A meeting of the Fiscal Review Board was held on Wednesday, 27 May 2009 in Room 514, Bond Hall. The meeting began at 3:05 p.m.

Members of the Board in attendance were: Brigadier General Samuel M. Hines, Jr., Provost and Dean of the College and Chair of the Fiscal Review Board; Colonel G. Dewey Yeatts, Vice President for Facilities and Engineering; Colonel Sue E. Mitchell, Vice President for Finance and Business Affairs; and Colonel Joseph W. Trez, Director of The Citadel Staff. Also present were Colonel Paul Plunkett, representing the Athletics Department; 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. Mr. Bill Fulmer and Lieutenant Colonel Bill Woolsey also attended the meeting.

General Hines called the meeting to order at 3:05 p.m. A quorum was present.

Colonel Mitchell made a motion to approve the minutes of the 12 May 2009 meeting of the Board. The motion was seconded and approved unanimously.

General Hines then said that the President has approved a change in the Board membership to fill the position to be vacated by Colonel Stone. Colonel Yeatts made a motion that Lieutenant Colonel Kevin Dopf, Assistant Commandant for Personnel and Logistics, be appointed to assume a position as a voting member on the Board until the new Commandant arrives in early July. The motion was seconded and approved unanimously.

A request from Colonel Hank Fuller, Director of the Financial Aid Office, to fill the position of loan coordinator beginning 1 July 2009 was then considered. This position has already been vacant for two months, and the summer is the busiest time of year for processing financial aid each year. After some general discussion concerning the importance of federal loans in the current economic climate, Colonel Yeatts made a motion to allow this position to be filled as of 1 July 2009. The motion was seconded and approved unanimously.

General Hines asked the Board to review the request from Richard Nelson, Director of Information Technology Services, for a waiver to the six-month hiring freeze for two positions in the ITS Department – System Support Technician and Information Resource Consultant I.

A request had also been received from ITS to give a salary increase to an employee based on completion of an advanced degree in the employee’s area of expertise.

A motion was made by Colonel Mitchell to go into Executive Session to discuss the details of the two permanent positions and the request for salary increase. The motion was seconded and approved unanimously.
All of the non-voting members of the Board, with the exception of the recorder, left the room.

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

Colonel Yeatts then made a motion to waive the six-month hiring freeze and allow the two positions in ITS to be filled and to grant the requested salary increase.

Colonel Trez asked if this would be the first salary increase the Board had approved. It was noted that the other salary increases approved were for education completion or retention increases. Education completion increases are a practice, not a policy, and are not automatically given. Funding sources are a very serious consideration. The challenge for the Vice President who is bringing forward the request will be to find the money needed in budgeted funds. Education completion increases include certificate programs, not just advanced degrees, but any increase will depend on the length of time it takes to complete the education process. A suggestion was made for future reference that if education completion increases do become part of a written policy, language in that policy must clearly state that if the employee quits shortly after having taken advantage of the free tuition program at the college, the employee must pay back the cost of the tuition.

The motion was seconded and approved.

The next meeting of the Fiscal Review Board will be on Tuesday, 2 June 2009, at 3 p.m. in Room 514, Bond Hall.

There being no further business, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder