A meeting of the Fiscal Review Board was held on Tuesday, 23 March 2010, in the Executive Conference Room, Bond Hall. The meeting began at 3:07 p.m.

Members of the Board in attendance were: Colonel G. Dewey Yeatts, Vice President for Facilities and Engineering, acting as Chair of the session; Colonel L. Jeffrey Perez, Vice President for External Affairs; Mr. Larry Leckonby, Athletics Director; 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 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. Other interested parties also attended the meeting.

Colonel Yeatts called the meeting to order; a quorum was present.

The minutes of the 9 March 2010 meeting of the Board were considered. Colonel Trez made a motion to approve the minutes as submitted; Colonel Perez seconded the motion. The minutes were approved unanimously.

New business: Colonel Mitchell said there is a vacant position in the Laundry due to the sudden death of one of the college’s long-time employees. The responsibilities of the job include the posting of cash receipts and journal entries - factors that are very important to the day-to-day functioning of the department. This position will be advertised as an opening for internal applicants only. If the response is not adequate, the search will be expanded. Colonel Mitchell made a motion requesting a waiver of the six-month hiring delay for this position. Colonel Trez seconded the motion, and it was passed unanimously.

Colonel Mitchell told the Board that the college’s Treasurer will be retiring at the end of March. She discussed how important this position is to the implementation of the Banner system, the one-card conversion, and the end-of-year audit. Colonel Mitchell made a motion to request a waiver of the six-month hiring delay in order to fill the Treasurer’s position. Colonel Trez seconded the motion.

Colonel Mitchell then amended her original motion to request a waiver of the six-month hiring delay to fill a position in the Treasurer’s Office (Assistant Treasurer). The motion to amend was seconded by Colonel Trez and passed unanimously.

Colonel Mitchell stated that the current Assistant Treasurer has eleven years of experience in the department. She will promote the Assistant Treasurer to Treasurer, with an increase in salary.

Colonel Mitchell then amended her original motion to request a waiver of the six-month hiring delay to fill a position in the Treasurer’s Office (Assistant Treasurer). The motion to amend was seconded by Colonel Trez and passed unanimously.

Colonel Mitchell said the search to fill the Assistant Treasurer’s job will include both internal and external applicants. She anticipates that we will receive a large response for this vacancy.
The next regularly scheduled meeting of the Fiscal Review Board will be on Tuesday, 6 April 2010, at 3:00 p.m. in the Executive Conference Room, Bond Hall.

There being no further business, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Patricia M. Kinard
Recorder