

TO: Jim Isch
FR: Dick Cottrill *Dick Cottrill*
RE: BASIS
DA: January 23, 1995

Pursuant to your request, the Steering Committee has continued its discussion of the BASIS restructuring. This memo/attachments are offered for your consideration and serve as a discussion vehicle for our meeting tomorrow at 10:30 am in ADMN 321.

1. Attachment 1. provides you with the proposed team members, team leaders, support personnel, and steering committee contact as well as suggestions (listed in priority order) for the customer representative. We envision the customer representative to be a regular team member therefore requiring full commitment to serving on the team. The priority for module development is also identified on Attachment 1. but can change as project development moves forward.

2. The various "roles" given to you earlier remain our suggestion for establishing responsibilities for the project.

3. We believe there are a number of possible methods to unveil the "new BASIS". After discussion, we concluded that the best three may be:

Print Communications
Jan - 24

* You announce to the finance and administration group at the 1-26-95 mission session

~~Print~~

* You send a memo to all participants (see Attachment 2) issuing the challenge

Maybe do later

* You host a luncheon to introduce all participants and issue the challenge

Dept. Fin Admin picnic

* You announce to the campus via a memo to the deans, directors and department heads as well as articles in campus publications

*Emphasize in campus publications - not just a memo, maybe meet w/ Deans Council.
Also meet w/ Vice Chancellors & deans RB [possibly w/ Steering Committee]*

Note: Make changes in Team components - Customer Rep

4. We also discussed the topic of incentives for the teams to develop and implement quality systems within their timelines. We were unable to reach concensus as to the best of these possibilities:

1. * a commitment from you that team members will return to the same or comparable job upon completion of their BASIS assignment
2. * a reminder from you that the BASIS experience is "career enhancing"
3. * team rewards: 'X' dollars for the team to use as it determines (seminars, equipment, etc.) within state rules
4. * individual (or team) professional development grants
5. * 'X' % salary increase when the team begins work (to be retained only if the person remains through the conclusion of the project)

Seminars -
Professional Development

If you decide to utilize any of these incentives (or others), a description of such should be included in the challenge memo.

5. We really support the concept of establishing BASIS space. Having it's own area (a home, if you will) is essential to the future of the project; therefore, the University. The area needs to include: 20 work stations, small conference room (up to 10 people), larger conference room for training, privacy, adequate equipment, a sense of "togetherness" and "niceness". We do not believe that we should set this group up in some shabby space and expect them to produce quality.

Some possibilities, listed in no particular order, are: hotz/fullbright hall area; museum; arkansas union; administration building; law school; brough commons.

We look forward to ^{Annos} meeting with you tomorrow and are very excited about getting the "new BASIS" headed in a very positive direction and on a much faster pace. Thanks.

Team Location -

[maybe] - Fraternity (Pike) House

[NO] - ARKU - Renovation -

[maybe] - Hotz/Fullbright Dining Hotz NO

Holcomb - Animal Sciences

Admin. Services

Where?

University of Arkansas, Fayetteville
 Overview of BASIS Project
 BASIS I
 January 23, 1994

Module/ Team Listing	Additional Assistance	Steering Committee Contact Person	Customer Representative
Hourly Time Bill Overby Becky Shoemaker * Colleen Briney David Hyatt Dick Cottrill	Cindy Scroggins, Glenda Rufer, Larrie Stolfi, Tina Whatley, COEX, AGRI, FMAN	Barbara Taylor	1. Loye D. Hunt-Res. Dining 2. Nianzer Anderson-Union 3. Dawn Hefley-Physical Plant
Labor Distribution Bill Overby * Becky Shoemaker Colleen Briney David Hyatt Dick Cottrill	Wilma Carr, Jennifer Carey, Larrie Stolfi, Jim Bronaugh, Nick Larchey, COEX, AGRI, FMAN	Tom Dorre	1. Bonnie Green-Engineering 2. Mary Heilman-AGRI 3. Myra Lyster-Chemistry <i>SP</i> <i>Miriam Leister</i>
Budget Bill Overby Becky Shoemaker Eric Robinson * Tom Dorre Dick Cottrill	Michelle Pilarz, Rhonda Houser, Cathy Renner, Larrie Stolfi, Colleen Briney, David Hyatt, Nancy Talburt, COEX, AGRI, FMAN	Tom Dorre	1. Bill Heiny-Arts & Sciences 2. Richard Shull-AGRI 3. Sandra Bowman-GRAD
Payroll Bill Overby Becky Shoemaker * Colleen Briney David Hyatt Dick Cottrill	Richard Ray, Michelle Pilarz, Wilma Carr, Jennifer Carey, Cindy Scroggins, Larrie Stolfi, Tina Whatley, Nancy Talburt, David Whitmire, COEX, AGRI, Don McFatrigh, FMAN <i>N. Larchey</i>	Barbara Taylor	1. Betty Grant-Ar. Arch. Survey 2. Randi Pate-Cont. Education 3. Bill Heiny-Arts & Sciences
Personnel Bill Overby * Becky Shoemaker Eric Robinson Colleen Briney Nick Larchy Dick Cottrill	Glenda Rufer, Willyerd Collier, Barbara Taylor, Cathy Renner, Adademic Affairs, Don McFatrigh, COEX, AGRI, FMAN	Barbara Taylor	1. Kathy Van Laningham-Ac. Affairs 2. AGRI Representative-Shull, Heilman, Siebenmorgan

Notes:

1. Modules are listed in order of priority.
2. Team members denoted by an * are the module team leader.

University of Arkansas, Fayetteville
 Overview of BASIS Project
 BASIS II
 January 23, 1994

Module/ Team Listing	Additional Assistance	Steering Committee Contact Person	Customer Representative
Travel David Keith Donna Carter * Colleen Briney David Hyatt Dick Cottrill	Carol Kilgore, Lisa Danley, Larrie Stolfi, Denise Reynolds, Lennie Carroll, Linda Springston, COEX, AGRI, FMAN	David Whitmire	1. Linda Disney-BA <i>Disney SP</i> 2. Susan Stiers-Union
Purchasing David Keith * Andy Fletcher <i>Donna Carter</i> Colleen Briney David Hyatt Dick Cottrill Business Manager	Andy Fletcher, Darrell Wagoner, Lisa Danley, Denise Reynolds, Nancy Whittaker, COEX, AGRI, FMAN	David Martinson	<i>Mira Leister</i> 1. Myra Lyster-Chemistry 2. Jim Conneely-RLDS 3. Katie Hill-Athletics
Accounts Payable David Keith <i>Donna Carter</i> Andy Fletcher Colleen Briney * David Hyatt Dick Cottrill	Lisa Danley, Denise Reynolds, Andy Fletcher, David Whitmire, Larrie Stolfi, COEX, AGRI, FMAN	Bill Moody	1. Jo Grippe-Library 2. Katie Hill-Athletics 3. Elizabeth Dombeck, AGRI
General Ledger Colleen Briney David Hyatt * Donna Carter David Keith Polly Parnell Dick Cottrill	Bill Overby, Becky Shoemaker, Larrie Stolfi, Nancy Whittaker, Jim Bronaugh, Tina Whatley, David Whitmire, Business Manager, COEX, AGRI, FMAN	Tom Dorre	1. Patty Siebenmorgan-AGRI 2. Lynn Stewart-Physical Plant
Inventory David Keith * Donna Carter Colleen Briney David Hyatt Dick Cottrill	Nancy Whittaker, Tina Whatley, Andy Fletcher, Charles Wolfe, COEX, AGRI, FMAN	David Martinson	1. Mike Keelin-Physical Plant 2. Jim Conneely-RLDS 3. Charles Wolfe-Prnt. Services

Notes:
 1. Modules are listed in order of priority.
 2. Team members denoted by an * are the module team leader.

University of Arkansas, Fayetteville
 Overview of BASIS Project
 BASIS II
 January 23, 1994

Module/ Team Listing	Additional Assistance	Steering Committe Contact Person	Customer Representative
Int. Dept. Billing David Keith Donna Carter Colleen Briney * David Hyatt Dick Cottrill	Physical Plant, Andy Fletcher, Charles Wolfe, Walter Franke, Ken Leverington, Larrie Stolfi, Lisa Danley, COEX, AGRI, FMAN	Tom Dorre	1. Lynn Stewart-Physical Plant 2. Suzy Copeland-Prnt. Services 3. Ken Leverington-Tel. Services
Bids/Contracts David Keith Donna Carter * Colleen Briney David Hyatt Dick Cottrill	Darrell Wagoner, Denise Reynolds, Nancy Whittaker, Judy Holt, Donnie Dutton, Andy Fletcher, COEX, AGRI, FMAN	David Martinson	1. Jim Conneely-RLDS 2. Doug Wilde-HIDEC 3. Mike Keelin- Physical Plant
BIS Overhaul Colleen Briney David Hyatt * Donna Carter David Keith Dick Cottrill	Nancy Whittaker, Larrie Stolfi, David Whitmire, COEX, AGRI, FMAN	Tom Dorre	1. Chris Syphers-RESP 2. Patty Siebenmorgan-AGRI
A/R; Cashiering Polly Parnell * Steve Hupp Colleen Briney David Hyatt Dick Cottrill	Sandra Jones, Linda Springston, David Whitmire, Tina Whatley, Larrie Stolfi, COEX, AGRI, FMAN	David Whitmire	1. Mary Alice Serafini-Stu. Health 2. Gary Lundgren-Stu. Publications 3. Alberta Bailey-Library
Endowment Acct. Allen Lacey * Polly Parnell Colleen Briney David Hyatt Leanne Slammons Dick Cottrill	David Whitmire, David Martinson, Tina Whatley, Larrie Stolfi, COEX, AGRI, FMAN	David Whitmire	1. Bill Outhouse-Development 2. Lisa Perceful-Development

Notes:
 1. Modules are listed in order of priority.
 2. Team members denoted by an * are the module team leader.