A meeting of the Fiscal Review Board was held on Tuesday, 23 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 G. Dewey Yeatts, Vice President for Facilities and Engineering; 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; and Mr. Mark Brandenburg, General Counsel. 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 9 June 2009 meeting of the Board. The motion was seconded and approved unanimously.

New business: Mr. Leckonby asked the Board to consider a request to waive the six-month hiring lag for the position of Associate Trainer. The present Associate Trainer will be leaving on 15 July for a position at Furman University.

Mr. Leckonby made a motion to waive the hiring lag for this job. Colonel Barton seconded the motion.

There was some general discussion concerning the position. Colonel Barton said that the Sports Medicine staff acts as the Commandant’s barometer in matters pertaining to the Infirmary, which is especially important during Hell Week. Andy Clawson said he will reach out to people he knows within this field of expertise in order to seek qualified applicants for the job. Mr. Leckonby said he will modify the position description, if necessary.

The motion was voted on and passed unanimously.

Colonel Yeatts discussed two requests.

The first was to fill a Buildings and Grounds Specialist II position that has been vacant since January 2009. He has solicited bids from commercial firms to perform grounds duties equivalent to the work on one employee; bid responses ranged from $30,000 to $60,000.

He then said that a Trades Specialist IV, HVAC Shop Technician position has been vacation since 15 May. The college has either eliminated or cut back on outside HVAC maintenance contractor services, while recently adding the responsibility for over 100,000 square feet of space at the SCNG Readiness Center. Preventive maintenance is critical to keep
equipment running properly year round. We are fortunate that very skilled HVAC technicians are available for hire presently due to economic conditions.

Both of these positions have been included in the Physical Plant “right-sizing” plan and in the budget.

Colonel Yeatts made a motion to grant a one-month waiver on the hiring lag for the Buildings and Grounds Specialist II position (five months have already elapsed). Mr. Leckonby seconded the motion which was then approved unanimously.

Colonel Yeatts made a motion to authorize waiving the six-month hiring freeze on the Trades Specialist IV, HVAC Shop Technician position and to begin the recruiting process. The motion was seconded by Colonel Trez and passed unanimously.

A motion was made by General Hines to go into Executive Session to discuss the details of a salary increase request. 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 Perez made a motion to come out of Executive Session. The motion was seconded and approved.

Colonel Barton then made a motion to grant a request for a reclassification increase presented by General Hines. The motion was seconded and passed unanimously.

Old Business: Colonel Perez asked if the Comptroller had reviewed the rules governing the cost recovery account for his department. Colonel Mitchell responded that after careful consideration the cost recovery account will be eliminated from the External Affairs budget.

General Hines noted that he had been asked why the college was not applying any funds saved through cost-cutting efforts to the implementation of the second half of the salary study pay increases. He said that an official policy statement will be formulated in response to this question, and that one possible solution may be incremental increases. It was noted that this should be made a budgetary priority.

Colonel Openshaw reminded the Board that funding for requests for salary increases must be identified.

The next meeting of the Fiscal Review Board will be on Tuesday, 30 June 2009, at 3 p.m. in Room 514, Bond Hall.
There being no further business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder