



Northern Virginia Community College

January 31, 2020

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

Dear Glenn:

This is an updated 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 is an update from the June 20, 2019 document to reflect the changes based on Anne M. Kress as Northern Virginia Community College's new President. 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 FY20 are listed on the attachments.

Sincerely yours,

A handwritten signature in black 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
Mr. Douglas Duncan, Interim Associate Vice Chancellor, Human Resource Services

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 FY2020

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

Ms. Sheri Robertson

Interim 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
- Grant requests
- 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
- Request for funds: (i.e., Federal funding for financial aid)

COLLEGE STAFF

Mr. Steven Partridge

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

- Checks
- 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. Diana Cline

Budget Director
 4001 Wakefield Chapel Road
 Annandale, VA 22003
 Phone: (703) 323-2158

- Checks
- Additional appropriations

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
- Tuition refund/waivers
- Request for funds (i.e., Federal funding for financial aid)

COLLEGE STAFF

Mr. Mitchell Markon

Acting Director, Business Services
21200 Campus Drive
Sterling, VA 20164
Phone: (703) 450-2563

- Claims for Refunds/Appeals
- Tuition refunds/waivers

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)

Ms. Sandy Hild

Accounting Manager, Accounts Payables & Disbursement Operations
3924 Pender Drive
Fairfax, VA 22030
Phone: (703) 764-5068

- Expenditure batches for all business units

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

-Campus Facility Rentals

COLLEGE STAFF

Dr. Pamela Hilbert
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. Nicole Reaves
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:

1/31/20