



# NORTHWEST FLORIDA STATE COLLEGE

## Memo

To: Governing Board for the Collegiate High School  
From: Mel Ponder, President  
Date: February 18, 2025  
Re: Personnel Agenda

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Attached is the current Personnel Agenda for your review and approval. For each Board meeting, the Collegiate High School submits to the Board a listing of personnel actions in CHS 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 CHS in the prior month.

Additionally, for your information, attached is an Open Positions Report, showing the vacant full-time positions at CHS 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 Governing Board approves the Personnel Agenda, as presented.