

**Southern Arkansas University Tech**  
**AQIP ACTION PROJECT #9 TEAM**  
**Minutes of Meeting**  
**November 4, 2013**

A meeting of the Southern Arkansas University Tech (“SAU Tech”) AQIP Action Project #9 Team was held on Monday, November 4, 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 3:00 PM.

Team members present were Dr. Corbet Lamkin, Dr. Diane Betts, Jodi Eppinette, Gerald Manning, Gay Manning and Jay Northern. Also present was Patricia Rhinehart.

Mrs. Eppinette reviewed the Master Plan objectives focused on Cost Containment. The team agreed that the list should be summarized and listed on the Cost Containment webpage, as well as, sent as an AQIP Blast.

Next, Mr. Manning updated the group on the progress of the StEP plan and stated that he should have a completed report by the next meeting. He will also report figures for the SAU Tech recycling and scrap programs. Mrs. Manning will work on assigning dollar values for the Toner and Ink Recycling Program and the PE Systems cost savings. She is also still researching training and best practices of Cost Containment to share with the committee.

Going forward the team will focus on the following:

1. Continue to research training options or best practices
2. Receive an updated StEP plan report
3. Contact Dr. Cooper to see what Student Services is doing to contain costs through electronic mailouts

The team agreed to meet again February 4, 2014.

Meeting adjourned at 3:40 PM.