Fiscal Review Board
Meeting Minutes
27 January 2009

A meeting of the Fiscal Review Board was held on Tuesday, 27 January 2009 in Room 514, Bond Hall. The meeting began at 3:12 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. Other interested parties also attended the meeting.

General Hines called the meeting to order.

Regarding the minutes of the previous meeting, Ms. Kinard noted that the words “of the minutes” from the fifth paragraph of the first page should be deleted. Colonel Perez made a motion to approve the amended minutes from the 14 January 2009 meeting of the Board. The motion was seconded and was approved unanimously.

The Board then reviewed personnel requests.

Colonel Carpenter discussed the request to recruit for the Caretaker position at the Beach House. He will review the position description next week and will be sure that it accurately reflects that the employee will be required to pay rent at a fair market price for the apartment within the facility. After discussion and consideration of justification to fill this position, Colonel Yeatts made a motion that the Board approve the request to recruit for this job. The motion was seconded and approved unanimously.

Colonel Stone discussed the Assistant Commandant for Discipline position which will become vacant in May. He told the Board why this job is of vital importance, and described it as being “mission-essential.” He requested permission to recruit and a waiver of the six-month hiring freeze.

The job will be open to both internal and external applicants. The person hired must be ready to administer and oversee the discipline process by mid-July, and there is a steep learning curve associated with the position.
After discussion, the Board unanimously approved the request to recruit for this job and the associated six-month hiring freeze waiver.

Colonel Yeatts then submitted a request to hire a Paint Shop Supervisor. The person currently holding the position will retire at the end of the calendar year. He also asked the Board to approve the hiring of a Supervisor for the Electrical Shop. He noted that both jobs are a challenge; however, the electrical supervisor is on call 24-hours a day/seven days a week and must be licensed. He gave a brief overview of the responsibilities of each job.

After discussion and consideration of justification to fill each position, the Board unanimously approved both requests.

The Board then discussed retirement buy-outs. This is a relatively new idea, but it is normally not done during a downturn in the economy. The real benefit is being able to replace a high salary employee with an employee paid at a lower rate. This incentive only saves money for the institution if a person retires early. General Hines noted that the plan does not necessarily work for faculty positions. He suggested that the college establish a tiger team to look at all of the options and possible benefits of this proposal.

Mr. Bill Fulmer, Internal Auditor, told the Board that the college must look at ways to reconfigure the additional debt service associated with IT demands. He said this will be a major financial issue to contend with in the future.

A Request for Proposal must be prepared and submitted according to the established policy for the use of consultants. General Hines, Colonel Mitchell, Colonel Trez, and Colonel Carpenter will meet to develop a policy and a procedure for all future consulting needs.

Colonel Woolsey suggested the Board look at the possibility of contracting out the Book Store operation. Colonel Mitchell said she will prepare a list of suggestions for faculty regarding ways of saving money pertaining to books required for classes.

Colonel Yeatts then told the Board about the new Work Order system. After some general conversation about the project, it was decided to table the discussion and reconsider this item when the budget for the next fiscal year is built.
The next scheduled meeting of the Fiscal Review Board will be on Tuesday, 3 February 2009, in Room 514, Bond Hall.

There being no further business, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder