

MINUTES OF  
BUDGET AND CONTROL BOARD  
MEETING

May 21, 1991

010373

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STATE OF SOUTH CAROLINA  
**State Budget and Control Board**  
OFFICE OF THE EXECUTIVE DIRECTOR

CARROLL A. CAMPBELL, JR., CHAIRMAN  
GOVERNOR

GRADY L. PATTERSON, JR.  
STATE TREASURER

EARLE E. MORRIS, JR.  
COMPTROLLER GENERAL



P.O. BOX 12444  
COLUMBIA, SOUTH CAROLINA 29211  
(803) 734-2320

JAMES M. WADDELL, JR.  
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN  
CHAIRMAN, WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.  
EXECUTIVE DIRECTOR

May 21, 1991

MEMORANDUM

TO: Budget and Control Board Division Directors  
FROM: Donna K. Williams, Assistant Executive Director *DKW*  
SUBJECT: Summary of Board Actions at May 21, 1991, Meeting

This listing of actions is an unofficial **summary** of the Board actions taken at the referenced meeting. The minutes of the meeting are presented in a separate, more detailed document which becomes official when approved by the Board at a subsequent meeting.

1. Adopted the agenda as proposed;
2. Approved the following exemptions to the budget freeze imposed by the Board on May 14:

<u>Type of Freeze</u>	<u>General Funds*</u>	<u>Federal &amp; Other Funds</u>
<b>Personal Service</b>	Exempt merit raises Exempt temporary seasonal employment - not to exceed 3 months Exempt temporary replacement for disability leave, including maternity leave Exempt employment actions related to direct patient/client care and public safety, with HRM reporting exemptions to B&C Board Higher education instruction contracts exempt, subject to any proviso enacted by the General Assembly whether it be in effect at the time of the execution of the contract or enacted after the execution of the contract	Exempt employment actions Raises and promotions must still be taken to B&C Board

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Summary of BCB Actions  
Page 2  
May 21, 1991, Meeting

<b>Purchases of Supplies</b>	Exempt items deemed essential to maintain current level of operations, not to exceed a 30-day supply	Exempt from prohibition
<b>Purchases of Equipment</b>	These items are exempted <u>only through direct B&amp;C Board action</u>	Exempt from prohibition
<b>Contractual Agreements</b>	Exempt based on a maintenance of effort contingent on the inclusion of a 30-day cancellation clause Exempt legal and legally related services Exempt contracts under appeal or review	Exempt from prohibition
<b>Capital Improvements</b>	Exempt previously approved projects and those currently eligible for staff approval	
<b>Real property Leases</b>	Exempt real property leases/ renewals that provide commercial space for previously-existing needs	

3. Directed Budget and Control Board staff to develop procedures, determine appropriateness of exemption requests, and monitor implementation of policies;
4. Directed that agencies must certify that they are in compliance with Section 11-9-125, which requires federal and other funds to be expended before general funds, when any general funds are expended;
5. Authorized the Financial Institution Board--Bank Examining Division to employ an Administrative Assistant I effective July 1, 1991;
6. Authorized the Board of Examiners in Opticianry to fill an 0.5 FTE position;
7. Carried over to the May 28 meeting a Joint Legislative Committee on Energy request to employ a Research Director;
8. Authorized the Judicial Department to fill two Administrative Assistant positions, effective May 29 and July 1, in the Court of Appeals;

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Summary of BCB Actions  
Page 3  
May 21, 1991, Meeting

9. Authorized the Reorganization Commission to replace two special contract employees on a temporary basis, not to exceed six months, and to purchase supplies, postage and printing to print compliance review reports ready for release;
10. Authorized the Joint Legislative Committee on Children to replace its Director of the Guardian Ad Litem Program;
11. Authorized Lander College to hire an Assistant Men's Basketball Coach, with the contract to be effective August 1, 1991;
12. After having been advised that a request to hire a Greens Superintendent and part-time labor to maintain the golf course at Cheraw State Park and a request to hire 10 contract employees to maintain and operate the Devil's Fort Park had been exempted from the budget freeze by the earlier Board action, authorized the Department of Parks, Recreation and Tourism (a) to hire 1 Park Superintendent and 8 other full-time employees to operate Calhoun Falls State Park; and (b) to hire 1 gift shop manager and 3 part-time, temporary employees to operate the Old Santee Canal State Park Environmental Center/Gift Shop;
13. Authorized the Wil Lou Gray Opportunity School to hire a Supply Specialist III, effective July 1, 1991; and to re-employ a temporary employee to perform accounting manager functions;
14. Was advised that a Land Resources Commission request to hire 3 part-time temporary employees and purchase supplies and materials for two federal grants had been exempted from the freeze by earlier Board action; and
15. Authorized the South Carolina State Guard to expend approximately \$2,000 to provide for the 3rd Brigade annual training program.

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MINUTES OF STATE BUDGET AND CONTROL BOARD MEETING

May 21, 1991 1:00 P. M.

The Budget and Control Board met by means of a telephone conference call at 1:00 p.m. on Tuesday, May 21, 1991, with the call originating from the conference room of the Office of Executive Director, 620 Wade Hampton Office Building in Columbia. The following members participated in the conference call:

Governor Carroll A. Campbell, Jr., Chairman;  
Mr. Grady L. Patterson, Jr., State Treasurer;  
Mr. Earle E. Morris, Jr., Comptroller General;  
Senator James M. Waddell, Jr., Chairman, Senate Finance Committee;  
Representative William D. Boan, Chairman, Ways and Means Committee.

Governor Campbell presided over the meeting via telephone. Messrs. Patterson, Morris, and Boan were present in the conference room. Senator Waddell and Jesse A. Coles, Jr., Executive Director, participated in the meeting via telephone.

Also present were: Board Secretary Donna K. Williams; Assistant Executive Directors Allan Pollack and Charles H. Smith; Budget Division Director Charles Brooks; General Services Division Director Richard Kelly; Human Resource Management Division Director Phyllis Mayes; Chief Deputy Attorney General Joseph D. Shine; and other Board staff.

**Adoption of Agenda**

Upon a motion by Mr. Morris, the Board adopted the agenda as proposed.

**Budget Division: Exemptions to Budget Freeze (Regular Session #1)**

The Budget Division recommended the following exemptions to the budget freeze imposed by the Board on May 14:

<u>Type of Freeze</u>	<u>General Funds*</u>	<u>Federal and Other Funds</u>
<b>Personal Service</b>	Exempt merit raises Exempt temporary seasonal employment - not to exceed 3 months Exempt temporary replacement for disability leave Exempt personal service actions related to health & public safety, with HRM reporting exemptions to B&C Board	Exempt employment actions Raises and promotions must still be taken to B&C Board

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Minutes of Budget and Control Board Meeting  
May 21, 1991 -- Page 2

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	Higher education instruction contracts exempt dependent upon legislative actions with regard to enhanced Board authority for dealing with mid-year deficits.	
<b>Purchases</b>	Exempt items deemed essential to maintain current level of operations, not to exceed a 30-day supply	Exempt from prohibition
<b>Purchases of Equipment</b>	These items are exempted only through direct B&C Board action Exempt Capital Improvements	Exempt from prohibition
<b>Contractual Agreements</b>	Exempt based on a maintenance of effort contingent on the inclusion of a 30-day cancellation clause Exempt legal and legally related services Exempt contracts under appeal or review	Exempt from prohibition

The Division also recommended that Budget and Control Board staff develop procedures, determine appropriateness of exemption requests, and monitor implementation of policies.

At the meeting, Dr. Coles called the Board's attention to the requirement that any general fund expenditure must comply with Code Section 11-9-125, which requires federal and other funds to be expended before general funds.

The Division also recommended approval of the following agency requests for relief from the budget freeze:

- A. **Financial Institution Board--Bank Examining:** employ an Administrative Assistant I, \$19,300. The interview process was completed on May 14 and an applicant was selected. The position represents 1/5 of the clerical work force and is essential to agency operations.
- B. **Board of Examiners in Opticianry:** fill 0.5 FTE position, the only staff with which the Opticianry Board has to do its work. This position is essential to agency operations.

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Minutes of Budget and Control Board Meeting  
May 21, 1991 -- Page 3

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- C. **Joint Legislative Committee on Energy:** employ a Research Director to fill the position becoming vacant. The position is essential to Committee operations.
- D. **Judicial Department:** fill 2 Administrative Assistant positions in the Court of Appeals. The agency advises that to deny or delay filling the positions would be disastrous to the operation of the Court.
- E. **Reorganization Commission:** replace 2 special contract employees on a temporary basis, not to exceed 6 months, to complete research projects and to purchase supplies, postage and printing to print compliance review reports ready for release.
- F. **Joint Legislative Committee on Children:** replace Director of the Guardian Ad Litem Program, a position essential to the function of the agency.
- G. **Lander College:** hire an Assistant Men's Basketball Coach. A verbal offer was made to a candidate prior to notification of the freeze.
- H. **Parks, Recreation and Tourism:**
1. **Cheraw State Park:** hire 1 greens superintendent and part-time labor needed to maintain the golf course (other funds).
  2. **Devil's Fork Park:** hire 10 contract employees to maintain and operate the park (other funds).
  3. **Calhoun Falls State Park:** hire 1 park superintendent and 8 other full-time employees to operate the park (both state and other funds).
  4. **Old Santee Canal State Park:** hire 1 gift shop manager and 3 part-time, temporary employees to operate the Environmental Center/Gift Shop (state funds).
- I. **Wil Lou Gray Opportunity School:** re-employ a temporary employee to perform Accounting Manager functions.
- J. **Land Resources Commission:** hire 3 part-time temporary employees and purchase supplies and materials for two federal grants (federal funds).

Regarding personal service, Dr. Coles advised that the recommendation to exempt temporary replacement for disability leave would include maternity leave. He also advised the Board that higher education instruction contracts were recommended to be exempted dependent upon legislative actions with regard to

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enhanced Board authority for dealing with mid-year deficits. Mr. Shine distributed the following proposed language to be included in those instruction contracts: "This contract is subject to any proviso enacted by the General Assembly whether it be in effect at the time of the execution of the contract or enacted after the execution of this contract."

Dr. Coles also advised that capital improvement projects should not be included with purchases of equipment, but should be included in a separate category, and recommended that previously approved capital improvement projects and those currently eligible for staff approval be exempted.

In response to Mr. Patterson, Governor Campbell advised that federal funds would be exempted from employment actions, but that requests for federally-funded raises and promotions must be brought to the Board.

Ms. Mayes suggested that the Board make the following changes relating to the personal service general funds recommendation: substitute "employment" for "personal service" and "health" for "direct patient/client care." Upon a motion by Mr. Morris, seconded by Senator Waddell, the Board approved the amendment. The recommendation as amended read as follows: "Exempt employment actions related to direct patient/client care and public safety, with HRM reporting exemptions to the B&C Board."

In response to Mr. Patterson, Dr. Coles advised that, if the 75%-25% matching fund National Guard contracts for maintenance of armories are on-going contracts, they would be exempted from the budget freeze.

Mr. Kelly asked that the Board include in the recommended exemptions real property leases and/or renewals that would provide commercial space for previously-existing needs. He noted that the Division previously had thought leases would be included in the contractual agreements recommended exemption, but that the contractual agreement exemption is contingent upon the inclusion of a 30-day cancellation clause. He advised that 12-month rates for leases are more favorable than 30-day rates.

Governor Campbell observed that there has been a decline in the cost of leasing space, and asked if the Division is taking advantage of the soft market.

Mr. Kelly advised that the Division for some time has been reviewing the market for the most favorable rates for leased space. He cautioned that the added

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Minutes of Budget and Control Board Meeting  
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cost of relocation must be considered in lease rates. He also noted that the Joint Bond Review Committee and the Board review major leases.

Following further discussion, Governor Campbell asked Mr. Kelly to prepare a report to be presented at the next Board meeting on leased space and to make recommendations for establishing a goal for the overall reduction of leased space. Senator Waddell asked that the report include information on moving costs.

Governor Campbell asked if staff has analyzed the total cost of granting the recommended exemptions to the budget freeze. Dr. Coles advised that the impact on the general fund will be minimal since the recommendations maintain the freeze on general employment and equipment purchases.

In response to Governor Campbell, Mr. Brooks advised that a rough estimate is that the State will recoup about \$5-6 million.

Following this discussion, upon a motion by Mr. Patterson, seconded by Senator Waddell, the Board approved the following exemptions to the budget freeze imposed by the Board on May 14:

<u>Type of Freeze</u>	<u>General Funds*</u>	<u>Federal &amp; Other Funds</u>
<b>Personal Service</b>	Exempt merit raises Exempt temporary seasonal employment - not to exceed 3 months Exempt temporary replacement for disability leave, including maternity leave Exempt employment actions related to direct patient/client care and public safety, with HRM reporting exemptions to B&C Board Higher education instruction contracts exempt, subject to any proviso enacted by the General Assembly whether it be in effect at the time of the execution of the contract or enacted after the execution of the contract	Exempt employment actions Raises and promotions must still be taken to B&C Board

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Minutes of Budget and Control Board Meeting  
May 21, 1991 -- Page 6

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<b>Purchases of Supplies</b>	Exempt items deemed essential to maintain current level of operations, not to exceed a 30-day supply	Exempt from prohibition
<b>Purchases of Equipment</b>	These items are exempted <u>only through direct B&amp;C Board action</u>	Exempt from prohibition
<b>Contractual Agreements</b>	Exempt based on a maintenance of effort contingent on the inclusion of a 30-day cancellation clause Exempt legal and legally related services Exempt contracts under appeal or review	Exempt from prohibition
<b>Capital Improvements</b>	Exempt previously approved projects and those currently eligible for staff approval	
<b>Real property Leases</b>	Exempt real property leases/renewals that provide commercial space for previously-existing needs	

In this same action, the Board directed its staff to develop procedures, determine appropriateness of exemption requests, and monitor implementation of policies; and directed that agencies must certify that they are in compliance with Section 11-9-125, which requires federal and other funds to be expended before general funds, when any general funds are expended.

Upon a motion by Mr. Morris, seconded by Senator Waddell, the Board authorized the Financial Institution Board--Bank Examining Division to employ an Administrative Assistant I effective July 1, 1991.

Upon a motion by Mr. Morris, seconded by Senator Waddell, the Board authorized the Board of Examiners in Opticianry to fill an 0.5 FTE position.

Following a discussion, the Board carried over to the May 28 meeting a Joint Legislative Committee on Energy request to employ a Research Director.

Upon a motion by Mr. Morris, seconded by Mr. Patterson, the Board authorized the Judicial Department to fill two Administrative Assistant positions, effective May 29 and July 1, in the Court of Appeals.

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Minutes of Budget and Control Board Meeting  
May 21, 1991 -- Page 7

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Upon a motion by Mr. Morris, seconded by Senator Waddell, the Board authorized the Reorganization Commission to replace two special contract employees on a temporary basis, not to exceed six months, and to purchase supplies, postage and printing to print compliance review reports ready for release.

Upon a motion by Senator Waddell, seconded by Mr. Patterson, the Board authorized the Joint Legislative Committee on Children to replace its Director of the Guardian Ad Litem Program.

Upon a motion by Mr. Morris, seconded by Senator Waddell, the Board authorized Lander College to hire an Assistant Men's Basketball Coach, with the contract to be effective August 1, 1991.

The Budget Division advised that a Parks, Recreation and Tourism request to hire a Greens Superintendent and part-time labor to maintain the golf course at Cheraw State Park and a request to hire 10 contract employees to maintain and operate the Devil's Fort Park had been exempted from the budget freeze by the earlier Board action.

Upon a motion by Mr. Morris, seconded by Mr. Patterson, the Board authorized the Department of Parks, Recreation and Tourism to hire 1 Park Superintendent and 8 other full-time employees to operate Calhoun Falls State Park.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board authorized the Department of Parks, Recreation and Tourism to hire 1 gift shop manager and 3 part-time, temporary employees to operate the Old Santee Canal State Park Environmental Center/Gift Shop.

Upon a motion by Mr. Morris, the Board authorized the Wil Lou Gray Opportunity School to re-employ a temporary employee to perform accounting manager functions.

Upon a motion by Mr. Morris, seconded by Senator Waddell, the Board authorized the Wil Lou Gray Opportunity School to hire a Supply Specialist III, effective July 1, 1991.

Mr. Brooks advised that a Land Resources Commission request to hire 3 part-time temporary employees and purchase supplies and materials for two federal grants had been exempted from the freeze by earlier Board action.

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Minutes of Budget and Control Board Meeting  
May 21, 1991 -- Page 8

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Upon a motion by Mr. Morris, seconded by Mr. Patterson, the Board authorized the South Carolina State Guard to expend approximately \$2,000 for the 3rd Brigade annual training program.

Information relating to this matter has been retained in these files and is identified as Exhibit 1.

**Adjournment**

Upon a motion by Mr. Patterson, the meeting was adjourned at 1:40 p.m.

[Secretary's Note: In compliance with Code §30-4-80, public notice of and the agenda for this meeting were posted on bulletin boards in the office of the Governor's Press Secretary and in the Press Room in the State House, near the Board Secretary's office in the Wade Hampton Building, and in the lobby of the Wade Hampton Office Building at 11:15 a.m. on Monday, May 20, 1991.]

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# EXHIBIT

MAY 21 1991

1

STATE BUDGET AND CONTROL BOARD  
MEETING OF May 21, 1991

STATE BUDGET & CONTROL BOARD  
REGULAR SESSION  
ITEM NUMBER        /       

AGENCY: Budget Division

SUBJECT: Exemptions to Budget Freeze

- I. The Budget Division recommends the following exemptions to the budget freeze imposed by the Board on May 14:

<u>Type of Freeze</u>	<u>General Funds*</u>	<u>Federal and Other Funds</u>
<b>Personal Service</b>	Exempt merit raises Exempt temporary seasonal employment - not to exceed 3 months Exempt temporary replacement for disability leave Exempt personal service actions related to health & public safety, with HRM reporting exemptions to B&C Board Higher education instruction contracts exempt dependent upon legislative actions with regard to enhanced Board authority for dealing with mid-year deficits.	Exempt employment actions Raises and promotions must still be taken to B&C Board
<b>Purchases of Supplies</b>	Exempt items deemed essential to maintain current level of operations, not to exceed a 30-day supply	Exempt from prohibition
<b>Purchases of Equipment</b>	These items are exempted <u>only through direct B&amp;C Board action</u> Exempt Capital Improvements	Exempt from prohibition
<b>Contractual Agreements</b>	Exempt based on a maintenance of effort contingent on the inclusion of a 30-day cancellation clause Exempt legal and legally related services Exempt contracts under appeal or review	Exempt from prohibition

Budget and Control Board staff are to develop procedures, determine appropriateness of exemption requests, and monitor implementation of policies.

\*Any general fund expenditure must certify that the requesting agency is in compliance with Section 11-9-125 which requires federal and other funds to be expended before general funds.

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AGENCY: Budget Division

SUBJECT: Exemptions to Budget Freeze -- continued

- II. The Division recommends approval of the following agency requests for relief from the budget freeze:
- A. **Financial Institution Board--Bank Examining:** employ an Administrative Assistant I, \$19,300. The interview process was completed on May 14 and an applicant was selected. The position represents 1/5 of the clerical work force and is essential to agency operations.
  - B. **Board of Examiners in Opticianry:** fill 0.5 FTE position, the only staff with which the Opticianry Board has to do its work. This position is essential to agency operations.
  - C. **Joint Legislative Committee on Energy:** employ a Research Director to fill the position becoming vacant. The position is essential to Committee operations.
  - D. **Judicial Department:** fill 2 Administrative Assistant positions in the Court of Appeals. The agency advises that to deny or delay filling the positions would be disastrous to the operation of the Court.
  - E. **Reorganization Commission:** replace 2 special contract employees on a temporary basis, not to exceed 6 months, to complete research projects and to purchase supplies, postage and printing to print compliance review reports ready for release.
  - F. **Joint Legislative Committee on Children:** replace Director of the Guardian Ad Litem Program, a position essential to the function of the agency.
  - G. **Lander College:** hire an Assistant Men's Basketball Coach. A verbal offer was made to a candidate prior to notification of the freeze.
  - H. **Parks, Recreation and Tourism:**
    - 1. **Cheraw State Park:** hire 1 greens superintendent and part-time labor needed to maintain the golf course (other funds).
    - 2. **Devil's Fork Park:** hire 10 contract employees to maintain and operate the park (other funds).
    - 3. **Calhoun Falls State Park:** hire 1 park superintendent and 8 other full-time employees to operate the park (both state and other funds).
    - 4. **Old Santee Canal State Park:** hire 1 gift shop manager and 3 part-time, temporary employees to operate the Environmental Center/Gift Shop (state funds).
  - I. **Wil Lou Gray Opportunity School:** re-employ a temporary employee to perform Accounting Manager functions,
  - J. **Land Resources Commission:** hire 3 part-time temporary employees and purchase supplies and materials for two federal grants (federal funds).

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BOARD ACTION REQUESTED: Approve recommendations.

**EXHIBIT**

ATTACHMENTS: Agenda item worksheets and attachments

MAY 21 1991

1

STATE BUDGET & CONTROL BOARD

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STATE BUDGET AND CONTROL BOARD

This contract is subject to any proviso enacted by the General Assembly whether it be in effect at the time of the execution of this contract or enacted after the execution of this contract.

**EXHIBIT**

MAY 21 1991

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STATE BUDGET & CONTROL BOARD

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Agency or Program

<u>Type of Prohibition</u>	<u>General Funds*</u>	<u>Federal and Other Funds</u>
Personal Service	Exempt merit raises Exempt temporary seasonal employment - not to exceed 3 months Exempt temporary replacement for disability leave Exempt personal service actions related to direct health & public safety, with HRM reporting exemptions to B&C Board Higher Ed. instruction contracts exempt dependent upon legislative actions with regard to enhanced Board authority for dealing with mid-year deficits.	Exempt employment actions Raises & promotions must still be taken to B&C Board
Purchases of Supplies	Exemptions granted for those items deemed essential to maintain current level of operations, not to exceed a 30-day supply	Exempt from Prohibition
Purchases of Equipment	These items are exempted only through direct B&C Board action Exempt Capital Improvements	Exempt from Prohibition
Contractual Agreements	Are exempt based on a maintenance of effort contingent on the inclusion of a 30-day cancellation clause Exempt legal, and legally related services Exempt contracts under appeal or review	Exempt from Prohibition

The Budget & Control Board staff are to develop procedures, determine appropriateness of exemption requests, and monitor implementation of policies.

\* Any General Fund expenditure request must certify that the requesting agency is in compliance with Section 11-9-125 which requires federal and other funds to be expended before General Funds.

EXHIBIT  
MAY 21 1991 1  
STATE BUDGET & CONTROL BOARD

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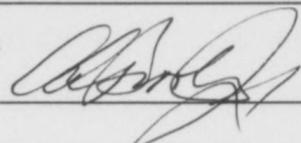
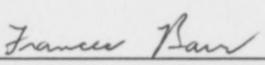
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BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

A.

Meeting Scheduled for: May 21, 1991

91-73  
Regular Agenda

1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: 
2. Subject:  
Financial Institution Board-Bank Examining Request for Relief From Spending Freeze Enacted by the Budget and Control Board on May 14, 1991
3. Summary Background Information:  
The Board of Financial Institutions-Bank Examining Division requests an exemption from the spending freeze enacted by the Budget and Control Board on May 14, 1991. The agency requests approval to employ an Administrative Assistant I for \$19,300. This position is responsible for processing preneed funeral contracts and preparing the agency annual report. The position was vacated on May 1, 1991. The interview process for this position was completed on May 14, and an applicant was selected. This position represents one-fifth (1/5) of the clerical work force and is essential to agency operations.
4. What is Board asked to do?  
Approve employment of Administrative Assistant I position.
5. What is recommendation of Board Division involved?  
Recommend approval.  

6. Recommendation of other Division/agency (as required)?  
  
(a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letter from Financial Institution Board-Bank Examining, dated May 14, 1991  
  
(b) List Those Not Attached But Available From Submitter:

EXHIBIT

010389

MAY 21 1991

1

STATE BUDGET & CONTROL BOARD

II A

STATE OF SOUTH CAROLINA  
BOARD OF FINANCIAL INSTITUTIONS  
COLUMBIA, S.C. 29201

RECEIVED

MAY 15 1991

(803) 734-2001

May 15, 1991

Budget and Control Board  
STATE BUDGET DIVISION

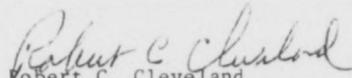
OFFICE OF  
COMMISSIONER OF BANKING  
1015 SUMNER STREET, ROOM 309  
COLUMBIA, S.C. 29201

Mr. Charles A. Brooks, Jr.  
Division Director  
State Budget and Control Board  
Budget Division  
1205 Pendleton Street  
Edgar Brown Building, Room 525  
Columbia, SC 29201

Dear Mr. Brooks:

We are requesting approval to employ an Administrative Assistant I for \$19,300. This position is responsible for processing preneed funeral contracts and preparing the agency annual report. The position was vacated on May 1, 1991, was posted and the interview process completed on May 14. An applicant was selected, but we are now restricted from making an offer of employment. This position represents one-fifth of our clerical work force and is essential to the agency operation. In addition, one of our other clerical employees is in the hospital and is not expected back for several weeks. This results in a hardship on our agency which I feel needs immediate attention. Our Fiscal Year 1990-91 appropriations have already been collected from the financial institutions that we supervise and this position is fully funded.

Very truly yours,

  
Robert C. Cleveland  
Commissioner of Banking

RCC:sle

Copy: Frances Barr  
Budget Analyst

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BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

B

Meeting Scheduled for: May 21, 1991

91-74  
Regular Agenda

1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: *[Signature]*
2. Subject:  
South Carolina Board of Examiners in Opticianry Requests Relief From Spending Freeze Enacted by the Budget and Control Board on May 14, 1991
3. Summary Background Information:  
The South Carolina Board of Examiners on Opticianry request an exemption from the spending freeze enacted by the Budget and Control Board on May 14, 1991. The agency requests approval to fill 0.5 FTE position. This position represents the only staff which the Opticianry Board has to do its work. The agency considers the filling of this position essential to perform the services for which this office was created.
4. What is Board asked to do?  
Approve employment.
5. What is recommendation of Board Division involved?  
Recommend approval.  
*Francis Paor*
6. Recommendation of other Division/agency (as required)?  
  
(a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letter from South Carolina Board of Examiners in Opticianry, dated May 14, 1991  
(b) List Those Not Attached But Available From Submitter:

EXHIBIT

MAY 21 1991

1

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STATE BUDGET & CONTROL BOARD

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MAY 15 1991

Budget and Control Board  
STATE BUDGET DIVISION

The South Carolina Board Of Examiners In Opticianry

P.O. Box 11423  
Columbia, S.C. 29211-1423  
(803) 253-6343

May 14, 1991

Charles A. Brooks, Jr.  
Edgar Brown Building, Suite 525  
1205 Pendleton Street  
Columbia, SC 29201

Dear Mr. Brooks:

The South Carolina Board of Examiners in Opticianry is holding its May general board meeting in Myrtle Beach, SC May 17 and 18, 1991. This meeting will address apprenticeship program issues, Prescription Release Law, complaints and hearings dates, review of applicants for the State Practical Examination to be held June 13, 1991, discussion on filling the .5 FTE classified position (which is the only staff the Opticianry Board has to run its office), old business, and new business like the budget. The Board considers this an essential meeting to the mission of the agency.

The South Carolina Board of Examiners in Opticianry is giving the State Practical Examination in Opticianry June 13, 1991 in Columbia, SC. The Board must print the exam, have a mailing, administer the exam, and grade it. This is essential, again, to serve the opticians, apprentices, and public in South Carolina. A general board meeting for the end of the year is held in conjunction with this exam.

The Board requests your approval to conduct these necessary meetings and to hold the examination by releasing the funds to do so. The estimate to carry forth this mission of the Board is \$3575.00. These funds were appropriated for this purpose and the Board would like to use them.

The Board of Examiners in Opticianry has a .5 FTE at this time that it wants to fill. This is the only staff that the Opticianry Board has to do its work and serve its licensees, applicants, apprentices, and the public. The Board is using a temporary employee at this time which means the employee can only work 180 days. The Board requests that this .5 FTE position can be filled as planned so the work of the agency can go forth. This is a one person staffed office and must have the one person for the work of licensing, renewing licenses, to review continuing education, to investigate complaints and plan hearings, evaluate applicants, to handle all public inquiries, administer the apprentice program, conduct Board business, and follow state law governing regulatory boards.

Approved  
5/16/91

Put on Board  
agenda

010392

01005;

1103

Charles A. Brooks, Jr.  
May 15, 1991  
Page 2

These are essential requests that the Opticianry Board needs to have addressed immediately. The May 14, 1991 memorandum requires that we make these requests, but they are not expenditures that are unusual or untimely for the Board in any given year.

Thank you in advance for a prompt reply.

Sincerely,

*Jack S. Folline*  
Jack S. Folline  
Chairman

JSF/kkc  
Copy: Frances Barr

010393

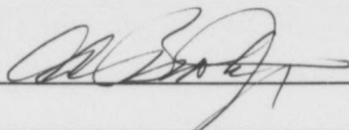
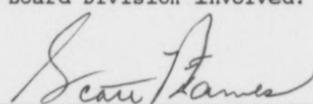
010057

1104

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for: May 21, 1991

91-75  
Regular Agenda

- C
1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: 
2. Subject:  
Joint Legislative Committee on Energy's Request for Relief From Spending Freeze Enacted by Board on May 14, 1991
3. Summary Background Information:  
The Joint Legislative Committee has requested relief from the spending freeze enacted by the Budget and Control Board on May 14, 1991. The Committee's Research Director has been terminated, and this request is for authority to offer this position to another individual. This is not a request for an additional position but only a request to replace a terminating Research Director.
4. What is Board asked to do?  
Approve employment.
5. What is recommendation of Board Division involved?  
Recommend approval.  

6. Recommendation of other Division/agency (as required)?  
  
(a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letter from the Joint Legislative Committee on Energy dated May 16, 1991.  
(b) List Those Not Attached But Available From Submitter:

EXHIBIT

010394

MAY 21 1991

1

STATE BUDGET & CONTROL BOARD

II C

1105

JOINT LEGISLATIVE COMMITTEE ON ENERGY

*Senators:*

THOMAS L. MOORE

HARVEY S. PEELER, JR.  
John Drummond

PHIL P. LEVENTIS  
Vice Chairman  
WILLIAM H. O'DELL

Dottie W. Martin  
Research Analyst



POST OFFICE BOX 11867  
SUITE 104 BLATT BUILDING  
COLUMBIA, SOUTH CAROLINA 29211  
TELEPHONE: (803) 734-2909

May 16, 1991

*Representatives*

Robert A. Barber  
Secretary  
Timothy F. Rogers

Lucille S. Whipper

B. L. HENDRICKS, JR.

HARRIET H. KEYSERLING  
Chairwoman

REBECCA W. MARTIN  
Administrative Assistant

Mr. Charles A. Brooks, Jr.  
Division Director  
Budget & Control Board  
State Budget Division  
1205 Pendleton Street, Ste. 525  
Columbia, SC 29201

RECEIVED  
MAY 16 1991  
Budget & Control Board  
STATE BUDGET DIVISION

Dear Charlie,

I am in receipt of the Budget and Control Board's memo of May 14, 1991, which gives notice of a freeze on committee spending.

Before I was aware of the freeze, I gave termination notice to the current Research Director of this committee and I am ready to offer the position to another individual. Although that individual has not yet come on board, I would like him to start work in the immediate future. Without a Research Director, the Energy Committee cannot function effectively.

I therefore request permission to change Research Directors for this committee. Of course, this would not add a new position. I simply request permission to replace one person for another.

Please call me if you should have questions. I appreciate your consideration.

Sincerely,

Harriet Keyserling

010395



1106

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

D

Meeting Scheduled for: May 21, 1991

91-76  
Regular Agenda

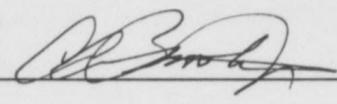
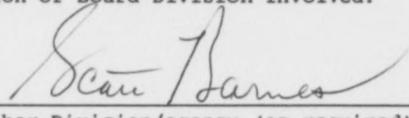
1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: 
2. Subject:  
The Judicial Department's Request for Relief From Spending Freeze Enacted by Board on May 14, 1991
3. Summary Background Information:  
The Judicial Department has requested exemption from the spending freeze enacted by the Budget and Control Board on May 14, 1991. The Department's request is to fill two (2) Administrative Assistant positions effective immediately. The individuals presently holding these positions have resigned. These positions are located in the South Carolina Court of Appeals.
4. What is Board asked to do?  
Approve employment.
5. What is recommendation of Board Division involved?  
Recommend approval.  

6. Recommendation of other Division/agency (as required)?  
  
(a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letters from the Judicial Department, dated May 20, 1991.  
(b) List Those Not Attached But Available From Submitter:

EXHIBIT  
MAY 21 1991  
STATE BUDGET & CONTROL BOARD

010396

II D

1107



The South Carolina Court of Appeals

P.O. BOX 11629  
COLUMBIA, S.C. 29211

May 20, 1991

Mr. Charles A. Brooks, Jr.  
Division Director  
State Budget and Control Board  
State Budget Division  
State of South Carolina  
1205 Pendleton Street  
Columbia, SC 29201

Dear Mr. Brooks:

Enclosed is the letter from Judge Goolsby which we discussed this morning. As we also discussed, you have a similar letter from Judge Bell. For all the reasons we discussed, I urgently request that these requests for exceptions to current policy be granted immediately. To deny or delay them will be disastrous to the operation of the Court of Appeals. My special thanks to you and the Board for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alexander M. Sanders, Jr.", written over the typed name.

