

## **AQIP Action Project #9 – Cost Containment**

### **Meeting – November 5, 2012**

AQIP Action Project Team #9 met at 2:00 p.m. November 5, 2012 in the Administration Building Conference Room. Attending were Jodi Eppinette, Gaye Manning, Gerald Manning, James Utsey, Jay Northern, Mary Beth Kilgore, and Patricia McElroy. Also attending was Diane Betts.

The group discussed the development of the website and the Cost Containment Logo. They agreed to include the following items on the website page:

1. Brief narrative about SAUT's commitment to cost containment
2. Organizational Chart
3. Members of the Action Project team (later list Cost Containment Committee members)
4. Link to Physical Plant StEP project plan
5. Form for employees to submit cost containment suggestions
6. Excel template submitted to legislature
7. Minutes of Action Project team meeting (later to be minutes of Cost Containment Committee meetings)
8. Post year-end unspent budget balances
9. One-stop Shop partnership with ADWS – construction savings and shared utilities
10. Five Year Comparative Analysis of employee position growth as compared to enrollment growth, square footage growth and possibly grant funding
11. Links to other cost containment resources (i.e. NACUBO)
12. Form for employees to submit what they have been doing toward cost containment

Diane agreed to share this list with Kim Coker to begin the webpage development.

The group reviewed the online suggestion form and sample incentive/awards options. They agreed to use the form on the webpage, but would consider incentive/awards at a later time.

Diane informed the group she would speak to the Administrative Council at the November 12, 2012 meeting and ask departmental managers to prepare a list of cost containment measures they have enacted this past year. The lists will be submitted to the PAD office collecting and will be shared with the AP team once it is complete. She also said she would ask departmental managers to include cost containment targets in their master plan when they revise their plans in the spring.

The group reviewed the cost containment flyer and made several edits. Diane will share the amendments with Kim and ask her to revise it once more.

The meeting adjourned at 3:50 p.m.