

**UNC Coastal Studies Institute
Board of Directors
Wednesday, August 11, 2004
Minutes**

UNC CSI Board Members Present:

Nancy White, Joan Weld, Cheryl Oliver, Scott Nixon, Janet D'Ignazio, Bill Kealy, John Gatewood, Charles Evans

UNC CSI Ex-Officio Board Members Present:

Russ Lea, Tom Murphy, Lynn Bryant, John Lehman

UNC Board of Governors Present:

Irvin Aldridge

UNC CSI Staff Present:

Michael Piehler, Michael Muglia, David Kenny, Anne Kenny

Guests Present:

Bill Queen, Ron Hodson, Tim Runyan, Valerie Grussing (Grad Student under Tim Runyan), and Ben Cahoon and Chris Brasier of Cahoon & Kasten Architects

The meeting was convened and attendees welcomed at 8:45 a.m. by Joan Weld, Chair.

The floor was opened by Joan Weld for comments on the Bylaws:

John Gatewood wanted Bylaws amended in Item C for a grammatical error for "in vs. on:" an institution. Seconded and passed.

Scott Nixon was concerned about wording on the mission vs. goals statements. Chair Weld was comfortable with a motion to amend the Bylaws to read 'with an emphasis on' replacing 'embrace'. Then discussion regarding adding another sentence with a broader focus (not to limit to NE North Carolina). To expedite meeting Joan asked Scott Nixon to work on wording and present before the the meeting adjourns today. Will revisit then.

Nancy White then moved on to program overviews by introducing guest

Tim Runyan, Director of Maritime Studies along with his Graduate Student Valerie Grussing to discuss their work with underwater archeology and cultural studies.

Mike Pieher, Program Head gave overview of CSI, MST study specifics and the other projects CSI is involved with and hopes to become involved in the near future.

Mike Muglia gave an overview of SEACOOS and what he's working on partnering on.

Nancy White gave an overview of the Coastal Resource Management program.

Tom Murphy and Lynn Bryant gave an update on what the UNC CSI Foundation is working on.

At this point Russ Lea introduced a motion to have the Dare County Higher Education Task Force officially commended by the Board for all the hard work they have done to bring CSI to Dare County. The motion was seconded, thirded and everyone was in favor of this motion (a hardy round of applause accompanied this motion).

Then Nancy introduced Ben Cahoon and Chris Brasier from Cahoon & Kasten Architects to present the campus concept development and information for the new CSI campus that will be on the land adjacent to the Dare County Airport on land given to CSI from Dare County.

Ben and Chris explained that they didn't have much time to put together the information. They had several stakeholder sessions and are reporting the findings of all the sessions.

Everyone got lunch, returned to their seats and,

Discussion continued when the group was joined by Norma Mills, Dare County Attorney, to say that CSI needs to determine who in Facilities/Buildings and State Contracts will work with Norma on the transfer of the land at the airport officially over to CSI and what type of conveyance would be best. Norma will contact Leslie ????? at UNC to arrange.

Ms. Mills also suggested that the Board/CSI need to keep in mind the funding process/timing (cycles) and talk to the GA office. The Board also needs to recognize funding constraints and what level to aim for. Russ stated there is an expansion request in the budget already, just waiting on dollar amount to assign and add a little more justification then it can go to the state's long session.

Ms. Mills then departed and discussion returned to the campus and Ben and Chris. Russ explained that a lot of the information for the campus was a direct result of the Scientific Advisory Committee.

The group then discussed the need to set up several committees to work on specific needs of the campus before the next Board meeting.

Janet D'Ignazio the offered that the committees will need borders to know what to operate within. The next Board meeting should have intense discussion on building issues.

It was then suggested that the group possibly have a retreat as the next meeting to be able to focus and narrow down intentions.

Bill Kealy suggested that experts will be needed on the building advisory committee and that one Board member should be on it and the rest of the committee made up os specialists.

Dr. Lehman suggested that a scientific committee be chosen as soon as possible to give the building committee recommendations on needs.

Janet was in agreement that both committees were needed and experts should be identified. She feels strongly that Nancy should NOT be involved...her expertise is more valuable programmatically. She also wondered who will be scheduling the meetings and developing the agends for the committees.

Russ stated that there is planning money out there and they can meet with the committees. The school system (ECU and UNC) have real estate and building support people who are experts.

Janet is still concerned how much time Nancy would need to spend on this and suggested the use of the personnel available at ECU and the Office of the President can advise Nancy how to proceed.

In general discussion bringing Ben and Chris back in they strongly suggested the use of a Project Manager who would be assigned the responsibility of bidding and choosing who would do the project design/building. Chris suggested ECU could assign a project manager who an architect could work with to develop a master plan of who to meet with and when.

Scott Nixon suggested that the Board's building committee could give information to the architects and meet with them many times during the process.

Tom Murphy suggested that it would help is someone states what needs to be done before we (the Board) leaves this meeting today.

Russ suggested that staff from the real estate office, the office of the president and Nancy need to get together.

