

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St. Glenview IL60025
Regular Meeting Minutes
Friday, March 14, 2014

1. Roll Call

Commissioner Coulson called the meeting to order at 8:32 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners M.J. Coulson, Dan Peterson, Dave Tosh; Executive Director Chuck Balling, Supt. of Administrative Operations Barb Cremin and Liz Gogola, Marketing Director

Commissioners/Official Staff absent: None

2. Agenda Topics

- a. **New Website Demonstration:** Liz Gogola presented the re-designed website. She explained that the goal was to deliver a cleaner design, provide new user-friendly features, and reduce the need to duplicate information in multiple places on the site making it more efficient to manage. Some other key improvements are that the site adjusts to various screen sizes, has links to the District's social media sites, provides users with the opportunity to access a new Rainout line, includes more photos and provides the ability to link to a patron's personal calendar. The Committee was pleased with the newly re-designed website.
- b. **Outsourced Payroll:** Staff presented the option to outsource the District's payroll function to Automatic Data Processing, Inc. (ADP) and to also use their time and attendance module. Staff researched several vendors who gave demonstrations of the software capabilities to determine if their software met the District's needs. ADP most closely met the specifications. The limited vendor support for the current payroll software, increased complexity of reporting, increased features of the ADP Time and Attendance Software, access to payroll compliance specialists, potential elimination of some manual tracking and the retirement of the current payroll administrator were factors in the decision to outsource the payroll function at this time. There is no contract required for a specified period of time; the district can choose to move to another vendor or to bring the process back in house at any time. Cost estimates are slightly higher for outsourcing based on current employee counts and number of paychecks but also add additional functionality. The Committee concurred with the decision to move forward with the outsourcing.
- c. **Board Retreat Follow-up:** Due to time constraints, this topic was deferred until the next meeting which was scheduled for April 28th at 8:30 a.m. (*Note: This meeting has since been rescheduled to May 2, 2014 at 8:00 a.m.*)

- d. **Budget Items:** Cremin gave a brief preview of some plans for restructuring some positions in the marketing department and the addition of a new position to take on some new responsibilities in the IT and Accounting Departments. These items will be reviewed in more detail at the Finance Committee of the Whole on April 9, 2014 when the budget is presented.

3. Matters from the Public-None

4. Committee Recommendation(s)/Direction

- a. **The Committee requested that the website wording includes a thank you to major sponsors.**
- b. **The Committee suggested that staff explore the possibility of translating the digital brochure using the online translation tools.**
- c. **Committee asked staff to research whether there is a way to send participants a reminder when games are scheduled.**
- d. **Committee concurred with staff's plans to outsource payroll.**

5. Adjourn

The meeting was adjourned at 9:33 a.m.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 24th day of April 2014