



Neosho County Community College Emergency Chief Executive Succession Plan

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Updated by Dr. Brian Inbody, President/CEO

Emergency Chief Executive Succession Plan For Neosho County Community College

The Board of Trustees of Neosho County Community College (“NCCC” or “Board”) accepts this plan for contingencies due to the disability, death or departure of the President (Chief Executive Officer). If NCCC is faced with an unplanned vacancy or absence in the office of the President, the following emergency succession plan to facilitate any necessary transition is intended to provide guidance to insure that the President’s duties in organizational leadership, program development, program administration, operations, board of trustee’s relationships, financial operations, resource development, and community presence are performed during any unplanned absence.

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

A temporary short-term 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.

In the event of an unplanned absence of the President, the President and/or Vice President for Student Learning shall inform the Board Chair of the absence. As soon as it is feasible, at a special or regular meeting, the Board of Trustees shall affirm the procedures prescribed in this plan or make modifications as the Board deems appropriate.

The position of Acting President will be created and the **Vice President for Student Learning** will be designated as Acting President. If the person designated as Acting President is unable or unwilling to serve as Acting President when required to do so, or having assumed such office shall thereafter cease to, or for any reason become unable to, act as Acting President, the following persons shall be designated as Alternate Acting President in the order in which their positions appear as follows:

Vice President for Operations
Then
Dean of Student Services

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 Board of Trustees.

Board Oversight

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

Communications Plan

The Board Chair or designee will notify faculty, staff, key constituents, and the public of the Acting President's appointment, the temporary leadership structure, and such other matters deemed appropriate under the circumstances.

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 Board of Trustees will upon request of the Acting President, temporarily employ a person to perform all or part of the duties of the position held by the Acting President prior to appointment as 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 two positions. The duties and compensation for the temporary position shall be determined by the Board based upon recommendation of the Acting President, and may be filled by acceptance of such additional responsibilities by an existing employee.

Completion of Any Emergency Succession Period

When the President will return to his or her responsibilities should be determined by the President in consultation with the Board. A reduced schedule for an agreed period of time may be allowed, by the Board together with the scheduled date for assumption of responsibilities as President.

Succession Plan in the 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 Board may choose to follow the procedures and conditions as established under the long-term temporary absence succession while they determine the process for filling the presidential vacancy, or may elect to employ an Interim President pending employment of a President for NCCC.

It is important to note that the college should not go even a single day without a president in place. Therefore, if the board decides to hire an Interim President, the board should name an Acting President immediately, then replace that person with a longer-term Interim President once that person is hired.

Notification Requirements

In the event in a change in leadership, it is imperative that notification of this change happen in a timely manner, sometimes within 24 hours. Currently the president's personal email address is the contact for many organizations. While it is standard operating procedure to disable an email address upon separation from the institution, it will be wise to leave this email address open for an extended period of time to ensure that communication is not missed. The IT department should change the password so that the former president cannot access the email account. The list below may not be exhaustive of every entity that contacts the president, therefore it is imperative to leave this email address open until such time that all contact information is updated.

The following entities need to be notified of the change in leadership and the contact information for the acting or interim president:

- Higher Learning Commission
 - Current liaison officer
- U.S. Department of Education
 - All Grant Coordinators
 - Coordinate with the Director of Financial Aid
 - Main Contact information
- Kansas Board of Regents
 - Office of the President/CEO
- Kansas Association of Community College Trustees
 - Executive Director
- Kansas Jayhawk Community College Conference
 - Executive Director
- All External Accreditors related to academic programs
- Federal Grants not under the Department of Education
- Board of Trustees Attorneys
- Many contracts through the IT department
 - Jenzabar
 - Many software licenses where the President is listed as Owner