

BUSINESS SERVICES DIRECTORY



Administration Offices

1111 W. Broad Street
Richmond, VA 23298-0208
804-828-3894
804-828-7867 (FAX)

Administration

Director

Diane Reynolds
(804)828-3430, dlreynol@vcu.edu

Assistant Director

Dan McDonald
(804)828-1180, dfmcdona@vcu.edu

Financial Manager

Daniel Young
(804)828-2407, dayoung@vcu.edu

Assistant Financial Manager

Charlene Lacy
(804)828-1782, cklacy@vcu.edu

Marketing & Public Relations Manager

Rebecca Jones
(804)828-3615, jonesrj@vcu.edu

Office Manager

Liz Beirne
(804)828-3894, erbeirne@vcu.edu

Accountant

Catherine Cecil
(804)828-3429, clcecil@vcu.edu

Accountant

Melanie Barnes
(804)828-7054, mbbarnes@vcu.edu

Support Coordinator, Retail Services

Stephen Monroe
(804)828-3637, smonroe@vcu.edu

Dining Services

Operations Manager

Jean Clark
(804)828-1147, jeclark@vcu.edu

Dining Operations Coordinator

Yvonne Jones
(804)828-8692, ytjones@vcu.edu

Sales & Services Manager

Tamara Highsmith
(804)828-4629, tmhighsmith@vcu.edu

Customer Service Specialist

Robinette Butler
(804)828-1148, rbutler@vcu.edu

Information Services

Operations Systems Manager

James Daniels
(804)828-2765, jtdaniel@vcu.edu

Assistant Operations Manager

Barbara Lawson
(804)828-0416, bllawson@vcu.edu

Application Analyst

Bruce Schabinger
(804)828-1174, bpschabi@vcu.edu



1622 Ownby Lane
 Richmond, VA 23298-0172
 804-828-1343
 804-828-5894 (FAX)

Mail Services
Processing Center
Site Manager

Mark Harvey
 (804)828-3868, maharvey@vcu.edu

Assistant Manager

Donnette Haynes
 (804)828-3868, haynesds@vcu.edu



920 W Franklin Street
 Richmond, VA 23284
 804-828-1577
 804-828-1355 (FAX)

Valentine House Satellite Office
Lead Site Representative

Clerk on duty
 (804)828-1577, pbmsmpc@vcu.edu



1000 E Marshall Street
 Richmond, VA 23298
 804-828-1344
 804-828-3299 (FAX)

VMI Building Satellite Office
Lead Site Representative

Anthony Ray
 (804)828-1344, PBMSMAIL@vcu.edu



1108 W. Broad Street
 Richmond, VA
 23298-0235
 804-827-0557
 804-828-8549 (FAX)

Parking & Transportation Services

Monroe Park Campus:

Transportation

Manager

Paul Walker
 (804)828-8249, prwalker@vcu.edu

Administrative Assistant

Alicia Bishop
 (804)827-1979, abishop4@vcu.edu

Assistant Manager

Emma Minor
 (804)828-6756, elminor@vcu.edu

Assistant Manager

Barbara Kidd
 (804)828-8020, bjkidd@vcu.edu

**Parking Liaison
 (MCV Campus)**

Hampton Jackson
 (804)828-9662, hhjackso@vcu.edu

Enforcement & Safety Coordinator

Lou Ann Jones
 (804)828-7882, lajones@vcu.edu

Ombudsman

Miriam Maddux
 (804)828-2421, madduxmf@vcu.edu

Facilities & Vehicle Maintenance

Kathy Mottley
 (804)828-5154, kamottle@vcu.edu

**MCV Campus Parking
Coordinator**

Brandon Dingess
(804)628-0517, cbdinges@vcu.edu

**Special Events & Public Fac.
Coordinator**

Stephanie Wood
(804)828-6585, woods@vcu.edu

**Customer Service
Representative**

Cassandra Burton
(804)828-8726, cdburton@vcu.edu

Public Facilities Supervisor

Ava Jones
(804)827-2718, amjones@vcu.edu



VCU Medical Center: Parking

Administrative Specialist

Stephanye Roney
(804)828-6929, smroney@vcu.edu

**Customer Service
Representative**

Gail Jenkins
(804)828-0501, gnjenkin@vcu.edu

Customer Service Supervisor

Mia Williams
(804)828-0501, mcwillia@vcu.edu

**Customer Service
Representative**

Cynthia Powell
(804)828-0501, capowell@vcu.edu

659 N. 8th Street
First Level
Richmond, VA
23298-0235
804-828-0501
804-828-5343 (FAX)

Retail Stores

Title	Name	Phone Number Fax Number	Email Address	Location
Manager, Barnes & Noble@VCU Bookstore	Amy Randolph	(804)828-1678 (804)828-1594	arandolph@vcubooks.com	West Broad St. Deck 1111 W. Broad Street Richmond, VA 23284-2013
Manager, Barnes & Noble @VCU Medical Center Bookstore	Samantha Howe	(804)828-0336 (804)828-8876	showe@vcubooks.com	N Deck 601 N. 10th Street Richmond, VA 23298-0013
Manager, Dental Store	Brande Daniels	(804)828-9259 (804)828-4002	Brande.Greaves@HenrySchein.com	Lyons Building 520 N 12th St., Rm 130 Richmond, VA 23298-0712