Alexander M. Sanders, Jr.  
Chief Judge

AMS/vm

010397

1108



The South Carolina Court of Appeals

P. O. BOX 11629  
COLUMBIA, S. C. 29211

May 16, 1991

HAND DELIVERED

Charles A. Brooks, Jr.  
Director, State Budget Division  
State Budget and Control Board  
Suite 525  
Edgar Brown Building  
Columbia, South Carolina 29201

Dear Mr. Brooks:

My administrative assistant has submitted her resignation effective July 1, 1991. As I understand the directive of the Budget and Control Board outlined in your memorandum of May 14, 1991, I cannot hire a new administrative assistant without obtaining direct authorization from the Board to do so.

By this letter, I am requesting the Budget and Control Board to permit me to fill this position immediately. It is a full time, permanent position and it is essential in order for me to perform my constitutionally mandated duties as a judge.

In view of the short time I have in which to hire a new administrative assistant, I would greatly appreciate prompt action on this request.

Respectfully submitted,

*Randall T. Bell*

Randall T. Bell

RTB/mhs

cc: Chief Judge Sanders  
Steve K. Good

RECEIVED

MAY 16 1991

Budget and Control Board  
STATE BUDGET DIVISION

010398

010062

1109



The South Carolina Court of Appeals

P. O. BOX 11629  
COLUMBIA, S. C. 29211

May 20, 1991

The Honorable Alexander M. Sanders, Jr.  
Chief Judge  
The South Carolina Court of Appeals  
Columbia, South Carolina 29211

Dear Chief Judge Sanders:

On May 15, 1991, Virginia G. McLendon gave notice of her resignation as my administrative assistant, effective May 27, 1991.

After I learned earlier of her intention to resign her position with the Court of Appeals, I began the process of interviewing persons interested in replacing her. Steve Good, Finance Director of the Judicial Department, can verify this as I talked with him about the salary for the position.

I request that I be allowed to employ a replacement beginning on July 1, 1991, at a salary no higher than Miss McLendon's current salary level. Because of the budget problems now faced by State Government, I am perfectly willing to wait until the beginning of the next fiscal year to hire someone.

Thank you for your assistance.

Kindest personal regards,

*C. Tolbert Goolsby, Jr.*

C. Tolbert Goolsby, Jr.

010399

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

E

Meeting Scheduled for: May 21, 1991

91-77  
Regular Agenda

1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: *CA [Signature]*
2. Subject:  
The State Reorganization Commission's Request for Relief From Spending Freeze Enacted by Board on May 14, 1991
3. Summary Background Information:  
The State Reorganization Commission has requested exemption from the spending freeze enacted by the Budget and Control Board on May 14, 1991. The Commission's request is for authorization to replace two special contract employees on a temporary basis (not to exceed six (6) months), so that research projects now underway may be completed.  
  
Included is a request for authorization to purchase supplies, postage and printing, via outside printers to print compliance review reports now ready to be released.
4. What is Board asked to do?  
Approve employment of two special contract employees and operating expenses.
5. What is recommendation of Board Division involved?  
Recommend approval.  
*Sean Barnes*
6. Recommendation of other Division/agency (as required)?  
  
(a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letter from State Reorganization Commission, dated May 15, 1991  
(b) List Those Not Attached But Available From Submitter:

010400

EXHIBIT

MAY 21 1991

1

STATE BUDGET & CONTROL BOARD

II E

State of South Carolina  
State Reorganization Commission

P.O. Box 11949  
Columbia, South Carolina 29211  
(803) 734-3152  
Fax: (803) 734-3163

Sen. John Drummond  
Chairman

Rep. Herbert Kirsh  
Vice Chairman

Rep. David H. Wilkins  
Secretary

**Senators**

Marshall B. Williams

James M. Waddell, Jr.

Isadore E. Lourie

J. Verne Smith

Kay Patterson

**Representatives**

Jackson V. Gregory

William D. Boan

Eugene L. Nettles

Paul E. Short, Jr.

Joe E. Brown

**Governor's Appointees**

Charles W. Dunn

Brian R. Fry

James C. Morton, Jr.

Thomas A. Palmer

Willese Sanders

Richard D. Young  
Director

May 15, 1991

The Honorable Carroll A. Campbell, Jr.  
Governor, State of South Carolina  
State House  
P. O. Box 11369  
Columbia, SC 29211

Dear Governor:

As Chairman of the State Reorganization Commission, I would like to ask your assistance to provide the Commission with relief from some of the temporary budgetary prohibitions cited by Mr. Charles A. Brooks, Jr. in his memorandum of May 14, 1991.

I would like to begin by saying that the Commission is supportive of efforts to prevent a shortfall this year, and will make every effort to maintain its expenses within the temporary budgetary prohibitions as set forth. However, the Commission is involved in a number of projects that—in order to comply with its mandates—relief must be sought from these budgetary prohibitions.

The Compliance Review Act of 1988 establishes a structured method by which Legislative Audit Council report findings and recommendations are made a direct part of the legislative process, thereby ensuring agency accountability to the General Assembly. A review and hearing process conducted by a select committee of the Legislature, staffed by analysts from the State Reorganization Commission, will seek to determine agency compliance with Audit Council recommendations. The Audit Council has just released their audit of the Department of Social Services, which contains 34 recommendations. The Commission must assign staff to this audit and begin its work to determine compliance. Also, the Commission anticipates that

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11112

The Honorable Carroll A. Campbell, Jr.  
May 15, 1991  
Page 2

within the next few weeks, the Audit Council will release another audit entitled, "A Limited Scope Review of the Minority Goals Program Administered by the SC Department of Highways and Public Transportation," for which it must also assign staff in order to begin the Compliance Review Process. Furthermore, the Commission will also begin its work on the 1991 Sunset Reviews within the next few months. Eight agencies are under review this year, one being the Insurance Commission. Additionally, Senate Bill S.770 regarding the licensure of interior designers has been referred to the Commission under the Sunrise Review Process.

As you know, the Reorganization Commission is providing staff support to your Restructuring Commission. Currently, four (4) of our employees are working with the Restructuring Commission. Specifically, these employees are providing data analysis and any additional research needed by the Commission. The Reorganization Commission will lose two of its Special Contract Employees--one on May 16, 1991 and the other on June 1, 1991--which we will not be able to replace under the temporary budgetary prohibitions. The Reorganization Commission needs to replace these two (2) Special Contract Employees, on a temporary basis, to assist with current projects. These individuals would be hired for 6-months, and will assist the Commission in fulfilling its many mandates in an efficient manner. Without these temporary employees, the Commission will have to postpone any research that is not specifically mandated by law.

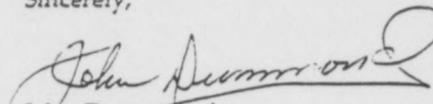
Along the same lines, a large part of the work of the Commission is the dissemination of information to the General Assembly and others. The Commission issues reports, in compliance with its many mandates, almost monthly. The Commission anticipates the release of compliance review audit reports on Alcoholic Beverage Control Commission, South Carolina Continuum of Care, and the Department of Mental Health, prior to the close of the current fiscal year. Additionally, an evaluation of the Restitution Center program of the South Carolina Department of Probation, Parole, and Pardon Services--as mandated by Proviso 3.58--which will be released near the beginning of the new fiscal year. Because of the volume of reports to be duplicated--and often the size of the reports--the Commission must have the ability to utilize commercial printers to print its reports. I ask relief from the prohibition to obtain the services of outside printers for these reports and to expend the necessary postage supply money to disseminate these reports.

010402

The Honorable Carroll A. Campbell, Jr.  
May 15, 1991  
Page 3

Again, the Commission is supportive of the efforts of the Budget and Control Board with regard to budgetary prohibitions, and I can assure you that relief as described is absolutely necessary and that if granted, will not be abused.

Sincerely,

  
John Drummond  
Chairman

/rmp

cc: The Honorable James M. Waddell, Chairman  
Senate Finance Committee  
The Honorable William D. Boan, Chairman  
House Ways and Means Committee  
The Honorable Earle E. Morris, Jr.  
Comptroller General  
The Honorable Grady L. Patterson  
State Treasurer  
Mr. Charles A. Brooks, Jr., Director  
State Budget Division

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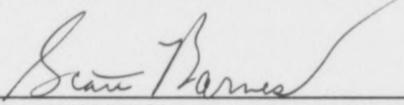
4

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

F

Meeting Scheduled for: May 21, 1991

91-78  
Regular Agenda

1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: 
2. Subject:  
The Joint Legislative Committee on Children's Request for Relief From Spending Freeze Enacted by Board on May 14, 1991
3. Summary Background Information:  
The Joint Legislative Committee on Children has requested exemption from the spending freeze enacted by the Budget and Control Board on May 14, 1991. The Committee's request is for authorization to replace the director of the Guardian ad Litem Program whose resignation is effective June 15, 1991. This is a program director position essential to the function of the Joint Legislative Committee on Children.
4. What is Board asked to do?  
Approve employment.
5. What is recommendation of Board Division involved?  
Recommend approval.  

6. Recommendation of other Division/agency (as required)?  
  
(a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letter from Joint Legislative Committee on Children, dated May 17, 1991  
  
(b) List Those Not Attached But Available From Submitter:

010404

EXHIBIT

MAY 21 1991 1  
STATE BUDGET & CONTROL BOARD

II F

11115

## Joint Legislative Committee on Children



State of South Carolina

SENATE MEMBERS:

NELL W. SMITH, *Chairman*  
THOMAS L. MOORE  
JOHN C. HAYES, III

HOUSE MEMBERS:

DAVID BEASLEY, *Vice Chairman*  
ROBERT W. HAYES, JR.  
MICHAEL L. FAIR

GUBERNATORIAL APPOINTEES:

ARLENE ANDREWS  
JOHN W. KITTREDGE  
ANNETTE YOUNG

COMMITTEE STAFF:

DAVID M. HARVIN, *Esq.*, *Director of Research*  
LYNNE F. DOBSON, *Esq.*, *Attorney*  
KATHERINE A. SPRAYBERRY, *Administrative Assistant*

COMMITTEE ADDRESS:

Suite 217, Blatt Building  
P.O. Box 11467  
Columbia, S.C. 29211

COMMITTEE TELEPHONE:

803/734-2928

May 17, 1991

HAND DELIVERED

Mr. Charles A. Brooks, Jr.  
Director, Budget Division  
South Carolina Budget and Control Board  
Edgar Brown Building, Suite 525  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Mr. Brooks:

I am informed today that Mrs. Cass E. McCarter, the current director of the Guardian ad Litem Program, has moved the effective date of her resignation from July 15, 1991 to June 15, 1991. It is my intention to have that position filled immediately upon her resignation.

Due to the nature of the Guardian ad Litem Program and the necessity that its director position not remain vacant for any period of time, I am requesting that you secure an immediate exemption for hiring from the Budget and Control Board.

I consider the filling of this program director position to be one of the most crucial responsibilities which I hold as Chair of the Joint Legislative Committee on Children. Please contact me immediately regarding the exemption. My home telephone number is 859-9305.

I deeply appreciate the counsel and assistance you have given on the matter. Thanking you in advance, I am

Sincerely yours,

*Nell W. Smith*  
Nell W. Smith

010405

RECEIVED

MAY 17 1991

Control Board  
BUDGET DIVISION

South Carolina Cares About Her Children

corresp\chair\512gal.lfd

c: Mrs. Cass E. McCarter, Guardian ad Litem Program  
Ms. Judy Owens, Univ. of South Carolina, System Personnel Division

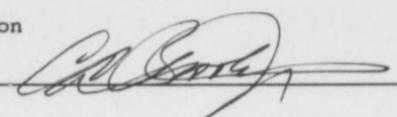
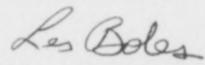
010406

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

G

Meeting Scheduled for: May 21, 1991

91-79  
Regular Agenda

1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: 
2. Subject:  
Lander College Request for Relief From Spending Freeze Enacted by the Budget and Control Board on May 14, 1991
3. Summary Background Information:  
Lander College is requesting approval to hire an Assistant Men's Basketball Coach. This position was advertised from April 23 until May 15, 1991; the Athletic Director made a verbal offer to one of the candidates. This offer was made prior to receipt of notification of the spending and personnel freeze.  
  
It is Landers' desire to honor the employment offer. Without immediate approval to hire, the prospective candidate will be unable to provide sufficient notice to his present place of employment.
4. What is Board asked to do?  
Approve the immediate hiring of a new Assistant Men's Basketball Coach.
5. What is recommendation of Board Division involved?  
Recommend approval. 
6. Recommendation of other Division/agency (as required)?  
  
(a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letter from Lander College dated May 20, 1991  
  
(b) List Those Not Attached But Available From Submitter:

EXHIBIT

010407

MAY 21 1991 1  
STATE BUDGET & CONTROL BOARD

II G

# Lander

COLLEGE

Greenwood, South Carolina 29649

Vice President for Business & Administration

Telephone (803) 229-8305 • Fax (803) 229-8890

May 20, 1991

Charles A. Brooks, Jr.  
State Budget Division  
Edgar Brown Building, Suite 525  
Columbia, SC 29201

Dear Charlie:

As I discussed with you last Friday, we have two vacant positions that we were in the process of filling when the "freeze" hit. The positions are the Assistant Men's Basketball Coach and the Director of Student Activities. Both of these positions are crucial to fulfilling our obligations to students and we will appreciate any assistance you can render in gaining B&C Board approval to proceed on filling these positions. Justifications are attached for your information.

Sincerely,



W. E. Troublefield, Jr.  
Vice President for Business  
and Administration

WETjr:rk

Attachments

RECEIVED

MAY 20 1991

Budget and Control Board  
STATE BUDGET DIVISION

010408

Justification for hiring a men's assistant basketball coach  
Lander College, Greenwood, South Carolina

The position of the assistant men's basketball coach became vacant due to the retirement of the former assistant coach at age 65.

There is a pressing need for the position of the assistant to be filled because the athletic program at the college is stretched very thinly. It would be virtually impossible for the present athletic director, who is also the head coach of the men's basketball team, to fulfill all his duties without the help provided through the assistant's position, which was expanded this year to include even more duties. (See attached job description). The college is now in Division II of the NCAA, and there are enormous responsibilities on the athletic director in the area of compliance with regulations. Not only the NCAA, but the Southern Association, has stressed the importance of colleges adhering closely to the regulations controlling athletic programs, and there will be increasing pressure on the athletic director to be knowledgeable in this area. The administrative duties of the athletic director consume many hours per week. Paperwork relating to insurance is becoming increasingly complex; travel plans and scheduling are more difficult. The program has employed a new coach to head the women's basketball and tennis teams, and she will require a great deal of orientation and help throughout the year to become familiar with the policies and procedures of the college, as well as the duties of her position.

The College sponsors eight intercollegiate sports. All the coaches are either part-time (and have full-time teaching or other full-time administrative duties) or coach two sports. It would not be possible to spread out more duties among the existing staff.

Commitments have been made to our present student/athletes and to newly recruited student/athletes of the responsibilities of the assistant coach relating to academic advising, academic counseling, supervision of study sessions, and conducting all pre-season conditioning and post-season conditioning. Without this position being filled, the college would not be able to fulfill contractual obligations which have been made during the past years and for the future.

This position was advertised from April 23 until May 10; interviews were conducted with three candidates on May 14 and 15. Before the Athletic Director was made aware of the impact of the freeze, a verbal commitment was extended to one candidate for this ten-month contract, which runs from August 1, 1991, until May 30, 1992. The candidate who was selected needs to be able immediately to give notice at his present job.

010409

1120

# Lander

COLLEGE

Greenwood, South Carolina 29649

## Job Vacancy

MEN'S ASSISTANT BASKETBALL COACH

TEN-MONTH CONTRACT (08-01-91 TO 05-30-92)

OPENING DATE: APRIL 23, 1991 CLOSING DATE: MAY 10, 1991

## Description

Lander College is a member of the NCAA Division II and holds membership in the Peach Belt Athletic Conference. This position will involve the responsibilities associated with the organization and administration of the men's basketball program. Responsibilities include coaching, recruiting, scouting, scheduling, academic monitoring of student/athletes, performing administrative duties, promoting the general welfare of the program through conducting camps, operating tournaments, and being a leader in the coaching profession.

Salary based on education and coaching experience.

## Minimum Requirements

A Bachelor of Science or Bachelor of Arts Degree is required, college-level coaching experience is preferred, and the successful candidate will show evidence of thorough knowledge of the game.

## Application Process

SEND RESUME AND FIVE (5) LETTERS OF REFERENCE TO FINIS HORNE, ATHLETIC DIRECTOR, LANDER COLLEGE CAMPUS BOX 6016, GREENWOOD, SOUTH CAROLINA 29649 BY MAY 10, 1991. LANDER COLLEGE IS A NON-MERIT SYSTEM AGENCY.

An Affirmative Action/Equal Opportunity Employer

010410

11211

# Lander

COLLEGE

Greenwood, South Carolina 29649

Vice President for Student Affairs

Telephone (803) 229-8240

May 20, 1991

TO: MR. ED TROUBLEFIELD  
VICE PRESIDENT FOR BUSINESS AND ADMINISTRATION

FROM: RANDY BOUKNIGHT *LB*  
VICE PRESIDENT FOR STUDENT AFFAIRS

RE: JUSTIFICATION FOR EMPLOYMENT OF DIRECTOR OF STUDENT ACTIVITIES

The position of Director of Student Activities has been a full-time position in the Student Affairs Division since 1979. This position is an integral part of the student development program with responsibilities for development and implementation of the student activities programs. The vacancy in this position occurred due to the resignation of the Director of Student Activities on April 15, 1991.

Three significant areas of responsibilities for this position are as follows.

1) Student Activities Programming and Development:

As Director of Student Activities this individual meets regularly with appropriate SGA officers and committees, and keeping within available budget levels, develops and implements a comprehensive and creative range of social and cultural programs of potential interest to all Lander students, keeping in mind the diverse needs and availabilities of the different types of contemporary students.

This position insures appropriate and timely arrangements are made for all college-sponsored programs such as SGA fund-raisers, dances, homecoming, special events, lectures, etc.

2) Coordinator for Chartered Student Organizations:

The director works closely and creatively with chartered student organizations to insure that organizations make the maximum possible contributions to the quality of both the individual participant's organizations experience and of overall Lander student life.

Serves as College resource person for all organizations. Provides advice and counsel concerning membership, programming, budgeting, problem-solving, and interpretation of college policies. Keeps the Vice President for Student Affairs appropriately informed of organizations' activities, problems, and needs.

010411

1122

MEMORANDUM  
Mr. Ed Troublefield  
May 20, 1991  
Page 2

3) Coordinator of Special Programs:

There are several major programs that fall under the responsibility of the Director of Student Activities. These programs include: Parent's Weekend, Homecoming Week activities, Spring Fling, Greek Week, Student Leadership Program and coordinator of the Lander Lectureship Committee.

In summary, this position directly affects the educational program of Lander students through development of, exposure to, and participation in social, cultural, intellectual, recreational, and organizational governance programs.

010412

1 1 2 3

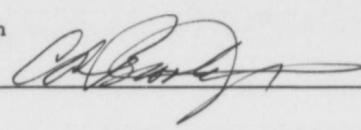
BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

Meeting Scheduled for: May 21, 1991

91-80  
Regular Agenda

1. Submitted By:

(a) Agency: State Budget Division

(b) Authorized Official Signature: 

2. Subject:

The Department of Parks, Recreation and Tourism's Request for Relief From Spending Freeze Enacted by Board on May 14, 1991

3. Summary Background Information:

The Department of Parks, Recreation and Tourism (PRT) has requested exemption from the spending freeze enacted by the Budget and Control Board on May 14, 1991. Many months ago PRT entered into a contract to construct a golf course at Cheraw State Park, at a cost of \$4 million. Construction is nearing completion. The contractor has laid in the sod. In two weeks the grounds will need to be fertilized, watered and maintained. Under the existing contract, the contractor will continue to maintain the grounds if PRT does not assume this responsibility. PRT wishes to reduce operating costs by using its own personnel to maintain the grounds, rather than paying the contractor's fee. PRT is requesting authority to hire one (1) greens superintendent and part-time labor needed to maintain the grounds. Only other funds are involved.

Several months ago, Duke Power Company agreed to build and pay for Devil's Fork Park, a new State Park on Lake Jocassee. This park will be turned over to the State by June 15. PRT is requesting authority to hire ten (10) contract employees to maintain and operate this park until the agency can arrange to obtain the authorization for permanent, full-time FTEs. Only other funds are involved.

PRT entered into an agreement with the US Army Corps Engineers to construct Calhoun Falls State Park. The Park is nearing completion. The Park will be turned over to the State May 29. PRT is requesting authority to hire one (1) park superintendent and eight (8) other full-time employees to operate this park. Both State and other funds are involved.

Many months ago, PRT entered into a contract to construct an Environmental Center/Gift Shop at Old Santee Canal State Park. The construction is nearing completion and the Center is scheduled to open within several weeks. PRT is requesting permission to hire one (1) Gift Shop manager and three (3) part-time, temporary employees to operate the Center. Only State funds are involved.

4. What is Board asked to do?  
Approve request.

EXHIBIT

MAY 21 1991

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STATE BUDGET & CONTROL BOARD

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5. What is recommendation of Board Division involved?  
Recommend approval.

6. Recommendation of other Division/agency (as required)?

*Robert A. Stone*

(a) Authorized Signature: \_\_\_\_\_

(b) Division/Agency Name: \_\_\_\_\_

7. Supporting Documents:

(a) List Those Attached:

1. Letters from the Department of Parks, Recreation and Tourism,  
dated May 17, 1991

(b) List Those Not Attached But Available From Submitter:

010414

1125

**PRT** 

Fred P. Brinkman  
Executive Director  
(803) 734-0166  
FAX: 803 734 1409

May 17, 1991

Mr. Robert J. Stein, Budget Analyst  
South Carolina State Budget and Control Board  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Bob:

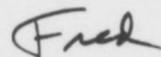
SUBJECT: CHERAW STATE PARK

Utilizing authorized general obligation bond funds, this department has constructed and is finishing the planting of grass on a new golf course at Cheraw State Park in Chesterfield County. The course is the key element in a master plan to revitalize the park and to stimulate economic growth of the local area.

Serious damage and loss of investment would occur if the department failed to adequately maintain this new course. The maintenance equipment is on site.

We respectfully request approval to hire a greens superintendent and to contract for the hourly labor needed to maintain this course, which, when opened for public play next year should produce revenue sufficient to support its operations.

Sincerely,



Fred P. Brinkman

RECEIVED  
MAY 17 1991  
State Budget and Control Board  
STATE BUDGET DIVISION  
**010415**

1126

**PRT** 

Fred P. Brinkman  
Executive Director  
(803) 734-0166  
FAX: 803 734 1409

May 17, 1991

Mr. Robert J. Stein, Budget Analyst  
South Carolina State Budget and Control Board  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Bob:

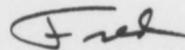
SUBJECT: DEVIL'S FORK STATE PARK

Many months ago, Duke Power Company in an unprecedented gesture of public generosity agreed to build and pay for a new state park on Lake Jocassee in Oconee County.

At this time, Devil's Fork State Park is rapidly nearing completion. We believe it will become one of the most popular parks in the system and it should generate revenues sufficient to support basic operations. The park will have a swimming beach with bathhouse, campsites, cabins, store, tackle shop, boat ramps and picnic areas.

In order to open this new park to the public, we respectfully request permission to contract for 10 employees. The contracts will be used only until FTE's can be assembled.

Sincerely,



Fred P. Brinkman

MAY 17 1991  
Budget and Control Board  
STATE BUDGET DIVISION  
**010416**

1127



Fred P. Brinkman  
Executive Director  
(803) 734-0166  
FAX: 803 734 1409

May 17, 1991

Mr. Robert J. Stein, Budget Analyst  
South Carolina State Budget and Control Board  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Bob:

SUBJECT: CALHOUN FALLS STATE PARK

Through a contract with the United States Army Corps of Engineers, this department has been constructing Calhoun Falls State Park on the shores of Richard Russell Lake in Abbeville County.

The park is scheduled to open to the public on June 28, 1991, but to do so this department must immediately fill nine permanent classified positions that have been held vacant for this new park. Facilities on the park include cabins, campsites, a marina, tackle shop, boat ramp, bathhouses, and picnic areas that must be supervised in order to operate effectively.

This park will be very nearly self-supporting from revenues to be generated by the facilities described above.

We respectfully request board approval to move forward with this park.

Sincerely,

Fred P. Brinkman

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MAY 17 1991

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Fred P. Brinkman  
Executive Director  
(803) 734-0166  
FAX: 803 734 1409

May 17, 1991

Mr. Robert J. Stein, Budget Analyst  
South Carolina State Budget and Control Board  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Bob:

SUBJECT: OLD SANTEE CANAL STATE PARK

The Public Service Authority (Santee Cooper) and this department have cooperatively been developing Old Santee Canal State Park in Berkeley County, near Moncks Corner.

The major public structure on this park, an environmental education center, will be ready to open to the public in a couple of weeks. A gift shop and rental of meeting space in the center should result in revenue to substantially offset operating costs.

We respectfully request permission to employ one full-time employee and three hourly-workers for the center.

