

UNC Coastal Studies Institute (CSI) Board of Directors Meeting

Minutes

Monday, June 23, 2014, 1:00 PM
UNC CSI Campus, Room 262

Attendees:

Board Members Present: Mr. Michael Kelly (Chair), Mr. Irvin Aldridge, Mr. Rolf Blizzard, Dr. Charles Bruton, Mr. Charles Evans, Mr. Malcolm Fearing, Mr. Michael Thompson, and Dr. John Wells

Ex-officio: Dr. Nancy White, Dr. Chris Brown, Dr. Harvey Seim, Dr. Harry Bass, and Dr. Ron Mitchelson

UNC CSI Staff: Ms. Marie Magee, Ms. Kimberly Armstrong, Mr. Robert McClendon, Dr. Nathan Richards, and Dr. Lindsay Dubbs

UNC CSI Foundation Members: Mr. Jim Harris, Ms. Feather Phillips, and Mr. Bill Smythe

Convene and Introductions

Mr. Kelly called the meeting of the UNC CSI Board of Directors (BOD) to order at 1:00 PM, welcomed all in attendance and conducted roll call.

Review and Approval of Agenda and Minutes

The minutes from the last BOD meeting (1/17/14) and the agenda were approved.

Announcements

Mr. Kelly stated that effective July 1, 2014, Dr. Ron Mitchelson will be the new provost at ECU.

Staff Committee Reports

Administrative/Director Update

Dr. Nancy White reviewed the handout on interim activity updates. Highlights: CSI continues to have conversations with the NC Museum of Natural Sciences regarding partnership opportunities. Dr. White serves on the museum's new university quorum which fosters relationships between the museum and universities. CSI is providing content for schools across the state through the museum's connections with the schools. Plans are to utilize the issue with Oregon Inlet as a way to illustrate how science informs. The museum director and staff will visit CSI in July to begin discussions. Also, CSI is conversing with ECU's School of Art and Design in regards to assisting with their science communication degree. CSI was able to work with the NC Ferry division and help with issues involving the Rodanthe channel. The work resulted in CSI submitting a proposal to NC Department of Transportation. CSI will provide research skills to develop a more navigable channel. Conversations are ongoing with Ming Yang Wind Power who will possibly make a site visit for research purposes. CSI recently submitted a \$4 million proposal to the Department of Energy. Dr. White stated, in regards to the director of ocean energy vacancy, there is a good pool of applicants. The Ocean Energy program has generated a patent and a start-up business. The Education and Outreach program has set up a fee structure to allow for charging fees which can be deposited into an account to help pay for program items.

Mr. Rolf Blizzard asked if Dr. Andy Keeler has ever performed an analysis of the economic impact of CSI being on the Outer Banks.

Dr. White stated she believes UNC GA (General Administration) generates those types of numbers.

Dr. Chris Brown stated that GA is performing a substantial assessment of the economic impact of higher education in North Carolina.

Mr. Blizzard asked if this type of study is one in which Dr. Keeler would have expertise.

Dr. White responded that it is a matter of resources. It would involve time and money and the need to fund a couple of students for assistance.

Mr. Blizzard stated that Jennette's Pier could also be included in the study. He stated that such a study could possibly help save jobs.

Dr. White discussed the budget spreadsheet provided. Much debate ensued regarding the \$1.3 million listed in the ECU Operations and Maintenance funding column. It was generally decided that the figure was misleading due to the fact that CSI has no access to that fund.

Mr. Robert McClendon stated that it would be helpful for the Board to know the cost of operating the building.

Dr. White stated she will improve the spreadsheet so that it better reflects the resources available to support programs and operations.

Academic Operations

Mr. McClendon stated CSI has expanded its relationship with the continuing education (CE) office at ECU. The CE office will advertise classes for CSI, accept credit card payments from students, and provide online registration capabilities. The CE office takes a 10% cut for service charges. Mr. John McCord is utilizing this feature for registration in his planned summer camps. Dr. Nathan Richards will also utilize it for the marine archaeology classes he teaches. Mr. McClendon stated he has a schedule of facility and reservation service fees for external users. These fees would also be paid via the CE mechanism. For state partners wishing to utilize space, the fees will be waived. Money collected from room rentals will be used for programming.

