

**BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF COLUMBIA
UDC RESOLUTION NO. 2025 - 35**

**SUBJECT: APPOINTMENT OF LEKISHA JORDAN AS INTERIM VICE PRESIDENT
FOR GOVERNMENT, COMMUNITY, AND CORPORATE RELATIONS
AT THE UNIVERSITY OF THE DISTRICT OF COLUMBIA**

WHEREAS, pursuant to 8B DCMR §210.2 the President is authorized to make executive appointments to designated positions in the Education 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 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, LeKisha Jordan has been recommended to serve as Interim Vice President for Government, Community, and Corporate Relations based on her knowledge, past accomplishments and experience, and;

WHEREAS, after review of her credentials, it has been determined that Ms. LeKisha Jordan is well qualified for such position and that the recommended salary adequately reflect the job duties and experience.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the University of the District of Columbia approves the interim appointment of Ms. LeKisha Jordan as Vice President for Government, Community, and Corporate Relations effective September 22, 2025, consistent with the terms and conditions of her appointment letter.

Submitted by the Operations Committee:

September 15, 2025

Approved by the Board of Trustees:

September 16, 2025



Warner H. Session
Chairperson of the Board



Maurice D. Edington, Ph.D.
President

September 15, 2025

LeKisha Jordan
[REDACTED]

Re: Executive Appointment, Interim Vice President for Government, Community and Corporate Relations at the University of the District of Columbia

Dear LeKisha Jordan:

I am pleased to offer you an executive appointment as **Interim Vice President for Government, Community and Corporate Relations** at the University of the District of Columbia effective **September 22, 2025**, pending Board of Trustees approval. Pursuant to applicable District of Columbia law, an executive appointment as , Interim Vice President for Government, Community and Corporate Relations 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 for Government, Community and Corporate Relations, you will perform the duties and responsibilities of the position as directed by the Chief Advancement Officer.

Your salary under this appointment will be **\$187,223 (Grade 1A, Step 10)** on the non-union Administrative Salary Schedule. This Interim VP position with associated increase in salary for 120-day initial interim appointment through 12/30/2025. 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 Sequoia Diggs at (202) 274- 5380.

Sincerely,

Maurice D. Edington, Ph.D.
President

ASPIRE. ACCOMPLISH. TAKE ON THE WORLD.

4200 Connecticut Avenue, NW — Washington, District of Columbia 20008
Phone: 202.274.6016 ▪ www.udc.edu ▪ Facsimile: 202.274.5304

cc: Dr. Richard Lucas, Chief Advancement Officer
Dr. Maurice Edington, President
Official Personnel File

I accept the terms and conditions of the foregoing executive appointment as Interim Vice President for Government, Community and Corporate Relations at the University of the District of Columbia.

LeKisha Jordan

9/15/2025

Name

Date

ASPIRE. ACCOMPLISH. TAKE ON THE WORLD.

4200 Connecticut Avenue, NW — Washington, District of Columbia 20008
Phone: 202.274.6016 ▪ www.udc.edu ▪ Facsimile: 202.274.5304

University of the District of Columbia
Job Classification Description

Job Title: Vice President for Government, Community and Corporate Relations

FLSA: Exempt

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

Union Status: Non- Union

Job Code: (Pending)

INTRODUCTION:

Reporting to the President, the Vice President for Government, Community, and Corporate Relations leads all aspects of engagement with governmental, community, and corporate relations that advance the interests of the University at the executive and legislative levels of the District of Columbia, Maryland, and Virginia state and local governments, as well as at the federal level. The incumbent must understand policy initiatives of federal, state and local governing agencies, private corporate agendas, priorities of local K-12 school systems, and the interests of neighborhood and community based groups to form and implement strategies to establish and maintain relationships beneficial to the University.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Serves as the lead government relations contact for the University; Advises key leadership and actively networks, builds and maintains relationships with executive, legislative and agency officials, staff, elected officials and other stakeholders in support of University interests. Geographic coverage includes the District Government, Maryland and Virginia state and local governments, and the federal government;
2. Creates, executes, and manages the University's strategy and legislative agenda for building support for and strengthening University-governmental relationships;
3. Prepares and/or oversees a variety of University submissions to governmental entities to ensure alignment with strategic and financial initiatives; Ensures all submissions are accurate and complete; Drafts written testimony and statements in support/opposition to legislative and policy initiatives;
4. Monitors, researches and helps interpret applicable federal, District, and state laws and regulations that impact the University and assists in translating them into policies and operating procedures as required;
5. Manages the information flow and lobbyist activities on behalf of the University with key state, local and federal entities; Proactively keeps relevant University personnel abreast of emerging issues and concerns and new requirements emanating from legislative or executive branches; Organizes meetings and events with elected and appointed officials to foster relationships and understanding of key issues impacting the University;
6. Plays an integral role in connecting the University's governmental, community, and corporate relations strategy; Responsible for seamlessly integrating the University's service

delivery and collaboration efforts with local private and governmental entities (i.e. ANCs, local and state units, community-based organizations, etc.);

7. Defines, develops and implements the strategies and relationships required to achieve the University's Delivering on the Promise strategic plan to include specific projects in designated Wards (i.e. Wards 7 and 8) and the University's Pre-K – 16 initiative in collaboration with DCPS;
8. Serves as a point of contact for governmental entities to support the development of the budget, funding requests and initiatives and alignment with state, local and federal government initiatives;
9. Tracks progress on legislation, initiatives, efforts, etc., that impact the University; engages in data collection and analysis and routine reporting; Prepares and delivers presentations to stakeholders;
10. Oversees the analyses of data and/or documents for developing and drafting testimony, reports, fact sheets, talking points, legislative summaries, letters, memoranda, correspondence and other issue-oriented information and supporting materials required to advance legislative initiatives of the University. Prepares a variety of correspondence.
11. Provides leadership in coordinating and executing educational outreach, community engagement, and corporate partnership initiatives.
12. Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Graduate or professional degree in law, political science, public policy, government affairs, public administration or related field; and
- Minimum of 3 years of government relations/affairs experience including knowledge of legislative and governmental processes; and
- Experience with the District of Columbia's legislative process is required.

REQUIRED COMPETENCIES:

- Knowledge of local, state, and federal legislative and executive processes; public affairs principles and practices; and project management and planning principles and practices.
- Demonstrated leadership skills and abilities.
- Commitment to quality and integrity.
- Exceptional skills in communications and interpersonal relations.
- Knowledge of and adherence to policies and procedures, and University regulations.
- Excellent written and verbal communication skills.
- Ability to establish and maintain effective and harmonious work relations with students, faculty, staff, university officials and the general public.
- Ability to work with individuals at all levels of the university to develop workable programs and provide outstanding services.

STANDARDS & EXPECTATIONS:

1. Expectations of the job:

Incumbent functions under the direction of the President of the University and ensures that the UDC legislative, budgetary and community interests are advanced through appropriate public policy efforts. The incumbent advises, briefs and prepares internal and external communications regarding executive, legislative and regulatory issues and responds and manages all external inquiries from the State and Local legislative and executive branches. The position develops and maintains effective working relationships with elected officials, administrators, community leaders, and other key decision makers in the District of Columbia. The position coordinates District-wide public policy activity within the University. Incumbent is relied upon to exercise independent judgment and initiative in completing assignments. Completed projects are expected to be in adherence to the University's policies and consistent with the university's mission.

2. Development and Counseling:

Employee is expected to participate in activities that will help in the development of his/her career and help in the performance of the job. Employee may seek counseling and input from the immediate supervisor.

3. Training:

Training is available to help improve the skill and knowledge level, and for updates on the latest industry based techniques, methods and theories.

4. Knowledge of UDC Rules and Regulations:

Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines. The University provides all training required by OSHA to ensure employee safety.

The University of the District of Columbia is an Equal Opportunity Employer (EOE).

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

Classification and Compensation Representative

Date

Vice President of Human Resources

Date

LEKISHA M. JORDAN

EDUCATION

The University of Georgia · Athens, GA · Master of Arts, Public Administration and Policy · 2011

Spelman College · Atlanta, GA · Bachelor of Arts, Political Science · 2009

PROFESSIONAL EXPERIENCE

Council of the District of Columbia, Committee of the Whole · Washington, DC · April 2019 – Present

Senior Policy Advisor

- Serves as lead education policy expert for Chairman Phil Mendelson, collaborating with the agencies within DC's Education Cluster and community partners to develop strong education policy in the best interest of all students across the District of Columbia
- Advises the Chairman on oversight of all education matters and education agencies across the District
- Drives the development and implementation of policy and program priorities through the legislative process
- Writes legislation, committee reports, memorandums, briefing papers, resolutions, and other related documents
- Represents the Chairman at meetings with public interest and advocate groups and prepares clear and concise summaries and recommendations for the Council
- Fosters communication and consensus building between Councilmembers and staff, advocate groups, and lobbyists resulting in needed support to pass key legislation

Deloitte Consulting · Rosslyn, VA · 2018 – 2019

Senior Consultant, Human Capital

- Performed in-depth analyses using quantitative and qualitative methods to generate business insights and identify, gather, and assess key internal and external data to drive those analyses
- Supported and execute large, complicated projects with multiple stakeholders and help coordinate strategy discussions with senior leaders and clients
- Collaborated closely with stakeholders across Deloitte – business, finance, technology, etc. – to get work done and develop cross-functional relationships

Leadership for Educational Equity (LEE) · Washington, DC · 2015 – 2018

Managing Director, Policy Fellowships and Programs

- Led external partnership building with policymakers, including securing over \$1M in cost-sharing funds for fellowship placements from high-profile organizations in the education policy space
- Set the vision for LEE's policy fellowships and expanded the Public Policy Fellowship (PPF) by 50%, while maintaining high fellow and host satisfaction which led to 83% of fellows being hired within 6 months of fellowship completion
- Supervised the recruitment, selection, and matching processes for one national workshop and two policy fellowships; managed 154 applications for 42 placements with nationally recognized senior leaders
- Designed and launched an experiential learning program that reached 32 members to develop expertise in policy writing and enhance policy communication skills; assessed programming need and continuously evaluate outcome and impact; Launched the PPF Alumni network to expand the leadership of experienced members in policy and advocacy and foster a community of equity driven leaders across the country
- Managed a team of 2 to shepherd host relationships, participant communication, program evaluation, and program content development; and conducted annual evaluation of all direct reports
- Cultivated and leveraged relationships with senior policy and advocacy leaders to serve as high-impact fellowship hosts to advance policy goals

