<table>
<thead>
<tr>
<th>Office</th>
<th>Contact</th>
<th>Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dean’s Office</strong></td>
<td><strong>Adriana Arredondo</strong></td>
<td>• Booking time with Richard</td>
</tr>
<tr>
<td></td>
<td>Dean's EA &amp; Office Manager</td>
<td>• Dean’s correspondence</td>
</tr>
<tr>
<td></td>
<td>Room 119</td>
<td>• Core faculty meetings</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kim.ryan@daniels.utoronto.ca">kim.ryan@daniels.utoronto.ca</a></td>
<td>• Faculty searches</td>
</tr>
<tr>
<td></td>
<td>T: 416-978-3089</td>
<td>• Faculty T&amp;P</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Faculty sabbaticals, retirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Divisional communications and published materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Web site content</td>
</tr>
<tr>
<td><strong>Dale Duncan</strong></td>
<td><strong>Sr Communications &amp; Media Relations Officer</strong></td>
<td>• Public &amp; non-credit programming</td>
</tr>
<tr>
<td></td>
<td>Room 116</td>
<td>• Art Gallery administration</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dale.duncan@daniels.utoronto.ca">dale.duncan@daniels.utoronto.ca</a></td>
<td>• Room rentals</td>
</tr>
<tr>
<td></td>
<td>T: 416-978-2253</td>
<td>• Special projects</td>
</tr>
<tr>
<td><strong>Nene Brode</strong></td>
<td><strong>Manager, External Relations &amp; Community Outreach</strong></td>
<td>• Faculty events</td>
</tr>
<tr>
<td></td>
<td>Room 122</td>
<td>• Public programming</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nene.brode@daniels.utoronto.ca">nene.brode@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-946-0727</td>
<td></td>
</tr>
<tr>
<td><strong>Pam Walls</strong></td>
<td><strong>Communications &amp; Events Coordinator</strong></td>
<td>• Mail, mail room, kitchenette</td>
</tr>
<tr>
<td></td>
<td>Room 117</td>
<td>• Ordering office supplies</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pamela.walls@daniels.utoronto.ca">pamela.walls@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-946-0512</td>
<td></td>
</tr>
<tr>
<td><strong>Chris Henion</strong></td>
<td><strong>Faculty Receptionist &amp; Office Assistant</strong></td>
<td>• Research grants &amp; grants administration</td>
</tr>
<tr>
<td></td>
<td>Room 115</td>
<td>• Research awards &amp; honours</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:christopher.henion@daniels.utoronto.ca">christopher.henion@daniels.utoronto.ca</a></td>
<td>• AD’s office management</td>
</tr>
<tr>
<td></td>
<td>T: 416-978-6192</td>
<td></td>
</tr>
<tr>
<td><strong>Assoc. Dean, Research’s Office</strong></td>
<td><strong>Shirley Chan</strong></td>
<td>• Academic planning/strategic planning</td>
</tr>
<tr>
<td></td>
<td>Research Grants &amp; Awards Coordinator</td>
<td>• Program reviews &amp; accreditation reviews</td>
</tr>
<tr>
<td></td>
<td>Room 320</td>
<td>• Curriculum development</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:shirley.chan@daniels.utoronto.ca">shirley.chan@daniels.utoronto.ca</a></td>
<td>• Faculty Council business (starting in Oct).</td>
</tr>
<tr>
<td></td>
<td>T: 416-946-0688</td>
<td></td>
</tr>
<tr>
<td><strong>Assoc. Dean, Academic’s Office</strong></td>
<td><strong>Kate Nelischer</strong></td>
<td>• AD’s office management</td>
</tr>
<tr>
<td></td>
<td>Assistant Dean, Academic &amp; Outreach</td>
<td>• Admin support for graduate programs, incl support for copying</td>
</tr>
<tr>
<td></td>
<td>Room 135</td>
<td>tests, archiving course outlines, student projects, etc</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Kate.Nelischer@daniels.utoronto.ca">Kate.Nelischer@daniels.utoronto.ca</a></td>
<td>• TA &amp; exam proctor hiring</td>
</tr>
<tr>
<td></td>
<td>T: 416-946-0794</td>