Dr. Brown asked if there was a risk of running afoul of the Umstead Act (prohibits North Carolina government agencies from competing with the private commercial activities of North Carolina citizens).

Dr. White stated that CSI hosts only activities aligned with CSI's interests.

Dr. Brown suggested that if there is any question as to the validity of a group using the facility, CSI should consult an attorney at ECU or GA for approval.

Mr. McClendon stated that the Field Operations Committee and ECU's Dive and Water Safety group developed a fee structure for expenses related to the boats. He stated that during a recent storm the research building experienced roof failure which caused major leakage rendering nine offices unusable. He stated he will be meeting with ECU personnel to discuss landscaping needs on the campus.

Dr. White stated that once the CSI Facility Manager position is filled, that person will work with ECU to get the position for groundskeeper filled.

Mr. Blizzard asked if CSI could partner with Dare County and use their landscaping crew.

Dr. White responded that it is a possibility and she might recommend doing that. CSI does share the position of wastewater manager with Jennette's Pier.

Mr. McClendon stated that CSI is involved with trail projects. There is ongoing work with the Wildlife Resources Commission regarding the trail that leads from the Outer Banks Visitors Center to Toler Road and from Skycro Road across the Nature Conservancy property. It will be a publicly accessible walking trail. The funding for the trails is in place. In addition, CSI is waiting for CAMA permits to expand existing piers at CSI for research. The long-range plan is to eventually link the trails to Wanchese. Lastly, the NC State College of Design held a coastal dynamics seminar at CSI.

Field Operations

Dr. Nathan Richards stated that the Field Operations Committee developed an equipment maintenance schedule and discussed compliance with ECU Dive and Water Safety manuals. They established liability waivers for students and fees for use of boats and equipment. They are in the process of setting up a credit card payment process. Dr. Richards stated he is involved with the MOU regarding the integration of Dive and Water Safety with ECU.

Dr. Brown asked what the fees collected for the use of boats and equipment is used for.

Ms. Marie Magee responded that the money goes into a special funds account at ECU. The money can be used for maintenance of equipment. ECU charges a small administrative fee for handling the account. The balance in the account can be rolled over.

Research Planning

Dr. White reported for Dr. Reide Corbett, Chair of the Research Planning Committee. The committee is interacting with the Nature Conservancy on the proposed path and extended pier. They have conversed with the Nature Conservancy regarding a marsh burn - there is an interest in how it would affect the food web. They are investigating the procurement of a deionized water system from ECU

for the labs and are developing a rental guide for the research labs. The committee is researching methods to pool money across universities to fund soft money positions.

Academic Planning

Dr. Lindsay Dubbs stated the primary goal of the Academic Planning Committee is to offer place-based educational opportunities for undergraduate and graduate students that complement academic programs at CSI's partner university campuses. They have discussed the best ways to support goals and improve performance: account for students and programs that visit the campus, communicate better with the public, and identify resources to help groups. CSI plans to obtain an internal server to share documents. The committee will develop a list of programs offered and post on the website. Dr. Dubbs stated they hope to develop a real-time application indicating available programs.

Dr. Dubbs stated that Dr. Richards hosted three national-level archeology society research workshops for the public with six participants attending. He also held a Level 3 workshop attended by 11 participants. Dr. Corbett and Dr. J. P. Walsh taught *Summer at the Coast* (a four-week program) with 10 students enrolled. Dr. Dubbs has an intensive four-week class on *Energy and the Environment* in July which is offered through UNC Chapel Hill. A group of students from ECU will be visiting CSI to study photography. In the fall CSI will host the OBX Field Site semester program with six students enrolled. Dr. Dubbs stated future courses under consideration include CSI hosting a coastal component of a professional master's program in environmental science and sustainability through UNC Chapel Hill. In addition, NC State is working with CSI to establish a Coastal Studies Certificate Program for engineering graduate students. And Dr. Dubbs has proposed a spring semester environmental education undergraduate program which would be hosted at CSI and would be similar to the fall OBX field site semester program.

Board Committee Reports:

Executive Committee

Mr. Kelly stated the main subject discussed in the committee's morning meeting was the CSI-ECU integration plan. He said there are some governance issues that need to be resolved. Plans are for the Executive committee to have a teleconference meeting. The committee hopes to have the integration plan finalized by the end of October. Mr. Kelly welcomed all CSI Board members to participate in any of the committee meetings.

