

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

Office	Contact	Service Areas
Dean's Office	<b>Adriana Arredondo</b> Dean's EA & Office Manager Room 119 kim.ryan@daniels.utoronto.ca T: 416-978-3089	<ul style="list-style-type: none"> <li>• Booking time with Richard</li> <li>• Dean's correspondence</li> <li>• Core faculty meetings</li> <li>• Faculty searches</li> <li>• Faculty T&amp;P</li> <li>• Faculty sabbaticals, retirements</li> </ul>
	<b>Dale Duncan</b> Sr Communications & Media Relations Officer Room 116 dale.duncan@daniels.utoronto.ca T: 416-978-2253	<ul style="list-style-type: none"> <li>• Divisional communications and published materials</li> <li>• Web site content</li> </ul>
	<b>Nene Brode</b> Manager, External Relations & Community Outreach Room 122 <a href="mailto:nene.brode@daniels.utoronto.ca">nene.brode@daniels.utoronto.ca</a> T: 416-946-0727	<ul style="list-style-type: none"> <li>• Public &amp; non-credit programming</li> <li>• Art Gallery administration</li> <li>• Room rentals</li> <li>• Special projects</li> </ul>
	<b>Pam Walls</b> Communications & Events Coordinator Room 117 pamela.walls@daniels.utoronto.ca T: 416-946-0512	<ul style="list-style-type: none"> <li>• Faculty events</li> <li>• Public programming</li> </ul>
	<b>Chris Henion</b> Faculty Receptionist & Office Assistant Room 115 christopher.henion@daniels.utoronto.ca T: 416-978-6192	<ul style="list-style-type: none"> <li>• Mail, mail room, kitchenette</li> <li>• Ordering office supplies</li> </ul>
Assoc. Dean, Research's Office	<b>Shirley Chan</b> Research Grants & Awards Coordinator Room 320 shirley.chan@daniels.utoronto.ca T: 416-946-0688	<ul style="list-style-type: none"> <li>• Research grants &amp; grants administration</li> <li>• Research awards &amp; honours</li> <li>• AD's office management</li> </ul>
Assoc. Dean, Academic's Office	<b>Kate Nelischer</b> Assistant Dean, Academic & Outreach Room 135 Kate.Nelischer@daniels.utoronto.ca T: 416-946-0794	<ul style="list-style-type: none"> <li>• Academic planning/strategic planning</li> <li>• Program reviews &amp; accreditation reviews</li> <li>• Curriculum development</li> <li>• Faculty Council business (starting in Oct).</li> </ul>
	<b>Heather Huckfield</b> Program Coordinator Room 136 Heather.Huckfield@daniels.utoronto.ca T: 416-978-6219	<ul style="list-style-type: none"> <li>• AD's office management</li> <li>• Admin support for graduate programs, incl support for copying tests, archiving course outlines, student projects, etc</li> <li>• TA &amp; exam proctor hiring</li> <li>• Graduate course evaluations</li> <li>• Graduate Reviews</li> <li>• Booking space for internal, non-course-related program and individual faculty events</li> </ul>
Business Services	<b>Zita DaSilva D'Alessandro</b> Business Officer Room 124 zita.dsdalessandro@daniels.utoronto.ca T: 416-978-0497	<ul style="list-style-type: none"> <li>• Payroll and employment issues for all core faculty and continuing staff</li> <li>• Staff attendance records</li> </ul>

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	<p><b>Alicia Bennett</b> Financial &amp; Business Assistant Room 122 Alicia.Bennett@daniels.utoronto.ca T: 416-978-3103</p>	<ul style="list-style-type: none"> <li>• Payroll and employment issues for all sessional/adjunct faculty and casual staff</li> <li>• Keys</li> <li>• Booking space for commercial events</li> </ul>
	<p><b>Ryan Burns</b> Financial Officer Room 124 Ryan.Burns@daniels.utoronto.ca T: 416-978-0497</p>	<ul style="list-style-type: none"> <li>• All things financial, including invoices, reimbursements etc.</li> </ul>
Technology Services	<p><b>Vadim Aulov</b> Help Desk Support Room 177 vadim.aulov@daniels.utoronto.ca T: 416-978-7003 x203</p>	<ul style="list-style-type: none"> <li>• A/V requests for classroom set-up</li> <li>• Computer repair &amp; trouble-shooting</li> </ul>
	<p><b>Yuri Lomakin</b> Information Technologist Room 178 yuri.lomakin@daniels.utoronto.ca T: 416-978-7003 x202</p>	<ul style="list-style-type: none"> <li>• Computer configuration, set-up &amp; repair</li> <li>• Printers</li> </ul>
	<p><b>Alex Lee</b> Sr. Systems Admin. Room 178 alexander.lee@daniels.utoronto.ca T 416-978-7003 x218</p>	<ul style="list-style-type: none"> <li>• Network servers &amp; systems</li> </ul>
	<p><b>Maxim Batourine</b> Director Room 179 m.batourine@daniels.utoronto.ca T: 416-978-7003 x201</p>	<ul style="list-style-type: none"> <li>• All IT matters not covered by the above</li> </ul>
	<p><b>Bohdan Tymchuk</b> Acting Workshop Supervisor &amp; Facilities Coordinator Room 066 <a href="mailto:Bohdan.Tymchuk@daniels.utoronto.ca">Bohdan.Tymchuk@daniels.utoronto.ca</a> T: 416-978-3117</p> <p><b>Sarah Whitehouse</b> Facilities Coordinator Room 066 Sarah.Whitehouse@daniels.utoronto.ca 416-978-3117</p>	<ul style="list-style-type: none"> <li>• Building facilities: any building malfunctions/repairs, furniture &amp; fixture issues.</li> <li>• Issues dealing with construction work and on-site trades/contractors</li> <li>• Building security concerns</li> <li>• Prepping exhibition spaces</li> </ul>
	<p><b>Tom Abromaitis</b> Workshop Technologist Room 065 tomas.abromaitis@daniels.utoronto.ca T: 416-946-3702 x63702</p>	<ul style="list-style-type: none"> <li>• Workshop operations</li> </ul>
	<p><b>Joe Rogal</b> Workshop Assistant Room 065 T: 416-946-3702 x63702</p>	

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	<p><b>Nick Hoban</b> Digital Fabrication Coordinator Room 169 Nicholas.Hoban@daniels.utoronto.ca T:416-946-0493</p>	<ul style="list-style-type: none"> <li>Fab lab supervision &amp; operations</li> </ul>
	<p><b>Paul Kozak</b> Digital Fabrication Technologist Room 169 T: 416-946-0493</p>	<ul style="list-style-type: none"> <li>Fab lab operations</li> </ul>
Registrarial & Student Services	<p><b>Sonja Smiljanic</b> Student Services Officer Room 100 Somja.Smiljanic@daniels.utoronto.ca T: 416-946-3897</p> <p><b>Daniel Dempsey</b> Student Services Officer (Acting) Room 100 Daniel.Dempsey@daniels.utoronto.ca T: 416-946-3897</p>	<ul style="list-style-type: none"> <li>Frontline services.</li> <li>Fobs</li> <li>Room bookings for students &amp; course-related room needs.</li> <li>Forms &amp; student letters</li> <li>Responding to correspondence at registrar@daniels.utoronto.ca</li> </ul>
	<p><b>Madison Peters</b> Ass't Registrar, Recruitment &amp; International Room 100 Madison.Peters@daniels.utoronto.ca T: 416-946-0377</p>	<ul style="list-style-type: none"> <li>Student recruitment</li> <li>International students</li> <li>International exchanges</li> <li>Transcript equivalencies</li> </ul>
	<p><b>Katrina Groen</b> Ass't Registrar, Admissions, Awards &amp; Fina. Aid Room 102 katrina.groen@daniels.utoronto.ca T: 416-978-0852</p>	<ul style="list-style-type: none"> <li>Student admissions</li> <li>Student awards &amp; financial aid</li> </ul>
	<p><b>Sofia Joot</b> Ass't Registrar, Records &amp; Enrolment Room 108 Sofia.joot@daniels.utoronto.ca</p>	<ul style="list-style-type: none"> <li>Enrolment management</li> <li>Enrolment statistics</li> <li>Student records management</li> </ul>
	<p><b>vacant</b> Assoc. Registrar, Acad. Advising &amp; Student Engagement Room 107 XX@daniels.utoronto.ca T: 416-978-3456</p>	<ul style="list-style-type: none"> <li>Student Advising</li> <li>Student Life</li> </ul>
	<p><b>Andrea McGee</b> Registrar &amp; Ass't Dean, Students Room 106 andrea.mcgee@daniels.utoronto.ca T: 416-978-2572</p>	<ul style="list-style-type: none"> <li>Anything not covered by the above</li> </ul>
	<p><b>Ben Pottruff</b> Learning Strategist Room 101 Benjamin.Pottruff@daniels.utoronto.ca T: 416-946-0826</p>	<ul style="list-style-type: none"> <li>Student Learning</li> </ul>
	<p><b>Jacqueline Raaflaub</b> Director Room 123 jacqueline.raaflaub@daniels.utoronto.ca</p>	<ul style="list-style-type: none"> <li>Advancement strategy &amp; oversight</li> <li>Development work</li> </ul>

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	T: 416-978-1473	
	<b>Molly Yeomans</b> Sr. Development Officer Room 121 molly.yeomans@daniels.utoronto.ca T: 416-978-0049	<ul style="list-style-type: none"> <li>• Major gifts</li> </ul>
	<b>John Cowling</b> Development Officer Room 122 john.cowling@daniels.utoronto.ca T: 416-978-4340	<ul style="list-style-type: none"> <li>• Development work</li> <li>• Alumni outreach</li> </ul>
	<b>Brady Tupper</b> (on loan part-time from central advancement) Assoc. Director, Major Gifts Room 121 brady.tupper@utoronto.ca	<ul style="list-style-type: none"> <li>• Major Gifts</li> </ul>
Other	<b>Didier Pomerleau</b> CAO Room 125 didier.pomerleau@daniels.utoronto.ca T: 416-946-0208	<ul style="list-style-type: none"> <li>• General planning, resources oversight, and problem-solving.</li> </ul>