TO: Members of the CAPP Town Hall Group  
FROM: Jim Tucker, Vice President  
      Administrative & Business Services  
RE: Quick Wins  

President Zimpher noted at the 2/12/04 Town Hall Meeting that as we plan for the long-term, there are changes – or “Quick Wins” – we can make immediately to improve the University of Cincinnati. In order to accomplish that, I need your assistance in two ways.

First, please send me your ideas about potential “Quick Wins” – that is, issues or problems that the University could quickly solve or begin addressing by May. Ideally, Quick Win ideas would have wide appeal within a stakeholder group or across the university or the larger community.

For example, based on feedback from employees Human Resources is currently making numerous forms, previously available only in paper or upon request, available online and in an interactive format, thereby improving the process and the employee experience. I am sure you and your colleagues and co-workers have many more and better ideas about possible “Quick Wins.”

Second, let me know if you are interested in working on the “Quick Wins” committee.

Please email me (tuckerjr@ucmail.uc.edu) by Friday, February 27, your “Quick Wins” ideas and let me know if you are willing to serve on the committee.

I look forward to hearing from you.