AGENDA AND MINUTES

1. Announcements – PLEASE NOTE: the July 2011 CCO meeting was incorrectly listed on a previous agenda. It will be held July 5.

2. Update on Web tools (Jim Wilson)
   - The new Calendar tool was released Jan 4; no action was needed by any unit and all is up and running properly
   - Campus Maps – in progress; Joel and Scott are providing images and longitude/latitude coordinates of all buildings
   - Emailer Reports – in progress
   - eCards – complete, working with Bridget on release date
   - Mobile website – in progress; our contract with Usablenet ends Feb 21. We are working to have the new campus mobile website available by then. The Campus Mobile App will follow not long after the campus mobile website

3. Vexilla/banners (Todd Hearn) – Todd (Facilities & Services) gave an overview of the vexilla (lightpole banners) policy and procedures on campus. Campus units may request reservations for placing of vexilla on campus; appropriate charges will be assumed by the unit. Further information can be found in the Campus Administrative Manual at http://www.fs.uiuc.edu/cam/CAM/viii/viii-18.html. If you have any questions please contact Todd at jhearn@illinois.edu. Joel Steinfeldt also mentioned that there is a vexilla artwork template available for campus use at http://identitystandards.illinois.edu/graphicstandardsmanual/othermedia/vexilla.html

4. Cost of attendance statistics (Holly Korab/Robin Kaler) – Holly/LAS magazine has upcoming story on cost of attendance over time - and value of that investment. She and Robin are putting together a summary, talking point document from this research to share with other units. It's still under review by the finance office in University Administration and they'll share it with CCO once that's completed.

5. Around the table: challenges ahead – The group discussed some of the biggest challenges they face or anticipate for the coming year. Coordinating marketing and communications efforts within colleges, and duplication of programs and services were two common themes. Also, a source to identify a broader group of communications professionals on campus, and their areas/units was requested.

6. Office of Advancement (Don Kojich) – no report
7. Illinois Alumni story ideas (Bea Pavia) – no report

8. Office of University Relations (Ginny Hudak-David) – no report

9. Other – New purchasing and documentation rules are going into effect. Communications people need to make sure they are clear on the new reporting and recording requirements these rules put into place (documenting contact with vendors for example) and be aware that this could create some delays in production/solicitation processes. They should talk with their unit business/finance/purchasing person to make sure they know what process they'll need to follow.