

**Southern Arkansas University Tech**  
**AQIP ACTION PROJECT #9 TEAM**  
**Minutes of Meeting**  
**October 7, 2013**

A meeting of the Southern Arkansas University Tech (“SAU Tech”) AQIP Action Project #9 Team was held on Tuesday, October 7, 2013, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas. Jodi Eppinette called the meeting to order at 2:00 PM.

Team members present were Dr. Corbet Lamkin, Dr. Diane Betts, Jodi Eppinette, Lindsey Phillips, Tyler Youngblood, Mary Kilgore, Gay Manning and Patricia McElroy. Also present was Patricia Rhinehart.

Mrs. Eppinette began with discuss about the Action Project annual report and reviewer’s comments. The following was discussed per report question:

1. The team believes that each Master Plan containing a Cost Containment goal should be pulled and compiled in a listing on the college website.
2. The team believes an immediate reward for suggestions should be activated. It was suggested that the suggestions be sent via AQIP Blast and scrolled on the college website.
3. The team agrees that paralleling Cost Containment with the StEP program would help utilize planning and saving. Periodic announcements on savings would be placed on the college website.
4. The team determined that the college should do more with numbers and show concrete results.

Going forward the team will focus on the following:

1. Each team member will research training on Cost Containment.
2. Cost Containment goals will be pulled from Master Plans.
3. Mr. Manning’s StEP plan (due end of October 2013) will help the team see where the college is on Cost Containment objectives.
4. The team believes that dollar values should be assigned to current Cost Containment practices and then be publicized.

The team agreed to meet again the first part of November.

Meeting adjourned at 2:30 PM.