

UNC Coastal Studies Institute Board of Directors Meeting
Friday March 10, 2006
108 Budleigh Street
Manteo, North Carolina

Approved Minutes

Present: Joan Weld, John Gatewood, Cheryl Oliver, John Wells,
Richard Johnson and Charles Evans

Ex-officio members: Russ Lea, Deirdre Mageean, Lynn Bryant, Tom Murphy
and Nancy White

Staff: Michael Muglia, Michael Piehler, Marie Magee, Corey
Adams and John McCord

Absent: Scott Nixon, Janet D'Ignazio and Bill Kealy

Old Business:

Nancy White provided information and updates on projects noted below:

-Land Transfer for new campus: Dare County Board of Commissioners is in the final stages of the land transfer with the County attorney working with airport engineers to prepare a package for review by the FAA (who will need to approve the change in land use). Of note, is that the county is trying to purchase an additional ten (10) acres of land to be designated for airport use to improve the package. Russ Lea thanked Richard Johnson and the Dare County BOC for their assistance and generous donation to the University system.

-Campus Development Process: Recommendations were made by GA to proceed with a thirty million (\$30) dollar funding request to the legislature in the short session this year (May-July. 06). These construction cost include any major piece of equipment (those that would require screwing down or infrastructure) which should essentially be installed during the construction phase. Additional equipment costs can be requested in an operations budget the next year.

-Coastal Law and Policy Center: CSI funding for the center was rejected by Joe Kalo and Walter Clark as they were not prepared and did not have the time to develop and carry out the terms stated in the September 2005 BOD meeting ie to conduct local workshop programs/internship for the Outer Banks community.

-NCAAT Partnership: Nancy White and John McCord met with representatives from NCAAT to facilitate the use of the site in Ocracoke. They expressed no current interest in partnering with programs at CSI. Charles Evans suggested keeping the door open for future partnership.

-Scientific and Education Advisory Board: Nancy attached the science and educational advisory committee guidance document with name of potential advisors for each area. Action: Nancy requested the BOD review the concepts, provide feedback as well as make recommendations for nominees.

Charles Evans made a *motion* for the CSI Board of Directors approve the creation of the UNC-CSI Scientific and Educational Advisory Committee as a standing committee, solicit the Board for member input, and authorizing the Director to proceed. It was suggested that the Director schedule an orientation for the committee with the Board, this summer.

Cheryl Oliver seconded the motion; all were in favor. Nancy White will send an e-mail to the Board to follow up to this action. The Board agreed to provide suggestions and recommendations for the committee by April 1.

-Logo and Website: CSI is working with UNC-CH technology on the new website program. The technology administrators are fine tuning the content management software and as a consequence, the completion has been prolonged. Cheryl Oliver stated it was very important to select a CSI logo as a visual identifier due to CSI's growing partnership and outreach programs in the community. Russ Lea confirmed that if there is a selected design by early May, 2006 then the architectural plans could be stamped and identifiable with the new CSI logo .

Cheryl Oliver made a *motion* to proceed with the logo or visual identifier. In addition, staff is to review another round of concepts and to submit those concepts to the BOD by May 1st. The BOD will review and provide feedback within one (1) week. John Wells second the motion. The *motion was amended* to include the final decision for the logo is to be determined by the Director. All were in favor of the amended motion.

-Other Agenda Items:

CSI Foundation: Tom Murphy and Lynn Bryant requested the assistance in identifying and coordinating a new leadership for the Foundation. Joan Weld and Russ Lea asked assistance from the BOD in forming a sub-group to assist with recruiting individuals who might be willing to take the leadership of the Foundation. Charles Evans, Cheryl Oliver and Joan Weld will assist with the task of renewing the CSI Foundation. Joan Weld thanked Tom and Lynn for their dedicated efforts in initiating the development of the Foundation.

New Business:

-FY 06-07 Projections for Personnel:

It was decided that we would not hire a development position, but would fund the new Program Head position with ECU in Coastal Processing and Ocean Observing Systems (50% of salary plus start up cost), an administrative intern, an outreach and education assistant, and a permanent technician to oversee major projects and manage the lab. Cheryl Oliver requested that the Maritime Studies position with ECU be made a budgetary priority when ECU is prepared to partner.

Joan Weld called for a *motion* to approve the budget with the above modifications; John Gatewood made the motion; all members present were in favor.

Russ Lea noted that CSI has produced remarkable results over the last year with staff development, the amount of projects, and partnership development. He congratulated Nancy and the CSI staff.

-Program and operational budget for the new facility: Development of the new facility operations cost was discussed. The operations costs, which is recurring, will be estimated according to the square footage of the building (janitorial, utilities, preventive maintenance and landscaping) with one time lump sum for capital. Once formed the CSI scientific and educational advisory committee will be helpful in developing the programs' budgets.

Next Board Meeting will be held on October 19 & 20, 2006 with the same two half day format.

Comments/Questions:

-Media and Press Release: Russ Lea suggested we contact media for coverage of the deed transfer from Dare County to the University once the land transfer is finalized.

The meeting was adjourned at 12:30 pm

Respectfully submitted

Marie Magee
University Administrative Manager