



Coastal Studies Institute  
UNIVERSITY OF NORTH CAROLINA  
Board of Directors Meeting

Minutes

Wednesday, June 28, 2017  
UNC CSI Campus, Room 210B

**Attendees:**

**UNC CSI Board Members Present:** Mr. Rolf Blizzard (Chair), Mr. Irvin Aldridge, Mr. Malcolm Fearing, Mr. Michael Kelly, and Dr. John Wells

**UNC CSI Board Member Absent:** Mr. James Rispoli

**UNC CSI Board Ex-officio Members Present:** Dr. Ron Mitchelson, Mr. Wally Overman, and Dr. Nancy White

**UNC CSI Board Ex-officio Members Participating by Phone:** Dr. Erin Hopper and Dr. Harvey Seim

**UNC CSI Board Ex-officio Members Absent:** Dr. Harry Bass, Dr. Margery Overton, and Dr. Martin Posey

**UNC CSI Staff Present:** Ms. Kimberly Armstrong, Mr. Robert McClendon, Mr. John McCord, and Dr. Michael Piehler

**Guest:** Mr. Christopher Dyba, Vice Chancellor, ECU, Division of University Advancement

*Convene:*

Mr. Rolf Blizzard called the meeting of the UNC CSI Board of Directors (BOD) to order at 2:15 PM. Ms. Kimberly Armstrong called roll. The agenda was approved. The minutes from the March 20, 2017 meeting were approved.

*ECU Administration Report:*

Dr. Ron Mitchelson stated that Dr. Michael Piehler has been named Interim Director of CSI. Dr. Mitchelson provided a rough draft of the job description for the new position of Dean and Director of integrated coastal programs at ECU. The position will oversee the integration of the two institutes – CSI and ICSP (ECU's Institute for Coastal Science and Policy). ICSP will disappear from ECU's organization chart. A Code Unit (to include faculty) will be established over the next year. ECU has contracted with an outside search agency – Hunter Baldwin in Atlanta, GA - to conduct a national search to fill the Dean/Director position. The position emphasizes the multi-institutional nature of CSI. Dr. Mitchelson has not yet organized an internal search committee. He would like to include a CSI Board member on the search committee. He requested that Mr. Blizzard name someone to the committee in the next two to three weeks. Mr. Blizzard requested Board members to let him know of their interest. The CSI Executive Committee will review the interested parties and make a recommendation.

Dr. Mitchelson further stated that the search committee will be diverse. He is the hiring supervisor for the position but the chancellor has the final say. The new Dean/Director will report directly to Dr. Mitchelson. Dr. Mitchelson will continue to serve on the CSI Board. The target date for hiring the Dean/Director and for establishment of the Code Unit (with faculty assigned) is July 1, 2018.

Dr. John Wells suggested that the job description emphasize the importance of working with the ECU advancement community.

Dr. Mitchelson and Mr. Christopher Dyba agreed and stated that task will be included in the written job description.

Dr. Nancy White expressed concern about the relationship of existing CSI employees currently affiliated with NC State and Chapel Hill. How will their relationship to CSI be affected?

Dr. Mitchelson stated those particular employees cannot be part of the new Code Unit as they cannot be part of two code units. They may continue operating in the same capacity as they have been.

Dr. Mitchelson discussed the handout he provided regarding the process of establishing the Code Unit. He emphasized that the “center of gravity” for ECU’s coastal endeavors will be at CSI.

Dr. Harvey Seim asked about the status of CSI’s Board under the reorganization.

Dr. Mitchelson responded that the status of the Board will be examined and negotiated. The Board understands its mission as an advisory group. They will be kept informed and can share ideas. However, they have no authority in academic programming – this lies with the Board of Governors and the chancellor.

Dr. White expressed concern that funding legislation is identified as “CSI” and that it will lose its identity in the General Assembly.

Dr. Mitchelson stated that ICSP will be dissolved but the CSI name will continue.

Dr. Mitchelson emphasized that the focus of CSI will clearly be on research – not teaching. There may be some teaching but there must be research to survive. CSI will be judged by the quantity and quality of research.

Dr. Seim asked about the number of faculty to be associated.

Dr. Mitchelson responded that the target for the first year is to have about a dozen faculty members in place by July 2018.

Mr. Wally Overman discussed the development of a new College of the Albemarle (COA) campus. He would like to see the establishment of a relationship between COA and CSI. The new campus is currently in the design/planning stage. Dr. White stated it is important to engage CSI staff early in the planning process to discuss curriculum.

Dr. Mitchelson reiterated that the mission of CSI is research, not undergraduate studies.

#### *Executive Director’s Report:*

Dr. White stated that the establishment of the Director of Academic Operations and the Director of Education, Outreach, and Communication positions have improved the operation of CSI. The positions have helped to refine the activities and endeavors of CSI.

*Planning and Programs Committee Report:*

Dr. John Wells (Chair) stated the Committee discussed the issue of residential capacity (construction of dormitories). They discussed the term expirations of Board members - Dr. Wells' appointment expires in the fall. The Committee emphasized the importance of reviewing demographics when selecting new Board members. The necessity of fund raising was discussed.

Dr. White noted that since Dr. Wells will be departing, a new committee chair will need to be assigned.

*Budget and Finance Committee Report:*

Mr. Malcolm Fearing requested that Mr. Dyba provide an overview of the newly established CSI foundation.

Mr. Dyba stated that the existing CSI foundation funds were transferred to ECU at no charge. There is a one-time fee of 5% on current use funds (money that is to be spent, not invested). There are no fees incurred for establishment of endowment funds. There is a carrying fee of 1.25% (management fee annually). CSI currently has \$11,173 in a priority fund. A priority fund is the most flexible as the money can be used at the discretion of the Director/Dean. A search is being conducted for a Development/Advancement Officer to work with CSI. The hope is to have someone in place by the start of school (August). Mr. Dyba stated that the CSI Board can help with introducing the new Development Officer to members of the community who know and support the mission of CSI. As soon as the Development Officer comes onboard, a visit to CSI will be arranged.

Mr. Fearing stated that the Budget and Finance Committee will begin a review of CSI facility fees. He requested information regarding the facility master plan (future projects and land use, etc.). Mr. Blizzard suggested a presentation of the master plan be made to the full Board.

The Budget and Finance Committee reviewed the Ethics Policy and recommended approval of the policy to the Board. The recommendation served as the motion for a vote. All participating Board members were in favor. The Ethics Policy was adopted.

There was discussion of developing an Advancement Committee. The Budget and Finance Committee will review the idea and present a recommendation to the Board at the next meeting.

An Executive Committee meeting was to be held immediately following the conclusion of the Board meeting.

Meeting adjourned at 3:45 PM.

Next BOD meeting is scheduled for October 23, 2017.

Respectfully submitted,  
Kimberly Armstrong  
UNC Coastal Studies Institute