



MEMORANDUM

Date: April 10, 2019

Date Last Updated: April 11, 2018

To: Board of Governors

From: President

Subject: **MONITORING REPORT – EL-2h Emergency Executive Succession**

In order to protect the Board from the sudden loss of Presidential leadership, the President shall not permit there to be fewer than two (2) executives, as a group, sufficiently familiar with Board and President issues and procedures, to enable them to take over with reasonable proficiency as an interim successor.

I interpret “sudden loss” to mean that I, the President, suddenly become unavailable to do my work for the College, regardless of whether or not I may be able to return in the future. I interpret “no fewer than two executives sufficiently familiar with Board and President issues and procedures” to mean that at least two people in the College have been identified and trained to assist in such circumstances.

I interpret “trained” to mean that the individuals have attended Board and senior management meetings on a regular basis and have successful experience replacing me when I am away on a short-term basis, e.g. vacation and out of town meetings.

Evidence:

As of March 31, 2019 there were two executives, individually or as a group, that could take over with reasonable proficiency as an interim successor, if I should suddenly become unavailable to perform my duties for the college, the Vice President – Finance and Administration and the Vice President - Centre for Policy and Research in Indigenous Learning, who are on the senior management team and attend those meetings regularly. Both could act during my absences and are fully apprised of any issues at the College. I meet individually with these Vice Presidents on a monthly basis and discuss College-wide matters at that time. They also attend Board meetings and are, therefore, familiar with all College and Board issues.

On January 2, 2019, the position of Vice President – Academic was vacated and with the recent retirement of the Vice President – Finance and Administration on March 31, 2019, the number of fully apprised executives is reduced to one until the new Vice Presidents can be hired and fully acclimated in their roles at the College. However, the Executive Director – Organizational Effectiveness could take over with reasonable proficiency. The Executive Director – Organizational Effectiveness is also a member of the Senior Team, meets with me regularly to

discuss College-wide issues, is aware of Board related matters and attends Board meetings as necessary. In addition, the retiring Vice President – Finance and Administration has indicated that he would be prepared to act as President, in the event of an emergency, if required.

It should be noted, that in the event that I am not able to perform my duties for the college, the Board has the discretion to choose to take these recommendations into consideration when appointing an interim President or select their own candidate.

I therefore report compliance.

MOTION:

THAT we accept Report EL2h – Emergency President Succession, showing full compliance with a reasonable interpretation of the policy.

Respectfully submitted,

Kathleen Lynch
President