

COMMUNICATION DIRECTORY

LAST UPDATED: January 25, 2018

AT A GLANCE

QUESTION / SUBJECT	Employee	Phone	Manager	Phone
Academic Governance/Senate	Patty O'Toole	494-8149	Rory MacDonald	494-8237
Accounts Payable	B. L. Moran	494-8118	Leanne Dowe	444-7200
Account Detail / Depart Budget inq.	Leanne Dowe	444-7200	Sharon Johnson-Legere	494-8112
Admissions	(Cynthia Arias- Interim)	494-8259	Terry Bailey	494-8188
Alumni Relations	Linda Hutchison	444-8244	Dianne Taylor-Gearing	494-8114
Art Bar + Project Bookings	Andrew Neville	494-8223	Melanie Colosimo	494-8184
Audio Visual Support (Fountain)	Monika Kulesza	494-8619	Paul Maher	pmaher@nscad.ca
Audio Visual Support (Port)	Renia Stappas	494-8120	Paul Maher	pmaher@nscad.ca
Audio Visual Support (Academy)	Nathan Ryan	494-8309	Paul Maher	pmaher@nscad.ca
Bookstore	Kat Larocque	494-8176	Leanne Dowe	444-7200
Anna Leonowens Gallery	Melanie Colosimo	494-8184	Ann-Barbara Graff	494-8123
Governance & President's Office	Kathy Connor	494-8114	Dianne Taylor-Gearing	494-8114
Computer Services (administration)	Tori Brine	444-7222	Tim MacInnes	444-7203
Custodial Services	James Rae	444-7217	Randall Turple	494-8215
Donations and Gifts-in-Kind	Chris McFarlane	494-8175	Linda Hutchison	444-8244
Extended Studies inquiries	Catherine Allen	494-8224	Ann-Barbara Graff	494-8125
Human Resources	Ashley Lorette	494-8131	Sharon Johnson-Legere	494-8112
Library	Rebecca Young	444-7212	Ann-Barbara Graff	494-8125
Learning Commons	Paul Maher	pmaher@nscad.ca	Ann-Barbara Graff	494-8125
Media Inquiries	Linda Hutchison	494-8244	Linda Hutchison	494-8244
Payroll / Benefits	Maria Stein	494-8116	Leanne Dowe (or) Ashley Lorette	444-7200 494-8131
Privacy Officer	Anne Masterson	494-8125	D. Taylor-Gearing or designate	494-8114
Service Centre	Sonya Diamond	494-8146	Randall Turple	494-8215
Student Account Inquiries (Extended Studies)	Ria MacGillivray	494-8185	Leanne Dowe	444-7200
Student Account Inquiries	Theresa Pottie	494-8117	Leanne Dowe	444-7200
Transcripts	Terry Wade	494-8260	Jim Barmby	494-8200
Writing Centre	Jane Milton	494-8151		



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UNION GROUPS

NSGEU Local 82 Contacts

James Rae	President	444-7217	Richard Avant	Vice President	444-7217
Joann Reynolds-Farmer	Chief Steward	444-7213			

FUNSCAD Contacts

Mathew Reichertz	President	494-8138	Janice Fralic-Brown (Unit II)	Vice-President	494-8229
Jane Milton (Unit I)	Vice-President	494-8151	Glynis Humphrey	Administrative Assistant	494-8191

SUNSCAD Contacts

Evan Cameron	President	494-8132	Camila Salecedo	VP Internal
Robin Jarvis	VP External		Gemma Leslie	VP Academic
Raf MacDonald	VP Finance		Celeste Cares	VP Cultural

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	Kathy Connor coordinates calls
Kathy Connor	Executive Assistant Governance and President's Office	494-8114	General inquiries / scheduling Board Meetings/Communication
Alison Molloy	Administrative Assistant President's Office & University Relations	494-8168	
Jeff Somerville	Chair, Board of Governors	494-8114	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; research and academic planning
Anne Masterson	Academic Affairs Officer	494-8125	Privacy Officer, academic concerns (students), RPT contracts and concerns
Eric MacDonald	Coordinator, Academic Affairs & Research	494-8220	Research reporting, meeting coordination, general inquiries, The Press inquiries
Patty O`Toole	Academic Administrative Assistant	494-8149	Senate, model booking inquiries
Marlene Ramos	Acting Research Grants Officer	444-7221	



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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
Ashley Lorette	Director, Human Resources	494-8131	Vacation inquires, Labour Relations, HR Policies, Employment Inquiries
Leanne Dowe	Controller	444-7200	Reconciliation of departmental budgets, account details, EasyR inquiries, insurance inquiries
Maria Stein	Payroll Manager	494-8116	Salaries, timesheets, group benefits, pension, STD and LTD claims, ROEs, Webadvisor setup, mortgage letters, Goodlife, year-end T4s, T4As, T2202As, interdepartmental cost transfers, month-end entries, various finance responsibilities
B. L. Moran	Financial Services Officer - Accounts Payable Clerk	494-8118	Accounts Payable, invoices, payments and PO inquiries, journal entries to correct coding
Ria MacGillivray	Financial Services Officer – Student Accounts	494-8185	Student account inquiries, material fees
Theresa Pottie	Financial Services Officer – Student Accounts	494-8117	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,
Vacant	Communications	494-8248	Media Relations, Communications, NSCAD Notes, VIVID
Chris McFarlane	Manager, Stewardship and Advancement Services	494-8175	Donor Relations, Annual Fund, Gifts and tax receipts, Records Management
Emma Street	Director of Marketing	494-8142	estreet@nscad.ca



COMMUNICATION DIRECTORY

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SERVICES AND FACILITIES

OFFICE OF STUDENT EXPERIENCE

Fountain Campus, 2nd Floor, Duke Building

General Inquiries		494-8195	Auto attendant, redirects inquiries to relevant person
Jim Barmby	Associate Vice President (Student Experience) & Registrar	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, student housing.
Theresa Wade	Administrative Assistant	494-8260	Transcripts, appointments, academic records, graduation inquiries.
Bill Travis	Disability Resource Facilitator	494-8313	Disability Services
Dirk Staatsen	Assistant Registrar	494-8194	Academic advising, registration, WebAdvisor, Datatel Colleague questions, student issues.
Joann Reynolds-Farmer	Coordinator, Off-campus, International & Advising	444-7213	Off campus study, student exchange study, internships, practicums, student advising Foundation students, all Post Baccalaureate program students



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
Vacant- Cinthia Arias (Interim)	Coordinator, Admissions	494-8259	Admissions, general inquiries, campus tours, student housing
Ruby Boutilier	Coordinator, Recruitment	494-8241	Student Recruitment / Admissions
Meghan MacDonald	Recruitment Officer	494-8129	Student Recruitment
Tara Grude	Recruitment Officer	494-8129	Student Recruitment

FACILITIES MANAGEMENT

Fountain Campus, 2nd Floor

Randall Turple	Director of Facilities Management	494-8215	
Stephen MacLellan	Facilities Manager	240-4965	
Maureen Halstead	Executive Assistant to the VP Finance and Administration	494-8119	Forwarded calls
James Rae	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	Fountain Campus	877-0764	Cell
		494-8174	Telephone
		492-8778	Telephone
	Port Security	478-0234	Cell
	442-4218	Telephone	
<u>Maintenance Staff</u>			
Richard Avant	Maintenance Technician (Fountain)		
Brian Crabbe	Carpenter/Cabinet Maker		
Gerry Simmonds	Maintenance Technician (Port)		

LIBRARY			
Fountain Campus, 1 st Floor, Duke Building		494-8196	General inquiries front desk
Rebecca Young	Director of Library Services (University Librarian)	444-7212	Print and media acquisitions, collection development, library instruction & tours, donations, budget, reference, general copyright questions, archives inquiries.
	Sabbatical Jan 1-June 30, 2018		
Lelland Reed	Collections and Systems Librarian	494-8202	Print, digital, archival and special collections, online information resources and digital collections.
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.

LEARNING COMMONS & TECHNICAL SUPPORT			
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Equipment Bookings / Help Desk / Troubleshooting / Port campus student computing inquiries / General University AV access, Bell Auditorium bookings, Circulation, PDF print services, printing inquiries.

Paul Maher	Director, Teaching and Learning	pmaher@nscad.ca	Brightspace, faculty teaching support
Multimedia	Fountain Campus		Fountain campus AV, printing, tech support, Brightspace, Computer labs N320C + N320C
Monika Kulesza	Multimedia Technician	494-8619	
Annik Gaudet	Multimedia Technician	494-8170	
Sarah Davison (Temp)			
Design Print Services	<i>Fountain Campus, 3rd Floor</i>		Managed print, scanning and vinyl signage.
Jeff Wry	Print & Visual Communication Services	494-8198	Please note this service may be relocated. Information will be updated under Shops and Services



COMMUNICATION DIRECTORY

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Photography Department

Alex Chisholm
Stephen Brookbank

Fountain Campus, 3rd Floor

Photo Technician
Photo Technician

494-8179
494-8211
494-8179

General inquiries help desk, equipment bookings
Lighting, imaging and printing facilities.

Film and Media Centre

Academy Campus, 1st Floor

Nathan Ryan

William Robinson (LOA)
Christopher Spencer-Lowe (Term)

Film Technician
Multimedia Technician
Multimedia Technician

422-0156

General inquiries help desk, equipment bookings,
Computer Lab A001, Film and Media facilities.

Port Campus

Renia Stappas
Donnie Thompson

Multimedia Technician
General Fabrication Technician

494-8120
442-4203

Port Campus AV, printing, tech support
Computer lab P118
Digital Fabrication

ANNA LEONOWENS GALLERY

Anna Leonowens
Fountain Campus,
1891 Granville Street
Phone: 494-8223

Loggia Gallery
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
Archives inquiries / NSCAD Public Art Inquiries

Kate Walchuk

Exhibitions Coordinator

494-8223

Student exhibitions and coordination. Anna
Leonowens Galleries 1, 2, & 3 Fountain Campus,
Loggia Gallery, Noon talks,

Andrew Neville

Public Projects Coordinator
Art Bar + Projects

494-8223

Art Bar, Community Studio Residence, Public Outreach
Visitor Travel/Accommodations

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	Administrative IT support
Tori Brine	Website/Desktop Support Specialist	444-7222	Administrative IT support, website content management system support

SERVICE CENTRE

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

SCHOOL OF EXTENDED STUDIES

Catherine Allen	Manager, School of Extended Studies	494-8224	
Amber Solberg	Program Assistant	494-8224	
Vacant	Program Development Assistant		

SCHOOL BOOKSTORE

Fountain Campus, 1 st Floor 1870 Hollis Street			
Kat Larocque	Manager, Bookstore	494-8176	Requests for stocking, general inquiries
Jenna Wiggins	Store Clerk	494-8176	General inquiries

ACADEMIC DIVISIONS

DIVISION OF MEDIA ARTS

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

Includes Photography, Intermedia, Film

Adrian Fish **Chair** 494-8265

Intermedia

Bruce Barber Professor 492-8291
 David Clark Associate Professor 492-2445
 Jan Peacock Professor 494-8155

Director, MFA Program (see Graduate Studies)

Photography

Robert Bean Professor 494-5924
 Adrian Fish Associate Professor 494-8265 Chair, Media Arts

Film

Academy Campus

Access key card needed for entry

Sam Fisher Associate Professor 494-8309
 Solomon Nagler Associate Professor 444-3167
 Marcia Connolly Assistant Professor

Sabbatical Jan. 1 – June 30, 2018

Photography Department

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

Alex Chisholm Technician 494-8211
 Stephen Brookbank Technician 494-8211

Film and Media Centre

Academy Campus, 1st Floor

General inquiries help desk, equipment bookings, Computer Lab A001, Film and Media facilities.

