Announcements – If you have ideas/suggestions for vertical images that could be used on new Illinois in a Box banners, please contact Jaclyn Banister at jaclynb@illinois.edu to share them. Congratulations to Erik Riha and his family on the Dec. 18 birth of their daughter, Rachel! Thanks to College of Education for hosting.

Web Services Update – Julie McMahon described some enhancements to the form/survey tools. For more information, visit: http://illinois.edu/blog/view/437/86990?count=1&ACTION=DIALOG&sort=asc

Bean Burrito Express Demo – Doug Burgett demonstrated his shop’s homegrown project management software. CCOs discussed the usefulness of such software for all units, so Public Affairs will explore the possibility of building something based on Doug’s group’s code.

Campus Map Artwork Layer – Joel Steinfield shared the newest information “layer” for the online campus maps. It shows all of the known pieces of public art/sculpture on campus. http://illinois.edu/map/view?categoryId=14
If you know something that isn’t listed, please contact Joel at jsteine@illinois.edu

Student-Staff Directory – Bridget Jamieson is exploring whether/how to create a “thinner” version of the paper Student/Staff Directory for the coming year. She would like CCOs to offer input on what, if any, components they would like to have in a paper format. CCOs at the meeting mentioned the usefulness of the section that clarifies organizational structure and allows for searches of individuals within that structure. They also pointed out the challenge in the online A-Z list with inconsistent formatting of units. Public Affairs will explore how that can be corrected.

Question of the Month: How often do you meet with your dean/unit head (and is it difficult to get on his/her calendar)? – responses below

Daily – 1
Weekly – 4
Bi-weekly – 7
Monthly – 4
As needed – 9

The consensus was that CCOs are able to connect with their deans/unit heads when necessary. Several years ago, a similar informal survey was conducted among CCOs and very few had access to their deans/unit heads. We hope this means CCOs are becoming vital members of management teams across campus.

Internship postings for spring – Robin Kaler asked that CCOs please post any possible internship opportunities at the internship cooperative site: http://publicaffairs.illinois.edu/campus/interns/index.html

Office of Advancement – Don Kojich announced that the UIF Annual Meeting for the Urbana campus will be held Oct. 17-19. Also, please send Matt Dewey (mgdewey@illinois.edu) any names of students who have benefitted from private giving. They are working on stories for advancement materials.
Illinois Alumni story ideas – Hugh Cook reminded CCOs to forward any urban legends to him for inclusion in an upcoming story.

University Administration Review – Jason Kosovski shared that he is working with President Easter’s office on their UA Review project. For more information, visit: http://web.uillinois.edu/UAreview/

Office of University Relations – no report

Other – no report

We welcome volunteer hosts. Otherwise, we’ll see you at 411 Urban Outfitters Building February 5.