<td>• Graduate course evaluations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Graduate Reviews</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Booking space for internal, non-course-related program and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>individual faculty events</td>
</tr>
<tr>
<td><strong>Heather Huckfield</strong></td>
<td><strong>Program Coordinator</strong></td>
<td>• Payroll and employment issues for all core faculty and</td>
</tr>
<tr>
<td></td>
<td>Room 136</td>
<td>continuing staff</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Heather.Huckfield@daniels.utoronto.ca">Heather.Huckfield@daniels.utoronto.ca</a></td>
<td>• Staff attendance records</td>
</tr>
<tr>
<td></td>
<td>T: 416-978-6219</td>
<td></td>
</tr>
<tr>
<td><strong>Business Services</strong></td>
<td><strong>Zita DaSilva D’Alessandro</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Officer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 124</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:zita.dsdalessandro@daniels.utoronto.ca">zita.dsdalessandro@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-978-0497</td>
<td></td>
</tr>
</tbody>
</table>


# DFALD Contacts Sheet (September 10, 2018) – Staff Services

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact</th>
<th>Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alicia Bennett</td>
<td>• Payroll and employment issues for all sessional/adjunct faculty and casual staff</td>
</tr>
<tr>
<td></td>
<td>Financial &amp; Business Assistant</td>
<td>• Keys</td>
</tr>
<tr>
<td></td>
<td>Room 122</td>
<td>• Booking space for commercial events</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Alicia.Bennett@daniels.utoronto.ca">Alicia.Bennett@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-978-3103</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ryan Burns</td>
<td>• All things financial, including invoices, reimbursements etc.</td>
</tr>
<tr>
<td></td>
<td>Financial Officer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 124</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Ryan.Burns@daniels.utoronto.ca">Ryan.Burns@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-978-0497</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Vadim Aulov</td>
<td>• A/V requests for classroom set-up</td>
</tr>
<tr>
<td>Services</td>
<td>Help Desk Support</td>
<td>• Computer repair &amp; trouble-shooting</td>
</tr>
<tr>
<td></td>
<td>Room 177</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:vadim.aulov@daniels.utoronto.ca">vadim.aulov@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-978-7003 x203</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yuri Lomakin</td>
<td>• Computer configuration, set-up &amp; repair</td>
</tr>
<tr>
<td></td>
<td>Information Technologist</td>
<td>• Printers</td>
</tr>
<tr>
<td></td>
<td>Room 178</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:yuri.lomakin@daniels.utoronto.ca">yuri.lomakin@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-978-7003 x202</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alex Lee</td>
<td>• Network servers &amp; systems</td>
</tr>
<tr>
<td></td>
<td>Sr. Systems Admin.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 178</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:alexander.lee@daniels.utoronto.ca">alexander.lee@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T 416-978-7003 x218</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maxim Batourine</td>
<td>• All IT matters not covered by the above</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 179</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:m.batourine@daniels.utoronto.ca">m.batourine@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-978-7003 x201</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bohden Tymchuk</td>
<td>• Building facilities: any building malfunctions/repairs, furniture &amp; fixture issues.</td>
</tr>
<tr>
<td></td>
<td>Acting Workshop Supervisor &amp; Facilities</td>
<td>• Issues dealing with construction work and on-site trades/contractors</td>
