A meeting of the Fiscal Review Board was held on Tuesday, 3 February 2009 in Room 514, Bond Hall. The meeting began at 3:07 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.

Colonel Mitchell made a motion to approve the minutes from the 27 January 2009 meeting of the Board. The motion was seconded and was approved unanimously.

The Board then reviewed personnel requests.

Colonel Carpenter said he had a request to recruit for a Sergeant in the Public Safety Office, and a request to waiver the six-month freeze on hiring for that same position. It was decided that this request would be given fuller consideration during the Executive Session.

Colonel Yeatts then submitted a request to fill two positions within the Grounds crew as soon as possible. These are entry-level positions, and with Corps Day and Commencement coming up, there will be additional needs for this work group. He said that this area lends itself to the possibility of hiring temporary outside labor more than some of the other jobs within his department. We are presently being challenged to reduce the funds in the temporary pool line item allocation, and with another potential budget cut from the state, there will be a paradigm shift in the college’s environment.
After extensive discussion and consideration of justification to fill these two positions, Colonel Trez made the following motion:

That the Vice President of Facilities and Engineering be authorized to use temporary help as needed to meet the workload equivalent of two full-time employees, with funding not to exceed the amount of the dollars remaining in the established position budget. The motion was seconded and was approved unanimously.

Colonel Carpenter then reviewed all of the requests to recruit that had previously been approved by the Board.

The Caretaker for the Beach House position was considered. This is a Band 4, non-exempt job. A discussion then ensued about the appropriate rate of rent to be charged for the apartment that the Caretaker will occupy at the site. Colonel Yeatts said he would conduct a study of comparable units in the area and will advise the Board accordingly. It is important to know the value of the unit before an informed decision can be made.

Colonel Yeatts made a motion to go into Executive Session. The motion was seconded and approved unanimously.

Colonel Perez made a motion to come out of Executive Session. The motion was seconded and approved unanimously.

Colonel Stone made a motion to approve a salary increase at the rate suggested by the Human Resources Department for an employee who would be assuming additional supervisory duties. The motion was seconded and unanimously approved.

Colonel Stone then made a motion to approve the waiver of the mandatory six-month lapse in recruiting for the Sergeant in the Public Safety Department position. The motion was seconded and unanimously approved.

The next meeting of the Fiscal Review Board will be on Tuesday, 10 February 2009, in Room 514, Bond Hall.
There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder