



# NORTHWEST FLORIDA STATE COLLEGE

## Memo

To: Board of Trustees  
From: Mel Ponder, President  
Date: January 21, 2025  
Re: Personnel Agenda

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Attached is the current Personnel Agenda for your review and approval. For each Board meeting, the College submits to the Board a listing of personnel actions for the month prior to the current meeting date, such as full-time and part-time hires, reclassifications or reassignments, resignations, retirements, terminations, or other personnel actions. The Board reviews and votes on these actions as part of the consent agenda to confirm the actions taken by the College in the prior month.

Additionally, for your information, attached is an Open Positions Report, showing the vacant full-time positions at NWFSC which are advertised for applicants as of the date reflected on the report. Any interested applicant must complete the required application, which is available at <https://www.nwfsc.edu/about/human-resources/> by selecting View Job Postings to review a vacancy and apply. The Human Resources webpage is updated regularly as vacancies open and close.

### RECOMMENDATION:

The Board of Trustees approves the Personnel Agenda, as presented.