Nathan Ryan Film Technician 422-0156
 William Robinson (LOA) Multimedia Technician
 Christopher Spencer-Lowe Multimedia Technician



COMMUNICATION DIRECTORY

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DIVISION OF FINE ARTS

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	442-4215

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, President, FUNSCAD

Printmaking *Fountain Campus, H310-H350*

Jill Graham	Technician	444-7204
Ericka Walker	Associate Professor	494-8101
Mark Bovey	Associate Professor	494-8209

Office: G223 Sabbatical July 1, 2017-June 30, 2018
Office: G205

DIVISION OF CRAFT

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

Includes Ceramics, Jewellery, and Textiles

Gary Markle **Chair, Division of Craft** 494-8136

Jewellery & Metalsmithing *Fountain Campus,
Hollis Building 2nd floor*

Chantel Gushue	Technician	494-8206	
Rebecca Hannon	Associate Professor	442-1536	
Pamela Ritchie	Professor	494-8232	
Kye-Yeon Son	Professor	494-8226	Sabbatical Jan. 1, - June 30, 2018

Ceramics *Port Campus,
1107 Marginal Road, 3rd floor*

Fenn Martin (Temp)	Technician	494-8180	
Neil Forrest	Professor	494-8225	
Rory MacDonald	Assistant Professor	494-8237	

Textiles *Fountain Campus,
Hollis Building 2nd & 4th Floors*

Anke Fox	Technician	494-8166	
Jennifer Green	Assistant Professor	494-8203	
Elena Brebenel	Assistant Professor	494-8173	

Fashion *Fountain Campus, Seeds Building*

Leesa Hamilton	Technician	494-8310	
Gary Markle	Associate Professor	494-8136	Chair, Craft



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DIVISION OF DESIGN

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

May Chung	Chair, Division of Design	494-8158	Chair January 1 – June 30, 2018
<i>Faculty</i>			
May Chung	Associate Professor	494-8158	
Glen Hougan	Associate Professor	494-8228	
Marlene Ivey	Associate Professor	494-8159	Sabbatical July 1, 2017 – June 30, 2018
Christopher Kaltenbach	Associate Professor	494-8262	
Michael LeBlanc	Associate Professor	494-8160	
Rudi Meyer	Associate Professor	494-8238	Director of MDes Program (See Graduate Studies)

Print shop *Fountain Campus
Duke Block – 3rd Floor*

Jeff Wry	Print & Visual Communication Services	494-8198
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Plastics *Port Campus, 2nd Floor*

Donnie Thompson	Technician	442-4203
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DIVISION OF FOUNDATION STUDIES

Main Office: Port Campus, 2nd Floor

Craig Leonard	Chair, Division of Foundation	494-8252
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<i>Faculty</i>		
Rebecca Hannon	Associate Professor	442-1536
Craig Leonard	Associate Professor	494-8252
Barbara Louder	Professor	442-8730

DIVISION OF ART HISTORY AND CONTEMPORARY CULTURE

Main Office: Fountain Campus, 3rd Floor

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

Marilyn McKay	Chair, Art History and Contemporary Culture	494-8617	January 1-June 30, 2018
Sandra Alföldy	Professor	494-8306	
Marilyn McKay	Professor	494-8189	
Jane Milton	Associate Professor	494-8151	Director of Writing Resources, responsible for the writing centre, FUNSCAD VP Sabbatical July 1, 2017 – June 30, 2018 Sabbatical Jan. 1, - June 30, 2018
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	
April Mandrona	Assistant Professor	494-8152	

SHOPS

Port Campus, 1st Floor

Metalshop

Sandy Graham Technician 494-8212

Woodshop

Ken Lamb Technician 494-8164

Plastic Fabrication

Donnie Thompson Technician 442-4203



COMMUNICATION DIRECTORY

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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