Chief Communications Officers Group  
Minutes from March 3, 2009

**Big Ten Network (Tim Hartin and Alison Davis Wood)**  
We screened a mini-doc Alison and Tim created for the BTN. We wanted to show CCOs the quality and type of work the team does. If you’d like to see any of the pieces that have aired to date, go to illinois.edu and click on “see all videos” under the “Here and Now” feature. Thanks for sharing ideas that highlight your faculty, students and programs. We’re getting ready to set the production schedule for the coming year, so don’t wait.

**Committee structure (Bridget Jamieson, Joel Steinfeldt, Robin Kaler)**  
Thanks to everyone who volunteered to serve on one of the CCO committees (branding, development liaison, reputation building, shared resources and technology). The initial meetings are scheduled for this month. You’ll hear from you chair about the specific time and location. The branding committee will complete work on the positioning statement that we have developed through CCO brainstorming sessions. The shared resources group will address the issue of reducing paper (communications/marketing materials) on campus. All committees have plenty of work to do!

**Flow of Budget Information (Robin Kaler)**  
We recognize that even though the university has little/no information yet on the budget picture for the coming year, people across campus might feel that they simply are not being kept in the loop, which increases general anxiety. The Provost’s Office has led an effort to create a budget Website for the campus community. It is at:  
[http://provost.illinois.edu/stewardingourresources/index.html](http://provost.illinois.edu/stewardingourresources/index.html) and Public Affairs has assisted in the project, so if you have ideas for additional information that should be posted there, please contact Robin at rkaler@illinois.edu. The Office of University Relations has created a systemwide budget site at: [http://www.uillinois.edu/our/news/BudgetOutlook.cfm](http://www.uillinois.edu/our/news/BudgetOutlook.cfm). If you have questions or suggestions for that one, please contact Ginny Hudak-David at hudakdav@uillinois.edu. Ginny also has a milestone line that explains the budget process in language layfolk can understand. Thanks, Ginny!  
[http://www.uillinois.edu/our/media/budgetprocess.html](http://www.uillinois.edu/our/media/budgetprocess.html).

The Provost’s Office recently sent a DDDH regarding the question raised at CCO about current rules and protocols for hiring. A copy of that message is included in the minutes.

**Public Affairs Seminar**  
We are soliciting CCOs to participate in a session to identify ideas for this fall’s seminar. If you are interested in participating, please let Jaclyn Banister know. Her email is [jaclynb@illinois.edu](mailto:jaclynb@illinois.edu) and the Public Affairs number is 333-5010.

**UIAA-Illinois Alumni story Ideas**  
Bea Pavia asked for any story ideas that involve sustainability. It can be initiatives by students, faculty or alumni. Please send your ideas to her at [bpavia@illinois.edu](mailto:bpavia@illinois.edu).

**Illinois Domain Project Update (Michele Raupp)**  
Michele reminded all users to update their email settings to reflect their new illinois.edu email address. Please visit this site for easy to follow instructions.  
[http://www.cites.illinois.edu/email/uiuctoillinois/updating.html](http://www.cites.illinois.edu/email/uiuctoillinois/updating.html). Our numbers have been a little stagnant
lately and we would like to see them grow steadily. Users should also be notifying their contacts that they have a new email address.

**DDDHH re: hiring**

-----Original Message-----
From: deans, directors and department heads [mailto:DDDH-L@LISTSERV.ILLINOIS.EDU] On Behalf Of Pierson, Christine
Sent: Wednesday, March 04, 2009 10:33 AM
To: DDDH-L@LISTSERV.ILLINOIS.EDU
Subject: REVISED from Provost - Academic Hiring Approval Process

Revised Academic Hiring Request Approval Process

(Please ignore and delete the version e-mailed earlier today)

It has now been several weeks since we instituted the process by which each potential vacancy is reviewed for approval to fill. As with any new process, there is an initial learning period in which the process is refined. I understand there may still be some questions about the process for academic positions.

All requests to begin the process to hire for a vacancy start with the unit and must be approved through the unit's organizational structure (college or equivalent second level review). Additionally, units within the Chancellor's portfolio must also secure the approval of the Chancellor. All requests then route through Academic Human Resources with the final review in the Provost's office.

Positions subject to this process: (including those with the Visiting modifier)

- Faculty
- Non-tenured academic
- Academic Professional
- Retiree rehire appointments paid from state funds

The following positions are not subject to this process:
- Graduate Assistantship appointments (all: RA, TA, GA, PGA)
- Grad Hourly or Academic Hourly
- Retiree rehire appointments paid from non-state funds
- 0% Appointments

Please know that staff in Academic Human Resources and my office place the highest priority on reviewing these requests. Once a request has been forwarded to Academic Human Resources, questions regarding the status may be directed to Christine Pierson at 333-7466 or cpierson@illinois.edu.
Christine tracks all requests from the point they are received in AHR through final approval decision from my office. Additionally, we are investigating methods in which we can automate the tracking of these requests.

Linda Katehi
Provost