



STAFF COMMUNICATION DIRECTORY

Last Updated: SEPTEMBER 12, 2011

AT A GLANCE

QUESTION / SUBJECT	Employee	Phone	Supervisor	Phone
Accounts Payable	Irene Tower	494-8118	Bonnie Sands	444-7200
Account Detail / Depart Budget inq.	Bonnie Sands	444-7200	Sharon Johnson-Legere	494-8112
Admissions	Crystal Bona	494-8259	Terry Bailey	494-8188
Alumni Relations	Linda Hutchison	494-8244	John Mabley	444-7214
Bookstore		494-8176	Neil Thompson	494-8176
Computer Services (academic)	Kathleen Tetlock	494-8171	Sean Smith	444-7203
Computer Services (administration)	Tori Brine	444-7222	Sean Smith	444-7203
Custodial Services	Linda Wilson	877-0750	Alex Doyle	494-8215
Extended Studies inquiries	Ayako Mhyr	494-8185	Sharon Blanchard	494-8153
Governance	Fran Cameron	494-8168	David Smith	494-8114
Human Resources	Keera Buchanan	494-8131	Sharon Johnson Legere	494-8112
Library		494-8196	Tanja Harrison	494-8181
Payroll / Benefits	Jo-Ann Melanson	494-8116	Keera Buchanan	494-8131
Privacy Officer	Anne Masterson	494-8125	James Moy	494-8125
Service Centre	David Ingraham	494-8146	Sonya Diamond	494-8146
Student Account Inquiries	Sheila Doherty	494-8222	Bonnie Sands	444-7200
Transcripts	Terry Wade	494-8260	Laurelle LeVert	494-8200
Visitors Apartment Booking	Janice DeMings	494-8149	Jan Peacock	494-8155
125 Anniversary	Linda Hutchison	494-8244	John Mabley	444-7124

NSGEU Contacts

Susan Sutherland	President	494-8147
Owen Gottschalk	Vice President	444-7213
Joann Reynolds-Farmer	Chief Steward	442-4065

FUNSCAD Contacts

Alvin Comiter	President	494-8138
Sue Earle (Unit II)	Vice President	494-8211
Mathew Reichertz (Unit I)	Vice President	494-8317
Glynis Humphrey	Adm. Assistant	494-8191

SUNSCAD Contacts

Robyn Touchie	President	494-8132	Katie Hagan	VP Internal
Nicole Cooper	VP External		John Wasteneys	VP Academic
Daltry Campbell	VP Finance		Alisha Morris	VP Cultural

ADMINISTRATION

PRESIDENT'S OFFICE

Granville Campus, 4th floor, Duke Building

David B. Smith	President	494-8114	Stephanie Willan coordinates calls
Stephanie Willan	Executive Assistant to the President	494-8114	General inquiries / scheduling
Cheryl Denman	Administrative Assistant, President's Office	494-8227	Reception / General inquiries

OFFICE OF GOVERNANCE

Granville Campus, 2nd floor, Duke Building

Fran Cameron	Senior Secretary for Governance	494-8168	Board Meetings / Communication / Academic Governance
Michael Donovan	Chairman of the Board	494-8168	

OFFICE OF ACADEMIC AFFAIRS

Granville Campus, 3rd Floor, Duke Building

James Moy	Provost and VP, Academic Affairs	494-8125	Academic concerns, staff evaluations, labour relations
Christine Holzer-Hunt	Dean, Undergraduate Studies	494-8123	<u>Term planning and Academic Oversight</u>
Anne Masterson	Executive Assistant to the Vice President	494-8125	<u>Privacy Officer, general inquiries</u>
Eric MacDonald	Administrative Assistant	494-8220	<u>Meeting room bookings, The Press inquiries</u>
Simone Ritcey	Timetabling Assistant	494-8103	Term Planning

RESEARCH OFFICE

5163 Duke Street, 2nd Floor

Jason Blackburn	Coordinator, Research Services	444-7221	IP issues associated with research projects (faculty and student IP, IP transfers, commercialization agreements) reports through VP Provost Office
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FINANCE AND ADMINISTRATION

