

**Southern Arkansas University Tech**  
**AQIP ACTION PROJECT #9 TEAM**  
**Minutes of Meeting**  
**February 4, 2014**

A meeting of the Southern Arkansas University Tech (“SAU Tech”) AQIP Action Project #9 Team was held on Tuesday, February 4, 2014, in TE 115, in the Technology Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas. Jodi Eppinette called the meeting to order at 3:00 PM.

Team members present were Dr. Diane Betts, Jodi Eppinette, Gerald Manning, Gay Manning, Patricia McElroy, Tyler Youngblood and Mary Beth Kilgore. Also present was Patricia Rhinehart.

Mrs. Eppinette asked if any training options had been found regarding Cost Containment. The committee reported that nothing had been found. The committee discussed the best practices going on at SAU Tech involving Cost Containment. Mr. Manning reported on the Recycling program and will send the information to Ms. Rhinehart to have published on the Cost Containment webpage. The committee also suggested adding a photo relating to the recycling program be placed on the SAUT homepage featuring students recycling.

Mr. Manning reported on the StEP Plan and will provide Ms. Rhinehart with further information. The results were less favorable than expected due to usage of all buildings in all locations in the calculation process compared to buildings in the baseline of the 2007-2008 year.

The committee will review the Default Prevention Plan and contact Jennifer Williams with any questions. Mrs. Eppinette reviewed the project timeline and the meeting was adjourned at 3:50 p.m.