

**Southern Arkansas University Tech**  
**AQIP ACTION PROJECT #9 TEAM**  
**Minutes of Meeting**  
**August 15, 2013**

A meeting of the Southern Arkansas University Tech (“SAU Tech”) AQIP Action Project #9 Team was held on Tuesday, August 15, 2013, in TE-115, in the REL Technology Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas. Jodi Eppinette, team leader, called the meeting to order at 1:30 PM.

Team members present were: Dr. Diane Betts, Jodi Eppinette, Gaye Manning, Pat McElroy, Mary Beth Kilgore, and Gerald Manning. Also present was Patricia Rhinehart.

Dr. Betts reminded the group that the annual project report was due on September 14, 2013. She distributed copies of the Action Project Report questions. Mrs. Eppinette agreed to begin answering the questions and send to Dr. Betts.

Mrs. Manning stated that she has already received suggestions. One suggestion was made to incorporate solar lights on campus. Mr. Manning stated that the walking trail currently has solar lighting but they do not do a good job of lighting the area. Mrs. Manning will take all suggestions to the Administrative Council for discussion.

Mrs. Eppinette suggested making a process table and timeline for suggestions, in order to maintain a record of how it is followed from start to finish.

The team discussed ideas for acknowledging employees who have submitted suggestions:

- Recognizing them at Employee Appreciation Day
- A plaque for the “Top Saver”
- Rewards for amount of savings on both short-term and long-term
- Once a month AQIP Blast on suggestions
- Report at Fall Convocation of those suggestions that were implemented
- Article in the Tech Monthly
- Space on the Cost Containment webpage

The group agreed that at the next meeting Mr. Manning would bring in savings charts for the group to compare.

With no further business, the meeting was adjourned at 1:58 P.M.