



Northern Virginia Community College

February 17, 2022

Dr. Glenn DuBois, Chancellor
Virginia Community College System
300 Arboretum Place, Suite 200
Richmond, Virginia 23236

Dear Chancellor DuBois,

This is to provide you with a list of our Administrative Officers and Signature Authority in compliance with Section 4.0.3 and 4.0.6 of the VCCS Policy Manual. This document allows signature authority only for non-procurement contracts.

The following person has been designated Contract Administrative Officer for our college:

Ms. Dimitrina Dimkova
Vice President, Finance & Administration
Northern Virginia Community College
4001 Wakefield Chapel Road
Annandale, VA 22003
Phone: (703) 764-7778
Financial Contracts/Administrative Contracts

Northern Virginia Community College Staff who have been designated Signature Authority for FY22 are listed on the attachments.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Anne M. Kress".

Anne M. Kress
President

Cc: Ms. Greer Saunders, System Counsel
Mr. Craig Herndon, Senior Vice Chancellor for Administration, Finance and Technology
Ms. Malinda Carter, Associate Vice Chancellor, Human Resources

Attachments

Office of the President

4001 Wakefield Chapel Road, Annandale, VA 22003
phone: 703-323-3101 | fax: 703-323-3767

www.nvcc.edu

Delegation of Signature Authority FY2022
COLLEGE STAFF

Anne M. Kress

President

4001 Wakefield Chapel Road

Annandale, VA 22003

Phone: (703) 323-3101

- Execution of Employment Contracts
- Approval of Promotions within VCCS Guidelines
- Creation of new positions within approved budget
- Checks
- International Travel Approvals
- Approval of Travel by 3 or more to same conference/location
- Approval of Travel Reimbursement when hotel rate exceeds guidelines
- Annual Reallocation of Faculty Positions within approved budget
- Approval of Grants, Contracts, and MOUs/MOAs with endorsement of VP Finance
- Approval of Personnel Action Requests including faculty and other hiring within approved budget
- Overloads and Special Payments to teaching, Administrative, professional faculty and classified staff
- Resolution of Student and Faculty/Employee Complaints and Appeals in concert with Legal affairs and campus leadership

Dr. Eun-Woo Chang

Vice President of Academic Affairs and Chief Academic Officer

4001 Wakefield Chapel Road

Annandale, VA 22003

Phone: (703) 323-3087

- Justification of Faculty Credentials
- Approval of Faculty Reassigned Time
- Approval of Faculty Substitute Payments
- Approval of Articulation and Guaranteed Admission Agreements
- Nominations for Commonwealth Outstanding Faculty Award and Chancellor's Faculty fellowship awards

Ms. Dimitrina Dimkova

Vice President, Finance & Administration

4001 Wakefield Chapel Road

Annandale, VA 22003

Phone: (703) 764-7778

- Checks
- Waivers
- Notice of award
- Stock certificates
- Claims for refund
- Financial Contracts
- Additional appropriations
- Administrative Contracts
- Clinical Affiliation Agreements
- \$200,000 Task Order for Investments
- Real Estate and Facilities Use Documents

Mr. Steven Partridge

Vice President, Workforce Development
4001 Wakefield Chapel Road
Annandale, VA 22003
Phone: (703) 323-3283

- Grant requests
- Workforce Development Contracts (excluding purchases of goods & services)
- Facilities Use Contracts

Mr. Cory Thompson

Associate Vice President, Administration
4001 Wakefield Chapel Road
Annandale, VA 22003
Phone: (703) 293-8118

- Certificates of Liability (Risk Manager)
- MOU's & MOA's
- Food Expenditures Requests
- Real Estate & Facilities Use Documents, Facility Contracts
- Administrative Contracts

Ms. Bridget Johnson

Associate Vice President, Financial Services
3924 Pender Drive
Fairfax, VA 22030
Phone: (703) 323-3721

- Checks
- Claims for refund/Appeals
- Third Party & Special Arrangement Contracts
- MOU's & MOA's

Mr. John Guszak

Controller
3924 Pender Drive
Fairfax, VA 22030
Phone: (703) 323-3054

- Checks
- Request for funds (i.e., Federal funding for financial aid and funding for state and local operating accounts including capital project funding)

Mr. Tan Nguyen

Associate Controller
3924 Pender Drive
Fairfax, VA 22030
Phone: (703) 323-3809

- Checks
- Request for funds (i.e., Federal funding for financial aid and funding for state and local operating accounts including capital project funding)

Dr. Annette Haggray
Provost – Alexandria Campus
5000 Dawes Avenue
Alexandria, VA 22311
Phone: (703) 845-6347

-Campus Facility Rentals

Dr. Diane Mucci
Interim Provost – Annandale Campus
8333 Little River Turnpike
Annandale, VA 22003
Phone: (703) 503-6383

-Campus Facility Rentals

Dr. Sam Hill
Provost – Woodbridge Campus
2645 College Drive
Woodbridge, VA 22191
Phone: (703) 878-5751

-Campus Facility Rentals

Dr. Julie Leidig
Provost – Loudoun Campus
21200 Campus Drive
Sterling, VA 20164
Phone: (703) 450-2517

-Campus Facility Rentals
-Vet Tech Clinical Affiliation Agreements

Dr. Molly Lynch
Provost – Manassas Campus
10950 Campus Drive
Manassas, VA 20109
Phone: (703) 257-6664

-Campus Facility Rentals

Dr. Shelly Powers
Provost – Medical Education Campus
6699 Springfield Center Drive
Springfield, VA 22150
Phone: (703) 822-6515

-Campus Facility Rentals
-Clinical Affiliation Agreements

Anne M. Kress
President



Date:

2/17/23