

Southern Arkansas University Tech
AQIP ACTION PROJECT #9 TEAM
Minutes of Meeting
January 16, 2013

A meeting of the Southern Arkansas University Tech (“SAU Tech”) AQIP Action Project #9 Team was held on Tuesday, October 16, 2012, in the Administration Conference Room located in the Administration Building on the SAU Tech Campus, 6251 Hussey Road, Camden, Arkansas. Jodi Eppinette, team leader, called the meeting to order at 3:00 P.M.

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

The committee looked over the Cost Containment Webpage and offered the following suggestions:

- Add a date to the suggestion form that automatically updates showing the date it is submitted
- Add a number to each form so that they are in numerical sequence
- After the form is submitted the person completing the form receive a “message sent successfully” email
- Make all but Cost Savings and Time Frame boxes completion mandatory before submission.
- Form will need to be sent to Gaye Manning instead of Patricia.
- Change “Step Plan” to “StEP Plan”

Mrs. Eppinette then handed out a “Current Cost Containment Practices” document that was a summary of all of the departments input on Cost Containment. Ms. Rhinehart will add those practices to the current list on the Cost Containment webpage.

Dr. Betts will remind the Vice Chancellors about completing Cost Containment information.

Mrs. Eppinette researched potential ideas for employees who contributed to the Cost Containment program. She had the following suggestions:

- Small award with Cost Containment logo for each person’s initial suggestion submission.
- All submissions considered for the Cost Containment Suggestion of the Year award.
- Administrative Council selects the winning suggestion.
- All participants recognized during the annual Employee Appreciation Day activities.
- The Cost Containment Suggestion of the Year Award presented at Employee Appreciation Day activities.

The members agreed to start Cost Containment publicity and that each member should talk to their committees (Faculty, classified, administrative, etc.) about the program. Ms. Rhinehart will work with Kim Coker and the committee to finalize a flyer to put up around campus. With no further business, the meeting was adjourned at 3:45 P.M.