</tr>
<tr>
<td></td>
<td>Coordinator</td>
<td>• Building security concerns</td>
</tr>
<tr>
<td></td>
<td>Room 066</td>
<td>• Prepping exhibition spaces</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Bohden.Tymchuk@daniels.utoronto.ca">Bohden.Tymchuk@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-978-3117</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sarah Whitehouse</td>
<td>• Workshop operations</td>
</tr>
<tr>
<td></td>
<td>Facilities Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 066</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Sarah.Whitehouse@daniels.utoronto.ca">Sarah.Whitehouse@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>416-978-3117</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tom Abromaitis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workshop Technologist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 065</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tomas.abromaitis@daniels.utoronto.ca">tomas.abromaitis@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-946-3702 x63702</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joe Rogal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workshop Assistant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 065</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 416-946-3702 x63702</td>
<td></td>
</tr>
</tbody>
</table>
## DFALD Contacts Sheet (September 10, 2018) – Staff Services

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact</th>
<th>Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Digital Fabrication Office</strong></td>
<td><strong>Nick Hoban</strong></td>
<td>• Fab lab supervision &amp; operations</td>
</tr>
<tr>
<td>Digital Fabrication Coordinator</td>
<td>Digital Fabrication Coordinator</td>
<td></td>
</tr>
<tr>
<td>Room 169</td>
<td><a href="mailto:Nicholas.Hoban@daniels.utoronto.ca">Nicholas.Hoban@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td>T: 416-946-0493</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Paul Kozak</strong></td>
<td>Digital Fabrication Technologist</td>
<td>• Fab lab operations</td>
</tr>
<tr>
<td>Room 169</td>
<td>Room 169</td>
<td></td>
</tr>
<tr>
<td>T: 416-946-0493</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registrarial &amp; Student Services</strong></td>
<td><strong>Sonja Smiljanic</strong></td>
<td>• Frontline services.</td>
</tr>
<tr>
<td>Student Services Officer</td>
<td>Student Services Officer</td>
<td>• Fobs</td>
</tr>
<tr>
<td>Room 100</td>
<td>Room 100</td>
<td>• Room bookings for students &amp; course-related room needs.</td>
</tr>
<tr>
<td><a href="mailto:Smija.Smiljanic@daniels.utoronto.ca">Smija.Smiljanic@daniels.utoronto.ca</a></td>
<td><a href="mailto:Sonja.Smiljanic@daniels.utoronto.ca">Sonja.Smiljanic@daniels.utoronto.ca</a></td>
<td>• Forms &amp; student letters</td>
</tr>
<tr>
<td>T: 416-946-3897</td>
<td>T: 416-946-3897</td>
<td>• Responding to correspondence at <a href="mailto:registrar@daniels.utoronto.ca">registrar@daniels.utoronto.ca</a></td>
</tr>
<tr>
<td><strong>Daniel Dempsey</strong></td>
<td>Student Services Officer (Acting)</td>
<td>• Frontline services.</td>
</tr>
<tr>
<td>Room 100</td>
<td>Room 100</td>
<td>• Fobs</td>
</tr>
<tr>
<td><a href="mailto:Daniel.Dempsey@daniels.utoronto.ca">Daniel.Dempsey@daniels.utoronto.ca</a></td>
<td><a href="mailto:Daniel.Dempsey@daniels.utoronto.ca">Daniel.Dempsey@daniels.utoronto.ca</a></td>
<td>• Room bookings for students &amp; course-related room needs.</td>
</tr>
<tr>
<td>T: 416-946-3897</td>
<td>T: 416-946-3897</td>
<td>• Forms &amp; student letters</td>
</tr>
<tr>
<td><strong>Madison Peters</strong></td>
<td>Ass’t Registrar, Recruitment &amp; International</td>
<td>• Frontline services.</td>
</tr>
<tr>
<td>Room 100</td>
<td>Ass’t Registrar, Recruitment &amp; International</td>
<td>• Fobs</td>
</tr>
<tr>
<td><a href="mailto:Madison.Peters@daniels.utoronto.ca">Madison.Peters@daniels.utoronto.ca</a></td>
<td><a href="mailto:Madison.Peters@daniels.utoronto.ca">Madison.Peters@daniels.utoronto.ca</a></td>
<td>• Room bookings for students &amp; course-related room needs.</td>
</tr>
<tr>
<td>T: 416-946-3897</td>
<td>T: 416-946-3897</td>
<td>• Forms &amp; student letters</td>
</tr>
<tr>
<td><strong>Katrina Groen</strong></td>
<td>Ass’t Registrar, Admissions, Awards &amp; Fina.</td>
<td>• Frontline services.</td>
</tr>
<tr>
<td>Aid</td>
<td>Student Services Officer</td>
<td>• International students</td>
</tr>
<tr>
<td>Room 102</td>
<td>Room 102</td>
<td>• International exchanges</td>
</tr>
<tr>
<td><a href="mailto:katrina.groen@daniels.utoronto.ca">katrina.groen@daniels.utoronto.ca</a></td>
<td><a href="mailto:katrina.groen@daniels.utoronto.ca">katrina.groen@daniels.utoronto.ca</a></td>
<td>• Transcript equivalencies</td>
</tr>
<tr>
<td><strong>Sofia Joot</strong></td>
<td>Ass’t Registrar, Records &amp; Enrolment</td>
<td>• Frontline services.</td>
</tr>
<tr>
<td>Room 108</td>
<td>Ass’t Registrar, Records &amp; Enrolment</td>
<td>• Enrolment management</td>
</tr>
<tr>
<td><a href="mailto:Sofia.joot@daniels.utoronto.ca">Sofia.joot@daniels.utoronto.ca</a></td>
<td><a href="mailto:Sofia.joot@daniels.utoronto.ca">Sofia.joot@daniels.utoronto.ca</a></td>
<td>• Enrolment statistics</td>
</tr>
<tr>
<td>T: 416-978-3456</td>
<td>T: 416-978-3456</td>
<td>• Student records management</td>
</tr>
<tr>
<td><strong>vacant</strong></td>
<td>Assoc. Registrar, Acad. Advising &amp; Student</td>
<td>• Student Advising</td>
</tr>
<tr>
<td><strong>Andrea McGee</strong></td>
<td>Student Advising</td>
<td>• Student Advising</td>
</tr>
<tr>
<td>Registrar &amp; Ass’t Dean, Students Room 106</td>
<td>Registrar &amp; Ass’t Dean, Students Room 106</td>
<td>• Student Life</td>
</tr>
<tr>
<td><a href="mailto:andrea.mcgee@daniels.utoronto.ca">andrea.mcgee@daniels.utoronto.ca</a></td>
<td><a href="mailto:XX@daniels.utoronto.ca">XX@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td>T: 416-978-2572</td>
<td>T: 416-978-2572</td>
<td></td>
</tr>
<tr>
<td><strong>Ben Pottruff</strong></td>
<td>Learning Strategist</td>
<td>• Anything not covered by the above</td>
</tr>
<tr>
<td>Room 101</td>
<td>Learning Strategist</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Benjamin.Pottruff@daniels.utoronto.ca">Benjamin.Pottruff@daniels.utoronto.ca</a></td>
<td><a href="mailto:Benjamin.Pottruff@daniels.utoronto.ca">Benjamin.Pottruff@daniels.utoronto.ca</a></td>
<td></td>
</tr>
<tr>
<td>T: 416-946-0826</td>
<td>T: 416-946-0826</td>
<td></td>
</tr>
<tr>
<td><strong>Advancement Office</strong></td>
<td><strong>Jacqueline Raaflaub</strong></td>
<td>• Advancement strategy &amp; oversight</td>
</tr>
<tr>
<td>Director</td>
<td>Director</td>
<td>• Student Learning</td>
</tr>
<tr>
<td>Room 123</td>
<td>Room 123</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jacqueline.raaflaub@daniels.utoronto.ca">jacqueline.raaflaub@daniels.utoronto.ca</a></td>
<td><a href="mailto:jacqueline.raaflaub@daniels.utoronto.ca">jacqueline.raaflaub@daniels.utoronto.ca</a></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
### DFALD Contacts Sheet (September 10, 2018) – Staff Services

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact</th>
<th>Service Areas</th>
</tr>
</thead>
</table>
|        | Molly Yeomans  
Sr. Development Officer  
Room 121  
molly.yeomans@daniels.utoronto.ca  
T: 416-978-0049 | • Major gifts |
|        | John Cowling  
Development Officer  
Room 122  
john.cowling@daniels.utoronto.ca  
T: 416-978-4340 | • Development work  
• Alumni outreach |
|        | Brady Tupper  
(on loan part-time from central advancement)  
Assoc. Director, Major Gifts  
Room 121  
brady.tupper@utoronto.ca | • Major Gifts |
| Other  | Didier Pomerleau  
CAO  
Room 125  
didier.pomerleau@daniels.utoronto.ca  
T: 416-946-0208 | • General planning, resources oversight, and problem-solving, |