

UNC Coastal Studies Institute Board of Directors  
Executive Committee Meeting

Minutes

Monday, May 23, 2016, 10:30 AM  
UNC CSI Campus, Room 210B

**ATTENDEES**

**UNC CSIBOD Executive Committee Members Present:** Mr. Rolf Blizzard (Chair), Mr. Michael Kelly, Mr. Malcolm Fearing, Dr. John Wells, and Dr. Ron Mitchelson

**Governance and Nominating Committee Members Present:** Mr. Irvin Aldridge

**Planning and Programs Committee Members Presents:** Mr. James Rispoli

**UNC CSI Staff Present:** Ms. Kimberly Armstrong and Mr. Robert McClendon

Mr. Rolf Blizzard called the meeting to order and announced the two agenda items:

- Receive reports from the Governance and Nominating Committee; the Budget and Finance Committee; and the Planning and Programs Committee meetings which took place at 8:00 AM.
- Discuss the ECU Advancement and CSI Foundation meeting which was held on April 13, 2016.

*Governance & Nominating Committee Report*

Mr. Mike Kelly provided a summary of the meeting (4-13-16) that was held with ECU regarding the CSI Foundation. If CSI transitioned to the ECU Foundation, they (ECU) would handle the administrative and financial aspects. They would like to have at least one or maybe two members from the CSI BOD on the Foundation Board. A CSI Development Advisory Committee would be established to oversee fundraising for the UNC CSI Fund and to set goals. If a decision was made to take this route, the existing CSI Foundation would be dissolved.

Mr. Kelly further reported that Dr. Andy Keeler, who was in attendance at the Governance and Nominating Committee meeting, expressed his frustration with the difficulties students from different campuses continue to face regarding participating in programs at CSI. It is a problem that needs to be addressed.

*Budget and Finance Committee Report*

Mr. Malcolm Fearing suggested that the various BOD committees share their agendas with each other. His committee discussed four bullet points: CSI Foundation, Budget Reporting, Capital

Projects, and Board ethics. They discussed the need for dormitories and short and long-term facility needs. He stated there needs to be a conversation regarding planning for facility needs.

There was a discussion of financial reports and how best to present CSI's financial information:

- Make the format as simple as possible.
- Identify account codes.
- Clearly illustrate how the money flows and operates.
- Illustrate number of students being served.

Mr. Robert McClendon explained the Daily Balances Report which shows state funds (including Ocean Energy), overhead, grants, and facilities and administrative costs (F & A). It does not include the Foundation. It does include half of the salaries of the dual appointment employees.

Mr. Blizzard stated it is important to be knowledgeable of the budget so that BOD members can advocate for additional funds.

Dr. John Wells suggested using a colored pie diagram where each slice is proportionate to the amount of money it represents. Any slice of the pie can be removed and broken out. It is a simplistic approach but more understandable.

Mr. McClendon will work on generating the pie charts.

#### *Planning and Programs Committee Report*

Dr. Wells stated his committee discussed strategic planning.

Dr. Mitchelson stated there is a definite need for a joint strategic plan between CSI & ECU. There is a need to integrate activities. This process will likely begin in August. There is an Institute for Coastal Science and Policy (ECU) and there is the Coastal Studies Institute. The Board of Governors is not likely to allow these institutes to exist as separate entities. Part of the plan is to create a School of the Coast at ECU. Dr. Mitchelson would like to have one person appointed as "Coastal Leader" and have that person located at CSI. This "Coastal Leader" would report to the Provost. He would like to move the "center of gravity" for ECU coastal activities to CSI.

Dr. Wells further reported that his committee is very supportive of having UNC Charlotte become a full partner at CSI. They discussed the integrated PhD program – ECU, UNCW, and CSI.

Dr. Mitchelson stated that the NC CRUS program is an example of a successful joint program.

Dr. Wells stated the committee discussed dorms and the fact that state funds cannot be used. A search must be conducted for another source of funding. Need to do survey work to determine the demand – including partner campus input. They talked about new faculty hires (3 positions)

for CSI. And they discussed the departure of the IT specialist and the need to define the position with appropriate needs and fill the position in the coming fiscal year.

Regarding the dorm issue, Dr. Mitchelson stated that CSI is not a designated millennial campus. Such a designation would have allowed for public development on state owned land.

Mr. James Rispoli stated that considering the 33-acre constraint of the campus, they should look elsewhere for a location for dorms. He suggested enticing an outside developer with an interest in a mix used development project – retail, restaurants, and dorms.

Mr. Fearing stated some thought should be given to other groups on Roanoke Island with needs for housing - the Lost Colony actors, entertainers at Festival Park, teachers, aquarium personnel, and CSI. Need to address the student flow in order to have these conversations. Are there partnering opportunities with these other entities? Large tracts of land here are nearly non-existent.

Mr. McClendon stated there is no problem with occupancy issues at Friends of Elizabeth housing during the off-season; it is only during the summer months that it is an issue.

*Discussion of April 13, 2016 Foundation meeting: (a written report of the meeting was provided)*

There is currently not a Memorandum of Understanding (MOU) between CSI and the Foundation. They have halted operations – they are not raising funds. The relationship between the Foundation and CSI has not been defined.

With the projected change in the operation of the Foundation, it is important to ensure that current Foundation Board members are not offended – some members have supported CSI since its inception. Bring in existing Foundation members and share the information with them and let them see that this is an alternative strategy to what they are currently doing. It is not a “take over” but a great opportunity for more programming and fund raising. Need to assure them that they will still have an opportunity to stay engaged (may develop a “Friends of CSI” group).

There is not a large amount of money in the Foundation account right now – maybe \$26,000. This has been provided mostly by public donors and a few private donors.

Mr. Blizzard stated the issue of the Foundation should reside with the Budget and Finance Committee. The Committee can review the ECU operating option versus the way it is currently being operated versus any other suggested method of operation. The Committee will then return to the Executive Committee with a recommendation. This recommendation will then be provided to the full Board for a vote.

Mr. Fearing stated he would like to have the ECU Foundation personnel return for another visit to enable him to have a better understanding.

Dr. Mitchelson stated that Mr. Chris Dyba (VC for University Advancement and President of ECU Foundation) can return and meet with the Budget and Finance Committee. Mr. Blizzard

suggested that the director or a representative from the CSI foundation be present at the discussion. Mr. Kelly suggested inviting Mr. Tom Murphy to the meeting.

Mr. Blizzard stated that the CSI Development Advisory Committee may also serve as a good resource for future CSI Board members.

Mr. Blizzard stated that the situation with the Foundation needs to be thoroughly vetted. If it is ready to be addressed by the October 23 BOD meeting then he will put it on the agenda.

*Other Items*

Mr. Rispoli shared information regarding his efforts to reach out to Congressman David Price, a member of the state appropriations committee. He was discouraged that he did not receive a response from Mr. Price. Mr. Rispoli plans to continue his efforts to secure funding for CSI, specifically the Renewable Ocean Energy Program.

Meeting adjourned at 12:25 PM.

Respectfully submitted,

Kimberly Armstrong