

**POLICY TYPE: BOARD PROCESS**  
**POLICY TITLE: EMERGENCY SUCCESSION PLAN**

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**Emergency Succession Plan Policy**

The Barton County Community College Board of Trustees authorizes the establishment of an Emergency Succession Plan for the temporary appointment of an Acting President in the event of an unplanned absence of the President of the College and hereafter to be reviewed annually at the June Board Study Session.

**Emergency Succession Plan Procedure**

The Board of Trustees of Barton County 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, Barton County 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 Barton County 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 Trustee's relationships, financial operations, resource development, and community presence.

**1. Key Person Insurance**

It is agreed that, inasmuch as the President contributes extensively, both personally and professionally, to the development of Barton County Community College, "key person insurance" shall be obtained for him/her naming the College as the beneficiary.

**2. Plan of Succession—Temporary, Unplanned, Short-Term Absence**

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 Barton County Community College authorizes the Executive Committee (established by the Board Chair) 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 Vice President of Instruction and Student Services 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 this procedure was approved, the position of Acting President would be the Vice President for Instruction and Student Services

Should the appointee to the position of Acting President be unable to serve, the first back-up appointee would be the Dean of Administration

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 the College. This may include (but not be limited to) Fort Riley military leaders, Foundation officers, civic leaders, major donors and others.

#### Business Operations

During the absence, all operational systems shall remain in place and the Executive Committee, Vice President, Deans, faculty and administrative staff will continue to exercise their current general responsibilities until otherwise determined by the Executive Committee.

#### Financial Analysis

Recognizing that continual financial analysis is the responsibility of the College President, it is proposed that, in the event of death or disability of the College President, a quarterly financial review of the impact of transition be initiated by the

(1) Chairman of the Board of Trustees or, if deceased, (2) the senior member of the Board of Trustees.

#### Completion of Short-term Emergency Succession Plan

The decision about when the absent President returns to lead the College should be determined by the President and the Board Chair and based upon physician recommendation. 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 and based upon physician recommendation, with the intention of working his/her way back to a full-time commitment.

### **3. Plan of Succession—Temporary, Unplanned, Long-Term Absence**

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 the 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 the College should be determined by the President and the Board Chair and based upon physician recommendation. 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 and based upon physician recommendation, with the intention of working his/her way back to a full-time commitment.

### **4. Plan of Succession—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.

#### Identification of Potential Successors

Before initiating the search for candidates to succeed the College President, the Search Committee should review the mission and purpose of the College to determine the type of individual who would best lead the College toward such accomplishments.

#### Candidate Qualifications

The Search Committee should objectively assess the merits of potential successors using the following guidelines. The Search Committee should identify the desired qualities and experience of the College President and seek Board approval prior to advertising the position.

#### Candidate Selection and Compensation

The Board of Trustees should, in a special meeting of the Board, interview the candidates recommended by the Search Committee and determine the final selection for the new College President. Compensation for the new College President shall be negotiated between the new President and the Board of Trustees and detailed in a contract prior to the commencement of employment.

- This policy adopted on October 16, 2007
- Reviewed on 10-10-08 (no changes)
- Reviewed on 10-17-09 (no changes)
- Reviewed on 06-24-10 (no changes)

