

# Memorandum

To: NACS HR Committee & Board of Trustees

From: Eric Langston, CEO

Date: 9/25/23

Re: Position Requests/Rationale

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The purpose of this memo is to submit the position requests/rationale. There was a finance meeting in September and based on budget review– these positions were discussed and agreed upon to be put forth at the October Board meeting for final Board approval.

Position Requests/Rationale: Dean of Students (2)  
Executive Assistant to the CEO

CBA's: Dean of Students (2)  
Executive Assistant to the CEO

In addition to the position rationales, the supporting memo and other documentation, I am fully prepared to answer any questions you may have.

For the sake of time, we are proceeding with recruitment efforts, as delaying any of the aforementioned may cause challenges to the overall operations of the school. Thank you for your support and understanding in this matter.