

**BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF COLUMBIA
UDC RESOLUTION NO. 2026 - 01R**

SUBJECT: RATIFICATION OF THE ACTION OF THE EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES TO APPROVE THE APPOINTMENT OF ALEX GARRETT AS ACTING VICE PRESIDENT FOR FACILITIES AND REAL ESTATE MANAGEMENT AT THE UNIVERSITY OF THE DISTRICT OF COLUMBIA

WHEREAS, pursuant to 8B DCMR §210.1, the President is authorized to make executive appointments to designated positions in the Educational Service, in accordance with the provisions of 8B DCMR §§210 through 212; and

WHEREAS, pursuant to 8B DCMR §213.1, the President may appoint a current employee to serve in an acting status in a position designated to be filled by executive appointment without requiring that employee to resign from his or her current position; and

WHEREAS, pursuant to 8B DCMR §213.3, a person serving in an acting status for an executive appointment shall be limited to one (1) year from the date the vacancy for such position was created, and the former Vice President for Facilities and Real Estate Management, resigned his position effective December 31, 2025 creating a vacancy in the position of Vice President for Facilities and Real Estate Management as of that date; and

WHEREAS, Mr. Alex Garrett has been recommended to serve as the Acting Vice President of Facilities and Real Estate Management based on his knowledge, and experience in real estate and facilities management; and

WHEREAS, pursuant to 8B DCMR 110.1(a) interim actions taken by the Executive Committee must be submitted for ratification by the Board at its next regularly scheduled meeting; and

WHEREAS, the Executive Committee of the Board of Trustees convened on January 13, 2026 and approved UDC Resolution 2026-01 appointing Mr. Alex Garrett as Interim Vice President of Facilities and Real Estate Management effective January 12, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees ratifies the approval of the Executive Committee's appointment of Mr. Alex Garrett as Acting Vice President of Facilities and Real Estate Management of the University of the District of Columbia effective January 12, 2026.

Approved by the Executive Committee:

January 13, 2026

Ratified by the Board of Trustees

March 10, 2026

A handwritten signature in cursive script that reads "Warner H. Session".

Warner H. Session
Chairperson of the Board

**BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF
COLUMBIA UDC RESOLUTION NO. 2026 - 01**

SUBJECT: APPOINTMENT OF ALEX GARRETT AS INTERIM VICE PRESIDENT FOR FACILITIES AND REAL ESTATE MANAGEMENT AT THE UNIVERSITY OF THE DISTRICT OF COLUMBIA

WHEREAS, pursuant to 8B DCMR §210.1, the President is authorized to make executive appointments to designated positions in the Educational Service, in accordance with the provisions of 8B DCMR §§210 through 212; and

WHEREAS, pursuant to 8B DCMR §210.2, each person selected by the President for an executive appointment shall be qualified based on a description of their position or their roles and responsibilities, and shall be approved by the Operations Committee; and

WHEREAS, pursuant to 8B DCMR §208.1, the Board determines executive compensation for administrators and non-administrators at Grade Level 1A and above, upon recommendation of the President through the Operations Committee; and

WHEREAS, due to the resignation of the Vice President for Facilities and Real Estate Management, it is necessary to appoint an Interim Vice President for Facilities and Real Estate Management before the next scheduled meeting of the Operations committee meeting and Board of Trustees meeting; and

WHEREAS, Alex Garrett has been recommended to serve as Interim Vice President for Facilities and Real Estate Management, based upon his knowledge, past accomplishments, and experience, and

WHEREAS, after a review of his credentials, it has been determined that Alex Garrett is well-qualified for such a position and that the recommended salary adequately reflects the job duties and experience.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the University of the District of Columbia approves the appointment of Alex Garrett as Interim Vice President for Facilities and Real Estate Management effective January 12, 2026, consistent with the terms and conditions of his appointment letter.

Approved by the Executive Committee:

January 13, 2026

Ratified by the Board of Trustees

March 10, 2026



Warner H. Session
Chairperson of the Executive Committee



Maurice D. Edington, Ph.D.
President

January 8, 2026

Alex Garrett
3375 Arundel Road
Annapolis, MD 21403

Re: Executive Appointment, **Interim Vice President of Facilities & Real Estate Management** at the University of the District of Columbia

Dear Alex Garrett:

I am pleased to offer you an executive appointment as **Interim Vice President of Facilities & Real Estate Management**, at the University of the District of Columbia effective **January 12, 2026**, pending Board of Trustees approval. Pursuant to applicable DCMR, an executive appointment as Interim Vice President of Facilities & Real Estate Management is “at will,” which means that the appointment may be terminated at any time without appeal or right to compensation, because you serve at the pleasure of the President. As Interim Vice President of Facilities & Real Estate Management, you will perform the duties and responsibilities of the position as directed by the President and the Chief Operating Officer.

