A meeting of the Fiscal Review Board was held on Tuesday, 23 February 2010, in the Executive Conference Room, Bond Hall. The meeting began at 3:02 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; 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: Colonel Dennis D. Carpenter, Director of Human Resources; Colonel James N. Openshaw, Budget Director; Mr. Mark Brandenburg, General Counsel; and Ms. Patricia M. Kinard, serving as recorder for the meeting. Ms. Amanda Smith, Director of Facilities Finance, attended for Colonel G. Dewey Yeatts, Vice President for Facilities and Engineering. 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 9 February 2010 meeting of the Board were considered. Colonel Mercado made a motion to approve the minutes as submitted; Colonel Perez seconded the motion. The minutes were approved unanimously.

New business: Colonel Trez submitted a request for a hiring delay waiver for the position of Deputy Director of Human Resources/Chief Diversity Officer, recently vacated by Mrs. Bridgette Beasley. The position is key for several reasons, including Equal Employment Opportunity oversight, and Banner implementation, and it plays a big role in all hiring procedures. He stated that it will probably take one or more months to fill this vacancy. Colonel Trez then made a motion to approve a hiring delay waiver for this position; Colonel Mitchell seconded the motion.

There was some discussion concerning the pay grade for the position. Colonel Carpenter said that job description would be reviewed and the pay grade determined accordingly.

The motion was voted on and passed unanimously.

General Hines then presented a request to waive the six-month hiring lag for a position in the ITS Department that had become vacant on 19 February. He explained that it is not easy to find temporary employees to fill ITS positions, and he stressed how important it is to fill this job quickly due to the ongoing implementation of the Banner project.

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

Mr. Leckonby made a motion to go into Executive Session. Colonel Mercado seconded the motion, which was passed unanimously.
Those present who were not members of the Fiscal Review Board or the Resource Team left the meeting.

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

General Hines made a motion to grant two salary increases in the ITS Department due to additional assigned duties in each position. The motion was seconded by Colonel Trez, and passed unanimously.

Colonel Mitchell made a motion to approve a salary rate increase for an individual in the Tailor Shop based on the assumption of additional duties and responsibilities. The motion was seconded by Mr. Leckonby and approved unanimously.

General Hines asked Colonel Mitchell and Colonel Openshaw for their recommendations on the budget build for next year. He would like to establish some new fiscal guidelines and track personnel expenses by area next year. He said the Board would also discuss giving raises in the next fiscal year due to the acquisition of new skill sets or the written offer of another position.

The next regularly scheduled meeting of the Fiscal Review Board will be on Tuesday, 9 March 2010, at 3:00 p.m. in the Executive Conference Room, Bond Hall.

There being no further business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder