

COMMUNICATION DIRECTORY

LAST UPDATED: January, 2019

**AT A GLANCE**

<b>QUESTION / SUBJECT</b>	<b>Employee</b>	<b>Phone</b>	<b>Manager</b>	<b>Phone</b>
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	Rose Zack	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	422-0156	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	494-8248	Ann-Barbara Graff	494-8125
Human Resources	Gordon Jennings (Acting)	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) Gordon Jennings	444-7200 494-8131
FOIPOP Coordinator	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	Vacant Vice President	444-7217
Joann Reynolds-Farmer	Chief Steward	444-7213		

**FUNSCAD Contacts**

Mathew Reichertz	President	494-8138	Alex Chisholm (Unit II) Vice-President	494-8179
Craig Leonard (Unit I)	Vice-President	494-8252	Glynis Humphrey Administrative Assistant	494-8191

**SUNSCAD Contacts**

Kassidy Bernard	President	494-8132	VP Internal	
To Be Determined	VP External	Brad Jones	VP Academic	
Peri McFarlane	VP Finance	Isa Wright	VP Cultural	
		Fern Pellerin		

*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](mailto:jsmith@nscad.ca)*

## ADMINISTRATION

### PRESIDENT'S OFFICE

Fountain Campus, 4<sup>th</sup> Floor, Duke Building

<b>Prof. Dianne Taylor-Gearing</b>	<b>President</b>	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	
Louise-Anne Comeau	Chair, Board of Governors	494-8114	Kathy Connor coordinates calls

### OFFICE OF ACADEMIC AFFAIRS

Fountain Campus, 3<sup>rd</sup> Floor, Duke Building

<b>Ann-Barbara Graff</b>	<b>VP, Academic &amp; Research</b>	494-8125	Academic concerns, staff evaluations, labour relations; research and academic planning
Anne Masterson	Academic Affairs Officer	494-8125	FOIPOP Coordinator, 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, 4<sup>th</sup> Floor, Duke Building

<b>Sharon Johnson-Legere</b>	<b>VP Finance and Administration</b>	494-8112	Overview of all financial budgets
Maureen Halstead	Executive Assistant VP Finance & Administration	494-8119	General inquiries, Business Card orders
Gordon Jennings	Acting Director, Human Resources	494-8131	Vacation inquires, Labour Relations, HR Policies, <u>Employment Inquiries</u>
Leanne Dowe	Controller	444-7200	Reconciliation of departmental budgets, account details, <u>EasyR inquiries, insurance inquiries</u>
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, <u>various finance responsibilities</u>
B. L. Moran	Financial Services Officer -Accounts Payable Clerk	494-8118	Accounts Payable, invoices, payments and PO inquiries, <u>journal entries to correct coding</u>
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, 4<sup>th</sup> Floor, Duke Building

<b>Linda Hutchison</b>	<b>Associate Vice-President, University Relations</b>	494-8244	Development, Advancement, Fundraising, Government Relations, Alumni Relations,
Vacant	Communications		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



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**SERVICES AND FACILITIES**

**OFFICE OF STUDENT EXPERIENCE**

Fountain Campus, 2<sup>nd</sup> Floor, Duke Building

General Inquiries		494-8195	Auto attendant, redirects inquiries to relevant person
<b>Jim Barmby</b>	<b>Associate Vice President (Student Experience) &amp; Registrar</b>	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 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



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**OFFICE OF ADMISSIONS**

Main Office: Port Campus, 1<sup>st</sup> floor

<b>Terry Bailey</b>	<b>Director of Admissions and Enrolment Services</b>	494-8188	Admissions / Recruitment
Rose Zack	Coordinator, Admissions	494-8259	Admissions, general inquiries, campus tours
Ruby Boutilier	Coordinator, Recruitment	494-8241	Student Recruitment
Meghan Macdonald	Recruitment Officer	494-8129	Student Recruitment
Tara Grude	Recruitment Officer	334-2165	Student Recruitment

**FACILITIES MANAGEMENT**

Fountain Campus, 2<sup>nd</sup> Floor

<b>Randall Turple</b>	<b>Director of Facilities Management</b>	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>			
Gerry Simmonds	Maintenance Technician (Port)		
Ray Champlain	Maintenance Technician (Fountain)		

<b>LIBRARY</b>			
Fountain Campus, 1 <sup>st</sup> Floor, Duke Building		494-8196	General inquiries front desk
<b>Rebecca Young</b>	<b>Director of Library Services (University Librarian)</b>	444-7212	Print and media acquisitions, collection development, library instruction & tours, donations, budget, reference, general copyright questions, archives inquiries. <b>Sabbatical January 1-June 30, 2019</b>
Lelland Reed	Collections and Systems Librarian	494-8181	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**

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

<b>Paul Maher</b>	<b>Director, Teaching and Learning</b>	pmaher@nscad.ca	Brightspace, Academic computing, faculty development teaching support
<b>Multimedia</b>	<b>Fountain Campus</b>		Fountain campus AV, printing, tech support, Brightspace, Computer labs N320C + N320C Educational Technology (LMS-Brightspace)
Monika Kulesza	Multimedia Technician	494-8619	Academic computing and A/V support
Annik Gaudet	Multimedia Technician	494-8170	
<b>Photography Department</b>	<i>Fountain Campus, 3<sup>rd</sup> Floor</i>		General inquiries help desk, equipment bookings, lighting, imaging and printing facilities.
Alex Chisholm	Photo Technician	494-8211	
Stephen Brookbank	Photo Technician	494-8179	
<b>Design Print Services</b>	<i>Fountain Campus, 3<sup>rd</sup> Floor</i>		Managed print, scanning and vinyl signage.
Jeff Wry	Print & Visual Communication Services	494-8198	



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**Film and Media Centre**

**Academy Campus, 1<sup>st</sup> Floor**

Christopher Spencer-Lowe (Term) William Robinson (LOA) Nathan Ryan	Multimedia Technician  Film Technician	422-5339  422-0156	General inquiries help desk, equipment bookings, Computer  Lab A001, Film and Media facilities
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**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
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**ANNA LEONOWENS GALLERY**

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

Loggia Gallery  
Port Campus  
1107 Marginal Road  
Phone: 442-8769

<b>Melanie Colosimo</b>	<b>Director, Anna Leonowens Gallery</b>	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 <b>Art Bar + Projects</b>	494-8223	Art Bar, Community Studio Residence, Public Outreach Visitor Travel/Accommodations





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**COMPUTER SERVICES**

<b>Tim MacInnes</b>	<b>Director, Computer Services</b>	444-7203 579-0939 (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

<b>Sonya Diamond</b>	<b>Supervisor, Service Centre</b>	494-8146	General inquiries, phone system inquiries, Liquor sales, Now Bulletin, Xerox paper, Letterhead, Access Card Inquiries
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**SCHOOL OF EXTENDED STUDIES**

<b>Catherine Allen</b>	<b>Manager School of Extended Studies</b>	494-8248	
Amber Solberg	Program Assistant	494-8224	
Jonathan Dort	Program Development Assistant	494-8224	

**SCHOOL BOOKSTORE**

Fountain Campus, 1<sup>st</sup> Floor  
1870 Hollis Street

<b>Kat Larocque</b>	<b>Manager, Bookstore</b>	494-8176	Requests for stocking, general inquiries
Jenna Wiggins	Store Clerk	494-8176	General inquiries
Eli Warriner	Store Clerk	494-8176	General inquiries

**ACADEMIC DIVISIONS**

<b>DIVISION OF MEDIA ARTS</b>			
Main Office: Fountain Campus, 2 <sup>nd</sup> Floor Granville Building		494-8147	
<i>Includes Photography, Intermedia, Film</i>			
<b>Adrian Fish</b>	<b>Chair</b>	494-8265	
<u>Expanded Media</u>			
Jamie Allen	Canada Research Chair		
Bruce Barber	Professor	492-8291	
David Clark	Professor	492-2445	
Jan Peacock	Professor	494-8155	<b>Sabbatical January 1 – June 30, 2019</b>
<u>Photography</u>			
Robert Bean	Professor	494-5924	
Adrian Fish	Associate Professor	494-8265	Chair, Media Arts
<u>Film</u>			
	<i>Academy Campus</i>		Access key card needed for entry
Sam Fisher	Associate Professor	494-8309	
Solomon Nagler	Associate Professor	444-3167	Director, MFA Program (see Graduate Studies)
<b>Photography Department</b>			
Fountain Campus, 3 <sup>rd</sup> Floor		494-8179	General inquiries help desk, equipment& studio bookings
Alex Chisholm	Technician	494-8211	
Stephen Brookbank	Technician	494-8211	
<b>Film and Media Centre</b>			
Academy Campus, 1 <sup>st</sup> 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	422-5339	



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**DIVISION OF FINE ARTS**

Main Office: Fountain Campus, 2<sup>nd</sup> Floor, Granville Building

*Includes: Sculpture, Painting, Drawing and Printmaking*

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

Sculpture                                      *Port Campus, 1<sup>st</sup> floor*

John Kennedy                      Technician                      494-8126  
Kim Morgan                      Professor                      442-4202  
Thierry Delva                      Associate Professor                      444-7205  
David B. Smith                      Professor                      442-4215

**Sabbatical January 1 – June 30, 2019**

Painting                                      *Fountain Campus, 1<sup>st</sup> floor*

Jeremy Vaughan                      Technician                      444-7201  
Alex Livingston                      Professor                      494-8193  
Erica Mendritzki                      Assistant Professor  
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  
Office: G205

**DIVISION OF CRAFT**

Main Office: Fountain Campus, North Block Building, 2<sup>nd</sup> Floor

*Includes Ceramics, Jewellery, and Textiles*

<b>Rebecca Hannon</b>	<b>Chair, Division of Craft</b>	442-1536	
<u>Jewellery &amp; Metalsmithing</u>	<i>Fountain Campus, Hollis Building 2<sup>nd</sup> floor</i>		
Berkeley Brown	Technician (Evenings/Weekends)	494-8206	
Chantel Gushue	Technician	494-8206	
Rebecca Hannon	Associate Professor	442-1536	Chair, Craft
Greg Sims	Assistant Professor	494-8232	
Kye-Yeon Son	Professor	494-8226	
<u>Ceramics</u>	<i>Port Campus, 1107 Marginal Road, 3<sup>rd</sup> floor</i>		
Fenn Martin	Technician	494-8180	
Neil Forrest	Professor	494-8225	
Rory MacDonald	Assistant Professor	494-8237	
<u>Textiles</u>	<i>Fountain Campus, Hollis Building 2<sup>nd</sup> &amp; 4<sup>th</sup> Floors</i>		
Anke Fox	Technician	494-8166	
Jennifer Green	Assistant Professor	494-8203	
Elena Brebenel	Assistant Professor	494-8173	
<u>Fashion</u>	<i>Fountain Campus, Seeds Building</i>		
Leesa Hamilton	Technician	494-8310	
Gary Markle	Associate Professor	494-8136	



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**DIVISION OF DESIGN**

Main Office: Fountain Campus, North Block Building, 2<sup>nd</sup> Floor

**Marlene Ivey**                      **Chair, Division of Design**                      494-8159

Faculty

May Chung	Associate Professor	494-8158
Angela Henderson	Assistant Professor	
Glen Hougan	Associate Professor	494-8228
Marlene Ivey	Associate Professor	494-8159
Christopher Kaltenbach	Associate Professor	494-8262
Michael LeBlanc	Associate Professor	494-8160
Rudi Meyer	Associate Professor	494-8238

**Sabbatical July 1, 2018-June 30, 2019**

Chair, Design

**Sabbatical January 1 – June 30, 2019**

Director of MDes Program (See Graduate Studies)

Print shop

*Fountain Campus  
Duke Block – 3<sup>rd</sup> Floor*

Jeff Wry                      Print & Visual Communication Services                      494-8198

Plastics

*Port Campus, 2<sup>nd</sup> Floor*

Donnie Thompson                      Technician                      442-4203

**DIVISION OF FOUNDATION STUDIES**

Main Office: Port Campus, 2<sup>nd</sup> Floor

**Marylin McKay**                      **Chair, Division of Foundation**                      494-8617

Faculty

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, 3<sup>rd</sup> Floor

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

<b>Jane Milton</b>	<b>Chair, Art History and Contemporary Culture</b>	494-8151
Sandra Alfoldy	Professor	494-8306
Marilyn McKay	Professor	494-8617
Jane Milton	Associate Professor	494-8151
Carla Taunton	Associate 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

Director of Writing Resources,  
responsible for the writing centre, FUNSCAD VP  
Leave until July 1, 2019

**SHOPS**

Port Campus, 1<sup>st</sup> Floor

**Metalshop**

Sandy Graham                      Technician                      494-8212

**Woodshop**

Ken Lamb                              Technician                      494-8164

**Plastic Fabrication**

Donnie Thompson                      Technician                      442-4203



## COMMUNICATION DIRECTORY

LAST UPDATED: January, 2019

### SCHOOL OF GRADUATE STUDIES

Office: Fountain Campus, 2<sup>nd</sup> Floor

Solomon Nagler	Professor	444-3167	Director MFA Program
Rudi Meyer	Associate Professor	494-8238	Director MDes/Room N222
April Mandrona	Assistant Professor	494-8152	Director, MA in Art Education

### 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