



Trinidad State Junior College

Emergency Chief Executive Succession Plan

Compiled by Felix Lopez, President/CEO
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Emergency Chief Executive Succession Plan For Trinidad State Junior College

If Trinidad State Junior College is faced with an unplanned (disability, death, or departure) vacancy or absence in the office of the President of TSJC, or the office of Vice President of the Valley Campus, the following emergency succession plan to facilitate any necessary transition is intended to provide guidance to insure that the President's (or Vice President of the Valley Campus') duties in organizational leadership, program development, program administration, operations, Colorado Community College System (CCCS) relationships, advisory board 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.

President

In the event of an unplanned absence of the President, the President and/or Vice President of Administrative Services shall inform the CCCS President of the absence. At that time the CCCS President will work directly with the TSJC Administrative Team to discuss office coverage.

Authority and Compensation of the Acting President

The person appointed by the CCCS President 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 CCCS.

CCCS Oversight

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

Communications Plan

The CCCS 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.

Vice President of the Valley Campus

In the event of an unplanned absence of the Vice President of the Valley Campus, the Vice President of the Valley Campus and/or President shall inform the CCCS President of the absence. As soon as it is feasible, the CCCS shall affirm the procedures prescribed in this plan or make modifications as the CCCS deems appropriate.

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

Dean of Student Services
Then
Vice President of Academic Affairs (Trinidad Campus)

Authority and Compensation of the Acting President

The person appointed as Acting Vice President of the Valley Campus shall work closely with the TSJC Administrative Team and will be under the direction of the President concerning all decision-making.

The Acting Vice President of the Valley Campus may be offered compensation to be determined by the CCCS.

President Oversight

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

Communications Plan

The President will notify faculty, staff, key constituents, and the public of the Acting Vice President of the Valley Campus' 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:

President

The CCCS President will work directly with the TSJC Administrative Team to discuss office coverage.

Vice President of the Valley Campus

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

Completion of Any Emergency Succession Period

President

When the President will return to his or her responsibilities should be determined by the President in consultation with the CCCS President.

Vice President of the Valley Campus

When the Vice President of the Valley Campus will return to his or her responsibilities should be determined by the Vice President of the Valley Campus in consultation with the President. A

reduced schedule for an agreed period of time may be allowed, by the President, together with the scheduled date for assumption of responsibilities as Vice President for the Valley Campus.

Succession Plan in the Event of a Permanent Change

A permanent change is one in which it is firmly determined that the person will not be returning to the position.

President

The CCCS will follow the Policies and Procedures for filling the presidential vacancy (see Appendix A, BP 3-14, Selection of a College President).

Vice President of the Valley Campus

The President will follow the Policies and Procedures for filling the vice-presidential vacancy.

Command and Control on a Daily Basis

In the event that one or more of the Administrative Team is away from campus, command and control of the College for that day will be as follows:

Trinidad Campus

President

Then

Vice President of Administrative Services

Then

Vice President of Academic Affairs

Then

Vice President of Student Services and Sponsored Programs

Then

Dean of Arts and Sciences

Then

Director of Physical Plant

Then

Director of Educational Foundation

Then

Director of Title V

Valley Campus

Vice President of the Valley Campus

Then

Dean of Instruction

Then

Dean of Student Services

Then

Budget Director

Appendix A
BP 3-14

State Board for Community Colleges and Occupational Education
Selection of a College President

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

SELECTION OF A COLLEGE PRESIDENT

BP 3-14

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REFERENCES: C.R.S. 23-60-202 (d)

ISSUED BY:

Dr. Nancy McCallin, System PresidentPolicy Statement

Unless otherwise directed by the Board, a vacancy in the presidency of a state system community college shall be filled by the reassignment of a current Board employee, a direct appointment, or a search. The System President, after consultation with the Board, shall determine which option to use for filling each vacancy.

Position Announcement

If the System President chooses to conduct a search to fill a presidential vacancy, the System President will develop a position announcement including qualifications for the position. The System President will release the position announcement and receive applications.

Search Process

The System President will select individuals to serve on the search committee. In selecting the committee members, the System President will consider a variety of factors, including but not

limited to the individual's knowledge of the college and its operations, knowledge of educational issues, business acumen, and community connectivity.

The System President will name the chair of the committee. The committee will receive staff direction from the Human Resources Office for the System. The Human Resources staff member will act in a nonvoting ex officio capacity. The Committee will review applications consistent with college/system procedures and return to the System President the names of applicants whom the committee recommends for initial interviews. After the initial interviews, and after thorough reference checks, the System President, in consultation with the search committee, will identify a pool of applicants who should be named as semi-finalists and be invited to participate in a second round of interviews with the committee, as well as open forums with campus constituents.

Interview of Semi-Finalists

The search committee will arrange for the semi-finalists to participate in on-campus forums involving all college constituencies, including interviews by the search committee. Following the second round of committee interviews and the campus forums, the committee will submit to the System President a full report of its activities along with a recommendation of the names of not less than three candidates to be considered as potential finalists. Such submission shall include a thorough rationale, including the strengths and weaknesses of each recommended finalist in relation to the criteria specified in the job description. If the committee is unable to recommend at least three qualified candidates as finalists, the chair shall notify the System President who will provide direction to the committee on how to proceed.

Interview of Finalists

The System President will conduct interviews of the candidates he/she selects from the committee recommendation as official finalists. The System President, after consultation with the Board, will appoint a candidate to the vacancy. If the System President is unable to identify a candidate qualified to be appointed to the position, he/she, in consultation with the Board, will reconsider how to fill the vacancy and proceed accordingly.

Procedures

The System President shall promulgate such procedures as may be needed to implement this policy.