



## MEMORANDUM

**Date:** April 26, 2017

**Date Last Updated:** April 22, 2016

**To:** Board of Governors

**From:** President

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

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**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:**

Currently, there are three executives, individually or as a group, that can 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 - College Services, the Vice President - Academic and the Vice President -Centre for Policy in Aboriginal Learning, who are on the senior management team and attend those meetings regularly. All three 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.

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.

Emergency executive succession was tested in 2016 in the context of an actual emergency which occurred at the Thunder Bay Campus overnight on Friday, February 12, 2016, while the President was out-of-the-country. During that emergency, flooding affected all three floors of the Shuniah Building, including property damage and access to services. The emergency was effectively managed under the leadership of the Vice-Presidents, College Services and Academic. Operations returned to normal five days after the flood. Lessons learned from that event were further put to the test approximately one month later, when a second flood occurred in the Shuniah Building on Saturday, March 26, 2016. Operational changes arising from the debriefing following the first event resulted in a significant reduction in damage and restoration of full services in two days.

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,

D. Jim Madder  
President