Chief Communications Officers
Oct. 4, 2011

AGENDA AND MINUTES

Announcements:

**Printing Services update (Dee Dee Caneva)** - After review, Facilities & Services has decided not to close the Printing Department, and it will continue to provide digital copying, wide format and stationery printing, and mailing services. It will not, however, resume offset printing services. Purchasing will be coordinating focus groups regarding offset printing and an RFP evaluation team (consisting of some CCOs who volunteered). An announcement to the campus about the continuation of the Printing Department is forthcoming.

**Illinois Directory Profiles (Robin Kaler/Jason Kosovski)** – Please encourage your deans and administrators to use the enhanced profile features for the online Illinois Directory. CCOs should have access to all their unit profiles to assist with editing if necessary. Many new categories have been added; for a basic sample profile visit [http://illinois.edu/person/rpw](http://illinois.edu/person/rpw) and for a more detailed one, see [http://illinois.edu/person/eseebaue](http://illinois.edu/person/eseebaue). Note that unique URLs are created for each individual’s profile in the form of [http://illinois.edu/person/netid](http://illinois.edu/person/netid). Please feel free to contact Jason Kosovski for assistance at kosovski@illinois.edu or Bridget Jamieson at bmj@illinois.edu.

**Web Services Update (Julie McMahon)** – Web Services continues to update WebTools with their new look. Massmail is on the brink of rolling out with improvements for sending to multiple campus groups, the ability to go back into messaging for editing, a schedule option for future release, and a sleek new look. This tool will replace the current CITES Massmail tool. Public Affairs offers this replacement service at no charge.

Workshops will be conducted in the next two next week on Forms and Surveys: Tue, Thu, 10:30 to noon, in Room 411 at Public Affairs. Register at [https://illinois.edu/fb/sec/4933620](https://illinois.edu/fb/sec/4933620). To supplement the workshops, Web Services will be adding short How-to Videos for the tools in the coming weeks. If you have suggestions or special requests you'd like to see highlighted for the tools via video, email Julie McMahon: jmcmahon@illinois.edu.

**Contracted (formerly called “Preferred”) Vendor List (Robin Kaler)** – Purchasing will be conducting another round of reviews of vendors for professional and artistic services. As with the last review, this process has long-term impact on our work as it is only conducted every nine years. If you are interested in assisting with this effort, please contact Robin at rkaler@illinois.edu. Kirsten Ruby, Dee Dee Caneva, Heather Tucker and Holly Korab have already agreed to serve (thanks, folks!).

**Big Ten Programming Update (Todd Wilson)** – Public Affairs is looking for stories to offer to Big Ten Network Producers. While Tim Hartin and Allison Davis Wood continue to produce half-hour and full-hour documentaries about Illinois, BTN has hired producers who will travel to the campuses to create short (5 minute) videos for a segment they’re calling “Impact,” which is meant to highlight how the Big Ten is “impacting” the world.
They want stories that are compelling and have strong visuals, but the most important thing is that they show how the campus activities are impacting society. For example: The first Illinois-based story they’re pursuing is the creation of wheelchair basketball and the continuing work to bring athletic activity to the disabled (e.g., training Kenyan wheelchair runners here). The ideas they like best will have some sports angle (though that’s not required) and present BTN the chance to show campuses collaborating for even greater impact. Send story ideas to Todd Wilson at etwilson@illinois.edu

**Information needs? (Robin Kaler)** – Please be sure to let us know if topics/issues arise on which you need FAQs, talkpoints, etc.

**Office of Advancement (Don Kojich)** – During the recent Foundation Annual Meeting Weekend it was announced that the *Brilliant Futures* Campaign has surpassed its University-wide goal of $2.25 billion with $2.267 billion raised as of August 31. The final Campaign total will include gifts that are booked during January, February, and March, 2012. Don also discussed immediately moving forward with the President’s Access Illinois program that is aiming to raise $100 million for scholarships over the next three years.

**Illinois Alumni story ideas (Bea Pavia)** – no report

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