TO: Jim Isch
FR: 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:

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

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

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

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

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 consensus 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)

   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 its 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 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 (Pine) Have
[No] - ARKU - Renovation
[Maybe] - Hotz/Fullbright Dining
[No] - Holcomb - Animal Sciences
[No] - Admin. Services
### Overview of BASIS Project

**BASIS I**

*January 23, 1994*

<table>
<thead>
<tr>
<th>Module/Team Listing</th>
<th>Additional Assistance</th>
<th>Steering Committee Contact Person</th>
<th>Customer Representative</th>
</tr>
</thead>
</table>
| **Hourly Time**     | 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** | 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 |
| **Budget**           | 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 |
2. Randi Pate-Cont. Education  
3. Bill Heiny-Arts & Sciences |
| **Personnel**        | Glenda Rufer, WIllyerd Collier, Barbara Taylor, Cathy Renner, Academic Affairs, Don McFarrich, 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.
# Overview of BASIS Project

**BASIS II**  
January 23, 1994

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</tr>
</thead>
</table>
| **Travel**          | Carol Kilgore, Lisa Danley, Larrie Stolfi, Denise Reynolds, Lennie Carroll, Linda Springston, COEX, AGRI, FMAN | David Whitmire | 1. Linda Disney-BA  
                      |                       |                     | 2. Susan Stiers-Union |
| **Purchasing**      | Andy Fletcher, Darrell Wagoner, Lisa Danley, Denise Reynolds, Nancy Whittaker, COEX, AGRI, FMAN | David Martinson | 1. Myra Lyster-Chemistry  
                      |                       |                     | 2. Jim Conneely-RLDS  
                      |                       |                     | 3. Katie Hill-Athletics |
| **Accounts Payable**| Lisa Danley, Denise Reynolds, Andy Fletcher, David Whitmire, Larrie Stolfi, COEX, AGRI, FMAN | Bill Moody | 1. Jo Gripppe-Library  
                      |                       |                     | 2. Katie Hill-Athletics  
                      |                       |                     | 3. Elizabeth Domeck, AGRI |
| **General Ledger**  | Bill Overby, Becky Shoemaker, Larrie Stolfi, Nancy Whittaker, Jim Bronaugh, Tina Whatley, David Whitmire, Business Manager, COEX, AGRI, FMAN | Tom Dorre | 1. Patty Siebenmorgen-AGRI  
                      |                       |                     | 2. Lynn Stewart-Physical Plant |
| **Inventory**       | 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.
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</table>
2. Suzy Copeland-Print. Services  
3. Ken Leverington-Tel. Services |
| Bids/Contracts             | 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               | Nancy Whittaker, Larrie Stolfi, David Whitmire, COEX, AGRI, FMAN | Tom Dorre                         | 1. Chris Syphers-RESP  
2. Patty Siebenmorgen-AGRI |
| A/R; Cashiering            | 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.            | 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.