Sincerely,

Fred P. Brinkman

010418

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BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

I

Meeting Scheduled for: May 21, 1991

91-81  
Regular Agenda

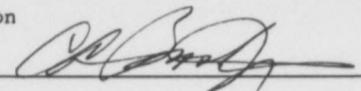
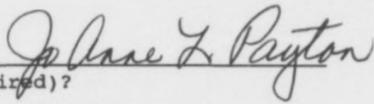
1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: 
2. Subject:  
The Wil Lou Gray Opportunity School Request for Relief From Spending Freeze Enacted by Board on May 14, 1991
3. Summary Background Information:  
The Wil Lou Gray Opportunity School has requested an exemption from the spending freeze enacted by the Budget and Control Board on May 14, 1991. The School has employed a temporary employee as its Accounting Manager for the last six months while a grievance was being settled. The School will need the temporary employee's services again beginning June 3, 1991.
4. What is Board asked to do?  
Approve an exemption to the May 14, 1991 memorandum for the School to re-employ the temporary employee to perform the Accounting Manager functions.
5. What is recommendation of Board Division involved?  
Recommend approval.
6. Recommendation of other Division/agency (as required)?   
(a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letter from the Wil Lou Gray Opportunity School dated May 15, 1991.  
(b) List Those Not Attached But Available From Submitter:

EXHIBIT 010419

MAY 21 1991

1

STATE BUDGET & CONTROL BOARD

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1130

*Wil Lou Gray Opportunity School*

W. CAMPUS ROAD • WEST COLUMBIA, SOUTH CAROLINA 29169 • (803) 822-5480

MARY CATHERINE NORWOOD, Ph.D.  
Superintendent

RECEIVED

MAY 17 1991

Budget and Control Board  
STATE BUDGET DIVISION



BOARD OF TRUSTEES

LOUISE SCOTT, Ph.D.  
Chairman  
Florence

DEVON BELCHER  
Easley

WALTER DAHLGREN  
Greenville

MARVIN EFRON, Ph.D.  
West Columbia

FRANK HART  
Marion

MICKEY LINDLER  
Columbia

WILHELMINA McBRIDE  
Columbia

HANNAH MEADORS  
Greenville

VINCE RHODES  
West Columbia

LINDA SLEDGE  
Lexington

ELIZABETH THRAIKILL  
Fort Lawn

OLIVE WILSON  
Williamston

May 15, 1991

Mr. Charles A. Brooks, Jr.  
Director, Budget Division  
Suite 525, 1205 Pendleton Street  
Columbia, S. C. 29201

Dear Mr. Brooks:

During the interim period while a state personnel grievance is being settled, the Wil Lou Gray Opportunity School has employed Mr. Harry McMinn in a temporary capacity as accounting manager. The six month period allowed ends May 16, 1991. I will need his services again beginning June 3, 1991 in order to complete required accounting and budgeting tasks which no one else in the agency can perform. Therefore, I must request that we be allowed to re-employ Mr. McMinn on that date until this position can be filled.

Please advise me concerning other steps which need to be taken to cover this essential service in our agency.

Sincerely,

*Mary Catherine Norwood*  
Mary Catherine Norwood, Ph.D.  
Superintendent

MCN/bgs

010420



1. First School Of Its Kind
2. Classes That Fit Every Pupil
3. Serving "At Risk" Youth 15 Years Or Older

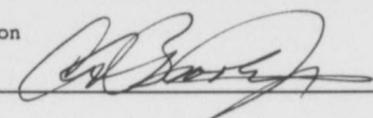
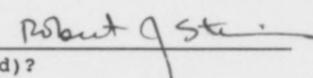
4. Fully Accredited
5. Individual Development
6. A State Agency

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (12/84)

J

Meeting Scheduled for: May 21, 1991

91-72  
Regular Agenda

1. Submitted By:  
(a) Agency: State Budget Division  
(b) Authorized Official Signature: 
2. Subject:  
South Carolina Land Resources Commission Request Relief From Spending Freeze by the Budget and Control Board on May 14, 1991
3. Summary Background Information:  
The South Carolina Land Resources Commission has two (2) Federal Grants, Carolina Bay Advance Identification Project and the Large Areas Acquisition/Protection Programs, which are ready to begin. Job announcements have been advertised and three (3) college students have been interviewed and found to be qualified and were scheduled to be employed within the next few days. These individuals would be part-time temporary employees, totally funded by the federal grants. The Commission requests an exemption from the Budget Prohibitions of May 14, 1991, to hire these individuals and to purchase needed supplies and materials for these two grants.
4. What is Board asked to do?  
Allow the Land Resources Commission to hire two (2) part-time temporary employees for the above-referenced federally funded projects.
5. What is recommendation of Board Division involved?  
Allow the Land Resources Commission to hire two (2) part-time temporary, federally funded employees.
6. Recommendation of other Division/agency (as required)? 
- (a) Authorized Signature: \_\_\_\_\_  
(b) Division/Agency Name: \_\_\_\_\_
7. Supporting Documents:  
(a) List Those Attached:  
1. Letter from South Carolina Land Resources Commission dated May 17, 1991  
(b) List Those Not Attached But Available From Submitter: 010421

EXHIBIT

MAY 21 1991

STATE BUDGET & CONTROL BOARD

1 II J

1132

COMMISSION MEMBERS:

WILLIAM S. SIMPSON III  
Chairman  
813 Robert E. Lee Blvd.  
James Island, S.C. 29412

DAVID L. ALLEN  
P.O. Box 414  
Hartsville, S.C. 29550

O. RICHARD COTHRAN, JR.  
441 Griffin Drive  
Piedmont, S.C. 29673



State of South Carolina

LAND RESOURCES  
CONSERVATION COMMISSION

PRESTON B. HERLONG  
Route 1, Box 297  
Johnston, S.C. 29832

C.P. MINCEY  
Route 2, Box 152  
Mullins, S.C. 29574

JOHN W. PARRIS  
Executive Director

**RECEIVED**

MAY 17 1991

Budget and Control Board  
SIATC BUDGET DIVISION

May 17, 1991

Mr. Charles A. Brooks, Jr.  
Director, Budget Division  
State Budget & Control Board  
1205 Pendleton Street, Room 626  
Columbia, SC 29201

Dear Mr. Brooks:

The South Carolina Land Resources Commission has several projects and programs underway which involve federal and other funds that are at a critical stage and need to be continued. The freeze on federal funds may cause these projects to be canceled and federal money which would have been spent in South Carolina will go to other states. If the freeze on other funds continues the Cartographic Information Center, which serves as the State's resale and distribution center for maps, aerial photography and satellite imagery would be forced to suspend services to the public.

Two federal grants in particular were ready to begin. Job announcements had been advertised and college students had been interviewed and three (3) were found to be qualified and would have been employed within the next few days. Your approval to hire these part/time temporary employees and expend federal funds for necessary supplies and materials for the following two grants will be appreciated:

**CAROLINA BAYS ADVANCE IDENTIFICATION PROJECT**

CONTROL NO: 1190022-POB

FEDERAL FUNDS: \$12,972

EMPLOYEES: Two (2) Part/Time Temporary

EXPIRATION DATE: September 30, 1991

PROJECT DESCRIPTION: The purpose of this grant is to computerize the Carolina Bay wetland information for the development of a database to protect these unique resources.

COOPERATORS: S.C. Land Resources Commission  
U.S. Environmental Protection Agency (EPA) Region IV  
Wildlife & Marine Resources Department  
Heritage Trust

010422

Mr. Charles A. Brooks, Jr.  
May 17, 1991

Page 1

**LARGE AREAS ACQUISITION/PROTECTION PROGRAM**

CONTROL NO: 0990019-PO8  
FEDERAL FUNDS: \$ 5,000  
EMPLOYEES: One (1) Part/Time Temporary  
EXPIRATION DATE: September 30, 1991  
PROJECT DESCRIPTION: The purpose of this grant is to create a database developed for the Little Pee Dee River Watershed.  
COOPERATORS: S.C. Land Resources Commission  
Heritage Trust

**CARTOGRAPHIC INFORMATION CENTER**

The S.C. Land Resources Commission operates this State's Cartographic Information Center, which is the state's focal point for distribution of cartographic products (maps, aerial photography, satellite imagery and digital data) to the public. This Center provides approximately 15,000 cartographic items to the public each year with annual sales of \$25,000 to \$45,000. The funds to operate this Center are derived from the sale of these products and are considered earmarked funds for the purchase of maps, aerial photography, satellite imagery and operation of the Center.

In order to continue operation of this Center using revenue generated by the sale of cartographic products, it is absolutely necessary that we have the authority to expend these funds to maintain a stock from which the public can purchase. We estimate that expenditures for the remainder of this fiscal year will be \$8,000.

Other grants will also need to be completed within the next few months, but are not at a critical stage. We will be in contact with you in the next few months regarding these projects.

Your assistance in the approval of these three (3) requests will be most appreciated.

Sincerely,

*John W. Parris*  
John W. Parris  
Executive Director

JWP:mdv

cc: Cary D. Chamblee  
George Dorn  
Ken Brown

016423

1134