A meeting of the Fiscal Review Board was held on Tuesday, 28 July 2009 in Room 514, Bond Hall. The meeting began at 4:05 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; Colonel Sue E. Mitchell, Vice President for Finance and Business Affairs; Colonel Leo A. Mercado, Commandant; and Colonel Joseph W. Trez, Director of The Citadel Staff. Also present were: Lieutenant Colonel Paul Plunkett, Senior Associate Director of Administration in the Athletics Department; Mr. Mark Brandenburg, General Counsel; Colonel James N. Openshaw, Budget Director; Mrs. Bridgette Beasley, Deputy Director of Human Resources; and Ms. Patricia M. Kinard, serving as recorder for the meeting. Lieutenant Colonel Bill Woolsey also attended the meeting.

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

The minutes of the 30 June 2009 meeting of the Board were approved unanimously.

General Hines welcomed Colonel Mercado as the newest voting member of the Fiscal Review Board.

New business: Colonel Yeatts asked the Board to consider a request to waive the six-month hiring lag for the position of Accounting Technician in the Physical Plant. Colonel Yeatts gave a description of the job responsibilities and provided detailed justification for the waiver request. Filling this position will not replace anyone who was “right-sized” and funds have been encumbered for this job in the current budget.

Colonel Yeatts then made a motion to waive the hiring lag for the position of Fiscal Technician I; the motion was seconded and approved unanimously.

General Hines then presented the Board with a request for a salary increase for an individual who completed a Master’s Degree in an area of expertise corresponding to job duties. He said he would provide further details during the Executive Session.

Colonel Plunkett asked the Board to grant a waiver of the hiring freeze for two positions in the Media Relations area of the Athletics Department – one in football and one in basketball. Both positions are critical to fall sports. There will be some savings from a brief hiring lag. He gave a detailed description of the reason both jobs need to be filled quickly.

After some general discussion, a motion was made by Colonel Yeatts and seconded by Colonel Perez to approve the hiring freeze waiver for two positions in the Media Relations department. The motion was approved unanimously.
Colonel Mitchell said two people in the Tailor Shop would be leaving – one under the auspices of the Family Medical Leave Act. The shop has used the services of a temporary person for awhile, and over ten months of lag time in total has been “banked.” At present, they are asking to fill one full-time seamstress position; it was noted that the department will use a temporary person during peak period. Colonel Mitchell made a motion to approve the hiring of one full-time seamstress position in the Tailor Shop. Colonel Perez seconded the motion, which was then approved unanimously.

As a matter of information for the Fiscal Review Board, Colonel Trez said that General Rosa has given his approval to hire two new positions in the Krause Center for Ethics and Leadership. The Board of Visitors has also endorsed this expansion of the Center, and we must move forward quickly with a plan to fill the jobs. Lieutenant Colonel Weart has been tasked to come up with the plan for implementation.

Colonel Trez also said we need to reconcile what positions are vacant at present. Mrs. Beasley will update the list of vacancies, and will provide information regarding both permanent and temporary positions.

Colonel Mitchell then made a motion to go into Executive Session. 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 unanimously.

General Hines then made a motion to grant a salary increase to an employee in the Admissions Office who recently completed a Master’s degree. The motion was seconded and approved by the Board.

General Hines presented to the Board a request to waiver the hiring lag for a position of Psychologist in The Citadel Counseling Center. He gave specific information about the need to fill this job quickly, specifically mentioning that the Corps of Cadets will be back on campus in a few weeks, and it is important for the Center to be properly manned at that time.

After some general discussion, a motion was made by Colonel Yeatts and seconded by Colonel Perez to approve the hiring freeze waiver for the Psychologist position in The Citadel Counseling Center. The motion was seconded and approved unanimously.

Colonel Trez told the Board that there may be a vacancy in the Protocol Department. He moved to waive the hiring freeze, and Colonel Yeatts seconded the motion. After discussion, the Chair ruled the motion out-of-order as unripe. He advised the Board that, should the
position become vacant, he would call an emergency meeting of the FRB immediately after the Vice-President’s staff meeting on Monday, 3 August, or as soon thereafter as possible.

The next regularly scheduled meeting will be on Tuesday, 11 August 2009 at 3 p.m. in Bond 514, Bond Hall.

There being no further business, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder