATIONS

Fountain Campus, 4th Floor, Duke Building

| | | | |
|------------------------|--|----------|---|
| Linda Hutchison | Associate Vice-President, University Relations | 494-8244 | Development, Advancement, Fundraising, Government Relations, Alumni Relations, |
| Marilyn Smulders | Director of Communications | 494-8248 | Media Relations, Communications and Marketing, NSCAD Notes, VIVID |
| Chris McFarlane | Manager, Advancement Services | 494-8175 | Donor Relations, Annual Fund, Gifts and tax receipts, Records Management |
| Stephanie Mason | Coordinator Community Service Learning & Outreach Initiatives | 494-8251 | |



STAFF COMMUNICATION DIRECTORY

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SERVICES AND FACILITIES

OFFICE OF STUDENT AND ACADEMIC SERVICES

Fountain Campus, 2nd Floor, Duke Building

| | | | |
|-----------------------|--|----------|---|
| General Inquiries | | 494-8195 | Auto attendant, redirects inquiries to relevant person |
| Terry Bailey | Acting Registrar/Director of Student Services | 494-8200 | Academic Advising (book through Terry Wade), academic records and student registration. Letters of Permission, awarding transfer credit, and Datatel Colleague questions. Graduation inquiries, and graduation advising. Academic Calendar and term planning. Student services issues and New Student Orientations. |
| Debra Campbell | Assistant Registrar | 494-8124 | Faculty inquiries including semester issues, attendance and student issues, visiting students, Letters of Permission, faculty grade concerns, academic appeals and academic advising. |
| Christina Warren | Manager of Financial Aid and Student Counselling | 494-8130 | Financial aid, student counselling, scholarships and bursaries, student loan queries, and international student support. |
| Theresa Wade | Administrative Assistant | 494-8260 | Transcripts, appointments, academic records, graduation inquiries. |
| Bill Travis | Disability Resource Facilitator | 494-8313 | Disability Services |
| Dirk Staatsen | Coordinator Student Records and Academic Advising | 494-8194 | Academic advising, registration, WebAdvisor, Datatel Colleague questions, student issues. |
| Joann Reynolds-Farmer | Coordinator, Off-campus, International & Advising | 494-8195 | |

STAFF COMMUNICATION DIRECTORY

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OFFICE OF ADMISSIONS

Main Office: Port Campus, 1st floor

| | | | |
|---------------------|---|----------|---|
| Terry Bailey | Director of Admissions & Enrollment Services | 494-8188 | Admissions / Recruitment /Off-Campus Study and Exchange Counselling (book through TBA) |
| Annalise Prodor | Admissions Coordinator | 494-8259 | Admissions, general inquiries, campus tours, student housing, exchange and off campus inquiries |
| Ruby Boutilier | Recruitment Coordinator | 494-8241 | Student Recruitment / Admissions |
| Kaley Doleman | Recruitment Officer | 494-8129 | |

FACILITIES MANAGEMENT

Fountain Campus, 2nd Floor

| | | | |
|-----------------------|---|----------------------------------|---|
| Randall Turple | Director of Facilities Management | 494-8215 | |
| Lee Petter | Facilities Manager | 442-4206 Cel: 830-1836 | |
| Maureen Halstead | Executive Assistant to the VP Finance and Administration | 494-8119 | Forwarded calls |
| Vacant | Coordinator of Facilities Services | 444-7217 | Security, Repair Services, Fire Warden, First Aid Kits, opening doors, student access, events cleaning, meeting room set up |
| Security | Granville Campus | 877-0764 494-8174 492-8778 | Cell Telephone Telephone |
| | Port Security | 478-0234 442-4218 | Cell Telephone |

Maintenance Staff

| | |
|----------------|------------------------------------|
| Kevin Cordeau | Maintenance Technician (Granville) |
| Brian Crabbe | Carpenter/Cabinet Maker |
| Gerry Simmonds | Maintenance Technician (Port) |

STAFF COMMUNICATION DIRECTORY

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| LIBRARY | | | |
|---|--|----------|---|
| Fountain Campus, 1 st Floor, Duke Building | | 494-8196 | General inquiries front desk |
| Rebecca Young | Director of Library Services (University Librarian) | 494-8181 | Print and media acquisitions, collection development, library instruction & tours, donations, budget, reference, general copyright questions, archives inquiries. |
| Kit Clarke | Supervisor, Library Information and Technical Services | 494-8202 | Cataloguing, library technical issues, reference, on line access, acquisitions |
| Janice Fralic-Brown | Supervisor, Library Circulation | 494-8229 | Course reserves, circulation issues, patron registration, reference questions. |
| Detta Morrison-Phillips | Interlibrary Loans/Serials Technician | 494-8255 | Novanet Express, inter-library loans and document delivery, serials, circulation issues, online access, reference questions. |

| ANNA LEONOWENS GALLERY | | | |
|---|---|---|---|
| <u>Anna Leonowens</u> Fountain Campus, 1891 Granville Street Phone: 494-8223 | | <u>Loggia Gallery</u> Port Campus 1107 Marginal Road Phone: 442-8769 | |
| Melanie Colosimo | Director, Anna Leonowens Gallery | 494-8184 | Visiting artists and faculty exhibition inquiries for Anna Leonowens Galleries / student gallery, internship inquiries / NSCAD Permanent Collection and Gallery Achieves inquiries / NSCAD Public Art Inquiries |
| Kate Walchuk | Exhibitions Coordinator | 494-8223 | Student exhibitions and coordination. Anna Leonowens Galleries 1, 2, & 3 Granville Campus VP Unit II |

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COMPUTER SERVICES

| | | | |
|---------------------|------------------------------------|-----------------------------|---|
| Tim MacInnes | Director, Computer Services | 444-7203 266-3403 (Cell) | All software and hardware acquisitions – Room D420 Office of Finance and Administration |
| Denis Belliveau | Systems Administrator | 494-8150 | Network administration, administrative IT support |
| Tori Brine | Website/Desktop Support Specialist | 444-7222 | Administrative IT support, website CMS support (OneWeb content management system) |

MULTIMEDIA

| | | | |
|--|-----------------------------|--|--|
| Equipment Bookings / Help Desk / Troubleshooting / Port campus student computing inquiries / General University AV access, Bell Auditorium bookings, Circulation, PDF print services, printing inquiries | | Fountain Campus Seeds Building 425-2412 | |
| Kathleen Tetlock (on leave) | Director, Multimedia | 494-8619 | |
| Monika Kulesza | Multimedia Technician | 494-8619 | Acting Director of Multimedia |
| Anne MacMillan | Multimedia Technician | 494-8619 | |
| Renia Stappas | Multimedia Technician | 494-8619 | |
| William Robinson | Multimedia Technician | 494-8619 | |
| Donnie Thompson | Technician | 442-4203 | Port Campus AV and student after hour access |

SERVICE CENTRE

| | | | |
|--|-------------------|----------|--|
| Office: Fountain Campus, 1872 Hollis Street | | 494-8146 | General inquiries |
| Sonya Diamond | Supervisor | | Phone system inquiries, Liquor sales, Now Bulletin, Xerox paper, Letterhead, Access Card Inquiries |



STAFF COMMUNICATION DIRECTORY

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SCHOOL OF EXTENDED STUDIES

See Academic Affairs

SCHOOL BOOKSTORE

Fountain Campus, 1st Floor
1870 Hollis Street

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|----------------------|---------------------------|----------|--|
| Neil Thompson | Manager, Bookstore | 494-8176 | Requests for stocking, general inquiries |
| Blythe Church (LOA) | Store Clerk | | |
| Jeremy Hansen | Store Clerk | | |

ACADEMIC DIVISIONS

DIVISION OF MEDIA ARTS

Main Office: Fountain Campus, 2nd Floor Granville Building 494-8147

Includes Photography, Intermedia, Film

Bruce Barber **Chair, Division of Media Arts** 494-8291

Intermedia

| | | | |
|--------------|---------------------|----------|--|
| Bruce Barber | Professor | 492-8291 | Chair, Media Arts |
| David Clark | Associate Professor | 492-2445 | |
| Jan Peacock | Professor | 494-8155 | Director, MFA Program (see Graduate Studies) Sabbatical January 1, 2016 – June 30, 2016 |

Photography

| | | | |
|---------------|---------------------|----------|--|
| Robert Bean | Professor | 494-5924 | |
| Alvin Comiter | Professor | 494-8312 | President, FUNSCAD Sabbatical January 1, 2016 – June 30, 2016 |
| Adrian Fish | Associate Professor | 494-8265 | Sabbatical July 1, 2015 – December 31, 2015 |

Film

Academy Campus

Access key card needed for entry

| | | | |
|----------------|---------------------|----------|--|
| Sam Fisher | Associate Professor | 494-8309 | |
| Solomon Nagler | Associate Professor | 444-3167 | |
| Nathan Ryan | Technician | 422-0156 | |

PHOTOGRAPHIC SERVICES

Fountain Campus, 3rd Floor 494-8179 General inquiries help desk, equipment bookings

Chris Nielsen **Director of
Photographic Services** 494-8211

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|--------------------------|------------|----------|--|
| Alex Chisholm | Technician | 494-8179 | |
| Jacob Mailman (on leave) | Technician | 494-8179 | |

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| DIVISION OF FINE ARTS |
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Main Office: Fountain Campus, 2nd Floor, Granville Building

Includes: Sculpture, Painting, Drawing and Printmaking

Mathew Reichertz **Chair, Division of Fine Arts** 494-8138

Sculpture *Port Campus, 1st floor*

| | | | |
|----------------|---------------------|----------|--|
| John Kennedy | Technician | 494-8126 | |
| Kim Morgan | Associate Professor | 442-4202 | |
| Thierry Delva | Associate Professor | 444-7205 | |
| David B. Smith | Professor | 494-8147 | |

Painting *Fountain Campus, 1st floor*

| | | | |
|------------------|---------------------|----------|--|
| Jeremy Vaughan | Technician | 444-7201 | |
| Alex Livingston | Professor | 494-8193 | |
| Mathew Reichertz | Associate Professor | 494-8138 | Chair of Fine Arts, VP FUNSCAD Unit I, |

Drawing
Suzanne Funnell Associate Professor 494-8318

Printmaking *Fountain Campus, H310-H350*

| | | | |
|---------------|---------------------|----------|--|
| Jill Graham | Technician | 444-7204 | |
| Ericka Walker | Assistant Professor | 494-8101 | Office: G223 |
| Mark Bovey | Associate Professor | 494-8190 | Sabbatical January 1, 2016 – June 30, 2016 |

STAFF COMMUNICATION DIRECTORY

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DIVISION OF CRAFT

Main Office: Fountain Campus, North Block Building, 2nd Floor

Includes Ceramics, Jewellery, and Textiles

| | | | |
|--------------------------------------|---------------------------------|--|---|
| Frances Dorsey | Chair, Division of Craft | 494-8208 | |
| <u>Jewellery & Metalsmithing</u> | | <i>Fountain Campus, Hollis Building 2nd floor</i> | |
| Chantel Gushue | Technician | 494-8206 | |
| Pamela Ritchie | Professor | 494-8232 | Sabbatical July 1, 2015 – December 31, 2015 |
| Kye-Yeon Son | Professor | 494-8226 | |
| <u>Ceramics</u> | | <i>Port Campus, 1107 Marginal Road, 3rd floor</i> | |
| Doug Bamford | Technician | 494-8180 | |
| Neil Forrest | Professor | 494-8225 | |
| Rory MacDonald | Assistant Professor | 494-8237 | Sabbatical July 1, 2015 – June 30, 2016 |
| <u>Textiles</u> | | <i>Fountain Campus, Seeds Building, 1st Floor</i> | |
| Anke Fox | Technician | 494-8166 | |
| Robin Muller | Professor | 494-8173 | |
| Frances Dorsey | Associate Professor | 494-8208 | Chair, Craft |
| <u>Fashion</u> | | <i>Fountain Campus, Seeds Building</i> | |
| Leesa Hamilton | Technician | 494-8310 | |
| Gary Markle | Associate Professor | 494-8136 | Sabbatical July 1, 2015 – December 31, 2015 |