Dr. Brown stated that he would like to participate in future Executive Committee meetings involving the integration. He requested a red-line copy of the old bylaws so he can determine changes made. As a reminder, he stated that changes in bylaws are required to be presented at a Board meeting and then voted on at the following Board meeting. Once approved by the Board, the bylaws should be forwarded to President Ross for review and approval.

Mr. Fearing suggested inserting language in the bylaws which allows for future review – somewhat of an “escape clause.”

Dr. Mitchelson agreed that the bylaws should be reviewed again after a set period of time.

Dr. Brown questioned why UNC Wilmington and Elizabeth City State were not included on the Board in the proposed bylaws.

Dr. Mitchelson stated schools that have active programs with UNC CSI were included.

Dr. Brown stated the document will eventually be seen by UNC-Wilmington and they will question the omission. He is concerned that it will raise suspicion. Although CSI may not currently be performing work with Wilmington, they could be in the future.

Dr. Mitchelson and Dr. White agreed to include UNC-Wilmington.

Mr. Fearing asked if a mechanism is in place for a Board meeting attendance requirement. He asked how best to address the issue of Board members not attending meetings.

Dr. Brown stated that the university participant could have a designee attend.

Dr. White stated that the designee would not have the right to vote.

Dr. Brown suggested that if a university representative misses several meetings, perhaps the Board chairman could communicate with that particular school's chancellor. He/she could explain that CSI values their school's input but their representative is not participating.

Mr. Kelly requested the Board to review the documents provided and share any concerns with Dr. White or the committee members.

Nominating Committee

Mr. Kelly stated he is replacing Mr. Bill Kealy with Mr. Fearing as a member on the Nominating Committee. He stated any Board members interested in participating on the committee are welcome. Mr. Kelly announced there are two potential turnovers this year – Mr. Charles Bruton and himself. In 2015, four members will leave the Board – Mr. Charles Evans, Mr. Bill Kealy, Ms. Cheryl Oliver, and Ms. Joan Weld. He stated that when considering new members, attention should be given to geographically and professionally diverse candidates to enhance potential growth areas for CSI. He requested the Board to review the list of nominees provided and provide feedback. He encouraged the Board to make recommendations. Mr. Kelly stated that he has served two 2-year terms as Chairman which makes him ineligible to serve again. A discussion will be necessary to select a new chairman.

Mr. Bruton stated that he has thoroughly enjoyed serving as a CSI Board member but he does not wish to be re-appointed.

Dr. White and Mr. Kelly stated they appreciate Mr. Bruton's loyal service.

Dr. Brown suggested when thinking about new members, consider the power shift in the General Assembly and the Governor's office. He encouraged having conversations with people who know people in power.

Mr. Kelly stated there are plans to meet with Mr. Jim Gardner and Mr. Peter Hans (UNC Board of Governors) to request recommendations.

Dr. Brown suggested having a conversation with Mr. Drew Moretz (Vice President of State Government Relations, UNC GA). He stated that Mr. Moretz has a good sense of power brokers.

Memorial Committee Report

Mr. Kelly stated the Memorial Committee was formed to recognize individuals who have had a great deal of impact on CSI.

Mr. McClendon discussed the presentation made to the committee in the morning meeting, which showcased various approaches for recognizing funders and sponsors. He stated the committee will meet again in the next two weeks and make decisions regarding designs.

Dr. Brown suggested Mr. McClendon meet with Mr. Timothy Minor (Associate Vice President for University Advancement, UNC GA) for additional insight.

New and Continuing Business:

Dr. White discussed the *Our State - Live and Learn Weekend* held at CSI. Twenty-six guests participated in activities which included: exposure to environmental sciences; ocean energy advancements; birding; maritime heritage; conversations with Wanchese fishermen; a boat trip for seining; beachcombing; and a presentation about oysters. CSI earned about \$200 per couple. The net amount was about \$2,000 to \$2,500. The response to the program was very favorable.

Board Member Items:

None

Next meeting:

The next UNC CSI Board meeting is scheduled for October 27, 2014. It will be the annual meeting.

The meeting adjourned at 4:09 PM.

Respectfully submitted,

Kimberly Armstrong