

**UNC Coastal Studies Institute
Board of Directors Meeting
Wednesday, March 24, 2004**

Present: Nancy White, Russ Lea, Irvin Aldridge, John Gatewood, Cheryl G. Oliver, John Lehman, Tom Murphy, Joan Weld, Janet D'Ignazio, Lynn Bryant, Norma Mills, Charles Evans (late)

Via Remote Conference Hookup: Bill Kealy, Scott Nixon

Invited Guest: George Speake, Dare County Regional Airport Director

Meeting was called to order at 10:05 a.m. by Russ Lea (acting until Board elects a Chairman)

All the members introduced themselves and explained their area of expertise.

It was noted that UNC Coastal Studies Institute is an interdisciplinary center established specifically to bring all UNC campuses together for research. It will serve as an inter-institutional link.

► Members then moved on to take comments from the floor regarding the Bylaws:

- add a Board of Governors Mission Statement before Goals and Objectives. This will include specifics such as outreach and community relations. It should also be short (possibly one line?).
- in Goals and Objectives section:
 - > add word in first paragraph to readcoastal issues facing the State, *region* and the nation.
 - > Want to define UNC Coastal Studies Institute 'own niche' and identity.
 - > in section c) insert words...marine sciences scholarship, *teaching and education* conducted...
- in Relationships Section:
 - > end of paragraph one, last sentence typo Chef should be *Chief*.
 - > second paragraph strike end of last sentence at ..by sharing funding. End sentence at programs.
 - > strike third and last paragraph?
- in CSI Board of Directors section:
 - > clarify fist sentence in the Mission Statement.
 - > item d) change as needed to as *appropriate*.
 - > item f) strike To ensure that and replace with *Facilitate* or *Encourage*.
 - > add a section g) *Review or Oversee Director and workings of CSI*.
 - > at the end wording needs to be added to state that the Board meetings are subject to the Public Records Act and must be open to the public.

- in Director and Advisory Committees section:
 - > item a) Director will add wording to the affect that the Director will be offered a Letter of Appointment from the Office of the President and that the Board of Directors will recommend and conduct searches to the Office of the President and the Chief Research Officer of ECU when necessary.
 - > item b) Advisory Committee – a system-wide search will be conducted when needed to have most input.
 - > item b) the fourth sentence strike Duke and identify other placeholders.
 - > item b) the fifth sentence typo, advise should be advice.
 - > at end of the section add wording that Director will solicit input from the Board on choices for committees and will be carefully maintained.
- No changes to Amendment of Bylaw Provision section.

Russ Lea offered a motion to approve the Bylaws with changes noted.

Dr. Nixon by phone seconded the motion. All were in favor of approval. (1 p.m.)

- ▶ Russ Lea then proposed the nomination of a Chair of the Board. Russ Lea opened discussion. Dr. Nixon by phone suggested the Chair should be someone physically located in North Carolina vs. out of this area. Dr. Gatewood seconded suggestion. Since the bylaw discussion went on for awhile it was suggested to take a break for lunch then continue election after break.

It was noted that ex-officio members can put forward motions but not vote on them.

- ▶ Break for Lunch. Phone conference attendees were advised that the connection would be broken for 30 minutes then they would be contacted again to join rest of meeting.

- ▶ After lunch Norma Mills lead the discussion of Agenda Item 4a regarding the acquisition of land at the Dare County Airport.

- this is a large parcel of land (almost 40 acres) located adjacent to the airport and aquarium and presently owned by the County.
- developing this parcel would have to be done consistent with FAA regulations since the property is adjacent to the airport.
- development also needs to consider future development of the airport
- CSI, the County and the Airport Authority need to colorable on development
- major consideration is that the land is available and free
 - it is across the road from the Aquarium
 - its proximity to the airport (easy access for visiting faculty, etc)
 - it has close access for small watercraft
- the County Board of Commissioners is supportive of this project (although they have not been formally approached yet)

Discussion ensued regarding the Board's concurrence that this is a worthwhile project. A request has been put forward for money to construct a new campus. Need to decide what is envisioned for the land. An inter-disciplinary group met and determined that what is needed is a building with four (4) spaces interconnected. The space should include a lab, an auditorium, and visiting

faculty. It will also have to have space for offices for Sea Grant and outreach facilities. By code there are certain other requirements like corridors, bathrooms, access, etc.

Tom Murphy will frame as a motion from the Foundation for the Dare County Higher Education Task Force to proceed with approaching the Dare County Board of Commissioners to request the land from the airport authority.

Nancy White will work With Norma Mills to get the wording of the request correct and will include a representative of the airport authority.

Lynn Bryant wants noted the Foundation has been established and will be involved.

This will get two parties involved in making the request to the Board of Commissioners for the land at the airport.

Russ Lea put forward a motion for the Board to support the Dare County Higher Education Task Force to proceed with the request.

This was seconded by Joan Weld and all voted in favor of the motion.

- ▶ Russ Lea returned to the nomination and vote for a Chairman.
 - The question was raised why didn't Russ hand pick a chairman? He responded that was not his place to pick a candidate.
 - Charles Evans offered to submit a motion to nominate Joan Weld for the Chair.
 - Cheryl Oliver seconded the submission.
 - All voted in favor of Ms. Weld to be the Chair of the Board.

Joan Weld is hereby elected the Chair of the UNC Coastal Studies Institute's Board of Directors.

- ▶ Now that a Chair has been elected Nancy White took floor to request assistance with complex paperwork but there is not enough time to go over everything.
 - Nancy briefly gave an overview of the Budget for the Board
 - It was stressed by many that CSI is *not* a funding agency
 - Dr. Gatewood noted that Board has to make sure talent pool buys into what CSI is all about and a good vision. Also to define the role of the institute and to coordinate between institutions in NE North Carolina and throughout the coast and state.
- ▶ All joined in discussion that the first priority of the institute is the Nags Head lab. It must be done well and be a flagship for CSI.
 - Dr. Lehman said that ECU will help with making sure the lab is up to Code. He will talk to George Harrell at ECU to facilitate.

▶ That discussion led to the second priority of the institute which is to plan the new facility on the airport land. Four areas have already been identified for space allocation by a Scientific Advisory Committee. Space is to include areas for Sea Grant, areas for outreach (auditorium) which will include sharing with the aquarium and the airport.

- Nancy White would like input from the Board to identify key stakeholders
- Joan Weld will facilitate a meeting to identify. UNC has someone who will assist to build 'green' buildings.

▶ Janet D'Ignazio wanted a summary of where Board is:

- it was clear that money would be better spent somewhere else vs. fisheries management person or the Ferry Mon project (i.e., Nags Head Lab and new building)
- the Nags Head Lab/new 'campus' will be big draws to CSI
- money has already been requested in budget
- Program Development
 - Nancy White needs the Board to support the process to get the right people involved to develop programs/campus
 - Nancy was given approval to go ahead and write contracts to allocate any funds before the end of the year (extend existing contacts)
 - Coastal sustainability position was approved
 - Funding for two (2) PhD students in Maritime Studies for three-years will be through ECU
 - Full-time Administrative Assistant position approved

▶ Janet D'Ignazio moved to set another meeting due to already being over time today and wanting to be able to fully understand program areas and the information presented before making any decisions on budgets.

- need an Ad Hoc Committee to meet with Nancy White to clarify goals prior to next meeting (Joan free to appoint and convene meeting)
- meet again this Summer?
 - prefer at least a full day meeting vs. a few hours (better for members who have to travel distances)
- consider additional Board members?
- next meeting discuss appointments: present members for three (3) year term appointments and any new members would be four to five (4-5) year appointments

▶ All present considered all critical issues covered

- Joan asked for suggestions on where to meet next.
- All considered Manteo a good location.
- Through discussion next meeting narrowed down to the second week of August, 2004.

▶ Cheryl moved to Adjourn meeting; Janet seconded the motion.

- All in favor
- Meeting Adjourned at 1505 p.m., EST.

Respectfully submitted,

Anne R. Kenny

Administrative Secretary, UNC CSI