Your salary under this appointment will be **\$171,674 (Grade 1A, Step 6)** on the non-union Administrative Salary Schedule. You will be fully eligible for cost-of-living increases in accordance with the applicable University policy. You will also be eligible for and may participate in the University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of this appointment. The University will contribute seven percent (7%) of your salary to your Teachers Insurance Annuity and Association (TIAA) retirement account. Your leave accrual rates are as follows: annual leave accrual, six and half (6.5) hours per pay period, and sick leave accrual, three and half (3.5) hours per pay period. subject to university guidelines.

Please indicate your acceptance of this offer by signing and returning this letter to recruit@udc.edu within three (3) business days. This offer is contingent upon the completion of a full background check. To begin your background check, you must complete and submit the online application that you will receive directly from HireRight. If you do not receive an email from HireRight within seven (7) days, please contact Dominique Jackson at (202) 274-5380.

Sincerely,

Maurice Edington, Ph.D.
President

cc: Official Personnel File

I accept the terms and conditions of the foregoing executive appointment as **Interim Vice President of Facilities & Real Estate Management** at the University of the District of Columbia.

Alex Garrett

Name

01/08/2026

Date

ASPIRE. ACCOMPLISH. TAKE ON THE WORLD.



University of the District of Columbia Job Classification Description

Job Title: Interim Vice President, Facilities and Real Estate Management

FLSA: Exempt

Job Series/Salary Plan/Grade: DS0058 | 1A

Union Status: Non-union

Job Code:

GENERAL DESCRIPTION OF THE JOB:

The Interim Vice President of Facilities and Real Estate Management provides leadership to a large and diverse team and serves on the University Operations leadership team and is accountable for planning, implementation, and operation of all campus building and real estate assets. The Interim VP will be responsible for program management and implementation of best practices for all aspects of campus facility and ground operations, maintenance, and construction, including: deferred maintenance, facilities operations (physical plant); building design and construction; facility and grounds maintenance; acquisition and disposition of capital and real estate assets; leasing of and into University properties; and environmental health and safety. Reporting to and working with the Chief Operating Officer, the Interim VP of Facilities and Real Estate Management will ensure that projects are properly authorized and sufficiently funded, environmentally sound, and completed in an efficient and cost-effective manner.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Establishes and implements short-and-long range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness and effects changes required for improvement. Develops and establishes policies and objectives consistent with those of the University.
- Manages and oversees real estate properties for the University of the District of Columbia. Provides leadership for the overall management of real estate to include day-to-day operations, fiscal management, administration and other functions or matters that require the attention of the Chief Operating Officer. Ensures maximum return and profitability and oversees compliance with lease terms including rental payments.
- Oversees the management of the plant management division in all aspects of the divisions long and short term and daily operations, including establishing a detail set of program goals and objectives, maintenance of a continuous analysis and evaluation of on-going needs within designated areas of responsibility, managing budgetary and fiscal operations through periodic analysis and review of specific programs and budget objectives through allowable goals, while establishing policies, procedures, and lines of authority.
- Serves as the principle operating official for the University of the District of Columbia responsible for the acquisition (through lease or ownership) and disposal of real estate for

the University. Oversees and negotiates contracts, leases, deeds, mortgages and other real property and legal documents on behalf of the University.

- Reviews budgets for renovations, repairs and improvements. Prepares income producing strategies for property development; solicits and negotiates financing from banking institutions, coordinates strategies and identifies suitable lessees.
- Provides expert advice and assistance on real estate property matters, including site location, cost of facilities and relocation of occupancy, site assessments and plans. Supervises the collection and analysis of information necessary to conduct, create and review independent appraisals to determine market value and costs.
- Works with the Legal Department on acquisitions requiring legal action; testifies in court as needed. Researches real estate market values, oversees preparation of appraisals, keeps informed of trends in other Universities and cities and changing Federal and State regulations.
- Oversees the supervision of personnel to help achieve peak productivity and performance. Sets priorities for timely completion of assignments and special projects.
- Oversees the preparation of reports related to facilities management to include, the maintenance of a complete computerized data inventory of University facilities, contractor deficiencies and omissions lists for University and external management, and the inspection of facilities and report repairs and improvements.
- Manages the assignment of space to academic and administrative programs based on fluctuating needs, reflective of FTE's, staff, budget allocation and reallocation and reassignment of elements.
- Performs other related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Bachelor's in Engineering, Planning, Construction and/or Architecture; Master's preferred
- Ten years of experience in campus planning, architecture and or construction management
- Five years of experience in of construction/renovation processes (including procurement) and budgets, lease negotiations and economics, facility design and maintenance required
- Five years of successful and progressive supervisory experience managing, developing, and leading teams to deliver results
- Certified Facilities Management (CFM) certification, preferred
- LEED Sustainability Certification preferred
- LEED Green Associate and or LEED Accredited Professional preferred

