

**Southern Arkansas University Tech**  
**AQIP ACTION PROJECT #9 TEAM**  
**Minutes of Meeting**  
**September 10, 2012**

A meeting of the Southern Arkansas University Tech (“SAU Tech”) AQIP Action Project #9 Team was held on Tuesday, September 10, 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 9:00 A.M.

Team members present were: Dr. Diane Betts, Dr. Corbet Lamkin, Jodi Eppinette, Gaye Manning, Gerald Manning, James Utsey, Patricia McElroy, Mary Kilgore, and Jay Northern. Also present was Patricia Lewis.

Mrs. Eppinette distributed the meeting agenda and her summary for the AQIP Project Annual Report. She directed the group to review the report and send her any comments so she could turn the report in by Friday, September 14, 2012.

Dr. Betts will be discussing cost containment goals and percentages at the next Administrative Council meeting. She will ask the members to develop goals within their department Master Plans regarding cost containment, so that SAUT efforts can be tracked and evaluated. The group will be asked to create short and long term goals, that Dr. Betts will establish dates for using Mr. Manning’s Energy Plan.

Mrs. Eppinette informed the team that Project #9’s goal was to develop processes to achieve cost containment, then have another team responsible for implementation of those processes. Dr. Betts suggested the team members review the SAU cost containment website for ideas on how to acquire suggestions and the team will discuss their ideas at the next project meeting.

Mrs. Manning suggested using monetary incentives for cost containment. She spoke of the possibility of a one-time bonus for the most cost effective suggestion that could be given during Employee Appreciation. Mr. Utsey suggested a monthly reward for the best suggestion by giving a gift from the bookstore. Mrs. Manning will be distributing NACUBO’s Cost Containment List to the team members for more ideas.

The team asked that Kim Coker be contacted about making flyers and publications on cost containment and a draft be given at the next project meeting. The team also agreed that their group should begin to brainstorm about processes of gathering and reviewing suggestions.

With no further business, the meeting was adjourned at 9:30 A.M.