Tom said the Board can appointment members today to talk to those people.

Janet moved that Nancy, in conjunction with a board member, appoint to the Building Committee: an ECU representative, a UNC General Administration member, a UNC CSI Board member, Nancy and a representative from user partners (with national expertise who has built LEED Buildings) and bring appointments to Board within 30 days.

The motion was seconded and all were in favor. Motion passed.

Janet then brought a motion for the Scientific Advisory Committee that the Board would like to see Ron and consider other MSAC members represented and recruit others, some non-North Carolina representatives.

Nancy has appointment of committee as a top priority for the coming year.

Cheryl Oliver put forth a motion that the Board make clear that Nancy's priority is programmatic and when the UNC OP Project Manager is hired they only give focus to her.

Nancy has been waiting on funding and now that it's in place need some type of better communications with ECU so Nancy can understand better their policies and procedures.

Dr. Lehman assured Nancy that the faculty appointments issue is now mostly resolved. CSI has been reporting to ICMR and need to put Nancy on the Agenda to know when department meetings are.

Nancy stated she needs better interaction to understand process to get things done. An issue has been the actual physical distance between campus and Manteo.

Scott Nixon wondered if CSI is being viewed as part of the UNC system why hasn't CSI have it's own structure? It seems to do it's own administrative support.

Dr. Lehman stated that even on campus departments are always separate due to budgets but CSI is unique in that respect.

Chair Joan Weld thought it would be good to start thinking when they should next meet and set schedules, i.e., once a year?, twice a year?, more or less than that?

Scott felt at this point in the process meeting within the next 4-6 months would be warranted.

Joan interprets that the Board as a whole would like to be actively involved in the growing process and there are issues that need to be addressed.

Russ pointed out that the short answer on why CSI is structured the way it is is just because it is.

Tom suggested the latest another meeting could happen would be mid-November before everyone gets caught up in the beginning of the holiday season. Over time the Board may not always be able to meet this often, but for now it is probably a good idea.

John Gatewood felt looking past the holidays to late January might be better.

Lynn Bryant again raised the idea of a retreat.

Joan felt two days would be better so issues could be discussed and resolved. She also raised the idea of having a facilitator run the meeting to keep it more focused and get more accomplished.

There was general discussion on dates beginning at the weekend of October 8-9th and ending on holding the weekend of November 12th and 13th. Doing a Friday/Saturday would give members the opportunity to stay and explore the area some. Also, plan on two days and if the work gets accomplished quicker then the 2nd day may not be necessary. Cheryl felt she might be able to contact someone who could facilitate the meeting and would get back to Nancy with information.

Charles Evans suggested this is just a possible date and that the Chair would need to communicate to all the Board members by e-mail, fax and/or phone to nail down a specific date for the retreat.

Joan asked everyone present to hold November 12th and 13th because she felt it was clear that members want to meet sooner rather than later to work on issues.

Nancy then polled those present to decide what information specific to the running of the office/institute would be best to cover before the meeting adjourned for the afternoon (the work plan vs. the budget).

It was decided that the work plan was of more importance.

Nancy then presented that the ECU issue has been resolved with Dr. Lehman's announcement that CSI will officially be moved from ICMR to Grants and Administration.

Nancy wondered if she should hire two more program managers?

Effort and money still need to be developed.

Nancy is hiring a half-time PIO (Public Information Officer) to get CSI's name and the work it's accomplishing out in the public arena.

The Nags Head Lab has had trouble getting a contractor and may not start until January, 2005.

A Scientific Advisory Committee will need to be developed and split into four different areas.

The program heads will meet quarterly.

Cheryl suggested that a community plan should be developed and that would be a good start.

Nancy gave a quick overview of the budget. No one had any objections.

Russ felt that part of the Planning Budget could be directed to hire an advocate for Nancy to be CSI's representative to the architect and act as an intermediary 3rd party.

Janet offered that Nancy has accomplished more than anyone can expect and she, for one, is glad to be a part of something so exciting and new.

Joan entertained a motion to approve the budget. Charles seconded and all were in favor, no dissension.

At this point Scott Nixon had to leave the meeting to get to the airport.

Joan offered that reading the CSI progress report was really impressive.

Russ stated that this region has had a pent up demand for a facility such as CSI and Nancy's progress in such a short time is quite impressive. He added 'you ain't seen nothing yet' and that the future is very bright for CSI.

Irvin Aldrige wanted it noted that Russ Lea, Senator Basnight and Norma Mills have worked tirelessly to get the office brought to Dare County.

Nancy recognized how fast things are taking off and what's already been accomplished in such a short time. She is aware, very pleased, and grateful at the long process that went into establishing this office. Nancy also noted that this is one of the most active and engaged board's she's ever seen since the Board of Governors.

John Gatewood wondered just exactly what the term of this Board actually is?

Joan felt that the term discussion could be deferred until the retreat. She then thanked everyone and adjourned the meeting at 3:05 p.m.

Respectfully submitted,
Anne R. Kenny
Administrative Secretary
UNC Coastal Studies Institute