

<b>CEO Succession</b>	Policy Number	1.3.3
	Effective Date	September 19, 2012

**1.0 POLICY & PURPOSE**

- A. The Board of Trustees of Laramie County Community College establishes this policy to outline expectations and a process for the transition of leadership of the College in the event of a planned or unplanned departure of the President.
- B. In the event of unplanned departure of the standing president, the Board of Trustees will take immediate action to appoint interim leadership from among the vice presidents for a period not to exceed 90 days. During that period, the Board will engage a process to identify and subsequently appoint an interim president until the search and selection of a new president is completed.
  - 1) The appointment of an internal interim president from among the current vice presidents will be based upon an interview by the Board of Trustees and a review of their personnel records. Under no circumstances will other College employees or College patrons be consulted in this selection.
  - 2) At the time of placement in an interim president capacity, the appointed vice president will delegate his/her duties to competent and appropriate employees. This delegation is necessary to assure that the vice president will have the time and energy to devote full time and attention to the duties of the presidency.
- C. In the event of planned departure of the standing president, the Board of Trustees will take the necessary action to search and successfully place a new president without compromising the stability of the institution.
- D. The President will operate in a manner that assures that the vice presidents and the Executive Assistant to the President are knowledgeable and current on the key issues – local, state and Federal – that impact the College. Thus it is the responsibility of the President to ensure that the vice-presidents are sufficiently familiar with board and presidential issues and process to take over with reasonable proficiency in an interim capacity. In addition, the Executive Assistant to the President is to be made aware of and have access to supporting documentation and recurring actions/reports that are generally handled by the President.


**2.0 REVISION HISTORY**

Adopted on: 9/19/12

**3.0 PERSONS AFFECTED**

Laramie County Community College Board of Trustees  
 Laramie County Community College President

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REQUIRED	NAME/SIGNATURE	DATE
Originator(s) (Name)	Brenda Lyttle, Trustee	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12