A meeting of the Fiscal Review Board was held on Tuesday, 13 October 2009 in the Executive Conference Room, Bond Hall. The meeting began at 2:02 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 Leckonby, Director of Athletics; 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 James N. Openshaw, Budget Director; Colonel Dennis D. Carpenter, Director of Human Resources, and Ms. Patricia M. Kinard, serving as recorder for the meeting. Other interested parties from the faculty and staff attended the meeting.

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

The minutes of the 29 September 2009 meeting of the Board were approved unanimously.

New business: Colonel Mitchell said she would discuss a request for a temporary salary increase during the Executive Session.

Colonel Trez presented a request for a hiring delay waiver for a patrol officer position in Public Safety. The department currently has eight patrol officers and three positions are vacant. Due to this situation, the college is paying more overtime than planned, employee morale has been impacted due to the heavy work schedule, and there is a potential risk factor in not having a response person available at all times. He said this will be a permanent, full-time position.

Colonel Trez then made a motion to waive the six-month hiring lag for one vacant patrol position. Colonel Perez seconded the motion, which passed unanimously.

BG Hines stated that the Administrative Specialist in the School of Humanities and Social Sciences had submitted her resignation, effective 29 October 2009. The Dean of the School anticipates that it will take one to two months to fill this position, and it is the only administrative support he receives to perform day-to-day operations and maintain and monitor financial transactions.

General Hines then made a motion to waive the six-month hiring lag for the Administrative Specialist position in the School of Humanities and Social Sciences. Colonel Trez seconded the motion, which passed unanimously.

Colonel C. L. “Hawk” Moore, Assistant Commandant for Discipline, represented the Commandant at the meeting. He requested a waiver of the six-month hiring lag for the Battalion TAC Officer position that will be vacated as of 1 November 2009. General Hines made a motion to approve the waiver; Colonel Perez seconded the motion.
Colonel Moore discussed the importance of this job and said that as an interim solution, a company TAC officer will be placed in that position. One of the requirements for the job, when advertised, will be for the applicant to have achieved the rank of colonel or lieutenant colonel in the military.

The motion was then passed unanimously.

General Hines then asked the observers in the room if they had any questions or comments prior to the Board making a motion to go into Executive Session. There being no response, all of those who were not members of the Fiscal Review Board left the meeting.

Colonel Trez made a motion to begin the Executive Session. The motion was seconded and approved unanimously.

Upon completion of the Executive Session discussion, Colonel Trez made a motion to end the Executive Session. The motion was seconded and approved unanimously.

Colonel Mitchell made a motion to approve a temporary salary increase in one of the Auxiliary Departments. Colonel Trez seconded the motion. BG Hines stated that the salary increase and associated job responsibilities had been fully and carefully considered. The motion was approved unanimously.

Colonel Trez asked Colonel Openshaw where the college stood at present with the dollars in the hiring lag account. He said that the account is significantly less than last year at this same time.

It was noted that the college usually hires about 80 people a year and there has been a significant reduction in hiring so far this fiscal year. As an example, Colonel Trez said the President has not made a decision regarding when to fill the positions in the Krause Center that had been authorized. The college has already given up so many positions in last year’s budget that all of our backups have been eliminated. Colonel Mitchell noted that if a position was used as a budget cut, then the unused budget could not be counted toward the lapse account.

Positions that have been vacant for six months or more do not have to be brought before the Fiscal Review Board for approval to begin the hiring process.

The next regularly scheduled meeting will be on Tuesday, 27 October 2009, at 2:00 p.m. in the Executive Conference Room, Bond Hall.

There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder