A meeting of the Fiscal Review Board was held on Tuesday, 9 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 Pamela Barton, Acting Commandant; and Colonel Joseph W. Trez, Director of The Citadel Staff. Also present were: Colonel Dennis D. Carpenter, Director of Human Resources; Colonel James N. Openshaw, Budget Director; Mr. Mark Brandenburg, General Counsel; and Ms. Amanda Smith, Director of Facilities Finance, representing Colonel Dewey Yeatts. Ms. Patricia M. Kinard served as recorder for the meeting. Lieutenant Colonel Bill Woolsey also attended the meeting.

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

Colonel Mitchell made a motion to approve the minutes of the 2 June 2009 meeting of the Board. The motion was seconded and approved unanimously.

New business: Colonel Carpenter said a request to waive the six-month hiring lag for the position of Director of Protocol had been received. The present Director of Protocol will leave at the end of the first week in July.

Colonel Trez made a motion to waive the six-month hiring lag for the Director of Protocol position. The motion was seconded by Colonel Mitchell.

Some general discussion then ensued about the importance of having this position filled when the new school year begins.

The motion passed unanimously. (Note: the title of this position will be changed to Director of Executive Special Events.)

General Hines then presented a request to waive the six-month hiring lag for a system support technician/network engineer in the ITS Department. He explained that the previously-approved retention increase for the employee holding this position had been turned down, and the employee had left The Citadel. As the college is in the middle of activating the Banner project, he stressed how important it is to fill this job quickly.

General Hines made a motion to waive the six-month hiring lag for this position. The motion was seconded by Colonel Mitchell.

Colonel Trez presented a further description of the job requirements and the impact on the college’s IT Department.

The motion was then approved unanimously.
General Hines mentioned that the salaries for both jobs are already in the budget.

Colonel Mitchell presented a request to waive the six-month hiring lag in order to fill the position of Director of Auxiliary Services, which will be vacated at the end of June. She said this job is important to the college, as it oversees those entities that are revenue generators for the school.

Colonel Mitchell then made a motion to waive the six-month hiring lag for this position. The motion was seconded by Colonel Trez.

This job will be listed nationwide. The salary for the position is funded by the revenues generated by auxiliary services.

The motion was then approved unanimously.

Old business: The Board then discussed the motion tabled at the last session, for a salary increase, effective as of 1 July 2009, for the Officers in Charge (OC’s).

One concern noted was the long term impact this increase may have on the reserve in the barracks account. Also, it was stated that the timing is not good for this salary increase request as all campus personnel have experienced a two-day furlough, and the college does not have the funding to implement the other half of the pay study salary increases.

Colonel Barton made a motion to accept the motion previously tabled. The motion was seconded.

Mr. Leckonby suggested that it might be more fiscally prudent to plan incremental increases over the next few budget years. General Hines mentioned that he had cut the adjunct budget by 25%, and suggested a compromise in the salary increase requested. He amended the motion to increase the salary of the OC’s by $1/hour, effective 1 August 2009. The motion to amend was seconded and passed unanimously.

The original motion, as amended, was then approved unanimously.

Colonel Trez asked the Board to reconsider the motion to increase the Chaplain’s salary. Colonel Trez had met with a representative of the Commandant’s Department. He said that the President had previously approved the concept of changing the pay structure in the Commandant’s Office to “attract and retain people,” and that Colonel Holland, our former Vice President for Finance and Business Affairs, had agreed to a phased increase over a two-year period. This was prior to the present fiscal downturn. Personnel were moved into contractual arrangements rather than remaining regular “banded” State employee positions. The college is
bound to honor contracts; however, the Chaplain’s position is not a contractual one. The proposed increase would bring the salary above the mid-band level.

The original motion was again presented by Colonel Trez to give the Chaplain a raise in pay. The motion was seconded.

After some further deliberation, there were no votes in favor of the motion; all members of the Board voted against the motion.

Colonel Perez told the Board that the campus photographer has a $7,500 cost recovery budget item. It is a major administrative effort to track these charges, which do not cover the cost of doing business. He said he would like to eliminate this “administrative headache” for his and other offices. There is a distinct problem in determining which office is charged for each event.

Colonel Openshaw said that he will speak to the Comptroller regarding the rules governing the cost recovery accounts and will discuss the matter further at the next meeting of the Board.

General Hines then called for a motion to go into Executive Session. The motion was made by Colonel Trez and seconded by Colonel Perez. The motion passed 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 discussion, Mr. Leckonby made a motion to come out of Executive Session. The motion was seconded and approved.

A motion was then made by General Hines to approve a pay increase for additional skills and knowledge (obtaining a masters degree) for a technical support engineer as 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 next meeting of the Fiscal Review Board will be on Tuesday, 16 June 2009, at 3 p.m. 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