

UNC Coastal Studies Institute Board of Directors Meeting
Friday, November 7, 2008
Outer Banks Visitors Bureau – Roanoke Island
Manteo, North Carolina

PRESENT

Board: Joan Weld (Chair), Charles Evans, Richard Johnson, John Wells, Charles Bruton, Ron Baird, Mike Kelly, Rolf Blizzard and Ben Cahoon

Ex-officio: Steven Leath (VP for Research UNC GA), Deirdre Mageean (VC for Research ECU)

Staff: Dr. Nancy White, Dr. Richard Miller, Marie Magee and Linda Davis

Guests: Cathy Hanby-Sikora (Associate VP for Advancement UNC GA) and David Alberg (NOAA)

Board Members Absent: William Kealy, David Twiddy, Cheryl Oliver

CONVENE/INTRODUCTIONS

Chair Joan Weld welcomed all in attendance and introduced one new BOD member; Ben Cahoon, UNC CSI Foundation Chair. Weld also welcomed two guests in attendance; Cathy Hanby-Sikora, Associate VP for Advancement UNC GA, and David Alberg, standing in for Cheryl Oliver. All board members and staff introduced themselves. Weld thanked everyone for attending the reception with the Foundation members the previous evening.

MINUTES

No corrections were noted. Ron Baird made a motion to accept the minutes from the March 14, 2008 BOD meeting. John Wells seconded the motion, all were in favor.

REPORTS AND CONTINUING BUSINESS

Committee Reports:

Strategic Planning and Finance:

Skyco Site Update:

John Wells updated the BOD on the Skyco land effort since the March meeting when the BOD members visited the Skyco site. As a reminder, he reviewed that the consensus from that meeting was to proceed with an assessment process of whether the land was suitable as the new campus site by 1) appointing a committee to review all the relevant issues, and then to 2) develop a recommendation for UNC General Administration with regards to the findings. Wells reported a site assessment committee was formed. Steps taken by the Committee to determine if the site was feasible included reviewing: 1) state-conducted appraisals, and 2) a design team developed recommendation as to the appropriateness of the site for CSI's design program.

The committee, with representation from Dare County, State Properties Office, UNC Institute for Marine Sciences, CSI Science Coordinating Committee, Clean Water Management Trust Funds, the Board, and the CSI campus design team met in June, 2008 and reviewed the available information and shared their perspectives/ expertise. The committee concluded that they wished to send a letter to President Bowles (a copy was included in the BOD packet) to consider this site for CSI's campus. In August, a fiscal impact report was requested by GA which was conducted by the design team for UNC-GA.

Charles Bruton asked if advisable, at this time, to go forward with a Phase 2 assessment of the airport site in order to fully quantify the problems that may be encountered to develop that location. Ben Cahoon noted that all further investigation into the airport site was officially suspended by ECU Office of Construction and Facilities after the June 2008 site assessment committee meeting.

Rolf Blizzard observed that since the BOD has made its recommendation regarding the Skyco site other actions should be put on hold until the UNC Board of Governors makes their decision. The process would then be handled by state properties office using standard procedures.

John Wells expressed concern that the fiscal impact study showed that moving the campus from the airport site to the Skyco property would cost an additional \$7 million, which is approximately 25% of the CSI construction budget. Director White noted that some of the costs may be recoverable given the current state of the economy. Rolf Blizzard also noted that \$3.5 million is architect fees, which will be incurred regardless of where the campus is built.

Wells recommended shelling out a portion of a building to save costs. Along those same lines, David Alberg mentioned that NOAA's Sanctuary Program may be interested locating to the new campus space. They are anticipating an increase in programming in this region over the next five years, which may also help the budget issue.

Joan Weld strongly encouraged the Strategic Planning / Finance committee to maintain continuous communication with the BOD regarding campus construction/ costs.

Marine and Coastal Sciences and UNC Tomorrow:

Under President Bowles' direction, Steve Leath's office has reconvened the Marine Science Committee, to work in conjunction with UNC Tomorrow. A copy of both the UNC Tomorrow and the Marine and Coastal Sciences draft proposal has been included in the BOD packet. Deirdre Mageean thanked Nancy White for submitting her report for UNC Tomorrow to ECU so quickly. Nancy White stated feedback from UNC Tomorrow would be provided via conference call meeting within the next two weeks. Charles Evans said it is important to realize the importance of UNC Tomorrow efforts. It is a major undertaking and will result in a blueprint for the future of the UNC System.

Expansion and Continuing Budget:

Nancy White noted the bi-annual expansion budget request for CSI was \$1.4 million with the priorities being the same as in past requests: the program head positions, support staff, and operating expenses. Director White noted that when she met with President Bowles he indicated that \$375,000 per year might be all that is possible for inclusion in the University system budget for CSI because it was expected to be a very tough year. The continuing budget request was submitted to ECU which includes inflationary cost for utilities, travel, and gas for the CSI boats.

Rolf Blizzard requested that the continuing and expansion budgets be displayed on one page for BOD review with a notation as to what it takes to operate CSI.

Blizzard asked if CSI has been impacted by the State budget cuts. Nancy White replied they been operating as if there was a 2-3% budget cut, which is primarily impacting travel and supply funds. Ron Baird asked if CSI is in a position to handle the budget cuts for a year or two if necessary. White replied that a budget was drafted that indicated that CSI can handle the cuts by implementing restrictions on new positions, travel and supplies as necessary.

Joan Weld asked when the Maritime Heritage program head position will be filled. White replied that funds for that position would be requested for next year. David Alberg reiterated that NOAA is very interested in getting the Maritime Heritage Program implemented.

By-Laws:

Joan Weld noted the By-Laws Committee is still in the review process and recommendations will be brought to the spring meeting. John Wells noted the By-Laws were written more than four years ago and needed to be update. Specifically,

- Staggered terms: Nancy White noted the appointment terms of John Wells and Richard Johnson are due to expire in March 2009 instead of on coincident with the annual meeting as required. Charles Evans made a motion for the BOD Chair to authorize, for this one time only, the extension of appointment terms for John Wells and Richard Johnson to expire at the Annual meeting of 2009. Mike Kelly seconded the motion, all were in favor.
- Mike Kelly noted that, according to the By-Laws, changes to them would need to be approved by President Bowles. Steven Leath stated that he does not think it's necessary to have President Bowles approve these changes. Charles Evans recommended that the By-Laws be re-written to allow term changes with only BOD approval. Rolf Blizzard asked if a member is required to remain in their position on the BOD until a replacement has been found. Evans stated that this is not currently part of the BOD structure but probably should be added during the revisions.
- Joan Weld noted that currently the Chair can serve two terms of three years each. This should also be reviewed by the committee.
- John Wells stated the By-Laws are not clear on what authority the BOD has beyond an advisory role. Does the BOD have a statutory role?
- John Wells discussed that one of the responsibilities of the BOD is to evaluate the performance of the Director of CSI as well as oversee the work of Coastal Studies Institute. The BOD currently does not do that. Steven Leath and Deirdre Mageean stated that they discuss Nancy White's performance and complete the evaluation together. Regarding the work of CSI, Nancy White writes an annual summary and Leath and Mageean approve it.

Wells asked that Leath and Mageean communicate with the BOD regarding Nancy White's evaluation.

Directors Report:

Personnel:

Nancy White welcomed Rick Miller, the new Program Head for Estuarine Coastal Processes.

Facilities:

Nancy White announced that CSI is working with the Town of Nags Head to renovate and expand the current lab space. We will pay the design fees; Nags Head will pay for the renovation. Nags Head will recoup those costs through a renegotiated rental lease with CSI. The total annual increase will be \$10,000.

Nancy White additionally noted that all CSI buildings are at full capacity. With two new program heads expected to be appointed as well as several new staff, more space is needed. Nancy asked and Dare County granted CSI eight (8) offices and two (2) conference rooms in the former Dare County Administration Building on Budleigh Street. We will be sharing the building with the Girl Scouts and the Park Service. These spaces will be provided rent free.

There are two new partnerships in the CSI buildings: UNC-Institute for the Environment (UNC IE) at the Manteo office, and the Renaissance Computing Institute (RENCI) at the Lab.

Operating Budget:

Nancy White informed members that the current operating budget is located in the back of the BOD packet for review.

Other Committee Reports:

Science Coordinating Committee:

Nancy White reported that the SCC is going through an evolution and has not convened as a group since the last CSI Board Meeting. However, individual members have been involved in helping with the Program Head searches and individual projects. There are currently 35 members in the SCC and their appointment terms are about to expire. Steve Culver and Nancy White will review the SCC membership, responsibilities and appointment terms relative to the guidance in the Bylaws and bring recommendations to the next BOD meeting.

CSI Foundation:

Ben Cahoon, new CSI Foundation Chair, noted that a report of the Foundation's recent activities is included in the BOD packet. The Foundation now has a reconstituted Board of Directors with a lot of potential. Below are a few of the recent actions:

- Retained the services of J. Webb Fuller as Executive Director. Mr. Fuller has agreed to work for several months without a salary.
- Appointed a fundraising committee, nomination and program committee.
- Has scheduled a retreat.
- Reviewing the Bylaws.

Ben Cahoon announced he is looking forward to leading the Foundation Board to new and exciting things. Cahoon mentioned that the Foundation members were very enthused after Thursday night's Reception. Joan Weld observed that there will be significant opportunities for the BOD to work closely with the Foundation. Cahoon recommended establishing a coordinating committee between the BOD and the Foundation. This committee should consist of a member from both boards to coordinate information between boards. Weld thought this was a good idea and will explore this possibility.

NEW BUSINESS

BOD Meetings:

Charles Evans questioned whether the BOD would be more effective if more than two meetings were held per year. This is something that should be considered as CSI expands. Evans stated that two meeting per year reduces effectiveness due to the lapsed time between meetings.

Nancy White explained that more frequent meetings are cost prohibitive due to travel & hotel room costs. It costs approximately \$3,000 per meeting when food, lodging, and travel costs are factored in. Ben Cahoon said that helping to offset the BOD meeting costs would be a good Foundation activity.

Deirdre Mageean mentioned that, in addition to the cost, BOD meetings consume a large amount of time away from the office. John Wells agreed with the time issue. He suggested that Friday meetings start at 8:30 am and end by noon with lunch available if people are interested. Everyone agreed that the format of the Thursday night reception worked very well and was a wise use of time.

Mike Kelly asked if additional meetings could be held via video or teleconference. Nancy White mentioned that if meetings were able to be held remotely then it would be possible to afford to meet more than twice a year. Live meetings could be scheduled for September and May, and meetings held via videoconference could be held in the summer and winter. Ben Cahoon suggested we investigate the use of "GoToMeeting" as a way to hold remote meetings. Charles Bruton mentioned that we might be able to use "Business Partners in Education" to support the costs of meetings or education programs. Nancy White recommended that the BOD have an intermediate meeting in late winter / early spring to update everyone on Skyco, construction and budget issues. This meeting will be held via videoconference and should only last an hour. Details regarding this meeting will be sent by e-mail.

Richard Johnson recommended that the By-Laws should be changed to reflect that the BOD meets two times per year with other meetings arranged as necessary.

Election of Officers:

John Wells made a motion to nominate Mike Kelly as the new Chair of the UNC Coastal Studies Institute Board of Directors. Rolf Blizzard seconded the motion, all were in favor.

Ron Baird made a motion to nominate and appoint Richard Johnson as the Vice-Chair of the UNC Coastal Studies Institute Board of Directors. John Wells seconded the motion, all were in favor.

Joan Weld congratulated Mike Kelly on his appointment as the new Chair of the CSI BOD. She stated that the past 4.5 years as CSI BOD Chair have been a very interesting, challenging, and rewarding journey. The CSI of today has an impressive array of programs underway. Weld gave kudos to Nancy White for her motivation and innovation as CSI Director. She stated that the vision and commitment of the BOD has never faltered and that she is grateful for the opportunity to serve on this BOD. Weld declared that Mike Kelly has a wealth of experience, expertise, and respect in the community and the state, and that it is a pleasure and honor to turn the gavel over to him.

ADJOURN

The next board of directors meeting will be coordinated and announced via e-mail. Joan Weld adjourned the meeting at 11:15am.

Respectfully Submitted,

Linda Davis, Recording Secretary