Office of the Governor, State of North Carolina · Raleigh, NC · 2013 – 2015

Education Policy Analyst

- Advised Governor and team on education policy, programs, and planning, and monitored the work of executive branch agencies in education

- Drove the effective partnerships with the Governor's Office, the Department of Public Instruction, the State Board of Education, the Department of Health and Human Services, the University of North Carolina System, the Community College System, and NC Independent Colleges and Universities to execute its duties;
- Developed relationships with key stakeholders on the development of a strategic plan, and advised on the prioritization of the Governor's legislative agenda
- Drafted and analyzed policy and legislation around key education issues, including standards and assessment, school performance grades, school choice, early learning, and literacy development, among others;
- Monitored legislative activity to keep staff up to date on policy developments and developed strategies to advance specific bills and the Governor's policy positions
- Managed and consistently communicated and collaborated with educational entities housed in the Governor's Office, including the Education Cabinet, the Governor's Teacher Advisory Committee, and the Education and Workforce Innovation Commission, and Career Pathways for Teachers and prepared research for policy, and drafted plans, reports, and other deliverables on behalf of these entities;
- Prepared the Senior Education Advisor and Governor for public speeches and prepared talking points on key policy updates

New Beginnings Family Academy · Bridgeport, CT · 2011 – 2013

Lead Teacher

- Planned and executed objective-driven lessons for 22 students daily in Reading and Writing; Applied Excel-based tracking system to inform of periodic class progress and affect student growth plans
- Conducted new teacher interviews, formally observed incoming teachers for development, and determined compliance with school and district teaching requirements

LEADERSHIP EXPERIENCE

Senior Leader Advisor · Leadership for Educational Equity · 2023 – Present

Provide policy coaching to senior-level elected and appointed leaders nationally to grow their leadership and increase effectiveness in their role.

Participant, Black in Business: One Million Black Women · Goldman Sachs · 2023

A development program reaching Black women sole proprietors with the tools necessary to turn their business potential into business growth.

Fellow, Surge Fellowship · Surge Institute Washington DC 2022 Inaugural Cohort · 2022

Leadership development program to educate and develop leaders of color who create transformative change for young people, their families and our broader communities.

Board Member, Governance Committee Chair · E.L. Haynes Public Charter School · August 2019 – 2022

The E.L. Haynes Board of Trustees makes critical decisions pertaining to management, facilities, finance and fundraising and serves in the role of School Board.

Governing Board Member · Kindred · August 2019 – 2022

Kindred builds equity driven parent organizations that create safe spaces to develop empathy and cultural competency and address root causes of the opportunity gap within schools.

Guest Facilitator, The Intersection of Policy and Philanthropy · Young, Black, and Giving Back Institute · 2018

Led participants through structured learning and discussion to activate an understanding of the impact philanthropy can have on moving policy forward.

Participant, McKinsey's Approach to Problem Solving Course · McKinsey Academy · 2016

Learned to define, structure and prioritize components of a problem and plan appropriate analyses; and create clear recommendations that are actionable and feasible using the McKinsey & Company approach to problem solving.

Board Chair · The Collective, Teach for America - Eastern North Carolina · 2015 - 2017

Led the strategic direction of the TFA Alumni of Color network that both creates and supports a network of people of color who are passionate about educational equity.

Fiscal Impact Statement

TO: The Board of Trustees

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

DATE: September 15, 2025

SUBJECT: Executive Appointment of Ms. LeKisha Jordan as the Interim Vice President for Government, Community, and Corporate Relations

Conclusion

It is projected that there are sufficient unrestricted funds in the University of the District of Columbia's FY2025 budget—and beyond—to cover the cost of the salary and benefits associated with the appointment of the Interim Vice President for Government, Community, and Corporate Relations. The role will report to the Chief Advancement Officer.

Background

The proposed resolution is to appoint Ms. LeKisha Jordan as the Interim Vice President for Government, Community, and Corporate Relations. Ms. Jordan's appointment will be effective September 22, 2025. 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 10 on the non-union administrative salary schedule, paying \$187,223 per year, with related benefits of \$48,677.98. The employee will continue to be fully eligible for cost-of-living increases in accordance with applicable University policy.

They will also continue to 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 their initial appointment. The University will contribute the equivalent of seven percent (7%) of the employee's salary to their Teacher Insurance Annuity Association (TIAA) retirement. The employee leave accrual rates are as follows: annual leave accrual of six and a half (6.5) hours per pay period and sick leave of three and a half (3.5) hours per pay period.

There are no anticipated risks at this time.