Fiscal Review Board
Meeting Minutes
9 December 2008

A meeting of the Fiscal Review Board was held on Tuesday, 9 December 2008 in the Executive Conference Room, Bond Hall. The meeting began at 3:20 p.m.

In attendance were: Brigadier General Samuel M. Hines, Jr., Provost and Dean of the College and Chair of the Fiscal Review Board; Colonel Gregory A. Stone, Commandant; Colonel G. Dewey Yeatts, Vice President for Facilities and Engineering; Colonel L. Jeffrey Perez, Vice President for External Affairs; Mr. Larry W. Leckonby, Athletics Director; Colonel Sue E. Mitchell, Vice President for Finance and Business Affairs; and Colonel Joseph W. Trez, Director of The Citadel Staff. Also present were members of the Resource Team to the Fiscal Review Board: Mr. Mark C. Brandenburg, General Counsel; Colonel Dennis D. Carpenter, Director of Human Resources; and Colonel James N. Openshaw, Budget Director. Ms. Patricia M. Kinard served as recorder for the meeting.

General Hines called the meeting to order.

The Board then reviewed personnel requests.

The only “request to recruit” was for a position that had been tabled at the last meeting:

- Administrative Coordinator II

After discussion and consideration of hiring justification for the position, the Board unanimously approved recruiting for the job.

Mr. Leckonby said the top candidate for the Assistant Director of Compliance position did not accept the job offer; a request to fill the position will be delayed until spring of 2009.

The Provost said that four faculty positions presently being recruited for will not be filled and the searches cancelled. There are two additional faculty positions that may not be filled.
The Board reviewed the evaluation criteria from the memo dated 24 November 2008:

“The following criteria will be used to evaluate both permanent and temporary positions:

a) Is the posting in a critical area of need?
b) Is the posting in an area that will likely generate revenue?
c) Is the posting a component of a pre-existing written job offer?
d) Is the posting in a position that cannot be covered by another person by combining positions, reassigning personnel, or an “out-of-the box” money saving method?”

There were two salary increase requests - one based on a reclassification that had been approved prior to the establishment of the Fiscal Review Board, and one an increase for additional duties.

Colonel Perez made a motion to go into Executive Session to discuss the salary increase requests. The motion was seconded and approved.

After discussion, Colonel Mitchell made a motion to come out of Executive Session. The motion was seconded and approved.

The Board unanimously approved both increase requests as submitted effective 1 January 2009.

Colonel Yeatts gave the Board a brief overview of the status of the Work Order system. The current system is antiquated and not compatible with Banner. Only two firms market a product that is fully supported and will integrate with Banner. According to information received from Sunguard/Banner those two firms were FAMIS and TMA. One of the programs that he has looked at will provide better management tools and easier access from our website. Due to the estimated software costs of $125,000 the project must be put out for bids.

General Hines said the Board will look at all requests and categorize as high, medium, or low priority - all subject to mid-year review. The finance department will get together in January 2009 to create a “must do” list of work requests, with evaluation criteria based on consistency with our strategic initiatives.
Colonel Yeatts requested $125,000 for the procurement of the new Work Order system that will be compatible with Banner. He said that for reasons he could not explain, funding for this action was not included in the Master Lease request for Banner. He further stated that we need to know the timeline for procurement of this system in relation to the Banner funding. The request for funding this project should be a high priority from the strategic reserve in the mid-year review. Colonel Yeatts will obtain the timeline information from the software vendor prior to the next FRB meeting.

Colonel Yeatts stated that the radios previously requested in the budget in the amount of $125,000 will not be purchased at this time. Instead, we were able to obtain state radios that will be compatible with the new system. We will need to purchase digital radios over the next three years at an estimated cost of $50,000 each year. Such purchase will need to be included in the budget as the state moves from an analog radio system to a digital radio system.

Colonel Yeatts requested approval to submit a State A1 form and fund $65,000 for the termite damage repair and building envelope design for Bond Hall. The total project is estimated to cost $565,000 and will be funded from the E&G maintenance reserve account. A subsequent request was made for the approval of the State A1 form for the first phase of the Daniel Library project in the amount of $1,500,000 which will be funded from the Daniel Library Gift fund.

A discussion then ensued regarding the current budget-cutting exercises.

The President will release an email to the faculty and staff within the next week to bring them up-to-date with the current budget actions. He will also hold a town hall meeting in January on the same subject.

A link from The Citadel homepage is being created and should be operational by the break; the new webpage will be devoted to keeping the campus community current with the latest budget-cutting developments.

The next scheduled meeting of the Fiscal Review Board will be on Tuesday, 16 December in Room 295, Bond Hall.
There being no further business, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder