

**BOARD OF TRUSTEES**

**UNIVERSITY OF THE DISTRICT OF COLUMBIA**

**UDC RESOLUTION 2016 - \_\_\_\_\_**

**SUBJECT: Executive Appointment of Mr. Erik Thompson as Vice President for Facilities and Real Estate at the University of the District of Columbia**

**WHEREAS**, pursuant to 8B DCMR §210.1, the President may make Executive Appointments to designated positions in the Educational Service; and

**WHEREAS**, pursuant to 8B DCMR §210.6 The Board shall determine Executive compensation for administrators and non-administrators at Grade level 1A and above, including initial compensation upon appointment and subsequent changes in compensation, upon recommendation of the President through the Executive Committee or as determined by the Board Chair; and

**WHEREAS**, after review of his credentials it has been determined that Mr. Thompson is qualified for such position and has been recommended to serve as the Vice President for Facilities and Real Estate at the University of the District of Columbia, based on his knowledge, past accomplishments, and extensive experience;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of the District of Columbia approves the appointment of Mr. Erik Thompson as the Vice President for Facilities and Real Estate at the University of the District of Columbia effective February 9, 2016, consistent with the terms and conditions of his appointment letter.

Submitted by the Executive Committee:

February 1, 2016

Approved by the Board of Trustees:

February 9, 2016

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Elaine A. Crider  
Chairperson of the Board



Office of the Chief Financial Officer

Donald L. Rickford  
Chief Financial Officer

### Fiscal Impact Statement

**TO:** The Board of Trustees

**FROM:** Office of the Chief Financial Officer (UDC) *Donald L. Rickford*

**DATE:** January 19, 2016

**SUBJECT:** Executive Appointment of Mr. Erik Thompson as Vice President of Facilities & Real Estate

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#### Conclusion

It is projected that there are sufficient unrestricted funds in the University's Office of Facilities Management to cover the cost of the salary and benefits associated with the executive appointment of Erik Thompson to the position of Vice President of Facilities & Real Estate.

#### Background

Pursuant to 8B DCMR, Chapter 2, the request is to appoint Erik Thompson as the Vice President of Facilities & Real Estate. This appointment is effective February 9, 2016. The total cost of salary and benefits (\$155,540 Salary \$43,551 Benefits) for this executive appointed position is estimated at \$199,091.

#### Financial Impact

The funding will come from unrestricted operating funds of the University, within the Office of Facilities Management, specifically the Vice President of Facilities & Real Estate position. The salary and benefits for this position are budgeted at \$217,122 for FY 2016. The Vice President of Facilities & Real Estate position is an "at will" executive appointment and can be terminated at any time without appeal or rights to compensation.

## **Vice President, Real Estate and Facilities Management**

The incumbent functions as Vice President, Real Estate and Facilities Management with accountability to the Senior Vice President and Chief of Staff, but ultimately reports to the President, the University of the District of Columbia and as such performs the following duties:

### **Duties**

- 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 and administration and other functions or matters that require the attention of the Senior Vice President.
- The incumbent is 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's use.
- Provides expert advice and assistance on real 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.
- Oversees and negotiates contracts, leases, deeds, mortgages and other real property and legal documents on behalf of the University.
- Develops and establishes policies and objectives consistent with those of the University to ensure efficient operations.
- Oversees the supervision of personnel to help achieve peak productivity and performance. Sets priorities for timely completion of assignments and special projects.
- Manages real estate projects to ensure maximum return and profitability, and oversees compliance with lease terms including rental payments.
- 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.
- Prepares income producing strategies for property development; solicits and negotiates financing from banking institutions, coordinates strategies and identifies suitable leasers.

- Represents the University to various institutional divisions as well as externally to the media, government agencies, students, the general public and the local community.
- Oversees compliance with lease agreements.
- 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 University's and cities and changing Federal and State regulations.
- Confers with District officials on interests in properties and facilities, as related to the Office of Personnel Management's (OPM's) varied functions. Offers or discusses the effect of alternate proposals given the District's requirements compared to private needs, the local economy and policy implications.
- 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.
- Oversees the inspection of facilities and reports repairs and improvements.
- Oversees the preparation of reports related to facilities and facilities management.
- Reviews budgets for renovations, repairs and improvements.
- Oversees 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.
- Oversees the maintenance of a complete computerized data inventory of University facilities by program using the National Education Standards and provides reports as required. Additionally, oversees the maintenance of a complete executive summary of present to relevant Board of Trustees committees.
- Oversees the preparation of contractor deficiencies and omissions lists for University and external management.
- Performs other related duties as assigned.

### **Knowledge Required by the Position**

- 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
- An in-depth understanding of the real estate market.
- 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 Senior Vice President and Chief of Staff but reports to the president. 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 Senior Vice President and Chief of Staff, 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.