Granville Campus, 4th floor, Duke Building

Sharon Johnson Legere	VP Finance and Administration	494-8112	
Maureen Halstead	Executive Assistant to the VP Finance & Administration	494-8119	General inquiries, Business Card orders
Keera Buchanan	Director of Human Resources	494-8131	Vacation inquiries, Labour Relations, HR Policies, Employment Inquiries
Bonnie Sands	Director of Finance	444-7200	Overview of all financial budgets, reconciliation of departmental budgets, account details, EasyR inquiries
Jo-Ann Melanson	Payroll and Benefits Coordinator	494-8116	STD, LTD, start up packages, Benefit Information
Irene Tower	Accounts Payable Clerk	494-8118	Accounts Payable, invoices, payments and PO inquiries
Sheila Doherty	Coordinator, Student Accounts and Receivables	494-8222	Student account inquiries, materials fees
Julie Biron	Student Accounts Business Office Assistant	494-8219	
Theresa Pottie	Finance Office Assistant	494-8117	

UNIVERSITY RELATIONS

Granville Campus, 4th floor, Duke Building

John Mabley	Vice President, University Relations	444-7214	
Linda Hutchison	Director, University Relations (Alumni and Development)	494-8244	Funding Lead, Government, Alumni Liaison for 125 Anniversary
Kate Stinson	Coordinator Alumni Relations	494-8251	General inquiries
Vacant	Director, University Relations (Development)	494-8175	
Chris McFarlane	Stewardship Coordinator	494-8175	Maintenance of Prospect Data Base
Marilyn Smulders	Communications Director	494-8248	NSCAD Notes, VIVID, media releases

SERVICES AND FACILITIES

OFFICE OF STUDENT AND ACADEMIC SERVICES

Granville Campus, 2nd floor, Duke Building

General Inquiries		494-8195	Auto attendant, redirects inquiries to relevant person
Laurelle LeVert	Registrar/Director of Student Services	494-8200	Academic Advising (book through Terry Wade) Term planning and 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, academic advising.
Bernadette Kehoe	Director of Financial Aid and Student Counselling	494-8130	Financial aid, student counselling, scholarships, student loan queries, international students
Teresa Wade	Administrative Assistant	494-8260	Transcripts, appointments, academic records
Kathie Pronko	Administrative Assistant	494-8102	Appointments, financial aid, scholarship inquiries
Bill Travis	Disability Resource Facilitator	494-8313	Disability Services
Dirk Staatsen	Coordinator Student Records and Academic Advising	494-8194	Academic advising, registration, webadvisor, student issues.

OFFICE OF ADMISSIONS

Port Campus, 1107 Marginal Road, Halifax, NS B3H 4P7

Terry Bailey	Director of Admissions & Enrollment Services	494-8188	Admissions / Recruitment / Exchange Counselling (book through Crystal Bona)
Crystal Bona	Administrative Assistant	494-8259	Admissions, general inquiries, campus tours, student housing, exchange and off campus inquiries
Ruby Boutilier	Temporary Recruiter to May, 2012	494-8241	Student recruitment / Admissions

FACILITIES MANAGEMENT

Granville Campus	5163 Duke Street, 2nd floor		
Alex Doyle	Director of Facilities Management	494-8215	
Lee Petter	Building Manager, Port Campus	442-4206 Cel: 830-1836	Port Campus, 1107 Marginal Road, Rm P231
Maureen Halstead	Executive Assistant, to the VP Finance and Administration	494-8119	Forwarded calls
Ward Blum	Coordinator of Facilities Services	444-7217 Cel: 877-0475	<u>Security, Repair Services, Fire Warden, First Aid Kits</u>
Linda Wilson	Supervisor Custodial Services	444-7215 Cel: 877-0750	Opening doors, student access, events cleaning, meeting room set up
Security	Day time 8:00am – 5:00pm M-F After Hours / weekends Port Security	877-0764 494-8174 442-4218	
<u>Custodial Staff</u>			
Alice Clayton	Custodial Staff		
Michael Cole	Custodial Staff		
Earl Fraser	Custodial Staff (Port)		
Rebekah Newcombe	Custodial Staff		
Wayne Huntley	Custodial Staff		
Ruby MacGillivray	Custodial Staff		
Richard Morash	Custodial Staff		
Tyson Slaunwhite	Custodial Staff (Port)		
David Sparks	Custodial Staff		
<u>Maintenance Staff</u>			
Kevin Cordeau	Maintenance Technician (Granville)		
Brian Crabbe	Carpenter / Cabinet Maker		
Gerry Simmonds	Maintenance Technician (Port)		

STAFF COMMUNICATION DIRECTORY

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LIBRARY			
Granville Campus, 1st floor, Duke Building		494-8196	General inquiries front desk
Tanja Harrison	University Librarian	494-8181	Acquisitions, collection development, donations, budget, instruction, tours, reference, general copyright questions
Rebecca Young	Visual Resources Librarian	444-7212	Acquisitions for slides, video, film, digital images, instruction and reference for visual resources.
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 references
Detta Morrison-Phillips	Interlibrary Loans/Serials Technician	494-8255	Novanet express, inter-library loans and document delivery, circulation issues, periodical questions, on line access.
Heather Ferrier	Visual Resources Technician	484-8182	Cataloguing and circulation of visual resources
ANNA LEONOWENS/SEEDS GALLERIES			
<u>Anna Leonowens</u> Granville Campus, 1891 Granville Street Phone: 494-8223	<u>Seeds Gallery</u> Halifax Seaport 1099 Marginal Road, Suite 116 Phone: 494-8301	<u>Loggia Gallery</u> Port Campus 1107 Marginal Rd Phone:442-8769	
Tonia DiRisio	Director, Anna Leonowens Gallery	494-8184	Visiting artists and faculty exhibition inquiries for Anna Leonowens Galleries SEEDS Gallery and Port Loggia Gallery / student gallery, internship inquiries / NSCAD Permanent Collection and Gallery Achieves inquiries / NSCAD Public Art Inquiries
Melanie Colosimo	Exhibitions Coordinator	494-8223	Anna Leonowens Galleries 1,2 & 3, student exhibition and Coordination
Eleanor King	Exhibitions Coordinator, Archives, Permanent Collection and Public Art	442-8769	Loggia Gallery, Port Campus, student exhibitions and coordination, NSCAD Permanent Collection Assistant, Gallery Archives Assistant (Mon/Tues Port; Wed/Thurs/ Granville)
Natalie Boterman	Manager, Seeds Gallery	494-8301	Student, alumni, faculty and staff sales / exhibition inquiries and department shows and sales

COMPUTER SERVICES

Granville Campus, Seeds Building 3rd Floor

Sean Smith	Director, Computer Services	444-7203	All software and hardware acquisitions
		233-3194 (Cell)	
Owen Gottschalk	Assistant Director, Computer Services	444-7213	Datatel support/Administrative IT support
Tori Brine	Website/Desktop Support Specialist	444-7222	Website inquiries (OneWeb support)/Administrative IT support

MULTIMEDIA

Granville Campus, North Block 3rd Floor

		494-8170	Equipment Bookings / Help Desk / Troubleshooting / Port campus student computing inquiries / General University AV access, Bell auditorium bookings
Kathleen Tetlock	Director, Multimedia	494-8171	Academic student computer inquiries - troubleshooting
Roy Newcombe	Electronics Technician	494-8205	
Monika Kulesza	Multimedia Technician	494-8230	
Anne MacMillan	Multimedia Technician	494-8230	
Renia Stappas	Multimedia Technician	494-8230	
Donnie Thompson	Technician	442-4203	Port Campus AV and student after hour access

SERVICE CENTRE

Office: Granville Campus,
1872 Hollis Street

		494-8146	General inquiries
Sonya Diamond	Supervisor		Phone system inquiries Liquor sales, Photocopy Repairs, Course Pack Inquiries, Now bulletin, Xerox paper, letterhead
David Ingraham	Mail Clerk		Mail inquires, Shipping inquiries, inter campus delivery



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SCHOOL OF EXTENDED STUDIES

Office: 1892 Hollis Street

Sharon Blanchard	Director, School of Extended Studies	494-8153	
Rodrigo Hernandez-Gomez	Program Coordinator	494-8224	
Ayako Myhr	Administrative Assistant	494-8185	General inquiries
Charley Young	Youth Program Coordinator	442-7101	
Joann Reynolds Farmer	Coordinator of Community Service Learning and Outreach Initiatives	442-4065	President NSGEU Community Service Learning program , Community Studio Residency Programs, Public Lecture Series

SCHOOL BOOKSTORE

1870 Hollis Street, Granville Campus, 1st Floor
494-8176

Neil Thompson	Manager, Bookstore		Requests for stocking
Blythe Church	Store Clerk		
Krista Hull	Store Clerk		
Diane Crockard	Store Clerk		

ACADEMIC DIVISIONS

DIVISION OF MEDIA ARTS

Main Office: Granville Campus, 2nd floor past Student Lounge,
Granville Building 494-8147

Includes Photography, Intermedia, Film

David Clark **Chair, Division of Media Arts** 494-8291

Sue Sutherland Administrative Assistant 494-8147

Intermedia

Bruce Barber Professor 492-2445

David Clark Associate Professor 494-8291

Wilma Needham Associate Professor 494-8209

Jan Peacock Professor 494-8155

Marcia Connolly Sessional 494-8147

Director, MFA Program

Photography

Robert Bean Professor 494-8213

Susan McEachern Professor 494-8312

Alvin Comiter Professor 494-8138

Adrian Fish Assistant Professor 494-8265

President, FUNSCAD

Academy Campus, 1649 Brunswick Street

Access key card needed for entry

Film

Sam Fisher Associate Professor 494-8309

Solomon Nagler Assistant Professor 444-3167

Nathan Ryan Technician 422-0156

PHOTOGRAPIC SERVICES

Granville Campus, 3rd floor, 5163 Duke Street 494-8179 General inquiries help desk, equipment bookings

Chris Nielsen Director of Photographic Services 494-8211

Alex Chisholm Technician 494-8179

Jacob Mailman Technician 494-8179

Sue Earle Technician 494-8211 VP FUNSCAD Unit II

Photography Program
Faculty Listing see Fine and Media Arts

DIVISION OF FINE ARTS

Main Office: Granville Campus, 2nd floor past Student Lounge,
Granville Building

Includes: Sculpture, Painting, Drawing and Printmaking

Mathew Reichertz Chair, Division of Fine Arts 494-8209

Sue Sutherland Administrative Assistant 494-8147 Hiring and coordinating of models, general inquiries

Sculpture Port Campus, 1107 Marginal Road,
1st floor

John Kennedy Technician 494-8126

Kim Morgan Assistant Professor 442-4202

Thierry Delva Associate Professor 444-7205

Painting Granville Campus, 1st Floor, Duke
Street

Jeremy Vaughan Technician 444-7201

Alex Livingston Professor 494-8193

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Suzanne Gauthier	Assistant Professor	494-8219	
Mathew Reichertz	Assistant Professor	494-8209	VP FUNSCAD Unit I, Chair of Fine Arts

Drawing

Suzanne Funnell	Associate Professor	494-8318	
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Printmaking

	Granville Campus, H310-H350		
Murray Lively (Murf)	Technician	444-7204	
Ericka Walker	Assistant Professor	494-8101	Office: G223
Mark Bovey	Associate Professor	494-8190	Office: G223

DIVISION OF CRAFT

Main Office: Granville Campus, North Block Building, 2nd floor
Includes Ceramics, Jewellery, and Textiles

Jane Milton	Chair, Division of Craft	494-8151	
Heather Harris	Administrative Assistant	494-8154	General Inquiries

	Granville Campus, Hollis Building 2 nd Floor		
<u>Jewellery & Metalsmithing</u>			
Chantel Gushue	Technician	494-8206	
Pamela Ritchie	Professor	494-8232	
Kye-Yeon Son	Professor	494-8226	

	Port Campus, 1107 Marginal Road, 3rd floor		
<u>Ceramics</u>			
Doug Bamford	Technician	494-8180	
Neil Forrest	Professor	494-8225	
Rory MacDonald	Assistant Professor	494-8237	
Mat Karas	Sessional	494-8225	



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Textiles Granville Campus, Seeds Building,
1st Floor

Anke Fox	Technician	494-8166
Robin Muller	Professor	494-8173
Frances Dorsey	Associate Professor	494-8208

Fashion Granville Campus, Seeds Building

Gary Markle	Assistant Professor	494-8136
Leesa Hamilton	Technician	494-8310

DIVISION OF DESIGN

Main Office: Granville Campus, North Block Building, 2nd floor

Michael LeBlanc	Chair, Division of Design	494-8160
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Heather Harris	Administrative Assistant	494-8154	General Inquiries
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Faculty

May Chung	Associate Professor	494-8158	
Christopher Kaltenbach	Assistant Professor	494-8262	
Glen Hougan	Assistant Professor	494-8228	
Michael LeBlanc	Associate Professor	494-8160	
Rudi Meyer	Associate Professor	494-8238	See School of Graduate Studies
Marlene Ivey	Assistant Professor	494-8159	
Lorely Gaunt	Sessional	494-8154	

Print shop North Block Building, 1st floor

Jeff Wry	Graphic Technician, Visual Communication services	494-8198
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Plastics

Donnie Thompson	Technician	442-4203
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DIVISION OF FOUNDATION STUDIES

Main Office: Port Campus, 1107 Marginal Road, 2nd floor

Gene Daniels	Chair, Division of Foundation	494-8140	
Patty O'Toole	Administrative Assistant	494-8144	General Inquiries
<u>Faculty</u>			
Gene Daniels	Associate Professor	494-8140	
Rebecca Hannon	Assistant Professor	442-1536	
Craig Leonard	Assistant Professor	494-8252	
Barbara Louder	Professor	442-8730	
Bryan Maycock	Associate Professor	494-8120	
Susan Wood	Associate Professor	442-4204	
Craig Meadows	Sessional	494-8120	

SHOPS

Port Campus, 1107 Marginal Road, 1st floor

Metalshop

Sandy Graham Technician 494-8212

Woodshop

Ken Lamb Technician 494-8164

Plastic Fabrication

Donnie Thompson Technician 442-4203

DIVISION OF HISTORICAL AND CRITICAL STUDIES

Main Office: 5163 Duke Street, 3rd floor

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

Sandra Alfoldy	Chair, Historical and Critical Studies	494-8187	
Ken Rice	Administrative Assistant	494-8187	General Inquiries
Sandra Alfoldy	Professor	494-8187	
Marylin McKay	Professor	494-8189	
Jane Milton	Associate Professor	494-8151	Director of Writing Resources, responsible for the writing centre
Carla Taunton	Assistant Professor	494-8139	
Darrell Varga	Canada Research Chair, Contemporary Film and Media Studies, Associate Professor	494-8617	
Jayne Wark	Professor	494-8135	
Nick Webb	Professor	494-8152	
David Howard	Associate Professor	494-8134	
Kenn Honeychurch	Professor	494-8619	
Karin Cope	Associate Professor	494-8187	
Mary MacLachlan	Assistant Professor (Sessional)	494-8261	

SCHOOL OF GRADUATE STUDIES

Office: Granville Campus, 2nd floor

Jan Peacock	Professor	494-8155	Director MFA Program
Rudi Meyer	Associate Professor	494-8238	Director MDes Program
Janice DeMings	Administrative Assistant, School of Graduate Studies	494-8149	General Inquiries, Books Visiting Artist's Apartment, arranges hotel accommodation