STAFF COMMUNICATION DIRECTORY

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DIVISION OF DESIGN

Main Office: Fountain Campus, North Block Building, 2nd Floor

| | | | |
|------------------------|----------------------------------|----------|--|
| Michael LeBlanc | Chair, Division of Design | 494-8160 | |
| <u>Faculty</u> | | | |
| May Chung | Associate Professor | 494-8158 | |
| Glen Hougan | Associate Professor | 494-8228 | |
| Marlene Ivey | Associate Professor | 494-8159 | |
| Christopher Kaltenbach | Associate Professor | 494-8262 | Sabbatical September 1, 2015 – February 28, 2016 |
| Michael LeBlanc | Associate Professor | 494-8160 | Chair, Design |
| Rudi Meyer | Associate Professor | 494-8238 | Director of MDes Program (See Graduate Studies) |

Print shop *Fountain Campus
North Block Building, 1st floor*

| | | | |
|----------|--|----------|--|
| Jeff Wry | Graphic Technician, Visual Communication Services | 494-8198 | |
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Plastics *Port Campus, 2nd Floor*

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|-----------------|------------|----------|--|
| Donnie Thompson | Technician | 442-4203 | |
|-----------------|------------|----------|--|

DIVISION OF FOUNDATION STUDIES

Main Office: Port Campus, 2nd Floor

| | | | |
|-------------------------|--------------------------------------|----------|---|
| Craig Leonard | Chair, Division of Foundation | 442-8252 | |
| <u>Faculty</u> | | | |
| Gene Daniels (on leave) | Associate Professor | 494-8140 | |
| Rebecca Hannon | Associate Professor | 442-1536 | Sabbatical July 1, 2015 – June 30, 2016 |
| Christine Holzer-Hunt | Associate Professor | 494-8120 | |
| Craig Leonard | Associate Professor | 494-8252 | Chair, Foundation |
| Barbara Louder | Professor | 442-8730 | |

STAFF COMMUNICATION DIRECTORY

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SHOPS

Port Campus, 1st Floor

Metalshop

| | | |
|--------------|------------|----------|
| Sandy Graham | Technician | 494-8212 |
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Woodshop

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|----------|------------|----------|
| Ken Lamb | Technician | 494-8164 |
|----------|------------|----------|

Plastic Fabrication

| | | |
|-----------------|------------|----------|
| Donnie Thompson | Technician | 442-4203 |
|-----------------|------------|----------|

DIVISION OF ART HISTORY AND CRITICAL STUDIES

Main Office: Fountain Campus, 3rd Floor

Includes: Film History, English, Art History and Criticism and Art Education

| | | |
|----------------------|--|----------|
| Darrell Varga | Chair, Art History and Critical Studies | 494-8617 |
|----------------------|--|----------|

| | | |
|----------------|---------------------|----------|
| Sandra Alföldy | Professor | 494-8306 |
| Marylin McKay | Professor | 494-8189 |
| Jane Milton | Associate Professor | 494-8151 |

Sabbatical January 1, 2016 – June 30, 2016
Director of Writing Resources,
responsible for the writing centre

| | | |
|---------------|---------------------|----------|
| Carla Taunton | Assistant Professor | 494-8319 |
| Darrell Varga | Associate Professor | 494-8617 |
| Jayne Wark | Professor | 494-8135 |
| David Howard | Associate Professor | 494-8134 |
| Karin Cope | Associate Professor | 494-8141 |
| Max Haiven | Assistant Professor | 494-8261 |

Chair, Art History & Critical Studies



STAFF COMMUNICATION DIRECTORY

LAST UPDATED: July 1, 2015

SCHOOL OF GRADUATE STUDIES

Office: Fountain Campus, 2nd Floor

| | | | |
|-------------|---------------------|----------|----------------------------------|
| Jan Peacock | Professor | 494-8155 | Director MFA Program / Room G222 |
| Rudi Meyer | Associate Professor | 494-8238 | Director MDes/Room N222 |

MAILING ADDRESSES

NSCAD University Fountain Campus

5163 Duke St.
Halifax, NS B3J 3J6

NSCAD University Port Campus

1107 Marginal Rd.
Halifax, NS B3H 4P7

NSCAD University Academy Building

1649 Brunswick St.
Halifax, NS B3J 2G3