



Board Report January 2026 Achievement & Leadership

We are continuing the process of reviewing our current practices and procedures to find efficiencies with our operations. We are in process with many projects in the HR department, and we have begun the review process with Student Services.

Goal Area: Alignment of Structures, Systems, and Practices
Create alignment and efficiency with and among all departments Student Services, L&L, Technology, and Human Resources Department (HR)

As part of our ongoing efforts to improve efficiency and alignment across contract management, project workflows, and staff time tracking, we will begin exploring a comprehensive platform capable of supporting multiple organizational needs. Mr. Jones will lead the investigation into vendors that can provide integrated services across several functional areas.

The platform under consideration should support core HR functions, including personnel management, time and attendance tracking (with distinctions between day and hourly staff), and broader employment services. In addition, the system should include robust contract intelligence and contract management tools, operational workforce solutions, reporting capabilities, work ticketing, maintenance tracking, and IT support functions.

To support this work, a research and implementation team will be established consisting of Mr. Jones, Mrs. Reed, Dr. Burke, Mrs. Seiler, Mrs. Miller and/or Mr. Garrett, and Mr. Kimmel, should he choose to participate during development. This team will be responsible for researching options, participating in demonstrations, and making recommendations aligned to organizational priorities.

The proposed timeline is intentionally aggressive. Research and vendor demonstrations will take place between February and March, followed by platform selection in April. Integration and system crossover are expected to occur from April through July, with full deployment targeted for August.

In addition to HR and operational needs, we are also seeking a platform that can effectively manage professional development and learning. Desired features include scheduling, registration management, automated communications, certificate generation, and centralized access to job descriptions.

To support this work, the following immediate action is requested: all job descriptions should be updated and submitted in PDF format. These files should be shared directly with Dave, who will compile them into a read-only folder within the cabinet drive and ensure access is provided to all cabinet members. Jenny will serve as the folder administrator, with editing permissions limited to Jenny and Dave to maintain version control and document integrity.