

**EMERGENCY EXECUTIVE
SUCCESSION PLAN**



June 25, 2014

Emergency Executive Succession Plan for Edison Community College

The Board of Trustees of Edison Community College recognizes that this is a plan for contingencies due to the disability, death or departure of the President. If the organization is faced with the unlikely event of an untimely vacancy, Edison Community College has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of Trustees of Edison Community College has reviewed the job description of the President as approved in Policy Governance. The board has a clear understanding of the President's role in organizational leadership, program development, program administration, operations, board of trustees' relationships, financial operations, resource development, and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of less than three months in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Trustees of Edison Community College authorizes the Executive Committee to implement the terms of this emergency plan in the event of the unplanned absence of the President.

In the event of an unplanned absence of the President, the Sr. Vice President of Academic Affairs is to immediately inform the Board Chair of the absence. As soon as it is feasible, the Chair should convene a meeting of the Executive Committee to affirm the

procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting President would be:

Sr. Vice President of Academic Affairs

Should the appointee to the position of Acting President be unable to serve, the back-up appointees for the position of Acting Co-Presidents will be:

Vice President for Administration and Finance, and Vice President of Student Services, with the Vice President for Administration and Finance having final authority on all issues except academic.

The Executive Committee may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting President

The person appointed as Acting President shall have the full authority for decision-making and independent action as the regular President.

The Acting President may be offered compensation to be determined by the Executive Committee.

Board Oversight

The Executive Committee will be responsible for monitoring the work of the Acting President.

The committee will be sensitive to the special support needs of the Acting President in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify staff members, members of the Board of Trustees and key volunteers of the delegation of authority.

As soon as possible after the Acting President has begun covering the unplanned absence, the Executive

Committee and the Acting President shall communicate the temporary leadership structure to key external supporters of Edison Community College. This may include (but not be limited to) government contract officers, Foundation officers, civic leaders, major donors and others.

Completion of Short-Term Emergency Succession Period

The decision about when the absent President returns to lead Edison Community College should be determined by the President and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Executive Committee will give immediate consideration, in consultation with the Acting President, to **temporarily** filling the management position left vacant by the Acting President. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting President to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting President needs assistance.

Completion of Long-Term Emergency Succession Period

The decision about when the absent President returns to lead Edison Community College should be determined by the President and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in President

A permanent change is one in which it is firmly determined that the President will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Trustees will appoint a Transition and Search Committee in a timely manner to plan and carry out a transition to a new permanent President. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim President, and plan for the recruitment and selection of an Interim President and/or permanent President.