REQUIRED COMPETENCIES:

- Mastery of real estate principles, practices, policies and methodologies in property acquisition, management and disposal.
- Expert knowledge and skill to analyze and resolve conflicts in policy and program objectives or problems that may occur in very complex or controversial transactions involving negotiations. Ability to perform and direct effective negotiations and competitive bidding procedures.
- Expert knowledge of the factors relevant in the determination of property values; procedures, documents, and forms utilized in property rights sale and acquisition
- Extensive knowledge of building design, construction and maintenance.
- Extensive experience in managing, leading, and providing direction to a diverse professional and administrative staff in real estate and facilities.
- Knowledgeable of union practices, policies and issues.
- Skill in conducting real estate development feasibility studies and analyses.
- Negotiating skills

Supervisory Controls

Incumbent functions under the general direction of the Chief Operating Officer. Supervisor provides direction with assignments in terms of broadly defined mission or functions.

The incumbent has responsibility for planning, designing and carrying out tasks, projects or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program.

Guidelines

Guidelines consist of general administrative and operational policies, manuals directives and regulations, program goals and objectives, management, organization and policy theories.

Further, incumbent receives guidance through the rules and resolutions of the Board of Trustees, University of the District of Columbia, the President, the Chief Operating Officer, as well as pertinent public laws that may affect the operations of the University. The incumbent is required to be innovative and to exercise seasoned judgment in selecting the appropriate guidelines and in the interpretation and adaptation to matters under study.

Complexity

Assignments require performing a broad range of university-wide management duties involving real estate and facilities management, probing, innovative analysis of program effectiveness and recommendation of new, specialized procedures to eliminate or control risks in activities. As a recognized real estate and facilities management authority, the incumbent provides solutions to difficult and controversial problems that may occur.

Scope and Effect

Program administration requires more than fulfillment of regulatory requirements and involves resolution of real estate and facilities problems that are not addressed by agency guidelines. The incumbent has the authority to deviate from such guidelines where they are not applicable in the situation encountered and to initiate a course of action. The programs supervised are critical to operation and continuance of the University. The University is continually in the public eye, and is subject to an unusual degree of attention. Recommendations are designed to facilitate program achievement. The incumbent is instrumental in improving the state-of-the-art of systems utilized by management, staff, faculty and students.

Personal Contacts

Personal contacts are both internal and external with senior officials from Government, the University and the private sector.

Purpose of Contacts

Contacts are for the purpose of providing and receiving information, interpreting regulations and guidelines and gaining approval.

Physical Demands

The work is sedentary in nature.

Work Environment

Work is performed normally in an office environment.

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

ALEX J. GARRETT

Summary

A versatile Program Administrator, Project Manager, and Engineer, who offers diverse analytical, design, test, and managerial experience to meet customer requirements.

Experience

September 2009 – Present – Associate Vice President/Capital Program Administrator / Capital Project Manager:

University of the District of Columbia, Office of the VP for Facilities and Real Estate Management

Current Duties

- Perform the duties as the Associate Vice President for Facilities and Real Estate Management including: Attend senior level meetings, including administrative, operations, stake holder, and external government agency. Respond to requests from the Chief Operating Officer and other cabinet level administration. Oversee all operations of facilities for the University including management of staff and oversight of capital construction projects, facility activities, and real estate transactions.
- Perform various duties of the vacated Facilities Director position. Duties include: Management of facilities staff and oversight of facility related activities. On call response to facility related emergencies including power outages, building system failures, weather related issues, and alarm responses. Communication with utility providers and other commercial/government entities to coordinate outages and other facility related activities.
- Contract Administrator and Project Manager. Duties include: Develop scopes of work and budgets for projects and consultant services. Develop documentation for procurement of contracting services and oversee the performance of scope of work. Advise the contracting officer of change requirements for contracts and non-performance of contractors.
- Assist in the management of the Capital Project Budget including interaction with the UDC and District Government finance officials. Over \$200 million worth of Capital Construction has been completed at the University since 2009.
- Assist in providing information & documentation regarding the Capital Program including project updates, capital improvement plans, budget information, and program summaries.
- Assist the Vice President and the Capital Project Managers with all matters related to the Capital Program and the interaction with other University Administration, Faculty, Students, and Staff.
- Chairperson and panel member for numerous Technical Evaluation Panels for contract proposal review.

July 2008 – September 2009 - Project Manager/General Engineer

District of Columbia Office of Property Management/Department of Real Estate Services

- Project Manager for the Construction Division.
- Responsible for technical services, design, and construction management of Capital Projects.
- Developed Scopes of Work and Budgeting for new Capital Projects.
- Helped procure and manage contracting services for design and construction of Capital Projects.

- Was Contract Technical Representative (COTR) for the Office of Contracting and Procurement. Advised the contracting officer of change requirements for contracts and non-performance of contractors.
- Oversaw the design process to ensure guidelines and programming requirements are met. Reviewed construction drawings and specifications for constructability and code conformance.
- Conducted pre-construction and progress meetings with contractors to discuss contract performance and compliance.

***April 2001 - July 2008 - Director of Engineering
Atlantic Technical Systems, Annapolis, MD***

- Managed the engineering division which specialized in the test and evaluation of clean rooms and other controlled environments. Primary customers included pharmaceutical companies, semiconductor component manufacturers, and biotechnology research facilities.
- Supervised personnel in conducting environmental and operational testing of cleanrooms and other controlled environments.
- Created, managed, and maintained database of technical documentation for test and evaluation.

***April 1997 - April 2001-General Contractor (Self Employed)
AJ Garrett Enterprises Inc., Annapolis, MD***

- General Contracting and Home Improvement Business.

***December 1987 - February 1997 - Mechanical Engineer (With Secret Clearance)
Naval Surface Warfare Center; Mechanical Systems Branch, Annapolis, MD***

- Project Engineer / Manager for the development of Compressed Air System Membrane Dehydration Units for Naval Fleet implementation.
- Managed the design and fabrication of prototype membrane dehydration units and conducted laboratory testing and shipboard evaluations aboard CVN class aircraft carriers. Was responsible for instrumentation, data acquisition, data analysis, and reporting.
- Conducted qualification testing of militarized Membrane Dehydration Units and generated reports and documentation for implementation into the fleet.
- Conducted a surface ship advanced air systems investigation. Developed a data base and 3D model of the DDG 51 destroyer class compressed air system which included major equipment and system costs, user loads, and life cycle costs. Designed an alternative air system using advanced equipment and a new compartmental zoning concept.
- Project Engineer for the Marine Corps Rotary Engine development program. Conducted a study to characterize the source and nature of rotary engine vibration. Coordinated gear loading, structure borne noise measurements, cyclic acceleration, and engine performance measurements for analysis, and co-authored technical report.

Education

Howard University, Washington D.C. - August 1982 to December 1987

Degree: Bachelor of Science in Mechanical Engineering

(Cooperative education program: David Taylor Research Center - June 1981 to December 1987)

To: The Board of Trustees

From: Managing Director of Finance *David A. Franklin*

Date: January 12, 2026

Subject: FIS - Executive Appointment of Alex Garrett, Interim Vice President for Facilities and Real Estate Management

Conclusion

It is projected that there are sufficient unrestricted funds in the budget allocation of the University of the District of Columbia's FY26 budget to cover the cost of the salary and benefits associated with the appointment of Mr. Alex Garrett to the position of Interim Vice President for Facilities and Real Estate Management at the University of the District of Columbia. The role will report to the Chief Operating Officer.

Background

The proposed resolution is to appoint Mr. Alex Garrett to the position of Interim Vice President for Facilities and Real Estate Management at the University of the District of Columbia. Mr. Alex Garrett's executive appointment will be effective January 12, 2026. It should be noted that this appointment is an "at will" appointment, serving at the pleasure of the President and terminable at any time without appeal or right to compensation.

Financial Impact

The salary for this appointment will be Grade 1A, Step 6 of the non-union administrative salary schedule, paying \$171,675 per year, with related benefits of \$44,635. The employee will be fully eligible for cost-of-living increases in accordance with applicable University policy. He will also be eligible for, and may participate in, the University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of his initial appointment. The University will contribute the equivalent of seven percent (7%) of the employee's salary to his Teacher Insurance Annuity Association (TIAA) retirement. The employee leave accrual rates are as follows: annual leave accrual of six and half (6.5) hours per pay period, and sick leave accrual, three and half (3.5) hours per pay period, subject to university guidelines.

This request has been approved based upon the information provided.