



## 2912 – Presidential Transition and Succession

**Policy Owner:** Board of Trustees Policy Review Committee

**Associated Procedure:**

**Date Adopted:** 12/14/2021

**Date Last Amended:** N/A

**Date Last Reviewed:** 12/14/2021

The Board of Trustees is committed to ensuring continuity and high quality of operations and services at the College. The Board also recognizes that a change in senior leadership is inevitable and that providing continuous coverage of leadership duties is critical to the mission of the College and its commitment to its students, employees, and the county. The purpose of this policy is to ensure the continued stability of College operations and to ensure a clear plan for delegation of management authority in an efficient and legally responsible manner until such time that the President can reassume duties or new permanent leadership is identified.

### I. Vacancy in the Office of President

- A. In the event of a vacancy in the Office of President, a presidential search shall be conducted using the services of a firm or professional organization specializing in presidential searches. These services would include advertising, screening, verifying credentials, reference checks, conducting preliminary interviews and narrowing the list to a group of finalists. The finalists will then be interviewed by the Board and other members of the College community, as determined by the Board.
- B. In the event that the presidential search is not completed prior to the departure of the current President, the Board may grant a temporary contract extension to the current President or may appoint an interim



President who will serve until the search and selection of a new President is completed or until further action of the Board.

- C. In all cases, the selection of a new or interim President will be done in a closed session of the Board.

## II. Temporary Vacancy in the Office of the President

- A. The current President is authorized to appoint an Officer in Charge to act on behalf of the President for planned periods of leave (ex., sick, personal, bereavement, or other leave as defined by the College Employee Handbook) not to exceed thirty-one (31) successive days.
- B. The President shall maintain written instructions for the priority of appointment of an Officer in Charge to serve during any unplanned absences of the President. The Officer in Charge shall be selected by the President, but the Board retains the right to override the President's selection of the Officer in Charge, which decision shall be made in a closed session of the Board.
- C. The Board Chair or, in their absence or unavailability, Vice-Chair, will be notified immediately by senior staff when the President is unexpectedly unavailable or absent (ex., illness, sudden disability, emergency leave, death). Within 31 days, if the current President has not returned to duty, the Board Chair in consultation with the Officer in Charge will determine whether to plan for the extended or permanent absence of the current President (i.e., decide whether to put section II, -D into effect).
- D. If it is determined in the sole discretion of the Board that the current



President's absence will exceed thirty-one (31) days from its onset, or that the President is unable or unwilling to return, or if the Board otherwise determines that the appointment of an interim President is necessary or desirable, the Board will then name an interim President. The selection of an interim President shall be made in a closed session of the Board.

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