A meeting of the Fiscal Review Board was held on Tuesday, 2 June 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 L. Jeffrey Perez, Vice President for External Affairs; Mr. Larry W. Leckonby, Director of Athletics; Colonel Sue E. Mitchell, Vice President for Finance and Business Affairs; Lieutenant Colonel Kevin Dopf, Assistant Commandant for Personnel and Logistics; and Colonel Joseph W. Trez, Director of The Citadel Staff. Also present were: 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. Lieutenant Colonel Pamela S. Barton, Acting Commandant, and Lieutenant Colonel Bill Woolsey also attended the meeting.

General Hines called the meeting to order; a quorum was present.

General Hines said that General Rosa had approved a change in committee membership to replace the former Commandant. As Colonel Barton is the Acting Commandant, she will take the voting member position on the Fiscal Review Board, not Lieutenant Colonel Kevin Dopf, as previously discussed.

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

Colonel Carpenter then briefed the Board regarding retention increase requests. He said that State law allows retention increases up to 15% of the salary base. Any other employment offer must be presented by the employee in writing. The range of increase is usually 5 to 15%, but some employees have not been offered any increase. Only three retention increase requests were granted in the last year, but three more have been received in the past few weeks. The college typically retains about 75% of those offered a retention increase.

Colonel Dopf then presented two issues for discussion.

He first requested consideration by the Board of a salary increase, effective as of 1 July 2009, for the Officers in Charge (OC’s). He noted that these positions are not the same as TAC Officers. He said that the OC’s are supervised by the Commandant and their salaries are funded by the barracks fee. Colonel Dopf described the requirements of the position and said the OC’s have to deal with a number of important cadet issues.

A general discussion took place regarding the barracks fee account. A motion was made by Colonel Trez to table this request until the next meeting with the requirement that the Vice President for Facilities and Engineering study the effects of a potential pay increase on the barracks account and be prepared to address the issue at the next meeting.
Colonel Perez seconded the motion.

Some additional discussion took place regarding the funding of this request.

The motion to table this request until the next meeting was then voted on and passed unanimously.

Colonel Dopf then asked the Board to look at the salary paid to the new Chaplain. He said the Commandant’s Department had done a pay study three years ago, and the President had reviewed and approved pay increases in accordance with the study.

Colonel Trez then reviewed for the Board how the college had only been able to fund half of the salary increases recommended by the last pay study. He also went over the impact of the current budget cuts on this line item.

A motion was made by Colonel Mitchell to go into Executive Session to discuss the details of these two salary increase requests and two other retention increase requests. The motion was seconded and approved unanimously.

All of the non-voting members of the Board, with the exception of the recorder and the members of the resource team, left the room.

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

A motion was then made by Colonel Trez to defer the matter of the Chaplain’s salary until the next meeting so that a review of the Commandant’s salary study can be made. The motion was seconded and approved unanimously.

A motion was then made by Mr. Leckonby to approve the retention increase requested for one of the Athletics Department personnel. The motion was seconded and approved unanimously.

A motion was then made by General Hines to approve the retention increase requested by the IT Department. He noted that the increase, if accepted, will be funded through the present budget. Colonel Mitchell seconded the motion, which was approved unanimously.

The Board will request guidance from the President regarding the continuance of the six-month hiring lag after the new fiscal year begins 1 July 2009.

The next meeting of the Fiscal Review Board will be on Tuesday, 9 June 2009, at 3 p.m. in Room 514, Bond Hall.
There being no further business, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder