1. **Announcements** -
   a. Welcome to Steve Wald – CCO for Extension!
   b. Government Relations: Jennifer Creasey
   c. Office of the Provost: Kim Green is supporting a campus effort to systematically and a strategically nominate faculty for awards.

2. **Web Services update (Julie McMahon)** – 5 min
   - List Builder migration to Blog ongoing.
   - Trying to automate conversion process for all Lists and Widgets so nothing will have to be done by units.
   - Some units were using List Builder widgets for pulling their Calendar information, we had students recreate the widgets in the Calendar and ask the units to update their webpages with the new widget code.
   - List Builder/RSS aggregation will no longer be supported after the migration. However, we will work with any unit to come up with a new solution for managing their feeds.
   - New Blog will be completely responsive and accessible.
   - The new Blog features being created for the campus website redesign will then be available to all units.

3. **Chicago campaign creative (Bridget Jamieson)** – Bridget shared several creative executions from the ongoing Chicago marketing campaign, which will run through 2014. All executions will be posted online soon to the public.

4. **Social media at Commencement (Meaghan Downs)** – The social media team will be using the hashtag #ILLINOIS2014 to promote and celebrate this year’s Commencement. We’ll be sharing photos and messages with all of our followers on social media in the weeks leading up to and through Commencement. We encourage CCOs to use the hashtag as they prepare their graduation materials and during the weekend of Commencement.

5. **Information needs? (Robin Kaler)** – Let us know any topics on which you need FAQs, talkpoints, etc.

6. **Office of Advancement/Foundation**
   **Update on Advance Illinois (Katie Blum)**
   The university is in the process of converting its advancement database from FACTS to Blackbaud CRM. This new database will enable the university to have a holistic view of engagement and philanthropy for students, faculty/staff, alumni, parents, corporations, etc. Bruce Adams is leading the communication efforts surrounding the conversion and would like to attend a future CCO meeting to provide more details about the product and
specifically its benefits to communications, marketing, and engagement efforts across the institution. In the meantime, the Foundation is requesting assistance from CCOs in collecting images for constituent record profile pictures (an added feature that current systems do not have). Please forward any headshot photos of constituents in your units, along with usage and copyright specifications to Ray Cunningham (cunningham@uif.uillinois.edu).

**Email+ from FACTS & CAN-SPAM Compliance**

Users pulling lists of alumni, faculty/staff, students, parents, etc. from FACTS for use in e-communications—even those communications managed through third party email providers—should ensure that communications are CAN-SPAM compliant. Four of the key components to be compliant are: including a physical mailing address in the email, sending from a legitimate email address, using a subject line that is not misleading, and enabling recipients to unsubscribe. Each email sent using the Webtools Email+ from FACTS option is checked for compliance before sending, hard bounce email addresses are removed from FACTS automatically, unsubscribes are processed in FACTS automatically, and results (opens, clicks, etc.) are recorded on the recipients’ records in FACTS. To transition from a third-party email vendor to Email+ from FACTS, please contact Melissa Ingrum (ingrum@uif.uillinois.edu).

**Illinois Luncheon (Matt Dewey)** - The 2014 Illinois Luncheon is scheduled for November 10 at the Palmer House in Chicago. The Chancellor will be delivering a State of the Campus Address. Units will be able to purchase tables and invite guests, while the remaining tickets will be available for individual purchase (likely $20-$25 per person). Additional information will be posted on http://giving.illinois.edu/IllinoisLuncheon in the coming months.

7. **Illinois Alumni story ideas (Hugh Cook)** – no report

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

9. **Summer meeting schedule (Robin Kaler)** – to accommodate summer schedules, the group decided to collapse the June/July meetings into one. The next CCO meeting will be Tuesday, June 24 at 2 p.m. Regular meeting schedule will resume in August.

10. **Steve Breitwieser, F&S** – There are several capital projects underway that affect campus streets and buildings. A summer construction schedule along with map and project descriptions is available at http://www.fs.illinois.edu/projects-capital-projects-summer-2014