

Southern Arkansas University Tech
AQIP ACTION PROJECT #9 TEAM
Minutes of Meeting
October 16, 2012

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, and Gerald Manning. Also present was Patricia Rhinehart.

Mrs. Eppinette distributed the meeting agenda, Annual Report Reviewer Comments, her summary for the AQIP Project Annual Report reviewer’s comments, and Cost Reduction Strategies. Copies of these items will be sent to non-present team members.

The team discussed ideas for the SAU Tech Cost Containment Website to include:

- Form for suggestions
- Form to find out what employees have been/are doing
- Things done each year with dollars assigned (like SAU-Mag website)

Mrs. Eppinette suggested a subcommittee to maintain the website listing and be responsible for accuracy. She appointed the following members to the subcommittee: Dr. Diane Betts, Jodi Eppinette, Gaye Manning, and Gerald Manning. All changes or editions to the website have to be taken to the full committee for approval. Mrs. Manning agreed to send Patricia examples of content words for the Cost Containment site.

Mr. Manning explained to the group that with Act 14.94 that a target of 20% reduction by 2014 and 30% reduction by 2017 was established. The baseline for these percentages were from 2007-2008 and will be calculated by cost per square foot. He suggested having the Planning Committee help the team establish their own target percentages for SAU Tech.

Mrs. Eppinette agreed to research other schools to see how they were getting suggestions from employees, what incentives were given, and how the information was being tracked. Mrs. Manning suggested looking on the Mid South website for examples.

Mrs. Eppinette distributed the following assignments to be completed before the next meeting on November 6, 2012.

Gaye and Jodi- Check on incentives given by other schools

Diane and Patricia- Work on Website and Cost Containment Logo

Diane- Admin Council and Master Plans (establish a target %)

Gaye- Send Patricia cost spreadsheet

With no further business, the meeting was adjourned at 4:00 P.M.